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PREFACE

This Faculty Handbook provides information pertinent to fulltime Faculty members of Ilisagvik College. It is based on the current Ilisagvik College Board of Trustees Approved Policies Manual with additions from the Ilisagvik College Employee Handbook and the Ilisagvik College Catalog. More complete information including policies that apply to all employees (including Faculty members) can be found in the Ilisagvik College Employee Handbook. Although current at the time of distribution, this information on policies and procedures is subject to change, subject to the approval of the Ilisagvik College Board of Trustees.

(October 2011)
Hello Faculty!

I am pleased and honored to have this opportunity to welcome you to the Ilisaġvik College faculty. I hope you find your time with our institution to be educationally exciting, challenging, satisfying and rewarding.

Ilisaġvik enjoys the uniqueness of an Arctic environment that encompasses a vital traditional culture. These factors provide you with the opportunity to learn about a world that is, in all likelihood, quite different from anything you’ve previously known while sharing your subject knowledge with our students.

There are some important facts you need to know about Ilisaġvik College to help you appreciate how unique we are as a postsecondary institution. Ilisaġvik College is the only federally recognized Tribal College in Alaska. We were created by the North Slope Borough to meet the educational and workforce needs of the local population. The population we serve is predominantly Iñupiat Eskimo and we cover a population base of approximately 7000 people scattered in 8 villages that encompasses over 88,000 miles of Alaska’s Arctic. Educational telecommuting is a vital part of our mission to extend our services across the entire borough.

Our Iñupiat traditions and values are very important to us. I hope you will take the time to learn them and understand more about the lives of the students you will teach. This is critical to helping them succeed in their educational goals.

As the college president, it is my job to make sure you have all the support, assistance and tools needed to succeed because, if you succeed, your students succeed. I am always ready to help make our institution better for our faculty, students and employees. I look forward to getting to know and work with you in the coming year.

Quyanaqpak in advance for your service to our students, our communities, and our state.

Pearl Kiyawm Brower
President
About Ilisagvik College
ACCREDITATION
Ilisagvik College is accredited by the Northwest Commission on Colleges and Universities (NWCCU), one of six Regional Institutions of Higher Education Regional Accrediting Associations recognized by the U.S. Department of Education.

The Board accepts the standards and related policies of the Commission on Colleges and Universities of the Northwest Association of Schools, Colleges and Universities and agrees to comply with these standards and policies as currently stated or as may be modified in accordance with due process. The Board further agrees that the institution will comply with the eligibility requirements for membership in the Northwest Association of Schools, Colleges and Universities and will meet the standards and policies to the best of its ability.

Ilisagvik College Board of Trustees Approved Policy Manual 1.14

The Alaska Commission on Postsecondary Education has authorized Ilisagvik College to operate in the State of Alaska in accordance with the terms and conditions set forth in A.S. 14.48 and in accordance with the pertinent rules and regulations.

Ilisagvik College Catalog

TRIBAL COLLEGE STATUS
Ilisagvik College is the first and only federally recognized tribal college in Alaska.

MISSION STATEMENT OF ILISAGVIK COLLEGE
Ilisagvik College provides quality post-secondary academic, vocational and technical education in a learning environment that perpetuates and strengthens Inupiat culture, language, values and traditions. It is dedicated to providing well educated and trained individuals who meet the human resource needs of North Slope employers and the state of Alaska.

CORE THEMES
As an expression of its mission, Ilisagvik College pursues the following core themes:

Academic Education – that education embodied in the Associate of Arts, the Associate of Science and the Associate of Applied Science degrees from which students either enter the workforce or transfer to four year institutions.

Applied Knowledge and Skills to Develop the Local Workforce – that education and training embodied in Certificates, Workforce Development programs, and partnerships with business and industry which either prepare participants to enter the workforce or to gain additional skills to enhance their abilities in the workforce.

Access and Support – those activities which either prepare students to enter college level programs or enable students to undertake college programs by providing classes to villages and providing the financial and learning resources to enable them to be successful in their endeavors.

Inupiaq Culture and Values – Instruction and activities which incorporate principles of traditional education, including the promotion of Inupiaq culture and values and which provides opportunities for participation in cultural events important to the essence of being an Inupiaq.

Ilisagvik College Board of Trustees Approved Policy Manual 2.01
INUPIAQATIGIIGNIQ: TRADITIONAL INUPIAT VALUES

QiksiksrautiqaâniqIñuuniaâvigmun
Respect for Nature

Aviktuaqatigiigniq
Sharing

Iñupiuraallaniq
Knowledge of Language

Paammaaâigñiq
Cooperation

Iøagiigniq
Family and Kinship

Piqpakkutiqãniqsuliqiksiksrautiqaâniqutuqqanaunallanullu
Love and Respect for Our Elders and One Another

Quvianuuniq
Humor

Aỳuniaâniq
Hunting Traditions

Nagliktuutiqaâniq
Compassion

Qiñuiññiq
Humility

Paaqæaktautaiññiq
Avoidance of Conflict

Ukpiqqutiqãaniq
Spirituality

Ilisagvik College Catalog
INUPIAT CULTURAL CALENDAR

AUGUST
- Caribou hunting
- Ugruk (bearded seal) and aiviq (walrus) hunting
- Ugruk skins being prepared for boats and boot bottoms
- Some people still in summer fishing and hunting camps
- Duck hunting at Pigniq
- Some fishing with nets at Pigniq
- Skinboat frames built
- Young black brant hunting in Wainwright
- Tuktaq making time (walrus skin and meat rolled into a ball and sewn together)
- Fishing on the rivers
- Berry picking (salmonberries, blueberries, blackberries, cranberries)

SEPTEMBER
- Some duck hunting
- Fall bowhead whale hunt
- Moose hunting
- Pawmagrak (capelin, Mallotus villosus) come up on shores in Barrow

OCTOBER
- Fall whaling continues
- Ice fishing on rivers and lakes
- Caribou hunting (first part of the month before bulls rut)
- Ice fishing along coastline for iqalugaq (tomcod)

NOVEMBER
- Polar bear hunting on the coastline
- Seal hunting
- Some hunters still at fish camps
- Thanksgiving feasts Inupiaq style

DECEMBER
- Trapping season for fox, wolf, wolverine
- Seal hunting
- Polar bear hunting
- Christmas Feasts Inupiaq style
- Games of skill and endurance Inupiaq style
- Time to clean ice cellars and houses for the New Year
- Trapping season continues
- Seal hunting
- Nalurrirut (seal skins being prepared for bleaching)
- Polar bear hunting
- Build and repair skin boats

