



COLLEGE OF
MENOMINEE NATION

Faculty Handbook

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Section I: Introduction

College of Menominee Nation's Vision

An American Indian center for lifelong learning, integrating exemplary academic preparation and research to enhance nation building.

College of Menominee Nation's Mission

As a Land Grant institution of higher education chartered by the Menominee People, the College of Menominee Nation infuses learning with American Indian culture and prepares students for leadership, careers, and advanced studies in a multicultural world. The College commits to research and promotion, perpetuation, and nurturance of American Indian language and scholarship.

College of Menominee Nation's Values

American Indian Culture

Applying knowledge to create a caring community aligned with American Indian traditions.

Sustainability

Fostering the dynamic relationships among the six dimensions of the Menominee Theoretical Model of Sustainability.

Ethical Behavior

Promoting a spirit of mutual trust, respect, and cooperation.

Diversity

Recognizing the value of all people and supporting their growth to the fullest potential.

Community Engagement

Empowering people through lifelong learning to serve community needs.
Providing outreach workshops and community service improving the quality of life.

Culture of Service

Modeling and promoting commitment to community by students, staff, and faculty.
Preparing stakeholders to use new found skills by inspiring them to give back to the community.

College of Menominee Nation's History

On September 9, 1992, the Menominee Tribal Legislature (MTL) hired Verna Fowler Ph.D., a Menominee tribal member, to found a college for the Menominee and their neighbors. On January 19, 1993, four courses were offered to forty-seven students. On March 4, 1993, MTL passed Ordinance 93-2, establishing the College of Menominee Nation (CMN) as an institution of higher education, dedicated to serving the Menominee people, other tribal people, and the world at large. MTL amended Ordinance 93-2 on September 2, 1993, granting CMN the power to confer degrees. And in May 1995, CMN conferred its first 14 degrees: two Associate degrees and twelve Certificates. In 1996, MTL attempted to gain administrative control over the College. The Menominee Constitution and By-Laws (Article VIII, Section 4), however, invests the Menominee people with the power to enact tribal law through an Initiative and Referendum process. Using this constitutional power, the Menominee people initiated a revised charter for CMN, which reinforced and secured the College's existence. On October 3, 1996, MTL unanimously adopted the Charter for CMN, which states "the College of the Menominee Nation shall continue to be a college. . .at the will of the people of the Menominee Tribe." CMN, therefore, has the unique authorization of a sovereign people as well as authoritative support as outlined in the Charter and adopted by a governmental entity. Since the adoption of the Charter in 1996, there have been no challenges to the College's ability to control its operations.

CMN is designated as a Tribally Controlled College by the Bureau of Indian Affairs under the Tribally Controlled Community College Assistance Act (P.L.95-471) and is one of 37 tribally-controlled colleges and universities in the United States. The College is a member of the American Indian Higher Education Consortium (AIHEC) and the Higher Learning Commission. It is one of two tribal colleges in the State of Wisconsin. CMN's main campus is located in Keshena, Wisconsin, on the Menominee Reservation, and it has a branch campus in Green Bay, Wisconsin.

Land Grant Status

The College of Menominee Nation in Keshena, Wisconsin, Lac Courte Oreilles Ojibwa Community College in Hayward, Wisconsin, and University of Wisconsin—Madison are the state of Wisconsin's three Land Grant institutions.

Accreditation History

CMN's Board of Directors approved the College's affiliation with the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education on October 4, 1993. Preparing a Self-Study Report, CMN applied for Candidacy Status in September 1995. A Consultant-Evaluator Team visited the campus in October 1995 and determined that the College met the General Institutional Requirements and demonstrated the potential to meet the Criteria for Accreditation.

In December 1996, CMN's Board of Directors determined the College should seek Initial Accreditation rather than continued Candidacy Status. A Consultant-Evaluator Team visited

CMN in February 1998, and after review of the College's Self-Study Report, documents, main campus, and auxiliary sites recommended HLC grant CMN Initial Accreditation. HLC approved the Consultant-Evaluator Team's recommendation and CMN was awarded Initial Accreditation in 1998.

CMN was awarded 10-Year Continuing Accreditation in 2003 by HLC.

CMN will have its reaffirmation visit by HLC in 2022-2023.

Section II: CMN Governance and Organization

Board of Directors

CMN's Charter outlines the composition, qualifications, duties, and responsibilities of the Board of Directors and its Executive Committee for the College. Each of the seven-member Board of Directors is an enrolled Menominee and appointed to a staggered seven-year term by the Menominee Tribal Legislature (MTL) in accordance with the Charter. No member of the Board of Directors may have any contractual conflict of interest with the College. CMN's Board of Directors, in accordance with its Charter, has the power and authority to make policy, manage the assets, and allocate all resources--human, financial, and physical--to ensure the good order of the College, including the appointment and evaluation of the President. It serves as the employer of the College and its contractual agent.

The Board of Directors meet throughout the academic year to discharge its duties and responsibilities, holding special meetings, if the need arises. The regularly scheduled meetings are announced each month to the College community, and everyone has the opportunity to submit items for the meeting's agenda. Each fall, the Chairperson of the Board (or his/her delegate, usually the College President) presents a State of the College address to the Menominee Tribal Legislature, and at the end of each academic year, the Board of Directors holds an open public meeting to report the College's progress and to disseminate CMN's Annual Report to the community.

Campus Administration

President

The President of the College, Christopher Caldwell, was appointed President and Chief Executive Officer of CMN by the Board of Directors in 2020. He continues in that position with an annual evaluation and re-appointment by the Board. In addition to being held responsible for administering all policies adopted by the Board, President Caldwell is charged with the general supervision of all the College's activities, including but not limited to budgeting; personnel administration; public and community relations; institutional networking; partnerships and collaborations; and most importantly, educational programming that supports and enhances student learning, achievement, and development. To assist him in fulfilling these duties and responsibilities, the President has a Cabinet, composed of the Chief Academic Officer and Chief Financial Officer.

Chief Academic Officer

The position is responsible for the overall activities of Academic Affairs, including but not limited to budgeting; sponsored program/grants management; articulation and inter-institutional agreements; public information; academic; continuing education, and technical education curriculum and certificate, diploma, and degree program design, implementation, management, and evaluation. The Chief Academic Officer oversees Letters and Science, Continuing Education, and Technical Education Divisions; Student Enrollment and Retention Divisions; Advancement; Library Services; and the Green Bay Campus.

Chief Financial Officer

The position is responsible for all duties outlined in Article III, Section 5 of CMN's Charter, particularly as it relates to system of accounting with an adequate system of internal control for the College concerning the operation of its General Funds, Tribal, State, Federal, and Foundation grants, contracts, and/or programs. Chief Financial Officer supervises the Finance Office and Human Resource personnel.

Chief of Staff

The Chief of Staff represents the interests and priorities of the President through effective communication, coordination, and integration of the President's initiatives, priorities, and objectives, providing complex as well as confidential project management in support of the strategic mission of the College. The Chief of Staff provides management and oversight for the President's Office, Campus Support Office, and Emergency Preparedness program as well as serves as liaison to units across the College and community constituents of the College's service area on behalf of the President

CMN Committee Structure

Board of Directors Standing Committees

The Board of Directors established four Standing Committees: Academics, Audit and Finance, Endowment, and Strategic Planning and Leading. A Board member chairs each committee. The Standing Committees purposes and goals are listed below.

Academics

Purpose:

To assist the Board of Directors in fulfilling its oversight of the College's academic programs, learning environments, support services, and related activities.

Goals

Engage in a continuing review of the College's curricular and co-curricular policies to
Identify areas for improvement or new educational possibilities;

Communicate institutional expectations for assessment of student learning, including the development of student learning outcomes, associated measures, and benchmarks.

Audit and Finance

Purpose

To ensure financial stability and compliance with all funding source requirements.

Goals

Assure students, staff and community that the College has the financial resources to accomplish its purpose

Be prepared for the unexpected and to be ready for opportunities to carry out the mission statement of the College

Endowment Committee

Purpose

To review, analyze, and establish investment goals and strategies for endowment funds in pursuit of a sustainable future for the College of Menominee Nation.

Personnel and Policy

This is a new Standing Board Committee, established in November 2019. It has yet to write its by-laws. This section will be updated.

Strategic Planning and Leading

Purpose

To develop, establish and review an annual strategic plan.

Goal

Implement and monitor the strategic plan to assure alignment of the College mission statement and accreditation requirements.

Other Governing Bodies

Committee on Academic Quality

This Committee shall study and make recommendations to the Standing Board Academic Affairs Committee on Academic Policy, Academic Quality (Excellence, Rigor), Academic Integrity, (Credit Bearing) Curricula, and Assessment of Student Learning as well as serve in an advisory capacity to faculty on these matters.

Deans and Directors Council

The mission of the council is to be invested in effective decision making and implementation of those decisions at the College of Menominee Nation (CMN). Guided by the overall CMN

mission and through support from the Executive Cabinet, the council is to encourage, promote, and build upon the strategic goals of the college. The following objectives set the purpose of the council:

- Support and initiate the process to accomplish the clear and definable goals of the executive cabinet.
- Develop and approve policies that provide effective, efficient and transparent direction to the college.
- Build and align stakeholder relationships that meet the needs of the college.
- Be autonomous and visionary in order to lay the foundation of strategic management at the college.

Faculty Committee

The Faculty Committee is established to advance the vision, mission, and values of the College of Menominee Nation by:

- providing a regular forum for exchange and discussion of views on issues of concern to faculty;
- ensuring that academic freedom is encouraged and protected;
- advocating for faculty viewpoints on issues where faculty are stakeholders;
- promoting communication between faculty and other groups on campus;
- facilitating faculty participation in fiscal planning and decision making;
- assuring appropriate faculty participation at all levels of college governance.

