

NEBRASKA INDIAN COMMUNITY COLLEGE



FACULTY HANDBOOK

Approved 3/17/12

Table of Contents

Mission, Vision, & Core Beliefs.....	p.4
FULL-TIME FACULTY.....	p.5-6
▪ General Faculty Responsibilities	
▪ General Faculty Expectations	
▪ Teaching Overload Credits	
▪ Specific Responsibilities for Full-time Faculty	
▪ Benefits	
PART-TIME FACULTY.....	p.6
▪ Part-time Faculty Teaching Load	
▪ General Responsibilities for Part-time Faculty	
▪ Benefits	
FACULTY REQUIREMENTS.....	p.6-8
▪ General Responsibilities for all Faculty	
▪ Contracts	
▪ Forms/Grade Submission	
▪ Assessment Plan	
▪ Instructional Day	
▪ Absences	
▪ Unauthorized absences	
▪ Student Related Closures	
▪ Weather Related Closures	
RE-EMPLOYMENT OF FACULTY.....	p.9
TRAVEL.....	p.9
▪ Professional Travel	
▪ Instructional Co-curricular Travel	
▪ Reimbursement of Expenses-Travel	
RESIGNATIONS AND DISMISSALS.....	p.9-10
▪ Resignation	
▪ Release from Contract (Dismissal)	
▪ Evidence for Dismissal	
▪ Characteristics of Acceptable Evidence for Dismissal	
INSTRUCTIONAL AFFAIRS.....	p.10-14
▪ Guest Faculty, Guest Speakers, and Special Programs	
▪ Instructional Travel	
▪ Books and Related Materials	
▪ Curriculum Development	
▪ Course Syllabus	
▪ Class Attendance	
▪ Faculty Reports and Documentation	
▪ Instructional Evaluation	
▪ Course Evaluation	
▪ Class Visitations	
▪ Instructor Progress Reports	

- Class Size
- Library
- Student Organizations

FISCAL AFFAIRS.....p.14

- Commitments
- Purchasing
- Unauthorized Purchases
- Financial Interests
- Travel Reimbursement

COLLEGE FACILITIES AND PROPERTY.....p.15

- Use of Instructional Facilities
- Use of College Telephone, Copiers/Printers, and Mail
- Property Control
- Safety
- Release of Information

ACKNOWLEDGMENT.....p.16

Appendices on College Website:

- A. Organizational Chart
- B. Committee Chart
- C. VTC Tip Sheet
- D. Empower Tip Sheet
- E. Textbook Request
- F. Syllabus Template
- G. Attendance Sheet
- H. Midterm/Final Grade form
- I. Incomplete Grade
- J. Grade Change Form
- K. Faculty Leave Request
- L. Grievance form
- M. Exception to minimum class size
- N. New Course Proposal form
- O. New Degree Request form

MISSION

The Nebraska Indian Community College provides quality higher education and life-long educational opportunities for Umoⁿhoⁿ (Omaha), Isanti (Santee Sioux) and other learners.

VISION

Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. The college is distinctive in serving the diverse people of the Umoⁿhoⁿ (Omaha) and Isanti (Santee Sioux) Nations. It features an enriched living and learning environment and year-round operation. The identity of the college is framed by a substantive commitment to multicultural learning.

Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the well being of our communities, and the quality of life and development of its learners, faculty, and service areas.

The overall goals of the Nebraska Indian Community College (NICC) are to:

- Prepare individuals for their roles as effective tribal members and citizens in a changing and complex environment.
- Integrate, revitalize and preserve Tribal culture throughout the college environment, including but not limited to: history, language, games, song, and the way of life.
- Expose and expand knowledge of the arts, humanities, communication, sciences, mathematics, social sciences, and Native American studies.
- Build skills for life-long learning.
- Provide an enhanced, sustainable, positive learning environment.
- Organize, manage, and finance higher education for NICC as a model Tribal College.

CORE VALUES

- Cultural preservation and continuity consistent with the Omaha and Santee Sioux Nations' needs.
- Preservation and continuity of the Omaha and Dakota languages.
- Preservation and transmission of tribal knowledge.
- Transmission of values historically rooted in traditional nature spiritual systems.
- The belief that learning is a life-long process.
- Providing a safe and healthy working and learning environment.
- Providing an environment that promotes free expression and exchange of ideas.

