

SISSETON WAHPETON COLLEGE



FACULTY HANDBOOK

MISSION STATEMENT OF THE SISSETON WAHPETON COLLEGE:

To provide higher education, research, vocational and technical education and continuing education to the members of the Sisseton Wahpeton Oyate of the Lake Traverse Reservation and others within the historical lands of the Sisseton Wahpeton Oyate. SWC will preserve and extend Dakota culture, language, and history while contributing to economic development through the provision of human capital and other resources.

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INTRODUCTION

The heart and spirit of Sisseton Wahpeton College (SWC) are reflected in the Dakota philosophy that teaches the essence of living is to give back more than what was received. Although the *Dakota Oyate*, the Allied People, live by a myriad of values that govern tribal behavior, the following four are highly valued: *Wowaditake*, “Bravery;” *Woksape*, “Wisdom;” *Wakis’akapi*, “Fortitude;” *Wosdonye*, “Knowledge.” These values and others provide the framework for understanding amongst the Oyate.

The college exists to offer a quality post-secondary educational opportunity to residents in this area and to preserve and enrich the Dakota culture in a diverse society. For some, the college offers the opportunity to reconnect to their indigenous roots while restoring pride in being Dakota; others will be able to discover the richness of the culture, language or history of the Dakota Oyate.

Sisseton Wahpeton College welcomes you as a faculty member and invites your assistance in creating an environment where people work together to add to the quality of life so that all who walk these halls may grow and prosper as human beings.

The intent of this handbook is to acquaint you with the institutional policies and procedures that will directly affect you as faculty.

STATEMENT OF NON-DISCRIMINATION

It is the policy of Sisseton Wahpeton College to provide equal opportunity to all individuals regardless of ethnicity, creed, national origin, gender, disability, or age.

GENERAL ADMINISTRATION

The Board of Trustees of the college consists of eight members; seven members represent the districts of the Lake Traverse reservation. An additional voting member is elected by the student body to ensure student representation in policy decision making. It is the responsibility of the Board of Trustees to develop the policies necessary to govern the college. The board regularly meets on the third Thursday of the month and the minutes to these meetings are on file in the SWC Library.

The President is the chief administrative officer of the college. The President is responsible for carrying out all administrative policies of the Board of Trustees and for the implementation of SWC institutional goals and objectives. It is also the responsibility of the President to supervise all SWC personnel and periodically evaluate their performance, and to prepare a monthly report to the Board of Trustees.

The Vice President of Academic Affairs (VPAA) has the responsibility to schedule courses, arrange physical facilities, and prepare contracts in conjunction with Human Resources. The VPAA reviews pay schedules for full and part-time instructors each academic term. In order to ensure smooth coordination of academic programs, the VPAA provides an orientation program for the faculty at the beginning of each year. The VPAA assists faculty and students in solving academically related situations, and is responsible for academic hearings, if need be. The Vice President supervises all faculty (full time and part time [12-19]), Student Support Services (5), Library Services (2), and the personnel of the Registrar's Office and Admissions (2). In addition, the VPAA oversees the preparation and revision of catalog materials and the Faculty Handbook. All faculty members and adjunct instructors report to the Vice President. Nursing faculty report to and are evaluated by the Director of Nursing. The VPAA prepares a monthly report of the Academic side of the college to the Board of Trustees.

The Chief Financial Officer (CFO) is directly responsible for all aspects of SWC business affairs: disbursements, purchasing, payroll and accounts receivable. The CFO develops, implements, and updates the institution's fringe benefit package, and assists the President in developing and revising institutional program budgets. It is also the responsibility of the CFO to prepare monthly financial reports for the Board of Trustees meeting.

The Registrar maintains student academic records: grade reports, transcripts, and program

evaluations. In addition, the Registrar prepares reports on full-time equivalent for the B.I.A. as required under P.L. 98-192 and student enrollment patterns for accrediting and funding agencies.

The Financial Aid Officer maintains student financial records, assists students in completing financial aid applications, and provides students with current financial aid sources and information.

Instructional materials such as textbooks, films, etc., are ordered from the Bookstore Manager at least six (6) weeks prior to the beginning of an academic term or at a date specified by the Manager.

The Librarian, Library Assistant and Library Technician are responsible for management of all materials located in the Resource Center. Films, videos, and research material are available on a limited basis. Periodically faculty may be requested to prepare a bibliography for an area of instruction as monies become available so that additional materials can be ordered. In the absence of the Librarian, the Assistant and Technician carry on the duties of the Librarian to the level of their abilities. Faculty need to become familiar with what is available in the Resource Center prior to assigning research projects

Student Support Services houses the SSS Director, Assistant, Academic Counselor, Retention Specialist, and Tutor Coordinator. These personnel provide assistance to students from academics to emergency to Student Senate issues, to college transfer planning.