Faculty have a professional responsibility to promote and ensure student learning through a rigorous course of study. This responsibility is not mentioned here in the Mission and Purpose of the Faculty Committee because the Committee on Academic Quality, which is committed in its bylaws to 51% faculty membership, is responsible to advise CMN administration on Academic Policy, Academic Excellence, Academic Integrity, Curricula, Co-Curricula and Assessment of Student Learning.

Board Special Committees

From time to time, the Board of Directors needs to appoint special committees to resolve or oversee short-term issues. The President will make an effort to nominate full-time faculty members on issues that concern faculty.

President Committees

From time to time, the President needs to appoint special committees to resolve or oversee short-term issues. The President will make an effort to nominate full-time faculty members on the issues that concern faculty.

Section III: Instruction

Course Definitions

Alternative Course Delivery: Because there need to be a certain number of students registered in a class, there are times when classes at CMN will be canceled due to low enrollment. To compensate for this, CMN offers some classes by Alternative Course Delivery.

Independent Study: The purpose of Independent Study is to allow the student to explore a topic of scholarly or research interest which is not available through traditional CMN coursework.

TPX : Using an Interactive telepresence network, CMN may simultaneously deliver courses to more than one site.

Instructional Personnel Definitions

Adjunct Faculty: Professionals who work for hire, exempt from employee benefits, and are contracted to teach specific classes during a specific semester and participate in related faculty duties, e.g., preparing syllabus, keeping office hours, student assessment and grading. Adjunct faculty may teach no more than nine credits per semester.

Full-time Faculty: Professionals contracted for a full academic year to teach a maximum of 30 credits per Academic Year or equivalent duties, as defined by contract, are eligible for full employee benefits, and required to participate in CMN community service, committee service, research, and scholarship.

Part-time Faculty: Professionals contracted for the full academic year to teach 9 or fewer credit hours per semester, participate in ASL and faculty in-services, attend the commencement ceremony, and encouraged (but not required) to participate in CMN community service, research, scholarship, and/or disciplinary activities. Part-time faculty are eligible for limited employee benefits.

Faculty Rank and Promotion

College of Menominee Nation

Faculty Promotion Process and Guidelines

Objective: To define requirements for faculty levels at the College of Menominee Nation and provide a process for faculty members to document their accomplishments toward those requirements.

Definitions: Rank – position within the hierarchy of an organization or society. Faculty rank designations at the College of Menominee Nation are impermanent and must be renewed periodically. Track - The College of Menominee Nation recognizes three tracks for faculty development: (1) the Teaching Track (emphasizing teaching, advising, and related duties), (2) the Research Track (emphasizing research and scholarship), and (3) the Technical Trades Track (for faculty in technical education). Tested Experience – years or totaled partial years spent outside of the classroom in real-world situations relevant to the discipline in which the faculty member is teaching. Academic Experience – years or totaled partial years spent in a college environment performing duties similar to those assigned to faculty at the College of Menominee Nation.

Procedure: Faculty members seeking promotion establish how they meet requirements for the rank to which they aspire based on guidelines agreed to by the faculty and administration of the College of Menominee Nation. This is done by assembling and submitting a Promotion Portfolio describing accomplishments at their current rank and explaining how the requirements for the rank they seek are met by these accomplishments. The portfolio will consist of two parts:

- Part I: Promotion Application
- Part II: Supporting Materials

The Promotion Portfolio should not merely list classes, projects, service assignments, and other relevant activities, but should emphasize the quality and significance of accomplishments. While this promotion process provides flexibility with respect to what information is included, and how formatted, the information should be organized to reflect requirements for the rank sought and presented in a clear, concise manner.

Timeline: The process is conducted annually as follows.

- By November 1, the faculty member informs the Dean of his/her desire to seek promotion.
- November 1 – December 1: The faculty member sets up a Faculty Promotion Advisory Committee consisting of three faculty members (no more than one from each department) and assigns one of the faculty members to chair the committee.
- By December 1, the faculty member submits the Promotion Portfolio to the Faculty Promotion Advisory Committee.
- By January 15, the Faculty Promotion Advisory Committee will review all materials and make a promotion recommendation for the Dean.
- By February 15, the Dean will make a final decision.
- By March 1, the faculty applicant will be notified of the decision in writing. Following notification, the faculty member meets with the chair of the Faculty Promotion Advisory

Committee to sign and date the Acknowledgement section at the bottom of the Promotion Application form. At that time, the faculty member may review all recommendations and choose to attach comments.

Return of Materials: The Promotion Application (Part 1) will not be returned to the faculty member, but will be kept on file by the dean. Supportive Materials (Part 2) will be returned.

PART 1: PROMOTION APPLICATION

In Part 1 describe your activities and accomplishments in your present rank at College of Menominee Nation and explain how these meet requirements for the rank being sought. While encouraged to be concise, the submission should not be limited only to a list of teaching duties, service assignments, and other activities, but should emphasize the quality and substance of the activities and accomplishments in all pertinent areas. Factors that are considered in the evaluation include organization, clarity, content, and adherence to the format specified below.

Format:

- Enclose the *Promotion Application* in a three-ring binder.
- Label the binder; *Promotion Portfolio, Part I: Promotion Application*, followed by your name, current rank, and department.
- Label each section clearly.
- Adhere to the page limits for each section as specified in the following guidelines.

The *Promotion Application* should include the following sections in the following order:

1. Promotion Application Form.
2. Letter of Application – Address the letter to College of Menominee Nation. In the body explain your reasons for presenting a portfolio for promotion consideration, and discuss how your activities and accomplishments address the mission and philosophy of the college. (Limit: 1 page)
3. Recommendations – This section contains the following labeled subdivisions:
 - Recommendation from the Faculty Promotion Advisory Committee.
 - Recommendation from a community member not employed by the College.
4. Postsecondary Education and Professional Training – List degree(s) earned, major(s), institution(s), year(s) attended, and other pertinent information, including current study toward a degree or certification. For postsecondary professional training, describe the number of years engaged in these training activities, the focus of the training, and institution(s) attended. If the postsecondary degree or professional training requirements for the promotional rank being sought have not been met, document your equivalent professional experience as it relates to your teaching assignment(s). (Limit: 2 pages)
5. Teaching, Advising, and Related Duties - Summarize and evaluate your teaching, advising, and related duties for all years in your present rank. Discuss your philosophies about teaching and/or approaches to teaching. This summary should also document how you meet the requirements for the rank to which you seek promotion. (Limit: 5 pages)
6. Service to the College, Community, and Profession – Describe your college, community, and professional service activities and accomplishments for all years in your present rank and document how you meet the requirements for the rank to which you seek promotion. (Limit: 3 pages)

7. Research and Scholarship – Describe your research and scholarship activities and accomplishments for all years in your present rank and document how you meet the requirements for the rank to which you seek promotion. (Limit: 5 pages)

PART 2: SUPPORTING MATERIALS

In Part 2 include any artifacts that support how you meet the expectations for the rank to which you seek promotion. Emphasize quality, not quantity.

Format:

- Enclose the Supporting Materials in a separate three-ring binder.
- Label the binder; Promotion Portfolio, Part II: Supporting Materials, followed by your name, current rank, and department
- Label each section clearly.

The Supportive Materials binder should include the following sections, in the following order:

1. Teaching, Advising, and Related Duties
2. Service to the College, Community, and Profession
3. Research and Scholarship
4. Other – This section may be used to include additional supporting documents, such as references, letters of recognition, letters of appreciation, awards, etc.

There is no page limit for the Supportive Materials, but all the submissions must pertain only to work completed since your last increase in rank.

The complete Promotion Portfolio including the Part 1: Promotion Application and Part 2: Supportive Materials must be submitted to the chair of the Faculty Promotion Advisory Committee by December 1.

Appeal Process: If the Faculty Promotion Advisory Committee recommends against promotion, the faculty member may request an appeal. In this situation, the Supportive Materials and Promotion Application Materials will be forwarded for review by the Chief Academic Officer. Faculty members also have the right to appeal the final (Dean's) decision, by filing an appeal in writing directly to the Chief Academic Officer within 30 days of receiving the decision.

Academic Recognition: Per HLC guidelines 3.B.4, faculty are expected to be a member of a professional, technical or trade society; attend its meetings; and network with its members to minimally meet the disciplinary participation standard. Ways to demonstrate academic recognition are contributions to a professional society in a way that brings recognition to faculty and to CMN. (For example, establishing a newsletter for a professional group and continuing to credit and distribute the newsletter over a period of years) and hosting a meeting of the professional society at CMN, with the approval of the administration, including offering contributions to the programming.

College of Menominee Nation - Faculty Rank Requirements

TEACHING TRACK

Rank	Instructor III	Instructor II	Instructor I	Senior Instructor
Degree	Earned Master's Degree in discipline	Earned Master's Degree in discipline	Earned Master's Degree in discipline	Earned Master's Degree in discipline
Academic Experience		3 years	5 years	8 years
Renewal	1 year	2 years	3 years	4 years

RESEARCH TRACK

Rank	Assistant Professor	Associate Professor	Full Professor
Degree	Terminal Degree in discipline	Terminal Degree in discipline	Terminal Degree in discipline
Academic Experience	3 years	5 years	8 years
Renewal	2 years	3 years	4 years

TECHNICAL TRADES TRACK

Rank	Technical Instructor III	Technical Instructor II	Technical Instructor I	Senior Technical Instructor
Degree	Bachelor's degree in the field and/or a combination of education, training and tested experience.	Bachelor's degree in the field and/or a combination of education, training and tested experience.	Bachelor's degree in the field and/or a combination of education, training and tested experience.	Bachelor's degree in the field and/or a combination of education, training and tested experience.
Academic Experience		3 years	5 years	8 years
Renewal	1 year	2 years	3 years	4 years

The table below lists the types of activities the promotion application might document. Any of these activities may appear in the portfolio regardless of the track the faculty member selects, although teaching excellence will likely predominate in an application in the teaching or technical tracks while research excellence will predominate in the research track. Faculty Promotion Advisory Committees will weigh the relative importance of all activities and accomplishments case by case.