FULL-TIME FACULTY

General Faculty Responsibilities:

Regular faculty assignments include, but are not limited to, classroom instruction, preparation for teaching, scheduled office hours, meetings outside of scheduled office hours with colleagues and/or students, work on college committees including those for NCA accreditation, Faculty Council meetings, college pre- and post-term meetings, professional development meetings, official travel between campus sites, appearances before the Board of Directors as directed, and community service.

General Faculty Expectations:

Individual full-time faculty members shall spend a minimum of forty hours each week engaged in the following activities:

1. **Classroom Hours:** It is expected that each full-time faculty will be in the classroom for 15-18 hours per week, teaching no fewer than four and no more than six classes per semester.
2. **Office Hours:** It is expected that each full-time faculty will provide no fewer than eight (8) posted, on-campus office hours per week plus additional as required by student and schedule needs.
3. **Meeting Hours:** It is expected that each full-time faculty will be available from 9:00 A.M. to 1:00 P.M. every Friday (five (5) hours of meeting time). The full-time faculty must take part in the accreditation process, including committee work. Attendance in pre-semester professional development seminars (up to five working days) is required.
4. **Travel Hours:** Full-time faculty may need to travel to each campus weekly, in this case approximately six and a half (6.5) hours could be spent on travel. Full-time faculty who do not travel between campuses must hold additional office hours or provide service hours such as student senate advising as filed with Academic Dean.
5. **Reports:** All full-time faculty will complete monthly reports on their activities and responsibilities to include their accomplishments, plans for the future, and concerns he/she may have (with proposed solutions). Reports must be submitted to the Human Resource Director and the Academic Dean by the 7th of each month, unless advised otherwise.
6. **Time Tracking:** Full-time faculty is expected to work a minimum of 40 hours per week. Part-time faculty is expected to work the minimum hours as agreed. Faculty will use a time clock to track their hours by clocking in and out.

Teaching Overload Credits:

Approval of all course instruction overloads will be the responsibility of the Academic Dean.

Specific Responsibilities for Full-time Faculty:

1. **Faculty Advising:** Full-time faculty will meet regularly with students in their degree programs during their regularly posted office hours. All student contacts must be tracked, logged, and reported. Information including student major, contact time, and date must be included.
2. **Graduation Ceremonies:** Attendance at Graduation Ceremonies is mandatory. An absence from graduation ceremonies will result in disciplinary action.
3. Actively participate on NICC committees.
4. Attend all meetings of the Academic Council.

5. Develop respective divisions, including curriculum development, research, approved grant writing, and other fundraising activities to help fund the departments' equipment and other needs.
6. Participate in faculty orientations and in-service training.
7. Division Head specific responsibilities:
 - a. Division Heads must supervise all adjuncts in their area.
 - b. Division Heads must gather syllabi from all adjuncts in their area.
 - c. Division Heads must review their specific curriculum annually with the Academic Dean.

Benefits:

Full-time Faculty is eligible for the Nebraska Indian Community College employee benefits to include personal leave, matching retirement plan, and medical benefits. Please refer to the Employee Handbook or see Human Resources for more information.

PART-TIME FACULTY

Part-time Faculty Teaching Load:

Part-time faculty will teach a maximum of nine (9) credit hours per term. Additional credit hours may be assigned through specific approval of the Academic Dean.

1. Hours: Hours for meetings, travel, office hours, etc. will be designated by the Academic Dean.
2. Time Tracking: Part-time faculty is expected to work the minimum hours as agreed. Faculty will use a time clock to track their hours by clocking in and out.

General Responsibilities for Part-time Faculty:

1. Encouraged to participate on NICC committees.
2. Attend meetings of the Academic Council.
3. Participate in faculty orientations and in-service training.
4. Participate in graduation and other special college functions as requested by the administration.

Benefits:

Part-time Faculty may be eligible for benefits through Nebraska Indian Community College, depending on how many hours they work on a routine basis. Please refer to the Employee Handbook or see Human Resources for more information.