ACADEMIC INFORMATION

ACADEMIC YEAR

Sisseton Wahpeton College's academic year begins in August and ends in May following the annual graduation. The College's academic term is the semester which consists of 15 weeks of instruction with a 16th week set aside for finals.

REGISTRATION

Pre-registration for the fall term is in May, and for spring term in December. Students may also register at the beginning of each semester. Students who are pre-registered need to confirm their registration, obtain textbooks, and visit the business office on the day immediately prior to the start of classes. Full-time faculty members are required to act as academic advisors during registration.

ADD/DROP AND WITHDRAWAL PROCEDURES

Approval for dropping or adding courses is initiated with a student's faculty advisor, signed by the instructor, and taken to the registrar's office to be recorded. Courses may be added during the first ten days of a semester; likewise, courses may be dropped without charge to the student during the

first ten class days. After that time, fees are assessed. Students may not drop nor withdraw from classes after the deadline established on the academic calendar. Students who do not attend classes and who have not officially dropped or withdrawn from the class will receive a grade of “F.”

Instructors may administratively drop any student who has missed all classes held during the first ten days of the semester or any student who has not been in attendance four weeks prior to the last day to withdraw. The last date to withdraw is published in the catalog and on the academic calendar. Instructors are advised to discuss administrative drops and withdrawals with the registrar.

EXAMINATIONS

The College encourages all faculty members to give mid-term and final examinations during the semester. These examinations should be of a rigorous nature that challenges students to engage in a process of learning and reasoning. These examinations should also be of a quality that assess how and what students are learning in the classroom.

Final examinations are to be retained for a minimum of six weeks into the next regular term or returned to the student.

The term "examination" is understood to suggest oral examination activities, as well as written tests.

GRADES

Grades are recorded by instructors into the Moodle E-learning system used by the College. They are then sent to the Registrar at the end of each semester. The college's grading criteria is explained in the SWC Catalog.

EXTRA CURRICULAR/INTRA CURRICULAR ACTIVITIES

Students may participate in SWC activities, athletic and/or non-athletic, cultural or academic, providing they maintain a 2.0 GPA. Faculty advisors for student groups should check with the Registrar to determine eligibility of the students.

FACULTY INFORMATION

PROFESSIONAL REQUIREMENTS

Full-time faculty instructors are expected to have either documented teaching experience, qualifying degrees with at least 18 credit hours of course work in the area they teach. Faculty who are hired without this will be expected to make plans with their supervisor to obtain the necessary credits.

In addition, full-time faculty need to document knowledge (course work or workshops) in the area of Dakota culture or Dakota history and in Methods of Teaching Native American students. Faculty without this knowledge may take a course at SWC or arrange with their supervisor to take courses elsewhere. Workshop and courses may be offered to faculty during summers and during the school year.

Academic Freedom

All faculty members are encouraged to teach and present learning materials in the classroom in a way that challenges student to think analytically. In order to do so, faculty should be free from any form of political interference. Divergent opinions are encouraged in the classroom. Respect and tolerance for different views are to be maintained in the classroom. Faculty members are encouraged to be autonomous in the teaching of materials that present different points of view that should be free of political bias.

WORKLOAD

The Vice President of Academic Affairs determines what will constitute the full workload for each faculty member; however, the usual teaching load is between 12 to 15 credit or 24 contact hours, including both theory and laboratory contact. The number of credit or contact hours may vary depending on the number of preparations, new course preparations, travel involved, and other variables such as client-care-assigning in the case of nursing faculty. The load will be negotiated between the instructor and the supervising administrator.

Any instructor whose teaching load exceeds 15 credit or 24 contact hours shall be eligible to receive additional compensation according to the part-time pay schedule and with the approval of the Vice President of Academic Affairs.

In addition to teaching, full-time instructors are expected to be involved in at least two college committees, individual student advising, student organization advising, and recruitment of students. The level of involvement will depend on the total assignment. Part-time faculty will have these assignments as appropriate and as negotiated with their supervisor.

Institutional committees on which faculty may be requested to serve include: Academic Standards, Curriculum, Faculty Development, Graduation, Scholarship, N.C.A. Self-Study, Grant Review, Archives, Assessment, and Strategic Planning. Periodically, ad hoc committees are formed and faculty is asked to volunteer to serve.