Examples of Faculty Performance

Function	Activities and Accomplishments	Evidence
Teaching, Advising, and Related Duties	1. Demonstrates incorporation of American Indian culture into coursework. 2. Excels in a variety of teaching methods. 3. Leads with instructional technologies. 4. Frequent student contact outside the classroom. 5. Continuously assesses and improves curriculum. 6. Guides students to advance their academic progress.	1. Instructor syllabus. 2. Documented examples. 3. Documented examples. 4. List/log of contacts. 5. Documented examples. 6. Documented examples.
Service to College, Community, and Profession	1. Participates in college committees. 2. Participates in program evaluations. 3. Leads as a department chair. 4. Mentors other faculty. 5. Organizes staff development in discipline or related fields. 6. Organizes community workshops or training. 7. Participates in recruitment activities. 8. Advises a student club or organization. 9. Advises a professional committee or organization. 10. Consults outside CMN in discipline or related field-specific profession.	1. Members list/agenda. 2. Documented examples 3. Appointment notice. 4. Support letters. 5. Training documents. 6. Workshop documents. 7. Documented examples. 8. Club materials. 9. Documented examples. 10. Documented examples.
Research, Scholarship, and Other Publications	1. Participates in grant proposal writing, management, and/or assessment. 2. Leads research projects. 3. Publishes research in peer-reviewed journals. 4. Publishes research in other than peer-reviewed journals. 5. Presents research at local and regional conferences. 6. Utilizes research to enhance discipline-specific professions. 7. Publishes creative work in public venues.	1. Documented examples. 2. Documented examples. 3. Copy of publication. 4. Copy of publication. 5. Conference program. 6. Documented examples. 7. Copy of

		publication.
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Faculty Rights and Responsibilities

The hiring of full-time and part-time faculty members follows the Menominee Tribe of Wisconsin's Chapter 170 (82-10) Ordinance and CMN policy and procedures. See CMN Personnel Policies and Procedures.

Exempt Employee Status and Faculty Contract

On June 20, 2005 the CMN Board of Directors approved the Personnel Policies and Procedures. The Personnel Policies and Procedures became effective on July 1, 2005 for staff and Faculty; however, some policies and procedures do not apply to Faculty. All Faculty have a unique relationship with the College of Menominee Nation due to employment by contract and their status as an "exempt employee" under the Fair Labor Standards Act (FLSA). The policies and procedures superseded by Faculty contract and "exempt employee" status are as follows:

Section III, Page 6, Employee Classification

Section III, Page 9, Hours of Work

Section III, Page 11, Introductory Period

Section III, Page 13, Promotion/Transfer

Section III, Page 15, Layoff and Recall

Section III, Page 17, Termination of Employment

Section IV, Pages 2 and 3, Wage-Hour Provisions, Exempt Employees, (2)c. and (3) only

Section IV, Page 4, Pay Days, (3) only

Section IV, Page 8, Performance Evaluation

Section V, Page 5, Holiday Leave

Section V, Pages 6 and 7, Vacation Leave

Section V, Page 8, Personal Leave

Section V, Pages 9 – 11, Absences, Funeral, Jury/Witness, Military, Firefighter/EMT, and Administrative only (Family and Medical Leave and Discretionary Leave still apply)

Section VII, Pages 2 and 3, Disciplinary Action

Section VII, Pages 4 – 6, Grievance Procedures

Contracts

Faculty is invited to join CMN in providing quality education to CMN students by contract. The contract is signed by the President or the President's designee and details the terms and conditions of the appointment, including, but not limited to, duration of the appointment, salary, starting date, ending date, general position responsibilities, status (adjunct, part-time, full-time)

and a statement which pledges the faculty member's agreement with the college's mission statement.

In order to accomplish its Mission, CMN recognizes that faculty instruction impact the quality of education in the classroom. Additionally, CMN recognizes that faculty must participate in recruitment and retention in order to maintain excellence. The full-time faculty contract is for 42 weeks or more. Additionally, faculty may contract for the summer term. Full-time faculty is expected to teach 30 credits per Academic Year with a maximum of eight course preparations.

Part-time faculty is expected to teach 18 credit hours per Academic Year with a maximum of six course preparations.

Adjunct faculty will receive a contract on a semester-by-semester basis for 1 – 9 credit hours per semester with a maximum of three course preparations.

Faculty minimal contractual obligations for full-time faculty are outlined, but are not limited to, the list below:

- Teach 30 credits per contract year and/or eight class preparations;
- Serve as liaison to all CMN constituencies;
- Submit in a timely fashion data and reports requested by the Dean of Letters and Science or designee;
- Submit syllabi for all courses in the form prescribed by Dean of Letters and Science;
- Take class attendance and submit in a timely manner as prescribed by the Dean of Letters and Science;
- Schedule make-up class session if Employee cannot be present for a scheduled course session;
- Hold weekly office hours of one (1) hour for every course taught;
- Post office hours in a visible place in assigned office area;
- Promote and participate in recruitment activities;
- Assist adjunct faculty;
- Evaluate degree programs, if requested;
- Participate in institutional planning;
- Assist Student Achievement Specialists and Academic Coaches;
- Participate in assessment of student learning activities and program review;
- Attend faculty meetings;
- Attend in-service trainings, workshops, and seminars;
- Serve as student group advisors, as appropriate;
- Participate in conferences, trainings, workshops, and seminars outside of CMN to keep knowledge within discipline current;
- Participate as a committee member in meetings and activities of assigned or appointed committees;
- Participate in commencement ceremonies for graduating students;
- Participate in communities served by CMN; and
- Perform other duties as assigned

Faculty Payroll

CMN employees are paid weekly. All employees must be paid by direct deposit. All matters of payroll are conducted through the Human Resources Office. These include, but are not limited to, contact information, emergency contact information, direct deposit/bank information, insurance, federal and state deductions, and so forth.

Notice Periods

Faculty receives Letters of Intent for Renewal/Letters of Intent for Non-Renewal for another academic year no later than March 15 prior to the start of the following academic year. If the initial appointment expires during an academic year, the faculty member will receive no less than two months' notice prior to the contract's expiration of whether or not their contract will be renewed. All other dates for notice are as stated in the faculty contract.

Summer Teaching Appointments

Summer teaching assignments are separate from academic year appointments and are based on curricular needs. Employment during the academic year does not imply an obligation for faculty to accept summer teaching assignments unless they so desire. Summer teaching contracts are paid at regular adjunct rates.

Termination

Faculty termination of employment occurs according to the provisions provided in the faculty contract. See faculty contract for termination with cause or termination without cause.

Faculty Records

Refer to "Employee Records" in Personnel Policies & Procedures Manual. Faculty records are confidential but Faculty may request to review their personnel files under Human Resources supervision.

Faculty Identification Card:

All Faculty must obtain CMN Identification Cards through the Office of Student Services. These cards provide access to CMN Libraries and all Northeast Wisconsin Education Resource Alliance (NEW ERA) Libraries.

Faculty Workload

The primary mission of CMN Full-time Faculty is teaching. Accordingly, teaching load for full-time Faculty members at CMN is 30 credit hours of class teaching per Academic Year with one office hour per week for each class taught. Office hours must be posted on office doors and devoted primarily to working directly and individually with students. Various circumstances may make full-time faculty eligible for a reduction in instruction load. Circumstances for instruction release time may include but are not limited to:

- Course development;
- Recruitment/retention activities;
- Professional development;
- Grant/Sponsored Program administration; and
- Other non-teaching activities as directed by Administration.

Please refer to each individual faculty contract for further details.

If a full-time or part-time faculty member's course load falls below the required minimum workload, i.e. 15 credits and/or four preparations per semester, they will receive equal workload assignments through the Department of Academic Affairs for other departmental work for the duration of that semester with approval of the Faculty Supervisor (Dean of Academic Success).

If full-time faculty wish to reduce their assigned instruction load, they may present a formal petition to the Dean of Academic Success that clearly outlines all reasons for the requested reduction in instruction load.

Faculty may agree to teach either an individualized course through Alternative Course Delivery or Independent Study. Faculty must adhere to the College of Menominee Nation Alternative Course Delivery Procedure.

If a full-time or part-time faculty member's course load exceeds the required minimum credits/workload assignment per academic year, additional compensation may be awarded above and beyond the original contract for said academic year. Compensation will be calculated during semester two of the academic year of the contract. Additional compensation will be determined based on the rate used for an adjunct instructor in each particular discipline per additional course/credits above originally contracted workload for said academic year. Any and all additional wages must be approved by Academic Affairs.

Alternative Course Delivery: This mode of delivery may be necessary to advance a student in his/her program.

Independent Study: While encouraged for the benefit of the student and the faculty member's research agenda, independent study courses are not compensated through the College's general fund; they may, however, be compensated through a sponsored program for which the faculty member has principle investigator or research responsibilities so long as the funds have been

allocated in the sponsored program for these purposes. See the Academic Catalog and Student Handbook for further explanation of Independent Study.

Faculty Review Process

(This section may be revised in light of Rank and Promotion and new administration. The procedure outlined below demonstrates past practice.)

Full-time and part-time faculty is evaluated through administrative assessment, self-assessment, and classroom observation. Faculty evaluations are intended to be instruments for job performance and instructional improvement.

Administrative Assessment: Administrative assessment for adjunct, full-time, and part-time faculty will occur no later than May of the Academic Year. Administrative assessment will include the following.

- Review of classroom observation;
- Review of faculty self-assessment; and
- Faculty and Dean of Academic Success post-observation conference.

Self-assessment: Self-assessment is part of the faculty review process. Self-assessment will include discussion on, but is not limited to, the following.

- Community service, research/scholarship and infusion of Menominee culture;
- Student evaluations;
- Contract responsibilities, collegiality, and overall job performance;
- Prior goals, accomplishments, and challenges;
- Components of best practices in education;
- Professional development activities; and
- Peer observation.