FACULTY REQUIREMENTS

General Responsibilities for all Faculty:

1. Prepare and instruct assigned courses. Preparation includes submission of typed syllabi for all courses taught and evaluation of students' progress.
2. Continuously update in their respective fields, keeping abreast of current knowledge and trends.
3. Become knowledgeable of and sensitive to the culture and needs of Native American peoples, particularly the Isanti and Umo^{ho} Nations.
4. Become familiar with the mission and purposes of the College and the College Catalog.
5. Faculty is expected to read and comply with the Faculty Handbook and the Employee Handbook.

Contracts:

1. All full-time or part-time faculty members with one year or more of academic teaching experience within the college, whose contracts will be renewed, will receive letters of intent by April 1st. Formal contracts will be issued by May 1st.
2. Any full-time or part-time faculty member who has not returned a signed contract for the coming year by May 15th is considered as having terminated employment with the college at the end of the instructional contract period. Written notification must be given to the Academic Dean within thirty (30) days of issuance of the contract.
3. Adjunct faculty will be issued a formal contract within a reasonable amount of time prior to the start of the term. Contracts must be signed and returned to the Academic Dean by the date stated in the contract.
4. Procedures and reasons for failure of renewal of full-time or part-time faculty members' contracts are treated in the policies referring to resignations and/or dismissals.

Form/Grade Submission:

1. Attendance forms must be submitted through the Empower Records Management system on a weekly basis.
2. Mid-term grades must be submitted through the Empower Records Management system by the dates noted in the academic calendar for each term.
3. Final grades must be submitted through the Empower Records Management system by the dates noted in the academic calendar for each term. Final grades must also be printed from Empower, signed, and submitted as a hard-copy form to the Registrar.
4. A signed hard copy of the attendance forms must be submitted to the Registrar at the end of the term.
5. Complete and submit course assessment at the end of each term to the Division Head or Academic Dean.

Assessment Plan:

Faculty must take part in the assessment plan after each course if completed, including any additional work that it may entail, as directed by the Academic Dean. (This includes instructor evaluation, student evaluation, assessment of student learning, etc.)

Instructional Day:

An instructional day will be considered as being from 9:00 a.m. to 9:00 p.m. within the established instructional calendar. Any instructor may be assigned a normal teaching schedule within this time period.

Absences:

A faculty member who anticipates being absent from a class must notify the Academic Dean through the submission of a Leave Request Form. This form should be submitted as soon as an absence is planned/inevitable. In the case where an unforeseen absence must occur (for example, due to an emergency), the faculty member must still submit a leave request form as soon as possible. In addition, in order to help notify students and avoid confusion, faculty is encouraged to call the campus advisor for the site they teach from and the Academic Dean.

1. When faculty is unable to meet their scheduled classes, meetings, or office hours due to unforeseen circumstances, the Academic Dean and/or Campus Advisor(s) must be informed as early as possible, but no later than a half hour of their scheduled work time. Upon returning to work, the faculty member must submit a leave request form to the Academic Dean.
2. A substitute instructor may be suggested and then approved by the Academic Dean.

3. It is the responsibility of the Campus Advisor to notify the classes involved when a faculty member will be absent.
4. Each instructor must conduct the equivalent of fifteen (15) contact hours per credit hour taught for non-lab time (based on 50 minutes per hour for 15 weeks times the number of credits per course). Lab contact time is double that of lecture contact time. Generally, this allows the instructor to miss one class per semester without scheduling additional time or arranging for a substitute. Further absences require arrangements to be made in order to make up for missed time. These arrangements must be submitted to and approved by the Academic Dean.
5. Only the Academic Dean has the authority to cancel a scheduled course. Requests for course cancellations must be made to the Academic Dean, who will review the request and render a decision regarding cancellations, termination of contract, adjustments, and so forth.
6. Failure to notify the Academic Dean of an absence will result in disciplinary action.

Unauthorized absences:

Any absence of a faculty member or failure to participate in required official college functions or activities without prior justification and approval from the immediate supervisor(s) will result in disciplinary action. Time missed will be deducted from faculty's personal leave (if applicable) or the withholding of salary for the days, or fraction thereof, for which the faculty member was absent.

An amount equal to the pay for one day of service (or eight (8) hours of personal leave, if applicable) will be deducted from the salary of the faculty member for each day of service not performed unless such absence is authorized by the Academic Dean.