Academic advising is an important function of the faculty. Full-time faculty will normally be assigned advisees. Students with declared interests in particular degree programs will be assigned

advisors who are professionally competent in that specific subject area. Part-time faculty will be assigned advisees as appropriate within their workload.

Full-time instructional faculty shall maintain a minimum of six (6) office hours per week arranged so that the instructor is accessible to the students. .When necessary, faculty members should also be available to meet with students at other times during the workday. Part-time faculty shall maintain a minimum of one (1) office hour per week per each three-credit course being taught. The schedule of office hours for both full and part-time faculty will be posted as well as being clearly stated on the instructor's syllabus.

Full-time faculty members are required to be present at the college when their classes are in session and during office hours. They also need to be available for their committee, faculty and staff meetings as well as any special activities that may occur.

CONTRACT YEAR

A contract year for full-time faculty commences a week prior to the beginning of school in August. Full-time, academic-year faculty are not required to be present during times when students do not have class: holidays, spring break, etc. Exceptions to this policy will be: the week prior to the beginning of the academic year, the week following the completion of the academic year, and the days of general registration before the spring semester. All grades must be turned in to the Registrar prior to the completion of the contract.

Part-time faculty contracts will be awarded by semester as needed. Part-time instructors report the first day of classes and their contract is fulfilled when their final grades are handed in to the Registrar at the end of each semester.

SCHEDULING CLASSES

In preparing each semester's schedule, the Vice President of Academic Affairs asks instructors to submit a list of the classes that each instructor will be offering. The curriculum committee in consultation with the Vice President works up a schedule that takes into consideration student requirements.

Nursing classes are offered according to a prescribed plan and are scheduled by the Director of Nursing as availability of appropriate clinical facilities for student laboratory practice often dictates when laboratories can be scheduled. The Director of Nursing will provide the Vice President with a schedule of the nursing classes.

MEETING CLASSES

It is the responsibility of faculty to meet all classes promptly and present a full period of significant and professional instruction. Maintaining a high professional standard reflects not only in the quality of our faculty but it also reflects in the quality and academic standards maintained by our

students. This eventually contributes to the status of SWC as a college in terms important data to maintain academic programs.

STUDENT ATTENDANCE

Attendance is required for all classes unless otherwise announced by the instructor. Instructors will use Moodle E-Learning to maintain records of attendance, which is accessible by the Registrar and Financial Aid Officer. Non-attendance in a class will result in a lower grade, and could affect the student's financial aid award.

If a student is absent from class repeatedly, the instructor shall submit the pre-printed Attendance Reporting forms to the Registrar and Financial Aid Officer. If absences persist, the advisor, Student Services Counselor and the instructor may meet to take appropriate action, which may include dropping or withdrawing the student from the course.

When a student participates in a college activity requiring absence from class, the Student Services Counselor shall notify the instructors that the student shall be permitted to make up the work.

Full time faculty are expected to participate in the Spring Commencement program. Faculty members are requested to use their own academic regalia from their graduating institutions during the graduation ceremonies. This formal act, as a group is meant to honor and support the graduates of the year in their academic achievements. It also provides a visual glimpse to the families and the community into the academic preparation of the faculty of their local tribal college, which is also a time honored tradition in academia.

PART-TIME INSTRUCTOR SALARIES

Part-time faculty will receive a stipend of \$500 per credit hour. Part-time faculty will be paid monthly.

SCHOOL CANCELLATIONS

When Tiospa Zina Tribal School or Sisseton Public School cancels classes because of inclement weather conditions, college classes are also canceled. If the schools announce that they will start two hours late, the college starts at 10:00 A.M. School cancellations are reported on the following radio and TV stations: Watertown KWAT (9.50 AM), Eden KBWS (102.9 FM) and KELO TV.

SCHOLARLY AND PROFESSIONAL ACTIVITIES

Sisseton Wahpeton College encourages, as a matter of institutional policy, the scholarly and professional activities of its faculty. Financial support may be provided, within the stringent budget limitations of the institution. Such support may take the form of travel to professional meetings, assistance in manuscript preparation and purchase of limited amount of research materials, particularly when these are also useful for instructional purposes. Faculty members are encouraged to maintain accurate records of their scholarly and professional activities and to introduce those records at their yearly evaluations.

COMMUNITY SERVICE

Sisseton Wahpeton College encourages, as a matter of institutional policy, the service activities of faculty members to the Lake Traverse reservation and surrounding area. Particularly desirable are those activities that allow the faculty members to use their educational or professional skills to improve the quality of life - economically, socially, artistically, and intellectually - on or near the Lake Traverse Reservation. Institutional support may be provided within the stringent budget limitations of the college. Such support may consist of small amounts of release time and assistance in manuscript or proposal preparation. Faculty is encouraged to maintain records of their community service activities and to introduce those records at their yearly evaluation.

SCHEDULING NON-STAFF SPEAKERS FOR CLASS LECTURES

When presenters who are not regular faculty are invited to lecture in scheduled classes, during hours when credit is being earned, the Vice President of Academic Affairs is to be notified in advance as to the name of the speaker and the date and time of the scheduled appearance. Speaker's fees, honoraria and travel arrangements must be approved by the President in advance. In the case of Nursing classes, arrangements shall be made with the Director of Nursing.

AUTHORIZED TRAVEL

Travel to workshops, professional meetings, etc., must be authorized well in advance of the event by the President or Vice President of Academic Affairs. Travel authorization forms and mileage reimbursement forms (if necessary) may be obtained from the SWC website.

EVALUATION

1. Evaluation at SWC is an interactive process involving at least two parties, the evaluator and the instructor being evaluated. Each party bears a portion of the responsibility for the useful conclusion of the evaluative process.

2. Time lines: Faculty shall be evaluated annually by the Vice President of Academic Affairs. The Director of Nursing shall evaluate the Nursing Department faculty. These evaluations shall be concluded by the end of each year. Any staff or faculty member may request an evaluation at any time during the year. This request should be filed in writing with the individual's immediate supervisor, with a copy to the President for the faculty member's official file. Such a request shall be met within 30 calendar days after it is filed. No individual may request more than one special evaluation during any calendar year.

3. Criteria for Evaluation:

- A. Faculty: Full- time faculty shall be evaluated in three areas: instruction, contributions to professional field and contributions to the institution and community.
- B. Part-time faculty may be evaluated at the discretion of the Vice President of Academic Affairs or their supervisor, or at their request.

Evidence towards each of these areas shall include, but not be limited to, the following:

- 1. Instruction: Adequacy of course proposals and syllabus, suitability of courses to institutional and community needs, pretest/post test scores of student taking course, student course evaluations, peer evaluation, and/or student course completion rates.
- 2. Contributions to the institution and the community: Drafting of proposals and significant institutional documents, service on college committees, academic advising, representation of the institution at professional meetings and conferences, coaching or advising student activities, development of new college programs, and consultant or technical assistance to other groups, programs, or educational institutions within or serving the tribal community.

Excellence in teaching shall be the primary criteria for evaluation; deficiencies in this area cannot be compensated for even by exceptional performance in the others. Results of the evaluation shall be presented to each faculty member in written form; this report may be summarized on a standardized form but must also include a specific written narrative.

The Vice President of Academic Affairs shall discuss with faculty individually the results of their evaluation. Faculty shall have the right to file a written response within two weeks after receiving their evaluation document. The evaluation document becomes a part of the faculty member's permanent personnel file.

COURSE EVALUATION

At the end of each semester, faculty will conduct a thorough and anonymous final evaluation of their classes. On the evaluation day, the instructor will have a student proctor (by volunteer or appointment) who will distribute the evaluative instrument as the faculty member steps out of the room. The student proctor will then collect all completed evaluations and turn them into the VPAA or the Executive Administrative Assistant, at which time the faculty member may return to the classroom. Instructors will not be permitted to see their evaluations until after the grading for that term has been fulfilled. A sample course evaluation form can be found on the SWC website.

COURSE AND CURRICULUM PLANNING AND DEVELOPMENT

Formal proposals may be made by faculty members to add, delete, or modify majors, minors and individual courses. The proposal is submitted to the Vice President of Academic Affairs and the Curriculum Committee. The appropriate forms can be obtained from the SWC website.

COURSE DATA, PLANS, AND SYLLABI

Instructors will use the Worldwide Instructional Design System (WIDS) for creating syllabi and course outcomes. Faculty members are expected to develop a course plan and a course syllabus for their courses, using the fields of information laid out in WIDS. IT department will have a designated WIDS assistant to help new faculty get started.

All new adjunct or fulltime faculty will see the IT department for access to the SWC systems, including regular SWC email which is a required communicative tool for employees, WIDS for course and syllabi development, and Moodle E-learning for classroom instruction and communication.

In order to be in compliance with the Higher Learning Commission requirements, each faculty member needs to supply a copy of all syllabi to the Vice President of Academic Affairs and a second copy to the library where they are kept on file. Faculty will post their schedule of classes and office hours outside their door and be responsible for turning in a copy to the VPAA. (SWC schedule forms can be obtained in the Registrar's office.

FACULTY LEAVE

PERSONAL LEAVE

Faculty will be awarded two (2) days of personal leave per year. Personal leave does not accrue. Use

of personal leave days must have prior approval of either the Vice President of Academic Affairs or the Director of Nursing.

SICK LEAVE

At the beginning of each academic year, faculty members also receive ten (10) days of sick leave per year. Sick days can be carried over from year to year to a maximum of twenty (20) days. If one becomes ill, the VPAA, or, in the case of nursing faculty, the Director of Nursing, should be notified as soon as possible so that students can be notified and necessary arrangements made. Faculty should use their Moodle E-learning to update their students of the course work during their absence.

Unreported absences are unacceptable and could result in the loss of a prorated portion of salary or may even be considered a breach of contract.

RELIGIOUS LEAVE

Three (3) days will be allowed per year for observance of religious holidays. Requests must be made in writing and approved by the Vice President prior to taking leave. This type of leave shall also be available for college personnel who believe in traditional Dakota (or other tribal) spiritual beliefs.

MILITARY LEAVE

Leave without pay will be granted for military duty in the Armed Forces of the United States.

MATERNAL/PATERNAL LEAVE

Accrued sick and personal leave can be used for maternal /paternal purposes. When this leave is used, employees may take leave without pay. The total amount of leave shall not exceed thirty (30) working days.

Maternal / paternal leave may also cover absences created by adoption, miscarriage, or abortion.

JURY/COURT LEAVE

Leave of absence will be given for employees in order to fulfill jury and court obligations. No deduction will be made from the salary of a staff member for required appearances in court, including jury duty, when the reason for such an appearance is not personal to the employee.

EMERGENCY LEAVE

Emergency leave will be granted with pay but approval for the leave must be given by the President and one of the following criteria must be met:

1. Critical illness of an immediate family member (mother, father, mother-in-law, father-in-law, spouse, children, brothers, and sisters). Leave is not to exceed five (5) days.
2. Critical illness of an extended family member. Leave is not to exceed five (5) days.
3. Death of an immediate family member. Leave is not to exceed five (5) days.
4. Death of an extended family member. Leave is not to exceed five (5) days.
5. Severe winter weather conditions over which the employee has no control.

ADMINISTRATIVE LEAVE

Administrative leave will be granted in order to allow a veteran to participate as an active pallbearer or as a member of a guard of honor in a military funeral. The amount of leave shall not exceed four (4) hours in any one (1) day.

EDUCATIONAL LEAVE

Faculty is granted leave with pay in order to attend classes which may be held at Sisseton Wahpeton College or at another educational institution under the following conditions and stipulations:

1. The faculty member must make a formal, written request to the Vice President of Academic Affairs. This request should include an educational plan, show how the class will benefit the college and the faculty member, and show a relevancy to the faculty member's teaching area.
2. Full-time faculty leave must be arranged around the instructor's work assignment.
3. The leave must be approved by the instructor's immediate supervisor.
4. The Vice President of Academic Affairs will forward the request to the President for final approval.

ACADEMIC ETHICS

At all times, the SWC Faculty member shall adhere to a high standard of academic ethical behavior regarding their students. At no time shall any deceptive academic practice (including, but not limited to, cheating, lying, plagiarism or falsifying information or records) be tolerated with the faculty members. Participating in this type of unethical behavior could result in punitive action against the faculty member. As academic leaders in the institution, SWC Faculty members are expected to maintain a high level of integrity, especially in the area of academic affairs. This

expectation includes SSS, Library all employees, who have direct contact with students.

ALCOHOL OR DRUGS

1. The use or possession of alcohol and controlled substances is prohibited on college property. Alcohol or other drug intoxication while on college premises is grounds for dismissal. In all instances, the Tribal Police will be notified. This policy is in compliance with the Tribal Code: Section 9, Chapter 3636 of the Tribal Alcohol Code. Faculty can find additional information on this matter in the Sisseton Wahpeton College Personnel Handbook.
2. Use of smoking or smokeless tobacco is not permitted within the Sisseton Wahpeton College as prohibited by federal smoke-free, drug-free regulations. Because of the dangers associated with primary and secondary smoke, all faculty members are requested to report violations of the smoke-free and drug-free policy to their supervisor.
3. Under no circumstance will a student be allowed to register or attend class if he or she is under the influence of alcohol or drugs. The following steps should be taken if an instructor believes or suspects a student is under such as influence.
 - A. The instructor should ask the student to leave the classroom. This will constitute a verbal warning. The Vice President of Academic Affairs shall be informed immediately. If the instructor is unsure of the student's condition or very uncomfortable with the situation, the instructor should immediately inform the Vice President of Academic Affairs. A memorandum of the incident shall be placed in the student's file.
 - B. If this situation occurs a second time with the same student, the tribal police shall be notified. However, this will constitute a second warning which may also be given in writing to the student by the Vice President of Academic Affairs.
 - C. If a student returns to College premises a third time while intoxicated, the tribal police shall be again notified. At this point, the student shall be subject to disciplinary action including dismissal from the college as a student.

The purpose of this policy is not to be punitive, but to ensure that Sisseton Wahpeton College is not enabling a student's abusive use of alcohol or drugs. At each step in the procedure, the student will be strongly recommended to seek immediate counseling or enter an alcohol and drug facility for treatment.

GRIEVANCES

POLICY STATEMENT

If faculty has a grievance because they feel that they have been discharged or disciplined without just cause they should adhere to the following procedures.

A. Informal

1. Discuss the matter with the Vice President of Academic Affairs or the Director of Nursing. The grievance may be a result of a misunderstanding that can be resolved by fair and frank discussion.
2. Each faculty members has the right to present a complaint to the Vice President of Academic Affairs while being assured of freedom from discrimination, coercion, restraint or reprisal for doing so.

B. Formal

This procedure shall be construed as encompassing all situations for which as employee feels aggrieved, including discrimination, for which formal discussions have not been satisfactory.

1. The employee shall submit in writing a memo to the next level of authority stating the reason for the grievance. This level of authority has two (2) working days to respond in writing as to the decision reached at this step.
2. If the grievance is not settled at step (a), the employee shall submit a written appeal to the President of the college requesting a grievance hearing.
3. The President shall call for the election of a grievance committee upon receiving the request of the employee. The election process shall take no longer than three (3) working days. The committee shall consist of four members with the faculty, administration, non-administration and student body each providing one member to the committee.
Elected members may withdraw from the committee if they feel that they cannot serve in an unbiased manner.
4. The grievance committee shall convene within two (2) days following the election and shall perform the following functions:
 - a. Elect a chairperson and recorder of the hearing.
 - b. Set a date to hear the grievance.
 - c. Hear the facts of both sides involved in the grievance.
 - d. Submit a written recommendation to the President of the college concerning their findings no later than two (2) working days after the committee's last meeting.
 - e. The President shall make the final determination and notify the employee in writing within two (2) working days after receiving the committee's report.

GENERAL INFORMATION

AIHEC

Sisseton Wahpeton College is a member of the American Indian Higher Education Consortium (AIHEC), an organization consisting of all of the accredited tribal colleges in the U.S. and Canada. Among its activities, AIHEC sponsors an annual spring conference with educational activities pertinent to most areas of academic study for students. Faculty members are invited to make presentations at the convention and to encourage their students to participate in the various activities and competitions. All SWC Faculty and coaches will be expected to conduct themselves in a professional manner during such student conferences, since all behavior reflects back on the integrity of the Sisseton Wahpeton College.

BUSH FACULTY DEVELOPMENT

In the past, Sisseton Wahpeton College has received grants for faculty professional development from the Bush Foundation. Funds from this grant are available to both full time faculty and can be used for such things as tuition for programs of study, courses, conferences, and workshops that advance the professional development of faculty members. An application for reimbursement should be made by submitting your request to the Bush Grant Professional Development Committee chairperson.

COURSE OFFERING

Each semester full-time faculty may take a Sisseton Wahpeton College Dakota Studies course or another course offering with tuition and fees paid if their schedule allows and with approval from the Vice President of Academic Affairs and final approval of the President.

CONCLUSION

If this is your first time teaching at Sisseton Wahpeton College after reading this handbook, please feel free asking these questions. It has been our experience that the administration, staff, and faculty are extremely helpful in acclimating new faculty to the college environment. As to the students, you will find that many of them are committed to improving the quality of their lives through higher education. New faculty can also expect to find a range of diversity in Dakota students. Many Sisseton Wahpeton College students are the first of their families to attend a college. New faculty can also expect to find their teaching at the Sisseton Wahpeton College a challenging and rewarding experience.