Student Evaluation: Student evaluation is part of the self-assessment. Student evaluations are conducted twice during each semester on a standard evaluation instrument. A copy of the evaluation(s) is provided to the Dean of Academic Success and the faculty member.

Classroom Observation: Classroom observations will be conducted by the Dean of Academic Success as appropriate. For the purpose of this review, the following definitions will apply:

1. New Adjunct, Permanent Part-Time, and Full-Time Faculty - 1-3 years experience at the College of Menominee Nation
2. Veteran Adjunct, Permanent Part-Time, and Full-time Faculty - 4 or more years experience at the College of Menominee Nation
3. Mentor

Purpose of observations:

The observations will result in individual teaching goals developed by each faculty member. The role of the division department chair or Dean of Letters and Science/observer is to facilitate (rather than direct) the development of individual instructional goals and help access necessary resources to meet those goals.

Proposed structure of observations:

First the observer and/or mentor and faculty member will have a pre-observation conference to develop a plan for the observation. The pre-observation planning sheet will be completed. Observation occurs. A post observation conference will be scheduled after the observation to develop teaching goals.

Peer Observation: Peer observation includes the following elements that are intended to promote professional growth and development. Peer Review will include, but is not limited to, the following:

- Documented classroom observation, using the faculty classroom procedure (see Appendix F);
- Review of the prior year's goal accomplishment;
- Recommendations for professional development and/or improvement.

Academic Recognition: Per HLC guidelines 3.B.4, faculty are expected to be a member of a professional, technical or trade society; attend its meetings; and network with its members to minimally meet the disciplinary participation standard. Ways to demonstrate academic recognition are contributions to a professional society in a way that brings recognition to faculty and to CMN. (For example, establishing a newsletter for a professional group and continuing to credit and distribute the newsletter over a period of years) and hosting a meeting of the professional society at CMN, with the approval of the administration, including offering contributions to the programming.

Creative Accomplishments: Creative accomplishments are research, publications, and/or economic development activities.

1. Research and publication: Creative accomplishment is demonstrated by research and publishing. Faculty are expected to participate and/or conduct research in their discipline and share those results with their professional societies to be considered creative accomplishment.
2. Community and Economic Development: Other ways to demonstrate creative accomplishment is to provide leadership or assistance in helping CMN obtain grants that would forward the mission of the institution, provide leadership or

assistance in helping the Menominee Tribe to develop economic programs that benefit tribal members, and provide leadership or assistance that would assist the community surrounding the Menominee Reservation to develop economic programs or strategies that contribute to the economic prosperity of the area.

Creative Service: Creative service is providing a needed and valued community service. (Examples include: a yearly career fair to help high school students think about their directions after graduation, providing a supervised youth activity on a weekly basis; providing a community service project such as a clean-up, paint-up, straighten-up campaign for some tribal property or elder or handicapped citizens, and conducting and analyzing community surveys). Starting a club/organization is also considered creative service.

Professional Service: Service to a professional society is defined by active participation: introducing a speaker at a meeting, serving as an evaluator of a meeting, gathering data of various components of the meeting, preparing and delivering a presentation at a meeting, serving as a committee member for the organization, serving as chair of a committee, or a number of other means. Service to the profession means service to the members of the profession.

Student Involvement: Effective student involvement ensures that the student is “personally connected” to CMN. This personal connection enhances the probability of the student being well prepared to meet educational and/or work goals.

1. Career Advisement: Helping a student select a career that will be rewarding and satisfying is an important contribution of faculty. Helping a student who lacks skills or talent in one discipline to select a more appropriate discipline allows the student to retain his/her dignity. Motivating a student to become excited about knowledge, skill, and competence is rewarding to faculty and the student.
2. Personal Advisement: Counselors are trained professionals who help individuals work through problems. They seldom have the contact or build the trust with students like caring faculty do. Students ask faculty for advice about personal matters. Faculty has more experience than most students and can often give excellent advice in a sensitive and caring manner. Faculty need to recognize their limitations, however, and not attempt to give advice about things that require a more highly trained professional. The faculty serves the student best by taking the student who needs professional assistance to the Vice President of Student Services for the appropriate referrals.

Contributions to Educational Program, CMN or the Community: Contributions to educational programs for CMN and the community are also recognized as proper faculty activities.

1. Contributions to Program: Each faculty member has a primary affiliation with a division. Service to that division would include the following:

- Taking a leadership role in upgrading the curriculum;
 - Taking a leadership role in affiliating with institutions that would be in a position to further the education of the graduates;
 - Taking a leadership role in recruiting new students; and
 - Assisting students with appropriate job placement or university transfer.
2. Contributions to the College of Menominee Nation: Faculty are members of the CMN education community. “Quality education” is provided by quality faculty. CMN service would include the following:
- Making the name of a CMN program stand for excellence;
 - Helping to develop excellence by promoting CMN to new students;
 - Actively participating in committee work; and
 - Chairing committees.
3. Contributions to the community: Faculty are role models by virtue of their positions and have responsibilities to the community they serve. Service to the community include the following:
- Assisting in community activities that go beyond the college;
 - Getting to know the families of their students;
 - Participating in cultural, athletic, and other social events; and
 - Utilizing opportunities to bring their special competence to the assistance of the tribal community, the surrounding community and other American Indian Reservations.

Professional Development: Professional development may include, but is not limited to, disciplinary graduate course work, course work in teaching, instruction, or curriculum design, workshops/training that advances the innovative use of technology or course/program delivery and so forth.

It is the policy of CMN to encourage further education by providing career development. All full-time faculty may be granted release time from their regular duties at the discretion of the Dean of Letters and Science. However, this professional development or continuing education must further the interests of CMN.

All faculty are encouraged to keep their personnel file current by submitting documentation (grade sheet, transcript, completion certificate, etc.) of degree or course work completed on a semester-by-semester basis to the Human Resources Department.

Faculty Merit Pay

Under Development

Grievance Procedure for Faculty Evaluation and Performance

If a faculty member disagrees with any part of the faculty evaluation, they have the right to lodge a grievance and to have the written description reviewed. To review a grievance, an Appeals Committee is established and the following procedure is followed.

1. Establishment of Appeals Committee

The grieving faculty will nominate six faculty to serve on the Appeals Committee(s). From the six faculty, the Chief Academic Officer will appoint three faculty to review the information pertinent to the grievance of an evaluation committee decision. If the grievance includes the Chief Academic Officer, then the President will appoint three faculty to review the grievance.

2. Appeals Committee Procedure

The Appeals Committee will, within two weeks of appointment, convene to review the files and hear the parties concerning the grievance. The faculty who was observed and the faculty observer(s) and/or administrative observer have a right to call “witnesses” who have knowledge of the situation. Faculty who was observed and the observer(s) will be notified no less than three days in advance of any witnesses. Only the Appeals Committee will question the witnesses. The Appeals Committee will present a finding supporting the written description of the observer(s) or it will overturn the written description of the observer(s). The Appeals Committee will provide a rationale for its decision.

Grievance Procedures for Reasons Other than Faculty Performance

If a faculty member wishes to file a grievance, for a reason other than faculty performance, he/she must follow the grievance procedures described in the CMN Personnel Policies and Procedures. It is the policy of the CMN to provide its employees notice and due process in the resolution of work related issues that affect the performance of his/her duties.

Employees who seek resolution of employment situations by using established procedures are assured they will not be subjected to discrimination or retaliation or be penalized in any way for use of these procedures.

Definitions:

Eligible Employees	Regular full-time and regular part-time employees who have successfully completed the introductory period.
Grievable Issues	A grievable issue is an action or inaction affecting the employee that directly relates to the employee's employment. Grievable issues may include, but are not limited to, the application of policy, disciplinary action, reprisals, discriminatory actions, harassment, documented unresolved difficulties experienced by the employee due to supervisor inaction or unfair treatment, disharmony among employees and facility concerns.
Non-grievable Issues	Performance evaluations, salary increases, necessary schedule changes, extension of introductory period, and default and final determinations of the grievance process.
Grievant	The employee filing a grievance.
Respondent	The individual against whom a grievance is filed.

Procedure:

905310720) Informal Resolution:

Employees and supervisors must attempt to identify and resolve workplace problems and disputes as early as possible. Informal methods include direct discussion with the individual(s) involved, involvement of the supervisor or assistance by the Human Resources Director. Depending on the nature of the problem, other individuals or offices may also be of help. Documentation of attempts at resolution or of resolution must be kept.

905310721) Administrative Level:

- a) An eligible employee who has a grievable issue will submit the grievance in writing to the Human Resources Director on the approved form. The following information must be included:
- the policy or rule which the employee believes has been violated;
 - the facts surrounding the grievance;
 - the remedy the employee seeks, and
 - documentation of informal resolution attempts must be attached.

- b) A grievance cannot be filed unless an informal resolution has been attempted and documented.
- c) No grievance will be accepted or processed unless it is submitted within thirty (30) calendar days after the occurrence of the event giving rise to the grievance.
- d) The grievance will be limited to a maximum of two (2) issues.
- e) The respondent will be notified of the grievance by the Human Resources Department and will be allowed to review the written grievance in the Human Resources Department but will not receive a copy.
- f) After receiving the grievance and specified paper work from the Human Resources Department, the supervisor's next level of management will discuss the matter with the grievant and the respondent and will make a determination concerning the grievance within ten (10) workdays. The determination will be put into writing. Copies will be given to the grievant and the respondent and the original will be forwarded to the Human Resources Department.
- g) If the grievant is not satisfied with the determination because they believe the treatment was unjust, (s) he will be permitted to appeal to the next level in the grievance process. The appeal to the next level shall be done within ten (10) workdays on an appeals form and submitted to the Human Resources Department. The appeal must include a statement of perceived injustice.