Student Related Closure:

When no students show for a given class, faculty is required to stay for 30 minutes prior to closing the class for that day. In the case of a class being offered via VTC, the instructor must remain in the VTC classroom and visible to the other sites during this 30 minutes.

Weather Related Closures:

1. Generally, each campus will refer to their respective local public school for closing decisions.
2. VTC classes will cancel for all campuses when the campus where the instructor attends is closed.
3. When the campus the instructor attends is open and other campus(es) is/are closed, the class shall still meet. Students at the closed campus must contact their instructor to make up missed material. Instructors should try to make provisions to enable these students to do so. (Notify the Academic Dean who can help arrange a videotape for that day of class.)
4. The instructor has the right to close class if s/he feels this necessary. The Academic Dean must be notified in such an instance. Also, missed class(es) must be made up before the end of the term.
5. One snow day or other excused day is allowable per course per term. Any additional days off (whether due to snow, other obstructions, instructor illness etc.) MUST be made up with students. The Academic Dean must be advised of time and location of make-up class(es).

RE-EMPLOYMENT OF FACULTY

Re-employment of full-time faculty by the college is based on the following general criteria:

1. Teaching effectiveness (performance)
2. Staff and student relationships
3. Community service
4. Institutional service
5. Professional growth and development

The evaluation of a faculty member is done by the Academic Dean.

TRAVEL

Professional Travel:

Professional growth and development for all professional staff is necessary in a developing institution. The Academic Dean, within budgetary limitations, will approve or disapprove requests for travel. Travel requests must be submitted on the prescribed form as early as possible (but no less than two weeks prior to the event) to allow adequate time for approvals.

Instructional Co-curricular Travel:

Instructional and co-curricular travel is an integral part of many college students' education and experience. It may be allowed by the President and Academic Dean upon recommendations from appropriate administrators and within established budgetary limitations. Travel requests must be submitted on the prescribed form as early as possible (but no less than two weeks prior to the event) to allow adequate time for approvals.

Reimbursement of Expenses-Travel:

Faculty and staff of the Nebraska Indian Community College will be reimbursed, within institutional budgetary limitations, for expenses incurred in attending any functions deemed necessary by the President and Academic Dean. Proper documentation and forms must be submitted for approval prior to incurring travel expenses. Expenses incurred without approval will be the responsibility of the employee.

RESIGNATIONS AND DISMISSALS

Resignation:

All resignations, including those from an existing contract, will be decided on an individual basis with the approval of the administration and upon ratification of the Board of Directors. Resignations must be submitted in writing to the President at least 30 days in advance.

Release from Contract (Dismissal):

1. The College recognizes the following separate situations in dismissals regarding a contract:
 - a. Failure to renew an expiring contract.
 - b. Budgetary/funding constraints.
 - c. Dismissal during the time a contract is in force.
2. A faculty member may be dismissed at any time or s/he may be denied the renewal of his/her contract for any of the following reasons or combination thereof:
 - a. Violation of policies/procedures in the College's Employee Handbook.
 - b. Violation of the College regulations or State, Federal, or Tribal Regulatory laws.
 - c. Failure to perform the terms of their contract.
 - d. Failure to perform their assigned college duties.

- e. Prolonged or frequent absence without justifiable reasons and/or proper notification to the college.
- f. Engaging behavior or activities as referred to in Section 4.05, Employee Conduct, of the College's Employee Handbook.
- g. Lack of cooperation, obstructive attitude, interference with the college's normal operation, or participating in or inciting a student protest or riot.
- h. Theft of college equipment, materials, funds, or property.
- i. Sexual Harassment. Refer to Article XIII Sexual Harassment in the College Employee Handbook.

Evidence for Dismissal:

In all cases where dismissal of a faculty member is sought, administrators must present acceptable evidence showing the following:

- 1. Persistent nature of difficulties. The unsatisfactory conduct on the part of the faculty member has been persistent and sustained, except in unusual circumstances.
- 2. Repeated warnings. The faculty member has been informed repeatedly of the unsatisfactory nature of the work or conduct in writing.
- 3. Frequent assistance. Real efforts have been made to help the faculty member overcome the noted difficulties but the efforts have been unsuccessful.
- 4. Close supervision. Since the discovery of the deficiencies, the individual's work has been closely supervised and the administration has personal knowledge of the faculty member's failure to improve.