- Trapping season continues
- Puvitquaqtuq (animal skins being wind dried and bleached outside)
- Seal skins (natchiq and ugruk) bleaching
- Seal hunting
- Continue to build and repair skin boats

- Some polar bear hunting
- Seal hunting
- Trapping season continues for fox, wolf, and wolverine
- Women sew ugruk skins for skin boats
- New skins put on boat frames
- Hunting tools repaired
- Female polar bears bring out their young

- End of trapping season
- Whaling season begins
- Caribou and ground squirrel hunting inland
- Time to clean cellars (if not done during winter)
- Birth of young seals

- Whaling continues
- Geese and ptarmigan hunting inland
- Duck hunting on ice
- Ice breakup on rivers
- Seals on ice at Qaaktubvik
- Ugruk have their young

- Caribou fawning period
- Nalukataq in the whaling communities (Kaktovik, Nuiqsut, Barrow, Wainwright, Point Hope)
- Going off to summer camps
- Fishing on rivers and lakes begins
- Seal hunting
- Fishing in Qaaktubvik
- Camping and hunting continues
- Fishing continues
- Caribou hunting
- Gathering eggs in Point Hope
- Ugruk and walrus hunting
- Drying meat and making seal oil
- Preparing ugruk skins for boats
ROLE OF FACULTY EMPLOYEES

Faculty Employees
The Board of Trustees recognizes its regular faculty as an integral and essential part of the College community. Unless specifically noted in a written contract for employment or in the Employee Handbook, faculty are employees of Ilisagvik College and are subject to College policies and procedures. The President shall provide faculty personnel benefits in a manner which is in the best interests of the College, including the College’s interest in attracting and retaining competent faculty, subject to the Board’s right to revise and/or adopt policies in its discretion.

Ilisagvik College Board of Trustees Approved Policy Manual 7.01

Candidate Screening
In order to assure high-quality instruction, the President/designee and Dean shall appoint members of the faculty to participate in the screening of candidates for fulltime, regular faculty positions. The Board may choose to solicit faculty input in the screening of candidates for President of the College.

Ilisagvik College Board of Trustees Approved Policy Manual 7.02

Faculty Association
Ilisagvik College recognizes the Faculty Association as a professional organization within the College to provide a forum for discussion. The Faculty Association is provided time on the agenda of any regular meetings of the Board of Trustees, on request and in the same manner as other agenda items.

Ilisagvik College Board of Trustees Approved Policy Manual 7.08

Academic Freedom
The College recognizes the right of each individual faculty member, because of her/his education and background, to exercise considerable freedom in the application of her/his professional expertise in the classroom. Instructors are free to choose teaching materials and utilize teaching methods which are relevant to the serious educational purposes embraced in the profession of teaching. Such freedom is granted and encouraged to foster open minds, creative imaginations, and adventurous spirits among the faculty and students of Ilisagvik College. Diversity of material and method are recognized as affording our students a rich source of personal and social growth.

Ilisagvik College Board of Trustees Approved Policy Manual 8.02

SHARED GOVERNANCE

Shared Governance
Ilisagvik College is committed to a shared governance process. Shared governance ensures opportunities for faculty, staff, students and administrators share their intellectual gifts and passion to make Ilisagvik College strong. As in all College processes, the Inpiaqatigiigniq (Inupiaq values) guide our work together. Values such as respect, sharing, cooperation, humor, compassion, humility and avoidance of conflict ensure we are working together effectively to ensure our mission is fulfilled.

Dean of Instruction & Workforce Development
Academic Council

It is the policy of Ilisagvik College to ensure the integrity of the curricula and academic processes through review by an Academic Council. This Council will include an elected faculty group representing all disciplines and other appointed members. The Council will be responsible for making recommendations on curricula, academic policies and program proposals in accordance with the role and mission of Ilisagvik College.

Ilisagvik College Board of Trustees Approved Policy Manual 8.01

Standing Committees:
President’s Cabinet
Annual Budget Committee
Student Progress/Student Retention Teams
Academic Council

Other Committees including, but not limited to:
Graduation Committee
Technology Committee
Facility Planning Committee
Academic Council
Search Committees
Scholarship Recruiting Committee
Student/Staff Orientation Committee
Recruiting Committee

DRUG-FREE WORKPLACE

Ilisagvik College prohibits the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of illegal drugs or alcohol on the premises of Ilisagvik College. All employees will abide by the terms of this policy as a condition of their employment. Ilisagvik College encourages employees to seek substance abuse treatment and rehabilitation when needed. This may be an alternative to termination of employment or a condition for continued employment.

The use and misuse of drugs and alcohol threatens the Ilisagvik College community. The College shall implement a Drug-Free Workplace policy that:

1. Prohibits the possession, use, manufacture or sale of illegal drugs while on work time or College property.
2. Prohibits the impairment of employees by illegal drugs, alcohol, or the misuse of legal drugs while on work time or College property.
3. Implements an employee drug testing program as allowed or required by law to include, at a minimum, pre-employment and post-accident drug testing.
4. Informs employees that they may be required to complete substance abuse rehabilitation, treatment, and/or counseling and/or may be subject to discipline, up to and including dismissal from employment, for a violation of this policy.

Ilisagvik College Board of Trustees Approved Policy Manual 6.07
Appointments
Work Loads
Evaluation
APPOINTMENTS

Faculty may be appointed according to the terms of a written employment contract in the following categories:

Regular Faculty: To be eligible for appointment to the regular faculty, a faculty member shall be either fulltime, teaching or teaching related duties, or part time, teaching at least 16 credits or more per nine month, academic year. Members of the regular faculty shall be appointed to the ranks of Instructor, Assistant Professor, Associate Professor or Professor, as appropriate. Individuals holding regular faculty appointments shall be eligible for consideration for promotion.

Term: To be eligible for a Term appointment, a faculty member may be teaching full time for a period of less than one academic year. Appointments shall be on an “as needed” basis. By definition such positions may not convert to regular faculty positions and shall not be eligible for consideration for promotion.

Adjunct Faculty: An employee who delivers no more than 7.5 credit hours of academic or vocational instruction per semester. Adjunct faculty shall be appointed to the position of Lecturer and shall not be eligible for benefits from the College. Appointments shall be on an “as needed” basis for a specific semester and may be renewed on a semester by semester basis. Lecturers shall not be eligible for promotion or benefits.

Affiliate: Individuals who are employed by agencies, colleges or universities that are not associated with Ilisagvik College may be appointed Affiliate faculty for Ilisagvik to provide teaching or research activities for the College. Individuals holding affiliate appointments may be appointed to rank but are not employees of the College and are not eligible for compensation or benefits from the College.

FACULTY CONTRACTS

All faculty members shall be employed by Ilisagvik College pursuant to the terms of a written contract for a specified term of employment. This contract may be renewed from year to year pending satisfactory performance and continuing need for the courses offered. Faculty are not tenured and have no expectation of continued employment except as indicated below.

In cases of non renewal of employment, the College shall adhere to the following procedures, except in cases of financial exigency as declared by the Board of Trustees.

1. For faculty members in their first year of employment with the College, written notice of nonrenewal of appointment shall be provided by May 1.

2. For faculty members in their second or third year of employment with the College, written notice of nonrenewal of appointment shall be provided by April 1.

3. For faculty members in their third and subsequent year of employment with the College, written notice of nonrenewal of appointment shall be provided by February 1.
DISCIPLINARY PLACEMENT IN RANK

All faculty are expected to possess a high level of academic, professional and/or experiential preparation appropriate to their discipline and shall be appointed to an academic rank and status commensurate with their preparation and credentials as per the disciplinary placement in rank document.

Placement in rank will be guided by the following criteria: In cases where the advanced degree in the discipline or a related discipline is deemed the most important criteria and where such an advanced degree is available, individuals will be placed according to the Academic track. In cases where journeyman certification in the trade or comparable certificates are considered the most important criteria, placement will be made according to the Vocational/Technical track. In Cultural Studies, advanced degrees are not currently available in the disciplines listed and frequently recognized expert status is the only way to recognize one’s knowledge and abilities in this area. Please note in all cases, continuing advanced education is built in to advancement in rank to encourage continuing education for all faculty.

<table>
<thead>
<tr>
<th>Academic/Business*</th>
<th>Vocational/Technical**</th>
<th>Cultural Studies*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>Automotive Technology</td>
<td>Alaska Native Language</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Aviation</td>
<td>Alaska Native Studies</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Construction Trades</td>
<td>Inupiat Language</td>
</tr>
<tr>
<td>Business</td>
<td>Diesel Technology</td>
<td>Inupiat Cultural Studies</td>
</tr>
<tr>
<td>Computer Information and Business Systems</td>
<td>Emergency Medical Technology</td>
<td>Inupiat Language and Culture</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Fire Science</td>
<td></td>
</tr>
<tr>
<td>Office Systems</td>
<td>Mechanics</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>Industrial Mechanics</td>
<td></td>
</tr>
<tr>
<td>English/Communications</td>
<td>Heavy Equipment Ops.</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Industrial Safety</td>
<td></td>
</tr>
<tr>
<td>Education/ECD</td>
<td>Water/Wastewater</td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Welding Technology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic/Business*</th>
<th>Vocational/Technical**</th>
<th>Cultural Studies*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journalism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Work</td>
<td></td>
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<tr>
<td>Developmental Studies</td>
<td></td>
<td></td>
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<tr>
<td>Library Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Rank is granted in one of the disciplines listed or in an appropriate subdiscipline (e.g. English, Mathematics, Biology, Inupiat Language, etc.)

** Rank is granted in Vocational Trades.
<table>
<thead>
<tr>
<th>Position</th>
<th>Academic/Business*</th>
<th>Vocational/Technical**</th>
<th>Cultural Studies*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Master’s degree in appropriate field.</td>
<td>Journeyman status in the trade or technical field or other comparable credential.</td>
<td>Recognized expert status in Iñupiat language or culture.</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Master’s degree in discipline and two years postsecondary teaching experience at an accredited institution, or doctorate in appropriate field.</td>
<td>Journeyman status in the trade or technical field or other comparable credential, and Associate’s degree and two years postsecondary teaching experience at an accredited institution or equivalent.</td>
<td>Recognized expert status, Associate’s degree in appropriate discipline, plus two years postsecondary teaching experience at an accredited institution.</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Master’s degree plus 30 graduate credits in the discipline or doctorate and a minimum of 5 consecutive years in rank as an Assistant Professor.</td>
<td>Journeyman status in the trade or technical field or other comparable credential, a Bachelor’s degree and a minimum of 5 consecutive years in rank as an Assistant Professor.</td>
<td>Recognized expert status, a Bachelor’s degree in appropriate discipline, and a minimum of 5 consecutive years in rank as an Assistant Professor.</td>
</tr>
<tr>
<td>Professor</td>
<td>Doctoral degree in appropriate discipline and a minimum of 5 consecutive years in rank as an Associate Professor.</td>
<td>Journeyman status in the trade or technical field or other comparable credential, a Master’s degree in appropriate discipline and a minimum of 5 consecutive years in rank as an Associate Professor.</td>
<td>Recognized expert status, a Master’s degree in appropriate discipline and a minimum of 5 consecutive years in rank as an Associate Professor.</td>
</tr>
</tbody>
</table>

* Rank is granted in the specific discipline (e.g., English, math, social science, Iñupiat, etc.)
** Rank is granted in vocational/technical trades
- Please note that, in all cases, continuing advanced education is built into advancement in rank to encourage continuing education for all faculty.
- In cases where the advanced degree in the discipline or a related discipline is deemed the most important criteria and where such an advanced degree is available, individuals will be placed according to the academic track.
- In cases where journeyman certification in the trade or comparable certificates is considered the most important criteria, placement will be made according to the Vocational/Technical track.
- In Cultural Studies, advanced degrees are not currently available in the disciplines listed and frequently recognized expert status is the only way to recognize one’s knowledge and abilities in this area.

Ilisagoik College Board of Trustees Approved Policy Manual 7.03
**SALARY**

The College shall strive to provide the faculty with a well-planned program of benefits and a competitive salary schedule designed to attract and retain competent faculty members.

**SALARY SCHEDULE (effective July 1, 2012)**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Instructor 7% . E5</th>
<th>Assistant Professor 7% . E6</th>
<th>Associate Professor 7% . E7</th>
<th>Professor E8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Meritorious Service in Rank</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Minimum</td>
<td>$55,046.29</td>
<td>$58,899.52</td>
<td>$63,022.61</td>
<td>$67,434.10</td>
</tr>
<tr>
<td>B. 1 year (+3%)</td>
<td>$56,972.91</td>
<td>$60,961.00</td>
<td>$65,228.40</td>
<td>$69,794.29</td>
</tr>
<tr>
<td>C. 2 years (+3%)</td>
<td>$58,966.96</td>
<td>$63,094.64</td>
<td>$67,511.40</td>
<td>$72,237.09</td>
</tr>
<tr>
<td>D. 3 years (+3%)</td>
<td>$61,030.81</td>
<td>$65,302.95</td>
<td>$69,874.29</td>
<td>$74,765.39</td>
</tr>
<tr>
<td>E. 4 years (+3%)</td>
<td>$63,166.88</td>
<td>$67,588.55</td>
<td>$72,319.89</td>
<td>$77,382.18</td>
</tr>
<tr>
<td>F. 5 years (+3%)</td>
<td>$65,377.72</td>
<td>$69,954.15</td>
<td>$74,851.09</td>
<td>$80,090.56</td>
</tr>
<tr>
<td>G. 6 years (+2.5%)</td>
<td>$67,339.06</td>
<td>$72,052.78</td>
<td>$77,096.62</td>
<td>$82,493.27</td>
</tr>
<tr>
<td>H. 7 years (+2.5%)</td>
<td>$69,539.23</td>
<td>$74,214.36</td>
<td>$79,409.52</td>
<td>$84,668.07</td>
</tr>
<tr>
<td>I. 8 years (+2.5%)</td>
<td>$71,440.01</td>
<td>$76,440.79</td>
<td>$81,791.81</td>
<td>$87,517.11</td>
</tr>
<tr>
<td>J. 9 years (+2.5%)</td>
<td>$73,583.21</td>
<td>$78,734.02</td>
<td>$84,245.56</td>
<td>$90,142.63</td>
</tr>
<tr>
<td>K. 10 years (+2.5%)</td>
<td>$75,790.70</td>
<td>$81,096.04</td>
<td>$86,772.93</td>
<td>$92,846.91</td>
</tr>
<tr>
<td>L. 11 years (+2.0%)</td>
<td>$77,685.47</td>
<td>$83,123.44</td>
<td>$88,942.25</td>
<td>$95,168.08</td>
</tr>
<tr>
<td>M. 12 years (+2.0%)</td>
<td>$85,201.52</td>
<td>$91,165.81</td>
<td>$97,547.28</td>
<td>$99,985.96</td>
</tr>
<tr>
<td>N. 13 years (+2.0%)</td>
<td>$93,444.95</td>
<td>$102,485.61</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prior Meritorious Experience in Rank – After initial placement, movement is based on service time and budget availability, with returning faculty members advancing one grade in the appropriate rank after each year of service. In addition, merit bonuses equal to the difference between the current pay grade and the next pay grade will be issued to the top 20% of faculty, based on performance reviews. For example, an Instructor in pay grade E would receive a merit bonus of $2,078, the difference between grade E ($59,376) and grade F ($61,454). To be eligible for a merit bonus in any year, the individual must have been employed in a full time regular appointment for at least 6 months.

1. Promotion in Rank – Promotion shall be to that step in the next rank above the salary the individual would have earned with a service step increase, usually one step back but later in the scale this may be two steps.
2. Initial placement shall be based upon faculty rank criteria but shall not be beyond step “H.”
3. Initial placement at the rank of Professor shall be made only in unusual circumstances and only with the advance approval of the president.
4. Equivalent experiences:
Postsecondary teaching: 1 year postsecondary = 1 equivalent year
Secondary teaching: 2 years secondary = 1 equivalent year
Other related industrial experience as determined by the institution: 3 years = 1 equivalent year

Ilisagvik College Board of Trustees Approved Policy Manual 7.09

FACULTY WORKLOAD
Expectations for faculty workloads are stated as part of our annual contracts in Attachment A: Faculty Responsibilities. For 2012 – 2013, responsibilities for Faculty Workloads are repeated here:

Faculty shall provide instruction and College service equivalent to 30 semester credit hours over the course of the contract year. Faculty are required to participate in Commencement. The Dean of Instruction and Workforce Development (the “Dean”) will make teaching and College service assignments with input from the faculty member prior to the start of each semester. Courses that meet student program requirements will have the highest scheduling priority. Faculty are expected to consult with the Dean to monitor and adjust their assignments if an assigned course is cancelled after the beginning of a semester and at other times during the academic year to ensure that the required workload will be met. All assignments must be approved by the Dean.

TEACHING
Faculty generally satisfy teaching responsibilities through formal courses of instruction. Faculty members are expected to be available to students outside of classroom hours and shall post and keep in-person office hours totaling at least three (3) hours per week. Instructional responsibilities also include curriculum and course development, advising, mentoring and evaluating students, teaching via distance delivery methods and engaging in program assessment. Equivalents may include a reasonable number of independent or individual studies, individual lab instruction, new curriculum development and other instructional functions. Generally, 4 to 9 students, each taking a three credit/independent study course, is equivalent to a 3 credit instructional workload. No more than 3 credits shall be allotted to equivalent credits, unless otherwise approved by the Dean.

COLLEGE SERVICE
Expectations for College Service are included as part of our annual faculty contracts in Attachment A: Faculty Responsibilities. For 2012 – 2013, responsibilities for College Service are repeated here:

College Service is activities and services performed for the benefit of or on behalf of Ilisagvik College. College service may include, but is not limited to, student recruitment, College committee work, program coordination and supervision, committee or project leadership, community service, special projects, and scholarly/creative activity. Outcomes of all projects and services should comport with the College’s mission, goals, and timelines. College service must be approved in advance by the Dean.
FACULTY EVALUATION
Faculty evaluations will be conducted during the Spring semester by the Division of Instruction and shall consist of the following:

1. Student Evaluation of Instruction
2. Faculty Self Evaluation
3. Evaluation by the Dean of Instruction
4. Final review by the President

Peer evaluations may be requested by the faculty at the faculty member’s option and submitted along with the self-evaluation. The process of evaluation shall be promulgated each year by the Dean of Instruction and Workforce Development.

Additional evaluations of faculty may be conducted at other times during the year as deemed necessary by the Dean of Instruction.

Ilisagvik College Board of Trustees Approved Policy Manual 7.12

DISCIPLINE AND TERMINATION OF EMPLOYMENT
Other than nonrenewal of contract, discipline and other termination of employment shall be in accord with the policies and procedures outlined in the Employee Handbook.

Ilisagvik College Board of Trustees Approved Policy Manual 7.10

FACULTY PROMOTION IN RANK
The College provides regular faculty an opportunity to be promoted in rank based on a consistent, demonstrated record of exemplary and meritorious performance. In order to be considered for promotion in rank, an individual shall have met the minimum criteria for the next rank as stated in the Faculty Rank and Promotion Criteria (BOT policies 7.03). In addition, promotion shall be based upon a consistent record of exemplary and meritorious performance as evidenced in the last performance evaluations preceding promotion consideration. The President shall make the final decision on promotions. Time in rank is not sufficient by itself to warrant promotion. Meritorious performance on the following criteria shall be the overriding consideration.

1. Teaching effectiveness
2. Keeping current in his/her discipline
3. Service to the institution
4. Maintaining professional standards
5. Initiative and productivity

Regardless of time in rank at prior institutions, faculty members may not be promoted until they have completed at least three years of consecutive service at Ilisagvik College. Promotion consideration will take place in the spring of each year in accordance with procedures promulgated by the administration.

Ilisagvik College Board of Trustees Approved Policy Manual 7.06
FACULTY LEAVE

Sick Leave. All regular full time faculty are eligible for up to six days of sick leave per academic year. Sick leave may be taken for reasons of health condition or medical treatment of the employee or for medical care for an immediate family member residing with the employee. Faculty members using Sick Leave must notify the Dean of Instruction as early as possible that they will be absent from their College duties. Sick Leave for faculty does not accrue from year to year.

Extended Medical Leave. All regular full time faculty are eligible for extended medical leave under the same terms and conditions of other regular full time College employees.

Personal Leave. All regular full time faculty are eligible for up to two (2) days of personal leave per academic year. Personal leave must be approved in advance with the Dean of Instruction, and faculty members requesting leave must take appropriate steps to ensure that the leave does not adversely affect the delivery of instruction in their classes.

In addition, the three work days immediately prior to Christmas, the time between Christmas and New Year's, and the work day immediately following New Year's are designated by the College as paid personal leave days for faculty.

Personal leave has no cash value and may not be accrued from year to year. Persons terminating employment with the College shall forfeit any personal leave days not utilized.

Emergency or Special Leave. All regular full time faculty are eligible for up to five (5) days of Emergency or Special Leave for each instance during the academic year for any of the following:

1. Off-Slope treatment of the faculty member's serious medical condition that must be treated immediately and that cannot be treated locally;
2. To attend to required off-Slope medical treatment of the faculty member's immediate family, including spouse, children, parents, and parents-in-law;
3. To attend off-Slope funerals of the faculty member's immediate family including spouse, children, siblings, siblings-in-law, parents, and parents-in-law;
4. For other extraordinary occasions as approved by the Dean of Instruction.

Sabbatical Leave. Sabbatical leaves may be granted by the President, and may be subject to terms and limitations specified in a written agreement between the College and the faculty member. It is the policy of Ilisagvik College that at the discretion of the administration, sabbatical leave for professional development may be available to regular faculty members who meet requirements established by the College. The objective of such leave is to increase faculty member's value to the College and thereby improve and enrich the College's programs. Any regular member of the faculty whose service totals five (5) or more years shall be considered eligible to apply for sabbatical leave assignments. The granting of such leave shall be guided by the rules and criteria listed below.

1. All applications for sabbatical leaves shall be submitted through the Dean of Instruction to the President of the College by December 31 of the year preceding the new fiscal year in which the sabbatical would be taken.
2. In assessing applications, the College will consider academic rank, length of service to the College, and the quality of the proposed sabbatical program.

3. Sabbaticals may be granted for projects or programs which contribute to the faculty member’s expertise in her/his field of teaching.

4. Sabbatical leaves shall not be for a period of less than one semester nor more than one academic year. The salary paid during the sabbatical leave shall one be half the regular salary for those granted a full academic year’s leave and three fourths regular salary for those granted a leave for one semester.

5. By acceptance of any sabbatical leave assignment, the faculty member agrees in writing to return to work at the College for at least one academic year following the sabbatical assignment or to repay all money including cost of benefits received from the College while the faculty member was on sabbatical leave.

**Unpaid Leave.** It is the policy of Ilisagvik College that after three (3) years of continuous service, members of the faculty shall be eligible to apply for a leave of absence without pay under the following procedures:

1. Requests for leaves of absence without pay shall be made to the President of the College by March 1 for the following academic year and shall include a plan of the project or endeavor which the applicant intends to pursue while on leave.

2. Satisfactory programs or projects for such leave may include research, education, travel or related work in other institutions, private or business organizations, or other activities which the President of the College agrees will improve the faculty member professionally or will directly or indirectly benefit the College.

3. Every faculty member on leave from the College must inform the President’s Office in writing by February 1 of the proposed date of return from leave or must, by February 1, request an extension of the leave. Failure to do so may result in the loss of employment. Prior to any loss of employment, the Administration will send written notice of its intention to the faculty member by certified mail. The faculty member shall have fifteen (15) calendar days to respond to the Administration’s letter and confirm the date of return from leave in order to retain permanent status rights.

4. The time period for this leave shall not exceed one (1) year or be less than one semester. There shall be no loss of rank or employment status during the period of leave of absence. The faculty member on leave shall be permitted to contribute to the group health insurance plan during the period of absence, but shall pay both the employer’s and the employee’s share.
Instruction and Curricula
2012-2013 CALENDAR

Fall Semester 2012
Registration for the fall 2012 semester begins Friday, July 13
Deadline for most financial aid applications Wednesday, August 1
Deadline for applications for admission for fall semester Friday, August 3
Residence center opens Thursday, August 16
First day of instruction Monday, August 20
Last day to add semester-long classes Friday, August 31
Holiday – Labor Day Monday, September 3
Deadline for student-initiated and faculty-initiated drops Friday, September 7
Student progress reports due Friday, October 12
Deadline for student-initiated withdrawals Thursday, October 18
Deadline for faculty-initiated withdrawals Friday, October 19
Holiday – Inuit Day Wednesday, November 7
Holiday – Veteran’s Day Monday, November 12
Holiday – Thanksgiving November 22 – 23
Last day of instruction Saturday, December 8
Residence center closes Tuesday, December 11
Deadline for faculty to post grades Tuesday, December 11

Spring Semester 2013
Registration for the spring 2013 semester begins Monday, November 26
Deadline for most financial aid applications Saturday, December 1
Deadline for applications for admission for spring semester Friday, December 14
Residence center opens Sunday, January 6
First day of instruction Wednesday, January 9
Last day to add semester-long classes Friday, January 18
Holiday – Martin Luther King Day Monday, January 21
Deadline for student-initiated and faculty-initiated drops Friday, January 25
Holiday – Presidents’ Day Monday, February 18
Deadline for student initiated withdrawals Friday, March 1
Student progress reports due Friday, March 8
Applications for graduation should be submitted Friday, March 8
Deadline for faculty initiated withdrawals Friday, March 8
Holiday – Seward’s Day Monday, March 25
Graduating students’ preliminary grades to Registrar Monday, April 8
Last day of instruction Wednesday, April 24
Commencement Friday, April 26
Residence center closes Saturday, April 27
Deadline for faculty to post grades Monday, April 29

Summer Semester 2013
Registration for the summer 2013 semester begins Monday, April 1
First day of instruction Monday, April 29
Deadline for most financial aid applications  Wednesday, May 1
Holiday – Memorial Day  Monday, May 27
Holiday – Founder’s Day  Monday, July 2
Holiday – Independence Day  Wednesday, July 4
Last day of instruction  Friday, August 16

CAMS, GRADE REPORTS
The Registrar’s Office would like to remind Faculty of the following deadlines that apply to both Faculty and the Registrar's office:

Last Day for Faculty Initiated Drops
Please compare your CAMS Rosters to the students that are physically attending prior to this date. Any paperwork that is submitted after this deadline is considered withdrawal paperwork.

Midterm Progress Reports
Enter midterm grades into CAMS – a hard signature for these grades is not required. Please also contact Registration and Student Services if you have concerns about students at this point in the semester.

Last Day for Faculty Initiated Withdrawal
After this deadline a grade or Incomplete must be assigned. Withdrawal paperwork that is completed and turned in with final grades is not acceptable.

Grades Due to Registrar
Grades are to be entered into CAMS and a hardcopy must be signed and returned to the Registrar’s Office by 5:00 pm the date of the deadline. Please refer to the catalog for updated policy regarding grades and incompletes.

Feel free to contact the Registrar’s Office for the most updated forms or assistance with deadlines or processes.

Ilisagvik College Registrar’s Office
DISTANCE DELIVERY
As defined by Michael Moore, Director of The American Center for the Study of Distance Education, Penn State: “Distance education is planned learning that normally occurs in a different place from teaching and as a result requires special techniques of course design, special instructional techniques, special methods of communication by electronic and other technology, as well as special organizational and administrative arrangements.”

Distance delivery at Ilisagvik College is guided by the following:
1. Quality-accredited courses.
2. Career and technical education for personal development and job skills.
3. Programs that lead to lifelong learning.
4. Innovative learning opportunities utilizing emerging instructional technology.
5. Opportunities for developing partnerships with public and private agencies to address community and economic development needs within the North Slope Borough.

Distance Education Coordinator Office
907.852.1706
Hut 58,NARL room 203

Services Provided:
- MyCampus training and course design assistance
- Elluminate training (E-Live)
- Student training for online services (MyCampus and E-Live)
- Enrollment of online students
- Smartboard training
- Assist you in any new technology you need to use or learn that relates to distance education

DISTANCE DELIVERY METHODS AT ILISAGVIK

Teleconference
A teleconference course is done using a conference phone. Conference phones are unique and built for the specific purpose of hands free calling. The Registrar’s office and the Distance Education Coordinator are each responsible for set up and monitoring the teleconference service with a provider. Each faculty instructing by teleconference is given a 1.800 number to call with your moderator access code. Students only need call the 1.800 number from Barrow, including all villages with their participant access code. This system uses the latest in technology with 24 hour support and recording of conference calls. The moderator and participant codes are different and should not be confused when using the teleconference system. The moderator access code should never be given to students. Teleconference courses do not have the visual component unless the instructor incorporates it into the course using other methods. The new teleconference system has a component for recording sessions for students.
***Teleconference Instructions, codes and quick guide are located on the U drive.

MyCampus
MyCampus is a content-learning management asynchronous system that allows instructors to place lessons and material online and manage it for their courses and student access. Communication with students is via email, discussion boards and telephone. The advantage of online is the ability of a student to set up their own schedule for course completion. The quality of Ilisagvik’s online courses is equally important. Course Rubrics serve to assist faculty in establishing all the necessary elements that make for a good online course. Ilisagvik has adopted a rubric used by the Center for Distance Education at the University of Alaska Fairbanks.

***The instructor’s manual as well as the rubric is located on the U drive

Hybrid-Combination
A hybrid course or combination course has all the online advantages of MyCampus and teleconference presence. Instructors use MyCampus for their content management (students are logged in to a computer) and usually have the teleconference for the audio. This can happen at the same time or not depending on how the instructor wishes to run the course. Hybrid courses can be time blocked which means that the instructor can set up the meeting time for class. Students, no matter where they are located can login into MyCampus and have as part of their course, a teleconference meeting.

Blended Courses
A blended course uses face to face classroom sessions and an online component.

Elluminate (C-Live) Courses
An C-Live course is an internet based synchronous (live) session that takes place between instructor and students. A computer, internet and software (software downloads automatically) are necessary and is initiated by the instructor when a link to join the class is sent to the student. Students and instructor then communicate by whiteboard, text chat and live audio.

***The instructor manual and other user guides are located on the U drive
Ilisagvik Village Liaisons

The Village Liaisons are full time NSB employees that assist Ilisagvik College students and potential students. The program was developed to assist village students with their education goals. Liaisons assist the students with registration, financial aid, getting online, teleconference and computer troubleshooting. They serve as the bridge between Faculty and staff and the student. The teleconference centers all have teleconference phones, three to four Dell PC desktops with Microsoft Office Suite and an internet connection of 256 kbps. As technology improves, so will the connection.

<table>
<thead>
<tr>
<th>Name</th>
<th>Village</th>
<th>Phone</th>
<th>Teleconference</th>
<th>Fax</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawrence Burris</td>
<td>Anaktuvuk</td>
<td>661.3441</td>
<td>661.3442</td>
<td>661.3439</td>
<td><a href="mailto:lawrence.burris@north.slope.org">lawrence.burris@north.slope.org</a></td>
</tr>
<tr>
<td>Martha Kagak</td>
<td>Atqasuk</td>
<td>633.6815</td>
<td>633.6417</td>
<td>633.6614</td>
<td><a href="mailto:martha.kagak@north.slope.org">martha.kagak@north.slope.org</a></td>
</tr>
<tr>
<td>Noreen Kaleak</td>
<td>Kaktovik</td>
<td>640.6329</td>
<td>640.6629</td>
<td>640.6429</td>
<td><a href="mailto:noreen.kaleak@north-slope.org">noreen.kaleak@north-slope.org</a></td>
</tr>
<tr>
<td>Rhoda Bennett</td>
<td>Nuiqsut</td>
<td>480.6515</td>
<td>480.6518</td>
<td>480.6524</td>
<td><a href="mailto:rhoda.bennett@north.slope.org">rhoda.bennett@north.slope.org</a></td>
</tr>
<tr>
<td>Kristi Frankson</td>
<td>Point Hope</td>
<td>368.2935</td>
<td>368.2933</td>
<td>368.2936</td>
<td><a href="mailto:kristi.frankson@north.slope.org">kristi.frankson@north.slope.org</a></td>
</tr>
<tr>
<td>Alicia Burt</td>
<td>Point Lay</td>
<td>833.2811</td>
<td>833.2809</td>
<td>833.2810</td>
<td><a href="mailto:alicia.burt@north-slope.org">alicia.burt@north-slope.org</a></td>
</tr>
<tr>
<td>Verna Phillips</td>
<td>Wainwright</td>
<td>763.2457</td>
<td>763.2543</td>
<td>763.2446</td>
<td><a href="mailto:verna.phillips@north.slope.org">verna.phillips@north.slope.org</a></td>
</tr>
</tbody>
</table>

The Village Liaisons offices are available 8:30 a.m. to 5 p.m. but are open after hours for evening distance education students. Liaisons will assist your students with their building access, computer access and conference calls.

Important manuals, tutorials and guidebooks for faculty are located in the U drive U:\Instruction

- MyCampusmanual
- CAMS faculty manual
- Smartboardusers manual
- MyCampus student manual
- Rubrics for course design assistance
- Meridian phone system
- Video tutorials and documents

Ilisagvik College Distance Delivery Coordinator
TUZZY LIBRARY

The Tuzzy Consortium Library is the academic library for Ilisagvik College and also provides public library services to the entire North Slope Borough. As such, it is the mission of the Library to support the college curriculum with resources in all subject areas taught by the college. The Library is named in honor of Evelyn TuzroylukHigbee of Point Hope, who was a member of the original Board of Higher Education for the college. The Tuzzy Consortium Library is located in the Iñupiat Heritage Center facility. The Library maintains library services in each village of the North Slope for distance education students.

Resources held by the Library include: books, DVDs, videotapes, musical CDs and audiotapes, microforms, newspapers, periodicals and periodical databases, and local, state and federal documents. Special collections include a growing Alaskana section with particular emphasis on arctic and Polar Regions, the North Slope Borough and Iñupiaq history, language and culture. The Library provides a database of its collection which is searchable through the internet. Computers for student and public use are available as well as a wireless internet connection for those with personal laptops. Copying and faxing services are also available for a small fee.

STANDARD LIBRARY SERVICES

The following services are available to your students and the public:

CIRCULATION

Patrons may check out up to ten items at one time. This includes books, books on tape, videos and CDs. Videos, CDs, and magazines are limited to three at a time. Materials can be renewed only once in person or by phone. Reserves may be placed on all materials in the library.

Items circulate according to the following schedule:

<table>
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<tr>
<th>Item</th>
<th>Circulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Videos &amp; CDs</td>
<td>3 days</td>
</tr>
<tr>
<td>Newspapers</td>
<td>3 days except the most recent issue</td>
</tr>
<tr>
<td>Magazines</td>
<td></td>
</tr>
<tr>
<td>Best Sellers</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Books</td>
<td></td>
</tr>
<tr>
<td>Books on Tape</td>
<td></td>
</tr>
<tr>
<td>Government Documents</td>
<td>30 days</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>Not circulated</td>
</tr>
</tbody>
</table>

A late fee of 25 cents per day for up to 16 days applies to material not returned at the stated, stamped due date. Items may be renewed over the phone, by email or in person.

INTERLIBRARY LOAN

Tuzzy Consortium Library is a member of OCLC, the largest library network in the world. Any materials that are not held by Tuzzy Library can usually be acquired from other libraries through OCLC and the Interlibrary Loan process. The average turnaround time for an ILL request is about two weeks. The circulation period for items borrowed through ILL is determined by the lending institution and, as such, varies. ILL requests can be made over the telephone, by email or in person. Questions
concerning the interlibrary loan process or requests for material may be directed to the Tuzzy staff at 907.852.4050 or 800.478.6916. Requests by email may be sent through tuzzy@tuzzy.org

REFERENCE
Staff at the library have been trained in the basics of the reference process and initially handle all reference questions. More advanced research concerns and requests for database searches should be addressed to a librarian.

Library Services Available to Faculty:
- Four month circulation for course related materials
- Reference service
- Customized class instruction on library resources
- Cultural information and curriculum development assistance
- Reserve shelf
- Tuzzy Web Page at www.tuzzy.org/
- Desktop access to the Tuzzy online catalog
- Requests by email accepted (tuzzy@tuzzy.org)
- Delivery and return through interoffice mail
- No fee interlibrary loan (circulation periods varies)
- Custom bibliography and research preparation
- Individual research assistance
- Village library operations

Tuzzy Library Director

CURRICULUM DEVELOPMENT
Faculty are encouraged to improve existing courses and create new courses and programs that will benefit our students and address the mission of the College. There are different procedures and forms used depending upon the extent and type of changes being proposed. The current forms for curriculum additions, deletions and changes are available on the U drive and are included in the Appendix to this Faculty Handbook.

Faculty are strongly encouraged to use local/Inupiaq knowledge, values, history and culture in developing all curricula.

Most curriculum changes are required to be submitted to Academic Council prior to implementation. Exceptions are Special Topics Courses that require only the approval of the Dean of Instruction and Workforce Development.

Changes to Existing Courses:
- Minor Course Change
- Major Course Change

New Courses:
- Special Topics Course
- New or Trial Course
(Also requires Course Syllabus and Course Outline)

Program Changes:
- Program Change
- Program Deletion

New programs:
- New Program proposal
(Also requires Course Syllabus, and Course Outline for each new course in the proposed program)
Faculty Development
FACULTY PROFESSIONAL DEVELOPMENT

Within the constraints of its budget, subject to the availability of funds and in its discretion, the College shall provide faculty with opportunities for professional development in accordance with the College’s policy on professional development.

Ilisagvik College Board of Trustees Approved Policy Manual 7.07

APPLYING FOR PROFESSIONAL DEVELOPMENT PROGRAMS

Appropriate programs are those that will enhance the individual’s teaching performance or will improve the faculty member professionally. Faculty may attend a maximum of one (1) program at College expense per contract year. Reimbursement may be contingent upon satisfactory completion of the program by the faculty member. The College reserves the right to specify further restrictions as a condition of accepting professional development funds in a written agreement between the College and the individual.

Eligible faculty wishing to attend programs, conferences, or seminars in their area of teaching responsibility must submit a written request to the Dean of Instruction no later than six weeks prior to the event. The request shall include:

1. A letter outlining in what area the program will improve the faculty member.
2. How the faculty member’s attendance at the program will benefit the College.
3. An itemized schedule of expenses.
4. Registration materials and any other information that supports the request.

The request will be subject to approval by the Dean of Instruction.

Ilisagvik College Employee Handbook 27.8
TRANSPORTATION
Ilisagvik College has a van service to make transportation available for students, staff, and faculty. Scheduled runs are made daily, including weekends, and provide service to Barrow, Browerville, and the NARL campus. Routes are scheduled to facilitate timely attendance in scheduled courses. The fees for this service can be paid using a semester pass or on a “per ride” basis. For additional information and schedules, contact the College Transportation Specialist in Student Services.

USE OF COLLEGE VEHICLES
Ilisagvik College provides vehicles to conduct the business activities of the College. Only College employees or persons authorized by the College may drive College vehicles. The motor pool vehicles are to be used for official College business only and parked at an appropriate College facility when not in use.

College vehicles issued to employees who are “on-call” may remain in possession of the employee during non-working hours. Such vehicles are for official College business, but may be operated for incidental personal use, provided that a log of all personal use mileage is kept and submitted to the employee’s supervisor at the end of each month. All personal use miles shall be billable to the employee at twice the current IRS standard mileage rate listed in IRS Publication #15 (as may be amended or re-numbered).

College vehicles issued to the President and executive level employees may be operated for personal use and shall be considered a fringe benefit of the position.

The President shall formulate procedures based on this policy.

Ilisagvik College Board of Trustees Approved Policy Manual 6.05

CAFETERIA
A full service cafeteria is located at the NARL campus and is open to students, faculty, staff, and the general public. Hours are posted on the Ilisagvik web site and around the campus. With advance notice, the dining staff can serve meals in a “to go” container for students who have classes until after closing time or under special circumstances when they cannot be in the dining room during regular meal hours.

CAMPUS PHONE LIST
A copy of the current phone list can be found in the Appendix of this Faculty Handbook.
BENEFITS SUMMARY
This is only a summary of Ilisagvik College’s benefit plans available to faculty members. Please refer to various plan descriptions, the Employee Handbook, or the College’s Human Resources Office for more information.

Public Employee Retirement System [PERS]
- Enrollment on hire date
- Mandatory pretax contribution of 6.75% of gross pay for Tiers I, II, III
- Mandatory pretax contribution of 8% of gross pay for Tier IV
- 5 year 100% vesting requirement
- Early retirement at age 55 [age 50 for members enrolled before July 1, 1986]
- Normal retirement at age 60 [age 55 for members enrolled before July 1, 1986]
- Any withdrawals of funds following employment prior to age 59.1/2 is subject to a 10% penalty for early withdrawals
- Leave Without Pay time does not count toward service credit
- Eligible: Regular fulltime and regular part-time [at least 15 hrs a week] employees
- Internet access to your account @ www.state.ak.us\drb

Health Plan [PremeraBlue Cross Blue Shield]
- Eligible to begin benefits on the first day of next month following date of hire
- Monthly Employee contribution: $100 for each dependent, up to $300 a month Medical & Dental=$200 deductible per individual per year [5600 family deductible]
- Vision = Exam: Covered in full One per calendar year
  Hardware: Covered in full max: $300 every 2 years
- Medical coverage is 80% PPO, 50% NonPPO
- COBRA coverage available following separation
- Eligible: Regular fulltime employees
- Medco Rx
- Internet access to your account @ www.premera.com

Term Life & ADD Insurance –LifeWiseAssurance [College Paid]
- Enrollment on hire date
- 2 1/2 times annual salary max: $100,000 Life coverage, Accidental Death & Dismemberment
- Noncontributory
- Coverage only in effect during duration of College employment
- Eligible: Regular fulltime employees
Voluntary Life Insurance [Optional: Employee Paid]
- Eligible to begin benefits upon date of enrollment [Must be within 31 days of hire date]
- Up to $100,000 coverage available/up to 50% of employee coverage for spouse/$10,000 coverage for each eligible dependent child
- Portability option available for employee at end of College employment
- Internet access to your account @ www.assurant.com

Voluntary LTD Disability Insurance [Optional: Employee Paid]
- Eligible to begin benefits upon date of enrollment [Must be within 31 days of hire date]
- Long-Term Disability Plan: Pays 60% of salary up to age 65
- 180 day waiting period
- Coverage only in effect during duration of College employment
- Eligible: Regular fulltime and regular part-time [working minimum 30 hrs per week] employees
- Internet access to your account @ www.guardian.com

Personal Leave –Faculty ONLY
- Personal Leave & sick days as defined by annual contract
- Paid Winter Holiday days as defined by annual contract

Ilisagvik College Human Resources Office

BUSINESS OFFICE
The Business Office collects student tuition and fees, as well as handling student disbursements from financial aid. They also handle supply orders, payroll, and other financial matters. For faculty, most regular activities of the Business Office are coordinated through the Office of the Dean of Instruction and Workforce Development (e.g. Purchase request, time sheets, etc).

FINANCIAL AID
Students have a wide variety of Financial Aid types available to them that can cover living expenses and travel as well as tuition, fees, and class supplies. Deadlines for applying for financial aid each semester are included on the Academic Calendar. As faculty, we can encourage our students to apply for Financial Aid and meet the necessary deadlines. Some funding agencies also require that Student Progress Reports be signed by instructors on a regular basis.

MARKETING AND RECRUITING
The Ilisagvik College Marketing Office assist faculty in developing flyers and other informational materials for individual courses and programs. Contact the Marketing Office for assistance in developing promotional materials or to gain approval of your own materials.

There are opportunities throughout the year for Faculty to participate in recruiting activities locally and across the Slope. These recruiting activities are publicized on campus and in the local community. Contact the Recruiter to participate or to inquire about upcoming recruiting opportunities.
STUDENT SERVICES/ADVOCACY
Student success is paramount. One of the functions of Student Services is to act as a liaison between faculty and students. We have a local Student Advocate and a Village Student Advocate. Above and beyond our routine communication with students, upon request from faculty, the Student Advocates will contact individual students regarding assignments, absences, etc.

Dean of Student Services and Institutional Development