905310722) Review Level:

- a) The Human Resources Department will receive the request from the grievant to proceed to a Review Level. The Human Resources Director, in conjunction with the President or the Board of Directors, as appropriate, will appoint a three (3) member Review Team. If the President is the supervisor involved with the grievance process at any prior level, (s) he cannot appoint members to, or serve on, the Review Team. The Executive Committee of the Board of Directors will serve as the Review Team if a Vice-President, Institute Director or President is the grievant or respondent in a grievance.
- b) The Review Team will review the request to determine if an injustice occurred and the appeal can proceed to Level 3 or if the determination at Level 2 stands.
- c) If the Review Team does not agree that an injustice occurred at Level 2, the Review Team is responsible for issuing a written statement that the decision at Level 2 stands and is final.
- d) If the Review Team agrees that an injustice occurred at Level 2, they will conduct a hearing, on the record, and will limit all testimony and evidence to that material relating to the grievance.

- (i) The grievant will be provided sufficient time at the hearing, as set by the Review Team, to present his/her issues, any related evidence, and any witnesses. The grievant will be allowed to question both the respondent and the witnesses.
- (ii) The respondent will be provided sufficient time at the hearing, as set by the Review Team, to present his/her issues, any related evidence, and any witnesses. The respondent will be allowed to question both the grievant and any witnesses.
- (iii) If there are sufficient complexities, the Review Team may approve an extension of the ten work day's time frame at this level, while making every effort to resolve the issue expeditiously.
- (iv) The Review Team will produce a written summary of the issues, findings of fact, and a determination on the grievance within ten work days from the hearing's conclusion. The grievant and respondent will be notified of the determination in writing.
- (v) The decision at the Review Level is final.

905310723) Violations of the Law:

If the grievance or problem involves a known or suspected violation of law, the grievant should notify the Human Resources Department immediately.

905310724) Default Determination: The Human Resources Director will issue a default determination against any party who has failed to respond within the timelines or has failed to follow the process. Default determinations issued for failure to follow process or timelines will bind all parties.

905310725) Nepotism: An employee will not participate formally or informally in the grievance process for an immediate or extended family member.

Leaves of Absence

Sick Leave

Faculty are not entitled to sick leave under contract. If a faculty member cannot make a scheduled course session due to illness, the faculty member must notify the Dean of Letters and Science as soon as possible. Further, the faculty member must contact the receptionist(s) for the site(s) affected by the absence. Faculty must make up hour for hour every course session missed. As a courtesy, the Dean of Letters and Science is notified in writing of the manner in which the missed time is being made up.

Funeral Leave

Faculty is allowed up to three working days off with pay for a death in their immediate family and up to one working day off with pay for extended family members with proper notification to the Dean of Letters and Science. The following are the definitions of immediate and extended family members as contained in the CMN Policies and Procedures.

Immediate Family	This term will include Father, Mother, Sister, Brother, Husband, Wife, Child, Father-in-Law, Mother-in-Law, Step Father, Step Mother, Grandparents, Grandchildren, Step Children, and significant others.
Extended Family	This term will include Aunts, Uncles, Sons-in-Law, Daughters-in-Law, Sisters-in-Law, Brothers-in-Law, Nieces, Nephews, Stepsisters, Stepbrothers, and First Cousins.

In addition to notification to the Dean of Letters and Science, the faculty member must make arrangements for assigned classes which will meet during the funeral absence. The faculty member may arrange for a substitute instructor, approved by the Dean of Letters and Science, or make up hour for hour for the missed time.

Family and Medical Leave

- 1) CMN will allow medical leave of absence in accordance with the regulations of the federal Family and Medical Leave Act (FMLA) and Wisconsin's Family and Medical Leave Act (WFMLA). Any medical leaves of absence will be unpaid; however, faculty may use Disability Insurance for this absence.
- 2) All full-time faculty who meet the applicable time-of-service requirements may be granted a total of 12 weeks (480 hours) combined Family and Medical leave during any 12 month period. Note: Time available for Family and Medical Leave Act (FMLA) after first use of this time will be calculated counting back 12 months from the date the subsequent FMLA is to begin. Any FMLA time used within this period will be counted toward the total 12 weeks allowed in any 12 month period.
- 3) Notification requirements: - Leave request forms are available in Human Resources. The following applies:
 - When leave is foreseeable, a leave request form (available in Human Resources) must be submitted a minimum of 5 workdays ahead of desired leave;

- When leave is not foreseeable (e.g. accident or sudden illness), verbal notice to Director of Human Resources is required as soon as is reasonably possible and must be followed by written notice to Human Resources within 5 work days;
 - Employee must report in or call in any extensions or continued leave as necessary or required;
 - Medical certification of a serious health condition must be submitted, as requested, and
 - Leaves due to employee medical conditions require a physician's fitness-for-duty certificate prior to being restored to work.
- 4) If the faculty member does not return on the first agreed upon workday after the leave of absence, she/he will be considered as having voluntarily tendered his/her resignation and breached his/her contract.
 - 5) A formal leave of absence will not constitute a break in employment service. Faculty is responsible for any deduction amount as it relates to his/her fringe benefits.

Jury/Witness Duty

Faculty may be allowed leave with pay for jury duty or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the faculty member. The faculty member may arrange for a substitute instructor, approved by the Dean of Letters and Science, or make up hour for hour for the missed time.

Military Duty

- 1) A military leave of absence will be granted to faculty who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice to the Dean of Letters and Science of military service is required.
- 2) Any military leaves of absence will be unpaid.
- 3) Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the faculty member is otherwise eligible.
- 4) If the faculty member is eligible to be re-employed, the faculty member must be restored to the benefits he/she would have attained if it had not been for an absence due to military service.
- 5) If the faculty member does not return on the first agreed upon workday after the leave of absence, she/he will be considered as having voluntarily tendered their resignation.

- 6) A formal leave of absence will not constitute a break in employment service; however, the faculty member is responsible for any deduction amount as it relates to his/her fringe benefits

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Administrative Leave Due to Campus Closure

Since CMN is closed on the holidays listed below, there will be no classes scheduled to meet on these days.

- New Year's Day (January 1);
- Martin Luther King Day (third Monday in January);
- Native American Day (May 13);
- Memorial Day (last Monday in May);
- Independence Day (July 4);
- Labor Day (first Monday in September);
- Veteran's Day (November 11);
- Thanksgiving Day (fourth Thursday in November);
- Day After Thanksgiving;
- Restoration Day (December 22);
- Christmas Eve Day (December 24);
- Christmas Day (December 25); and
- New Year's Eve Day (December 31)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If CMN is closed on any other days due to weather, problems with the facilities, etc., there will be no classes scheduled to meet on those days. Notifications of class cancellations are posted on campus. If no announcement/posting is made, students should remain for 10 minutes after class is scheduled to begin. Campus closures, resulting from severe weather conditions, natural disasters, or mechanical failures will be announced by the President or designee. Campus closings will be broadcast on television networks and radio stations.

Leave Without Pay

Leave without pay may be granted to faculty who maintained a satisfactory service record as defined by the Dean of Letters and Science and Chief Academic Officer. Such leave may be taken for the following reasons:

- The earning of advanced degrees that further CMN academic or administrative interests;
- Necessary absences due to an illness or for personal reasons approved in advance by the President; and/or
- Other necessary training leading to improved job competencies.

In all cases other than illness, a faculty member is required to submit the request for leave without pay in writing to the Dean of Academic Success and Chief Academic Officer's office not less than 90 days before the leave is to commence. Failure of a faculty member to report for duty upon expiration of leave granted may be cause for automatic termination.

Leave of absence is granted with assurance of offer of a faculty contract upon return unless funding is not available. While on leave, a faculty member retains their years of service rights and accumulated benefits, but will not earn additional benefits during the time on leave.

Resignation

If a faculty member chooses to resign before the end of his/her contract term, the faculty member should review the clause in his/her contract which deals with resignation. In many cases, the contract establishes financial penalties for resignations.

If the faculty member chooses not to renew his/her contract for the next academic year, the faculty member should indicate that intent with the Letter of Intent for Renewal.

Retirement

Retirement of faculty is not mandatory. Any retired faculty member may be engaged for service at the discretion of the President.

Instructor of Record

Policy Statement

The purpose of the Instructor of Record Policy is to provide definitions and guidance for the Instructor of Record categories of primary instructor and secondary instructor to ensure the College of Menominee Nation adheres to federal regulations related to faculty qualifications.

The primary instructor is a full-time, part-time, or adjunct faculty member engaged individually or as part of a team in the delivery of course content and assessment of student learning. A primary instructor is a person qualified to teach the course under the Faculty Qualifications policy as specified in the Faculty Handbook. The primary instructor has overall responsibility for (a) developing and implementing the course syllabus, (b) achieving student learning outcomes identified in the syllabus, (c) recording attendance, (d) meeting with the class as scheduled, (e) assigning grades, and (f) evaluating and resolving grade disputes and making grade changes when appropriate. To ensure overall academic integrity of the course and curriculum, the primary instructor supervises secondary instructor activities but remains responsible for syllabus development, grade submissions, grade disputes, and grade changes.

The secondary instructor is a *content instructor* who assists the primary instructor in course activities, laboratory supervision, grading, and other appropriate activities. The secondary instructor must have verifiable experiences, such as cultural, professional, and/or teaching experiences that are consistent with course content.

Related Policies Title(s)

Faculty Qualifications

CMN has established the following minimum qualifications for faculty.

Faculty members are qualified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified. Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree.

When faculty members are employed based on equivalent experience, CMN defines a minimum threshold of experience and an evaluation process described below. Exceptions will be approved case-by-case by the Committee on Academic Quality and filed with both the Chief Academic Officer and the Office of Human Resources

Minimum Requirements for All Academic Areas

CMN's Mission includes: *As a Land Grant institution of higher education chartered by the Menominee People, the College of Menominee Nation infuses learning with American Indian culture and prepares students for leadership, careers, and advanced studies in a multicultural world.* Accordingly, faculty are required to understand and are expected to convey American Indian culture as a substantial component of student learning.