Characteristics of Acceptable Evidence for Dismissal:

- 1. Specific in nature. Factual evidence of deficiencies in specific professional competencies and personal qualities must be presented.
- 2. Extensive in scope. An isolated case does not constitute sufficient evidence except under unusual circumstances.
- 3. Recorded. All specific charges must be substantiated by written record made by the observer immediately after the various times when the deficiencies were actually observed. Likewise, written records should be made immediately of all occasions where assistance is given or when advisory conferences are held.
- 4. Dates and Times. Records of unsatisfactory performance and notes on visits and advisory conferences should be made including dates, the actual clock minutes involved, the type of class and the period of the day.
- 5. Original drafts. Written evidence presented at dismissal hearings must be the original drafts made at the time of, or immediately following, the observation or conference.

INSTRUCTIONAL AFFAIRS

Guest Faculty, Guest Speakers, and Special Programs:

- 1. All visiting or guest lecturers, speakers, or special programs that require space and equipment outside of the regular classroom must have prior approval of the Academic Dean and Campus Advisor at least one week prior to the program.
- 2. Proposal for remuneration, if any, for such lectures, speakers, or special programs must be submitted to the Academic Dean for approval before the lecturer, speaker, or program is engaged.

Instructional Travel:

1. Field trips for instructional purposes must be approved in writing by the Academic Dean in advance of the trip.
2. All college sponsored field trips, activities, or events must be well supervised. Such supervision is the responsibility of the staff sponsors of the trip, activity or event.
3. Students must notify any instructor whose class they will miss.
4. Minor students need to have a signed consent form from their parent or guardian.

Books and Related Materials:

Textbooks and instructional materials needed for college classes are the primary responsibility of the individual instructor. In order to request a textbook, instructors must fully complete a textbook request form and submit it to the Academic Dean. This form must include the ISBN# and edition, as well as all other pertinent information.

Textbook requests are due by May 30th for the Fall term, November 30th for the Spring term, and April 15th for the Summer term. Requests made after this time cannot be guaranteed to be ordered and received in a timely manner for the start of classes. Additional books will be purchased for classes based on enrollment on the first day of classes and the last day to drop/add if necessary.

Instructors are responsible for obtaining their own copy of a textbook which they will teach from. Generally, instructor copies are made available for no charge to instructors by contacting the publishing company (via their 800 numbers or website).

For cost effectiveness and logistical purposes, every attempt will be made to utilize the same textbook, workbook, and other published materials at all campus sites. If a standardized textbook can be used, it will appear in the master syllabus for the course/department.

Students will receive all textbooks directly from the campus office. Other requests for materials should be made through the Academic Dean.

Curriculum Development:

Curriculum development procedures have been prepared to assist any interested person in initiating a change in the curriculum that s/he deems necessary. These procedures provide a means of developing quality programs for the college.

Any person wishing to initiate a change in the curriculum (e.g. changing or adding a course or program, deleting a course or program) should contact the Academic Dean for the proper forms. The procedural steps for making a change are to submit the proposal to the Academic Dean, who will review and forward the request to the Academic Council for approval.

Course Syllabus:

Each course at NICC will be instructed from an approved course syllabus, which is a summary or outline containing the main points of the course of study. Course syllabi are approved by the Division Head, Academic Dean and Academic Council. A syllabus template is available for download at the college website (www.thenicc.edu) under academic forms.

1. Master syllabi are developed by each academic Division Head.
2. Assistance for preparation of the syllabi will be available from the Division Head and/or Academic Dean.

3. Modification of existing or new syllabi proposals will be completed and submitted to the Academic Dean within 30 days. Extension or adjustments to this period may be obtained from the Academic Dean.
4. Generally, NICC expects the instructor to teach a course using the established objectives for that course (consult the master syllabus for your class). Each instructor is allowed to change portions of the syllabus that determine how the objectives will be met.

Class attendance:

NICC has established rules for class attendance. These rules are detailed in the current college catalog. All faculty are required to detail the attendance policy in each of their course syllabi using the information provided in the syllabus template on the college website.