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In addition, CMN requires all faculty to understand and exercise sound classroom practices. Evidence for this may include documented teaching experience, related academic studies, and participation in conferences or other forums focused on college-level pedagogy. Faculty will maintain a current curriculum vitae that includes a summary of teaching qualifications.

Minimum Requirements for 300- and 400-Level Academic Areas

The academic disciplines require the following from an accredited college or university:

- A master's degree in the field, or
- A master's degree in any field plus 18 graduate credits in the field.

Minimum Requirements for 100- and 200-Level Academic Areas

The academic disciplines require the following from an accredited college or university:

- A master's degree in the field, or
- A master's degree in any field plus equivalent experience that equates to 18 points in the field as indicated in the following template.

Education (at least 9 points required in this category)

Category	Minimum Points	Maximum Points	Documentation
Graduate credits in the discipline (1 credit = 1 point)	0	18	Official Transcript

Teaching Experience (no more than 6 points in this category)

Category	Minimum Points	Maximum Points	Documentation
Full-time college teaching experience in the discipline (2 points per year of full-time college teaching)	0	6	Documentation of full-time teaching and either copies of evaluations and letter from supervisor about teaching skills
Part-time college teaching experience in the discipline (1 point per 15 credit hours taught)	0	6	Documentation of part-time teaching and either copies of evaluations and letter from supervisor about teaching

			skills
Full-time Pre K - 12 teaching experience in the discipline (1 point per year of full-time teaching)	0	3	Documentation of full-time teaching and either copies of evaluations and letter from supervisor about teaching skills

Work Experience (no more than 6 points in this category)

Category	Minimum Points	Maximum Points	Documentation
Work experience in the field or in a related industry where specific job skills and job requirements utilize significant knowledge (1 point per year of full-time work)	0	6	Documentation of work and responsibilities to include years worked
Research experience in the field (1 point per year of full-time research) (RA?)	0	6	Documentation of research and responsibilities
A written work such as a text, journal article, or similar publication in field or on an effective learning method for the teaching thereof. (1 point per publication or display)	0	3	Letter or copy of publication

Professional Development (no more than 6 points in this category)

Category	Minimum Points	Maximum Points	Documentation
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Presentation at an academic conference in the discipline where the faculty member was	0	3	Materials showing conference, sessions attended, and copies of the presentations
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the lead presenter (1 point per presentation)			
Leadership role in a discipline or discipline-related professional or public organization (1 point per year of leadership)	0	3	Documentation of time and responsibilities or similar evidence

Department Specific Exceptions

Minimum Requirements for Liberal Studies Program. Faculty requirements for courses listed as emphasis electives on the Liberal Studies programs generally conform to the Minimum Requirements documented above. However, recognizing long-standing academic traditions considering faculty to be qualified to teach a variety of creative skills (writing, theater, art, and so on) based on experience in creative activities, Liberal Studies faculty at CMN welcomes participation of established creative artists as instructors in the classroom. What counts as qualifying experience will be determined by consensus of permanent liberal studies faculty and documented on a case-by-case basis in a letter to the Chief Academic Officer.

The College also recognizes the authority of tribal governments to determine qualifications required for instructors in Native American Language courses and will employ only instructors certified by the relevant tribal officers as language instructors.

Minimum Requirements for Integrative Studies in Sustainability Program. Faculty requirements for 300- and 400-level courses listed as emphasis electives on the ISS audit sheet generally conform to the Minimum Requirements for Academic Areas 300- to 400-level above. Courses that integrate perspectives drawn from multiple academic disciplines are exceptions. Such courses often have ISS or SDE course number prefixes. Specific faculty qualification requirements are documented in the course outlines for these courses.

Minimum Requirements for Occupational (Trades) Programs. CMN's Technical Education Department faculty qualifications are based on formal education and tested experience. Formal education must be in a specific area of the trade to be taught with the

exception of Office Technician. Certain areas may require specific certification or licensure. Varying years of experience, licensure/certification, and degree levels are as follows:

Category	Credential	Experience	Documentation
Welding	Technical Diploma/Certification	3 years plus demonstrated training/leadership	Transcripts and employer verified
	AA/AS	2 years plus demonstrated	Transcripts and employer verified

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		training/leadership	
	BS/BA	Teacher Education (Trades Teacher at a middle or high school) 2 years	Transcripts and employer verified
	Job Experience	5 years plus demonstrated training/leadership	Employer verified
Electricity	AA/AS	2 years plus demonstrated training/leadership	Transcripts and employer verified
	BS/BA	Teacher Education (Trades Teacher at a middle or high school) 2 years	Transcripts and employer verified
	Journeyman/Master License	Completion of license	Copy of licensure and employer verified
CNC	Technical Diploma	3 years plus demonstrated training/leadership	Transcripts and employer verified
	AA/AS	2 years plus demonstrated training/leadership	Transcripts and employer verified

	Job Experience	5 years plus demonstrated training/leadership	Transcripts and employer verified
	BS/BA	Teacher Education (Trades Teacher at a middle or high school) 2 years	Transcripts and employer verified
Medical Office Technician	Master's Degree in related field	Demonstrated training/leadership	Transcripts and employer verified
	BS/BA in related field	Demonstrated training/leadership or teacher certification and 5 years	Transcripts and employer verified

Minimum Requirements for Teacher Education Program.

Faculty requirements for 300- and 400-level courses listed as program emphasis electives on the Bachelor of Arts and Bachelor of Science in Education audit sheets generally conform to the Minimum Requirements documented above. In addition, faculty members must follow Wisconsin's Department of Public Instruction's PI 34 administrative code which includes the following requirements:

- (a) Have preparation specifically related to their assignment, hold an advanced degree, and demonstrate expertise in their assigned area of responsibility.
- (b) Be knowledgeable about the current elementary, middle, and secondary curriculum, Wisconsin academic standards, practices, requirements, technology, and administrative practices that are appropriate to their assignment.
- (c) Be actively engaged in professional practice with prekindergarten through grade 12 schools, professional organizations, and other education-related endeavors at the local, state, or national level.
- (d) If the faculty member supervises pre-student teachers, practicum students, student teachers, or interns, the faculty member shall have at least 3 years of teaching, pupil services, or administrative experience or the equivalent, as approved by the state superintendent, in prekindergarten through grade 12 settings.
- (e) If the faculty member is responsible for the leadership or coordination of the educator preparation program, the faculty member shall hold a minimum of a master's

degree, its equivalent, or higher degree in the principal discipline of the program, as determined by the state superintendent.

Letters and Science Departmental Policy

Policy on Confidentiality of Student Records

Student education records are protected by federal law. CMN is mandated to follow the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. sec. 1232(g).

Faculty Guidelines for FERPA:

1. Refer requests for information from the educational record of a student to the proper education record custodian—Registrar's Office.
2. Keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty member intended for his or her own use are NOT part of the student educational records and should be kept separate from the student educational records.
3. Do not display student scores or grades publicly.
4. Do not put papers, graded exams, lab reports or other student work containing student names and grades in publicly accessible places.
5. Do not request information from the educational record custodian without a legitimate educational interest.
6. Do not share student information, including grades or grade point averages, with other CMN faculty or staff members except for "legitimate educational interest" in that student.
7. Do not share student information, including grades or grade point averages, with parents, or others outside the institution, including in letters of recommendation, without written permission from the student.

Policy on Academic Freedom

All members of the faculty are entitled to academic freedom as set forth in the 1940 "Statement of Principles on Academic Freedom and Tenure," formulated by the Association of American Colleges and the American Association of University Faculty as well as in *Keyishian v. Board of Regents*, 385 U.S. 589 (1967). The United States Supreme Court stated, "Our Nation is deeply committed to safeguarding academic freedom, which is of transcendent value to all of us and not

merely to the teachers concerned. That freedom is therefore a special concern of the First Amendment, which does not tolerate laws that cast a pall of orthodoxy over the classroom.”

Faculty members are citizens, members of the learned professionals of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As learned persons and as educational professionals, they should remember the public may judge the profession and the institution by their actions and utterances. Therefore, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate they are not an institutional spokesman.

CMN guarantees that faculty may freely pursue scholarly inquiry, discussion, and publication. CMN believes that academic freedom in teaching, research and artistic creation is fundamental to the advancement of knowledge.

CMN seeks to enlist faculty who subscribe to high standards of professional conduct, who are knowledgeable in their fields and who are fair and constructive in presenting ideas and issues. CMN further desires to foster in students a respect for differing points of view, the ability to discriminate between fact and fiction and the capacity to think intelligently.

CMN is committed to promoting responsible academic freedom for its faculty and students including the right of faculty to control classroom presentations and discussions of subject matter, as well as to evaluate students within the expressed and recognized goals, objectives and standards of the college.

It is improper not to present the subject matter of a course as announced to students through the catalog or other public literature.

Fair Use Policy

Policy Statement

It is the policy of the College of Menominee Nation to comply with Section 107 of the Copyright Act related to fair use of copyrighted material. Fair use allows limited use of copyrighted material without permission from the copyright holder for purposes such as criticism, parody, news reporting, research and scholarship, and teaching. Four factors determine whether use is fair: (1) Purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes; (2) Nature of the copyrighted work; (3) Amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) Effect of the use upon the potential market for or value of the copyrighted work.

Related Policies Title(s)

Not applicable.

Procedure

1. Faculty are responsible for conducting a fair use analysis of each work to determine if it can be used without seeking permission.
2. Check the S. Verna Fowler Academic Library databases before seeking permission or paying a permission fee.
3. All materials must support course-related teaching, scholarship, or research.
4. Always acknowledge the author of any work that is used and include the copyright statement from work.
5. No more than “reasonable and limited portions” (approximately 10%) of a work may be digitized for use in an online course. The online course must have access controls to limit the material to the students in the course.
6. Items obtained from interlibrary loan may not be used in an online course.
7. Digitized materials should be removed from the online course at the end of the semester.

Policy on Non-Discrimination and Equal Opportunity Employment

CMN does not discriminate on the basis of race, color, sex, national origin, or disability in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services. CMN complies with all applicable state and federal laws including, but not limited to: Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act Amendments of 1974; the Civil Rights Restoration Act of 1987; the Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; and the Family and Medical Leave Act of 1993.

Policy on Sexual Harassment

Title IX Policy

It is the policy of the College of Menominee Nation to maintain the College community as a place of work and study for staff, faculty, and students free of harassment, including sexual and gender harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the College is concerned and prepared to take action to prevent and correct such behavior.

Sexual harassment by any faculty, staff, or student is a violation of both law and College Policy and will not be tolerated. CMN considers sexual harassment to be a very serious issue and shall subject the offender to dismissal or other sanctions following the College’s investigation and substantiation of the complaint and compliance with due process requirements. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be generally described as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions that adversely affect the working or learning environments of others. EEOC Guidelines define sexual harassment as unwelcome sexual

advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the College or a factor in the educational program of a student; and/or
2. Submission to or a rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individuals; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (Faculty member and student, supervisor and staff member), it may also occur between persons of the same status (e.g. faculty-faculty, staff-staff, student-student). Both men and women may be victims of sexual harassment and sexual harassment may occur between individuals of the same gender.

Because of the unique situations which exist between students, faculty, supervisors and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty members are encouraged to remain professional in all relationships with students. As teachers, the Faculty encourages the free pursuit of learning by their students. They hold before them the best scholarly standards of their discipline. Faculty demonstrates respect for students as individuals and adheres to their proper roles as intellectual guides and counselors. Faculty makes every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between faculty and students. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge academic or scholarly assistance from them. They protect their academic freedom.

Policy on Faculty/Student Consensual Relationships

Romantic involvement and/or sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a faculty member by a student, as well as the power exercised by faculty in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students. In their relationships with students, members of the faculty are

expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias. Therefore, romantic involvement and/or sexual relations between students and faculty members are prohibited.

An employee, whether faculty or staff, will not develop a dating or sexual relationship with a student whenever the employee is in a “position of authority” over that student. An employee is in a “position of authority” whenever he or she is that student’s teacher, or when the employee is either evaluating or supervising the student. The “position of authority” may also include formally advising the student or when that student is a major in the employee’s department. A supervisor, whether faculty or staff, should also not develop a dating or sexual relationship with an employee when the supervisor has a “position of authority” with respect to the employee. Should a dating or sexual relationship develop or exist, the person with the greater position of authority must consult with the Dean of Letter and Science. If this policy is violated, any disciplinary action or sanction, including immediate discharge or non-renewal of contract, shall be reviewed on a case by case basis.

Policy on Outside Employment

Certain outside employment situations may provide needed services to the community, as well as supplemental income to faculty members, without impeding the fulfillment of the faculty member's contractual agreement with the College. However, full-time and part-time faculty personnel are expected to discharge all professional responsibilities and time obligations related to their position at CMN.

Conflict of Interest

Every faculty member, at the time of appointment, makes a personal commitment to professional honesty and integrity, to seek knowledge, and to share that knowledge freely. It is a violation of this commitment for faculty to pursue outside interest or to seek commitment for faculty members to pursue outside interest or to seek financial gain for themselves, their immediate families, or organizations with which they are associated through activities that conflict with their responsibilities as full-time employees of the College of the Menominee Nation. Thus, outside activities can only be pursued in ways that ensure devotion to teaching, research, and all normal faculty responsibilities. This general policy is meant to encourage participation in public service or community activities, including those related to the faculty member’s fields of academic interest.

The following are examples of activities likely to present the possibility of conflict of interest for faculty members. The faculty member should seek the advice of the Dean of Academic Success before undertaking any of these activities:

1. Extensive or recurring paid consulting;
2. Associations with for-profit organizations;

3. College research funded in whole or in part by non-governmental sponsors through contract, grant, or restricted gift where the faculty member has a financial interest in the sponsor or the research results;
4. Activities involving a private remunerative relationship between a faculty member and a non-governmental sponsor of college research for which the faculty member is a principal sponsor;
5. Situations which may result in research that would normally be carried out at the College being diverted to a private establishment to the detriment of the College;
6. Situations in which the faculty member gives to a private entity exclusive access to information resulting from a faculty member's college research; and/or
7. Situations in which a faculty member directs a student into research from which the faculty member expects financial gain.

Policy on Enrollment of Faculty or Faculty Member Family in CMN Courses and/or Programs

All full-time faculty wishing to enroll in a course offered by CMN may do so without being charged tuition for the course. Faculty taking such courses must pay any extra fees, material costs, book or lab fees, or special costs above the normal tuition cost. Faculty may attend the course and receive credit without paying tuition.

Direct members of Faculty families (spouses or children) may take up to 12 credits per semester, paying 50% of the normal tuition. Family members must pay any material costs, book, or lab fees, or special costs above the normal cost for tuition associated with the course.

Policy on Faculty/Student Research

All research conducted by a Letters and Science faculty member and student(s) will follow CMN's Undergraduate Student Research Policy.

Policy on Intellectual Property and Course Ownership

Academic Affairs follows CMN's Policy on Intellectual Property. See CMN's Personnel Policy and Procedure located in the Dean's Office for further details.

Policy on Course Syllabus

All courses and sections of a course require a course syllabus be developed using CMN's Course Syllabus Template. All students in all courses and sections of a course are to receive a complete syllabus no later than the second week of classes. All course syllabi are electronically submitted to the Dean of Academic Success no later than the second week of classes.

Faculty Involvement in Student Portfolio Process

Portfolio Presentation Attendance

To support and encourage prospective graduates of College of Menominee Nation, faculty members, unless prohibited by instructional duties, must attend at least one portfolio presentation event at either the Green Bay or Keshena campus each academic calendar year. In addition, GEN295 instructors will provide adequate notification regarding student names and majors.

Policy on Grading and Grade Reporting

Midterm and Final Grades

Grading must be recorded according to requirements within the CMN College Catalog and administrative deadlines. Mid-term and Final grades are issued by letter grades only. CMN's grade scale follows:

A (Excellent)	95%-100%	4.00
AB	90%-94.9%	3.50
B (Above Average)	85%-89.9%	3.00
BC	80%-84.9%	2.50
C (Average)	75%-79.9%	2.00
CD	70%-74.9%	1.50
D (Poor)	65%-69.9%	1.00
F (Failure)	below 64.9%	0.00
AU	Audited course	
I	Incomplete	
W	Withdrawal	
UK	Unknown (Recorded only by the registrar when faculty have not submitted a grade for the student.)	

Incomplete Grades

Faculty may issue an Incomplete for a student who has successfully completed 75% or more of a course's assignments/exams. Incomplete Forms are available in the Registrar's Office. The forms must be signed by both the faculty member and the student. If a date for completion is not assigned by the faculty member, the student must complete the work by 30 days of the signature dates. If the faculty does not issue a Change of Grade in the allotted time, an Incomplete lapses to an F. For further details, see Student Handbook.

Grade Reporting

Faculty record Midterm and Final grades through CMN's Empower System.

Grade Changes

All grades put into the Empower system and/or received by the Registrar's Office are considered final. If the grade was an Incomplete or was technically incorrect, e.g., faculty inaccurately computed the grade, it may be changed either by the Incomplete prescribed date or not later than four (4) weeks after the end of the term in which it was received. Change of Grades must be approved by the Dean of Letters and Science. Change of Grade Forms are available in the Registrar's Office.

Student Grade Appeals

Students may appeal grades of BC or lower. The first level of appeal is to the faculty member. If the faculty member and student do not resolve the issue, the student may request a formal grade appeal through the Dean of Academic Success. The Dean of Academic Success serves as the student's advisor in the preparation of the appeal documentation. When the documentation has been submitted to the Office of the Dean of Academic Success, the Dean appoints a three-member faculty Grade Appeal Committee to review the student's grade appeal.

The Grade Appeal process is closed; neither the student nor the faculty member may appear before the committee or present witnesses. After review of the appeal documentation, the Grade Appeal Committee issues its decision in writing. The Dean of Academic Success notifies the student of the Grade Appeal Committee's Decision.

If the Grade Appeal Committee upholds the issued grade, then there is no action. If the Grade Appeal Committee overturns the issued grade, the Dean of Academic Success completes and signs the Change of Grade, attaching the Grade Appeal Committee's Decision, and submits the Change of Grade to the Registrar's Office.

Grade Appeal Committee decisions are final.

Policy on Student Academic Conduct

Academic honesty is an absolute for the fulfillment of CMN mission. Our students are proud of their work and are committed to doing the best for their communities. Their grades, certificates, and degrees are their record of that work. These are used by prospective employers to make hiring decisions, by transfer colleges and universities to make admissions decisions, by funding

organizations to determine eligibility for scholarships and other financial aid, and, most importantly, by family and other community members to express their pride in our students' accomplishments.

Academic Student Complaint Policy and Standard Operating Procedures

Non-Academic Student Complaint Policy and Standard Operating Procedures

Policy on Student Feedback on Instruction

In order to provide quality education, it is a policy of CMN to engage the student in evaluation of the faculty in their teaching. During mid-semester and end of semester, students are provided forms to provide feedback on faculty instruction.

Policy on Faculty Submission of Student Academic Alerts

CMN has an Academic Alert policy to help students get services they may not realize they need. Academic Alerts are submitted to Student Achievement Specialists via email. Academic Alerts may address a variety of academic help including tutoring, completion of missing assignments, exams, academic performance, attending class, etc. Non-academic help includes referral for counseling, etc. Academic Alerts must be submitted in a timely manner so that students receive the guidance they need in order to successfully complete their coursework.

Policy on Faculty Student Attendance Reporting

Faculty will submit student attendance for each class for which (s) he is responsible via the Empower system on a weekly basis. If requested, faculty will verify the last day of a student's attendance in any class for which (s) he is responsible.