Faculty Reports and Documentation:

All faculty members are expected to meet published timelines for the submission of reports and documentation such as class enrollment, budget plans, student grades, attendance records, and other requested reports.

Adjunct Faculty: Failure to submit grades, attendance or other required documentation will result in withholding of pay until such documents are submitted.

Instructional Evaluation:

Students shall be informed of course requirements, standards, objectives, and evaluation procedures at the beginning of each individual course. Each student shall be given an evaluation of his/her performance during the progress of the course, if requested. The college shall provide for an appeal procedure for students who believe the evaluation of their instructional progress has been prejudicial or capricious. Such procedure shall provide for changing of students' evaluation upon the findings of the applicable committee. The College shall provide a mechanism by which students have an opportunity to report their perceptions of courses and the methods by which they are being taught; provided, however, that such mechanism shall protect faculty members from capricious and uninformed judgments.

Course Evaluation:

All faculty members are required to participate in regular course evaluations. A standard Course/Instructor Evaluation form will be used during each academic term, including summer term. Care must be given in administering these evaluations so the student remains anonymous to the instructor. The Academic Dean will collect and tabulate the results of course evaluations and return them to the instructor. Instructors should download the Course/Instruction Evaluation form from the college website, along with the instructions for administering the evaluation and follow the procedures to the letter.

Class Visitations:

The Academic Dean will, on occasion, make a class visitation for the purpose of informally evaluating the teaching effectiveness of the faculty member. This visitation will include a written observation form that will be given to the faculty member subsequent to the visitation. Whenever possible, the Academic Dean will give the faculty member advance notification of the impending visit.

Instructor progress reports:

Faculty members will be given annual progress reports to submit by the close of each spring term. These will provide the opportunity for faculty to self-report on their academic activities, such as conference presentations and attendance, effective teaching practices, and achievements.

These will be kept in the faculty member's files with records of course evaluations, and class visitations to portray a balanced picture of progress, activity, and achievement.

Class Size:

1. The minimum class size shall be six (6) students for credit classes. However, if the number of students enrolled is fewer than six, the Academic Dean, within budgetary limitations, shall reserve the right to permit the class to continue during a given term, given that the instructor also wishes for this class to continue. The maximum class size will normally be 20 students with the exception of skills courses.
2. Any instructor wishing to limit the maximum enrollment in a class must notify the Academic Dean in writing prior to the registration period. Classes will normally be limited to the maximum effective capacity of the assigned classroom(s) by default.
3. A report of any exceptions to minimum class sizes shall be filed with and approved by the Academic Dean.
4. Individual part-time or adjunct faculty members may elect to teach a course below the minimum class size of six (6) at the reduced rate of one-sixth remuneration for each student enrolled, if approved by the President and Academic Dean.

Library:

The library contains many materials that support instructional programs. Additional instruction materials are continuously being added to the collection.

1. Faculty may sign out library materials for a one-semester period. (Exceptions will be made if more than one faculty needs the same materials.)
2. Requests for reserve materials or multiple copies of materials must be submitted in writing to the Library Director.
3. The library can obtain books and DVDs or videos for classroom use through Inter-Library Loan (ILL). Generally, it takes 1-2 weeks to receive materials requested via ILL, and generally, check out time is quite brief at approximately 2 weeks. Faculty is responsible for materials during use and responsible for any costs to replace lost or damaged materials.
4. Faculty is encouraged to submit requests for the acquisition of new library materials.
5. Materials requested for acquisition must be approved by the Library Director.
6. The library has access to scholarly databases and other online resources located on the college web site. Faculty should become familiar with these services in order to utilize their research capabilities and instruct students on their benefits. Faculty are encouraged to ask the Library Director to make classroom visits to talk about available resources.
7. Faculty is encouraged to send information regarding useful online resources (particular to areas of study/courses at NICC) to the Library Director so they can be added to the website.
8. Rental of institutional materials should be requested, justified, and coordinated through the Librarian or Title III Coordinator, and Campus Advisors. Availability and budgetary constraints may limit the quantity of these materials.
9. Audiovisual equipment needs should be coordinated through the Campus Advisor and Librarian or Title III Coordinator. Requests for new equipment should be channeled through the Academic Dean.

Student Organizations:

The instructional staff is encouraged to assist in the sponsorship of student organizations. Student organizations may request recognition and sponsorship on the campus site from a Student Advisor.

FISCAL AFFAIRS

Commitments:

The Business Office is the agency authorized to make commitments for all supplies, equipment or contractual services necessary for the instructional operations of the college. Such commitments are made in accordance with the college purchasing policies and procedures.

Purchasing:

In order to requisition supplies, equipment or other purchases, faculty must first receive approval for purchase from the Academic Dean. This is done by submitting a completed Purchase Requisition Form, before materials are purchased, to the Academic Dean. Upon approval, this will be submitted to the Business Office to generate a check to purchase this item. This process takes up to two weeks. Purchases made without prior approval may not be reimbursed.

Unauthorized Purchases:

No individual other than those so designated by the Board of Directors has the authority to enter into contracts or in any way commit the college for procurement indebtedness. Any such transaction will be considered an unauthorized purchase and the individual may incur a personal liability to the vendor.

Financial Interests:

1. No faculty member shall have any financial interest in or receive any compensation from the sale of books, teaching materials or supplies, or any other items or services directly related to the instructional program.
2. Royalties on books or other published, manufactured materials and supplies or review and desk copies are not included in the above statement.
3. No faculty member shall sell, render services or otherwise conduct business on the college premises for personal gain.
4. Faculty members must decline personal gifts or gratuities that might in any way influence the purchase of instructional materials or knowingly enter into any commitment that could result in a conflict of interest situation.

Travel Reimbursement:

Reimbursement is made, when funds are available, only on trips approved in advance. Claims for reimbursement or advancement of travel expenses must be requested on the prescribed form for approval by the Academic Dean and then submitted to the Business Office.

Individuals may make arrangements for airfare, conference registration fees, etc., by submitting a Travel Request Form to the Academic Dean at least two weeks prior to the trip. If an individual does not avail him/herself of this process, it may become necessary for the individual to pay all expenses from personal funds and seek reimbursement upon return. Reimbursement in this case is not guaranteed unless previously arranged and approved.

Please refer to the Employee Handbook or see the Business Office for more information.

COLLEGE FACILITIES AND PROPERTY

Use of Instructional Facilities:

1. The use of the instructional facilities, equipment, or supplies for personal gain is not permitted.
2. Instructional facilities or equipment may be used for certain personal activities by employees of the college upon approval by the Academic Dean.

Use of College Telephone Copiers/Printers and Mail:

1. Personal long distance phone calls shall not be charged to the College.
2. No personal use of College copiers and or printers.
3. College postage is not to be used for personal use.
4. Under no circumstances are such facilities to be used for political purposes, underground papers, duplicating immoral or illegal material, or for any other purpose which could be injurious to the college, its students and faculty, or the communities.

Property Control

Faculty is responsible for the custody, proper use, reasonable care and maintenance of all equipment and supplies purchased for or assigned by the administration to the respective departments of the college. Faculty is responsible for establishing adequate security for assigned items.

Safety:

The Nebraska Indian Community College follows approved safety regulations throughout the sites to foster positive attitudes concerning safety and to provide a safe environment for learning and work. The general safety regulations and posted department safety regulations apply to all students, employees, and visitors. For details on specific safety regulations in your area or other safety information refer to the Nebraska Indian Community College Disaster Procedures Handbook.

Release of Information:

Information concerning students will not be made available to unauthorized persons within the college or to any person outside the college without the expressed consent of the student involved, except under legal compulsion or where the safety of others is involved.

NEBRASKA INDIAN COMMUNITY COLLEGE



FACULTY HANDBOOK ACKNOWLEDGMENT

I, _____ have received a copy of the Nebraska Indian Community College Faculty Handbook. I pledge to thoroughly read the Faculty Handbook within 72 hours of receiving it in order to understand the policies, procedures, and expectations outlined. If I have any questions I will talk with Academic Dean or Human Resources. I pledge to abide by the policies, procedures, and expectations outlined in Faculty Handbook.

Employee Signature

Date

Human Resources Signature

Date