Policy on Faculty Office Hours

Faculty must have one (1) office hour weekly for every course taught. Office hours must be delineated on each course syllabus and clearly posted on the faculty member's office door no later than one (1) week after the start of classes.

Office hours may be held as formal office hours, regular meetings in other locations, or electronic office hours. Electronic office hours are those regular, posted hours during which a faculty member is available to respond to electronic student inquiries.

A schedule indicating the times available for formal office hours, meetings in other locations, and electronic communications must be posted outside the faculty member's office door, listed on course syllabi, and provided to the dean's office at the beginning of each semester. Electronic communication addresses, URLs, and/or phone numbers as appropriate must be listed on course syllabi and also provided to the dean's office.

Policy on Class Cancellation

Scheduling Class Make-Up Work:

For whatever reason a CMN class meeting was canceled, each CMN instructor is responsible for creating a plan to make-up the materials scheduled to be covered in canceled class meeting, and this plan must be provided in writing to the students and the Dean of Letters and Science and Administrative Assistant of Letters and Science within one week following the canceled class's meeting. Similarly, the course instructor must ensure that all of the make-up materials are covered in a satisfactory manner; hence, he/she may extend future class meetings, select an additional day to make-up the course, require supplemental materials and work to be completed outside of class, etc. In all the aforementioned cases, the instructor must decide his/her course of action based upon space and student availability.

Notification of CMN Class Cancellation:

Class Cancellation Due to Inclement Weather or Building Closure: Closures resulting from severe weather conditions, natural disasters, or mechanical failure will be announced by the President or her designee. Campus closing will be announced on local TV and radio stations. When in doubt, call 715-799-5600 for a recorded message. Notifications of class cancellations will be posted on campus.

Class Cancellation by Instructor More Than an Hour before a Class Meeting: Faculty members should determine the optimal way to contact students in their classes. Keep in mind that some of the students may live an hour or more from campus and thus deserve to have cancellation information in advance. Each instructor should discuss his/her approach to class cancellation with the class's students well in advance, ideally at the beginning of the semester. The instructor may do this by email or phone.

Class Cancellation by Instructor In-Case within an Hour of a Class Meeting:

Notification of class cancellations must be sent to the Dean and Administrative Assistant of Letters and Science. In the event that the Associate Administrator cannot be reached the switchboard operator for the campus in which the class is being held must also be contacted. In this occurrence the class cancellation will be posted on campus entryways and the door of the classroom. In this instance, the method for contacting students established by the instructor for a Class Cancellation by Instructor More Than an Hour before a Class Meeting must also be followed.

Policy on Non-Academic Accident/Incident Reporting

All Accidents/Incidents will be reported to the Dean of Academic Success and Human Resource Office, using an Accident/Incident Report form.

Policy on Faculty Library Privileges

Regular circulating books are loaned to faculty for 30 days and DVDs for 5 days. If a faculty member needs the material for a longer period of time they should notify library staff at check out and the due date can be adjusted. The library does not have fines for late materials but all loans to faculty expire at the end of the Spring semester each year. The faculty member is requested to return volumes promptly when they have finished using them. If faculty are in need of an item that cannot be found at CMNs Library, an Interlibrary loan is an option, however, due dates must be adhered to. Any surcharges passed on by lending libraries are the responsibility of the borrowing faculty member.

Should a title be checked out to a faculty member be needed by someone else, a recall notice requesting its return upon its due date will be sent. If Faculty are in need of specific books, materials, resources for use in their classes or in their programs please share needs and/or a "wish list" with the Library Director and they will work on identifying/seeking possible funding opportunities to assist in meeting your requests. Faculty should know and understand the policies for the circulation of library materials. Any inquiry about library policy should be directed to the Library Director.

We need to define Teaching Assistant position/roles and Team Teacher position/roles -- this needs to be added in one of the sections, not sure where though.

Policy on Nepotism

No member of the faculty may participate, formally or informally, in the decision to hire, retain, promote, or determine the salary of an immediate family member. No member of the faculty may supervise another immediate family member who is a member or give preferential or favored treatment.

Policy on Smoking

Smoking is not permitted on campus.

Academic Affairs Procedures

Textbook Ordering

CMN uses a Virtual Bookstore Program for textbooks. Follow the below process to order textbooks for your classes:

- Go to **fast.ecampus.com**, and login using your User ID and Password.
- Select **Course Search** and choose the course you wish to edit.
- To add an adoption, select the plus sign (+) next to **Course Adoption Details** or select the **Add Adoptions** below that.
- To view past adoptions, select the **Adoption History** button. To add previously used adoptions, check **Add this item** box and select **Add Adoptions**.
- To view items currently listed for the course, select the **Course Adoptions** dropdown arrow. Select the appropriate option(s) from the dropdown box.
- To approve a course textbook selection, check the **Approve Course** checkbox at the bottom right hand corner of the **Course Adoptions Details**. Select Save to confirm the approval.

Textbook Examination and Instructor Copies

Faculty may obtain Desk Copies of textbooks through the Virtual Bookstore Program. Once logged in to fast.ecampus.com, select **Course Adoptions** and from the dropdown options, choose **Desk Copy**.

Supply and Equipment Purchasing

All requests for the purchase of instructional supplies and/or equipment follow CMN's purchasing policy and procedures.

All purchase orders and/or check requests made with general funds must be processed through the Office of the Dean of Academic Success.

All purchase orders and/or check requests made with sponsored program or grant funds for which a faculty is designated the Principle Investigator/Project Director must be signed by the responsible principal investigator/project director and processed through the Office of the Dean of Academic Success.

Purchase Order, Check Request, and Bid Documentation Forms may be obtained through the Letters and Science Administrative Assistant or from the Intranet.

Faculty members will annually submit a written inventory of all minor tools or equipment purchases to the Office of the Dean of Academic Success.

Faculty Travel, Entertainment, Recruitment, and other Outreach Activities

All faculty travel must be approved in advance by the Dean of Letters and Science. When possible, all travel requests will be submitted to the Office of the Dean of Academic Success no later than three weeks prior to the anticipated travel.

All requests for travel for College and/or professional business follow CMN's Travel Policies and Procedures (see Intranet).

Current proof of insurance must be on file in the Human Resource Office to receive mileage payments. To use a college vehicle, submit a driver's license to Human Resources to be placed on CMN's Approved Driver's list.

If a travel advance request has not been submitted in the appropriate time frame, all travel expenses will be reimbursed with receipt and in accordance with CMN policies.

If a faculty member is traveling during the academic semester, (s) he must make arrangements for the class time that (s) he is absent to be covered, e.g., recruit a substitute instructor or guest speaker, arrange for a proctored exam, and so forth.

No later than five days after a faculty member returns from travel, (s) he will submit a Travel Voucher Form. All travel forms can be found on the Intranet. Receipts for the travel must be submitted and attached to the travel expense report.

For further information, review CMN's Travel Policies and Procedures located on the Intranet.

Travel and/or Entertainment of Guest Speakers and/or Visitors

Expenses for guest speakers and/or visitors must be approved by the Dean of Letters and Science prior to the Speaker's/Visitor's arrival on campus.

Honorariums for Guest Speakers

The Office of the Dean of Letters and Science funds modest honorariums for faculty Guest Speakers. Honorariums must be requested in advance of the Guest Speakers presentation.

Section IV: Letters and Science Curriculum Policy

Policy on Course Standardizations

To ensure quality and accurate data collection of learning outcomes, CMN has standardized the following courses:

COM100
ENG100
ENG101
ENG102
GEN100
GEN295
MAT104
MAT106

As the need arises, other courses may be added to the standardization list. Faculty, who conduct these courses, must use the selected textbook for the course and complete all assignments as outlined in the course standardization outline and/or related documentation.

Policy on Course Outlines

Course outlines, using CMN's Course Outline Template for all courses, must be filed electronically and in hard copy in the Office of the Dean of Academic Success.

Policy on Curriculum Development

All course, certificate, diploma, and degree programming in the Letters and Science Department must support CMN's Mission, CMN's Strategic Plan, and the Master Academic Plan of Academic Affairs. All course, certificate, diploma, and degree curriculum development must follow the Committee of Academic Quality procedures and process.

The Standing Board Academics Committee approves, in accordance with its by-laws, all new or substantially modified courses, and certificate, diploma, and degree programs.

All Committee on Academic Quality approved curriculum, including courses, certificates, diplomas, and degrees, will be added and delivered in accordance with Academic Affairs procedures:

- Academic Affairs officially updates CMN's Academic Catalog every year in December;
- All courses for a new certificate, diploma, or degree program must be approved prior to the course scheduling and delivery of any single course; and
- All courses, certificate, diploma, or degree programs must be entered into the official Academic Catalog and the Empower systems prior to the scheduling or delivery of a single course.

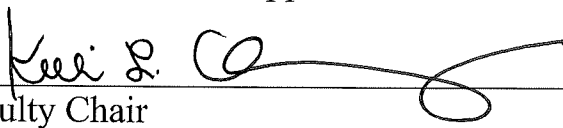
Procedures for Letters and Science Curriculum Development

Procedures for Curriculum Development follow the Committee on Academic Quality and Stand Board Academics Committee procedures and process.

Proposals for new or substantially modified courses as well as course standardizations initiated by faculty must be approved in accordance with the Committee on Academic Quality procedures and process.

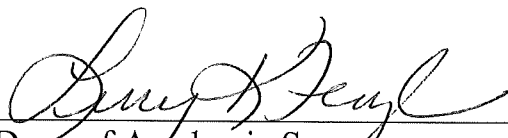
Faculty member(s) or teams will be appointed by the Dean of Letters and Science to complete new or substantially modified courses as well as course standardizations initiated by administration. Once appointments have been assigned, the Committee on Academic Quality procedures and process will be followed.

Faculty Committee Approval:



Faculty Chair

2-6-2023
Date:

 Ph.D

Dean of Academic Success

2-6-2023
Date:

Academic Affairs Approval:

Geraldine Sanapau
Chief Academic Officer

2-2-2023
Date: