TURTLE MOUNTAIN COMMUNITY COLLEGE

FACULTY HANDBOOK

Introduction

Welcome

Boozhoo, Aniin, Tanshi kiya- Welcome to TMCC!

This handbook is a resource to help familiarize new and existing faculty (full-time and adjunct) with procedures and best practices for effective instruction. It contains basic information, policies, and processes, as well as references to other TMCC documents that will be important for your success in teaching your students. Although this handbook provides pertinent information that you may require, it does not provide a complete orientation. It should be used along with relevant sources found on the College website and with other information you may receive from your department chairperson or your administrative supervisor.

This document will be organized according to the four primary functions of faculty: Teaching, Advising, Scholarship, and Service. The contents of this handbook may change, as it will be frequently updated. You will be given email notice of such changes. Feedback to the Dean of Academics suggesting additional or updated information will be welcomed.

Definition of faculty

The functions of a full-time faculty member at TMCC are divided into the four categories: teaching, advising, scholarship, and service to the College and the community.

The key purpose of the College and therefore of faculty, is instruction. Enabling students to fulfill their total personal, intellectual, and vocational objectives constitute the heart of faculty responsibility. Consulting, community service, and research of necessity are secondary to instruction, preparation, and advising of students. Without quality execution of this basic mission, other activities become insignificant. Carrying out this critical task entails the following activities of faculty:

- continuous professional enrichment through advanced course work, familiarity with professional literature, attendance at professional conferences and regular research
- active integration of Native American traditions, practices, and perspectives into course materials and procedures
- consistent and updated preparation
- creation of a classroom environment conducive to college-level learning
- administration of examinations and prompt submission of mid-term/final grades
- maintenance of appropriate records

Adopted May 2017,
Revised June 2021

Faculty Orientation

This section of the faculty handbook will explain basic information and services relevant to instructors at TMCC.

TMCC Mission Statement

TMCC is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate education, Career and Technical Education, scholarly research, and continuous improvement of student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain Band of Chippewa is brought to bear throughout the curriculum, the college establishes an administration, faculty, staff, and student body exerting leadership in the community and providing service to it.

Policy Manual

It is the responsibility of all faculty to read and familiarize themselves with the existing policy manual. The Board of Directors must approve all the information contained in the policy manual. Changes to the policy will be out for a 30-day public comment session prior to final adoption. Faculty may make suggestions to amend the policy manual by communicating them to the department contact of the changes.   Responsible faculty will pay attention to all policy changes and submit comments during the comment session to facilitate the shared governance of the institution.
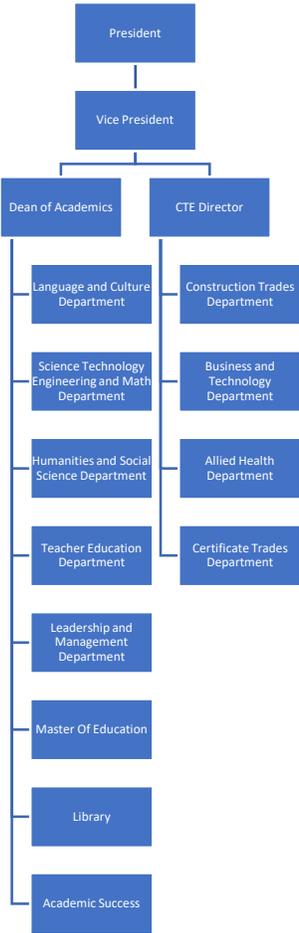https://www.tm.edu/departments/human_resources/policy-manual/

Reading List

This list was curated by TMCC faculty when asked to provide a list of books that would be helpful for new faculty at TMCC to read.

1. *Custer Died for Your Sins: An Indian* Manifesto (1969), by Vine Deloria Jr.
2. *Native American Colleges, Progress and Prospects, A Special Report*, (1997) by Paul Boyer, Carnegie Foundation for the Advancement of Teaching
3. *Tribally Controlled Community Colleges, Making Good Medicine, American Indian Studies, Vol. 3* (1992) by Wayne J. Stein

4. *Capturing Education, Envisioning and Building the First Tribal Colleges*, (2015) by Paul Boyer
5. *The Mishomis Book*, The Voice of the Ojibway (1988) by Edward Benton-Banai, The Red School House

Academic & CTE Administrative Structure

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                          │  President  │
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                          │Vice President│
                          └──────┬──────┘
                 ┌───────────────┴───────────────┐
         ┌───────┴────────┐              ┌────────┴──────┐
         │Dean of Academics│              │  CTE Director │
         └───────┬────────┘              └────────┬──────┘
                 │                                 │
      ┌──────────┴──────────┐          ┌──────────┴──────────┐
      │Language and Culture │          │Construction Trades  │
      │    Department       │          │    Department       │
      └─────────────────────┘          └─────────────────────┘

      ┌─────────────────────┐          ┌─────────────────────┐
      │Science Technology   │          │Business and         │
      │Engineering and Math │          │Technology           │
      │    Department       │          │    Department       │
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      │Humanities and Social│          │Allied Health        │
      │Science Department   │          │    Department       │
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      ┌─────────────────────┐          ┌─────────────────────┐
      │Teacher Education    │          │Certificate Trades   │
      │    Department       │          │    Department       │
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      │Leadership and       │
      │Management           │
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      │Master Of Education  │
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      │  Academic Success   │
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Faculty Procedures and Practices

Faculty Annual Timeline/Dates
Throughout the year, there are many deadlines and important dates. To stay current, familiarize yourself with the most current [Academic Calendar](#)

Teaching
Teaching at TMCC is at the heart of our student's educational experience. Just as we make expectations known for our students, students have the right to expect excellence and consistency in the level of teaching they receive. Some of the expectations that students can have of their instructors include the following:
- Students can expect culturally responsive teaching
- Students can expect timely feedback to their submitted work
- Students can expect clearly communicated expectations for homework and assignments
- Students can expect to be given an overview of the available points and grading processes for the course early in the semester
- Students can expect schedules of important dates and deadlines in the course
- Students can expect courses to be driven by clearly communicated learning outcomes
- Students can expect each course to make use of the Learning Management System (Canvas)
- Students can expect transparency in the assessment/grading methods in the course
- Students can expect that faculty maintain regular office hours and are available for individual assistance during those times
- Students can expect faculty to make full use of allotted class time

Faculty are responsible for making sure the catalog entries for all their courses and programs are up to date. Course descriptions, outcomes, pre-requisites, and GERTA information must all be accurate and current.

Full-time faculty teaching credit load is a minimum 12 credit hours-maximum credit load 15/16 hours. Faculty teaching a minimum load may be subject to additional assignments. The duty and primary professional responsibility of all full-time faculty members is to the College. Faculty must not engage in any other enterprises on a regular basis when such practices are in direct conflict with their services to the College.

- In a lecture course, one (1) semester hour of credit represents one (1) contact hour per week for one (1) semester
- In a laboratory course, one (1) semester hour of credit represents two (2) contact hours per week
- Internships and practicum courses, one (1) semester hour of credit represents three (3) hours of practical work experience per week for one (1) semester

In addition, a minimum of two hours of additional outside work is recommended for students (such as reading, research, or completion of homework) each week for every one credit hour of lecture.

Cultural Requirements
One of the central tenets of the TMCC mission statement is the mandate to bring the culture of the Turtle Mountain Band of Chippewa (TMBC) to bear throughout the curriculum. To make sure that each course embeds the cultural aspects of the Tribe, all faculty should be able to point to a minimum of five major assignments that directly incorporate local culture. The scope, emphasis, and direction of each assignment will vary dramatically depending on the content area, but each course taught at TMCC should have some connection to the TMBC culture.

Commitment to Teaching
Students enroll at TMCC with an implied agreement that the College provides a set amount of instruction and the student agrees to be present for that amount of instruction. Classes must begin on time and continue through the entire period scheduled. If a particular class consistently starts late, ends early, or has extended breaks, the instructor may be subject to an administrative intervention.

All faculty who accept a teaching position at TMCC makes a serious commitment to the educational policy and procedure of the College and must recognize that attendance at all scheduled class meetings is necessary for the full realization of the College's educational goals. Faculty must model this through their own attendance and must communicate that students are required to attend regularly.

Faculty Absences and Lateness
In the event of an absence, either anticipated or unforeseen, the instructor must notify their direct administrative supervisor as far in advance as possible so that arrangements can be made. A plan will be provided to the supervisor explaining how the faculty person will make up the missed class time.

In case the direct supervisor cannot be reached, please notify the Security Officer by phone at ext. 1225 so that a sign/attendance sheet can be posted on the classroom door.

If a faculty member is running late for a class due to traffic or other emergencies, please call your direct supervisor or Security and every effort will be made to go to your class immediately and ask students to wait for you.

Syllabus
One of your first points of contact with your students and shaping their expectations is your course syllabus.

All faculty at TMCC are required to include certain elements in their syllabus. See the syllabus template for a list of information that is required for all syllabi.

Your department chair will provide an existing syllabus for your course(s) and will guide you in creating your "contract with your students" as this document implies. All instructors are required to follow the program outcomes outlined in the syllabus. Adjunct Faculty must use the standard textbooks for a course as specified on the syllabus provided by each department chair unless other departmental arrangements are made. Adjunct faculty can change textbooks and /or readers only with approval from the department chair. Each instructor will receive the required textbook(s) and teacher's manual from the Bookstore. It is customary for complimentary copies of textbooks and manuals to be given out during your orientation or departmental meetings prior to the start of the semester. Adjunct faculty are always welcome to make suggestions and/or recommend textbooks to their department chair.

Syllabi must be presented to your department chair, posted to the Canvas course site under Syllabus and then sent electronically to your direct supervisor by the end of the first week of classes.

Although faculty members will distribute the syllabus in print and post it for student viewing within your Canvas course shell, do not assume that students will read it on their own. Please continually refer to the information it contains throughout the semester.

Assessment
Assessment at TMCC happens on several levels. All faculty are expected to conduct course level assessments unique to their individual courses. In addition to course level assessment, each faculty member should be connected to a program or learning outcome assessment team. The Student Learning Committee (SLC) approves the program or student learning outcome assessment plans each year in October. The results of the plan are presented to and rated by the SLC in May. See the Assessment Manual for a detailed explanation of assessment practices at TMCC.

Student Attendance
Attendance must be reported weekly so it can be released to the Financial Aid official to determine aid eligibility and last date of attendance for Federal Financial Aid purposes. Gradebooks and daily sign-in sheets for each class are recommended.

Student class attendance must be recorded electronically in Canvas by the end of each week starting after the last day to add classes. This process is very important because a student's attendance, or non-attendance, can significantly affect his/her financial aid, unemployment benefits, F-1 visa requirements, etc. This will also directly affect the state funding which the college receives.

Official class rosters are available online through the faculty's Jenzabar classes (under the Single Sign On with username and password: see College Website section). Students whose names do not appear on this roster should show a validated schedule to gain entrance into the class. Faculty should review their rosters several times throughout the semester to make sure the students in class match the official class list. If a student is in class, but not on the roster, they should be referred to the Registrar's Office as soon as possible to resolve the discrepancy.

For an administrative withdrawal, all faculty must submit the names of any students who failed to attend by the first two weeks of class.

Educational Technology

OneLogin Protect

The OneLogin Protect OTP (one-time password) is sent through your phone to OneLogin where it is validated and then the user is logged in. This is to secure the data of faculty and students and must be used to login to the *OneLogin*. If you change your phone or number, please contact IT to have you account reset.

Canvas

Canvas is the learning management system used by all instructors at TMCC. All instructors are expected to use Canvas at a minimum for the course syllabus, midterm and final grades and attendance. All faculty are encouraged to utilize Canvas fully.

Canvas has several functions useful for the course such as:
- Contain, report, and organize student grades
- Record official attendance
- Record official mid-term/final grades
- Administer quizzes and tests
- Post and collect student assignments
- Distribute course handouts and other resources
- Post syllabi
- Use rubrics to assess assignments and learning
- Uses modules to organize course activities
- In-system email
- Facilitate discussion threads
- Conduct video conferencing
- Use Rubrics to generate assessment data

Things Canvas does not do:
- Automatically update class lists
- Email students not currently enrolled in your course

Jenzabar manages official enrollment, so course rosters are often inaccurate on Canvas . To make sure you are getting an accurate course list, use Jenzabar.

Jenzabar

Jenzabar is the Student Information System (SIS) used by TMCC. It is used to facilitate student registration, advising and manage student financial aid.

J1

J1 is the primary tool used for student advising. Faculty can access student records, transcripts, schedules, and grades using the 'Student" tab. Faculty must use J1 to approve/disprove all advisee schedule changes.

Faculty can use J1 to access employee information including paystubs, deductions, tax information etc.

For questions with J1 or Jenzabar, contact the IT department or the Registrar.

Google Services
TMCC uses Google for their institutional email system. All students, staff, and faculty are given a Gmail account using the @tm.edu address. Along with Gmail, all students, staff, and faculty have access to the full complement of Google software applications including Google Calendar, Google Drive, Google Docs, among other google services.

Email
The tm.edu email is considered the official line of communication at the institution. As a result, any emails sent to staff, faculty, or students are considered official communication and are expected to be read.

Drive
Google Drive is useful as both a backup for your files and a shared repository for institutional documents.

Calendar
It is recommended that you make use of Google calendar for committee and meeting schedules.

Advising
Advising is one of the major functions of faculty at TMCC. Successful advising can dramatically increase a student's chances for a successful educational experience at TMCC and beyond. Faculty are expected to be up to date with the current Academic Catalog and any changes to curriculum or schedules.

While the role of the advisor often deals with helping students navigate their chosen curriculum, it also entails offering advice to students and serving as a resource for them for any questions or concerns they may have during their time at TMCC.

Advising can be challenging. Refer to the Advising Handbook for detailed information regarding the advising practices at TMCC.

Faculty are encouraged to become familiar with the Student Handbook, as it outlines student behavior expectations and other important policies. It can be found under the student tab.

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Confidentiality
Faculty bear a responsibility for confidentiality in their dealings with students. Faculty must follow the Family Educational Rights and Privacy Act (FERPA) restrictions. Privileged information should be respected as such. Privileged information should be shared with other professionals only with the student's consent and in accordance with College guidelines for directory and other information.

Scholarship
Faculty at TMCC are required to participate in scholarship activities appropriate to their field. Scholarship can take many forms including but not limited to:
- Research leading to publication in scholarly journals
- Research leading to increased proficiency in one's field
- Attending and participating in meetings, conferences, and workshops of professional associations
- Conducting or attending professional development workshops and instructional demonstrations

Individual Professional Development Plan (IPDP)
The IPDP is the primary form by which faculty are assessed on their growth in the areas of instruction and scholarship. The IPDP must be submitted to the faculty member's direct administrative supervisor in September. The plan outlines the faculty member's goals in the area of growth and professional development, along with goals for teaching and the expansion or refinement of their program/department.

Professional Development
Faculty are encouraged to participate in professional development throughout the academic year. Some programs have required professional development hour quotas they must meet to maintain credentials.

Professional development happens in many forms throughout the year including:
- Cultural and language seminars
- Professional skills workshops (in-house/contracted)
- For-credit courses offered to faculty/staff
- Conferences and conventions

Service
In addition to teaching, advising, and scholarship, faculty are expected to participate in various forms of service to the institution and community.

Committees
Faculty may volunteer or may be asked to serve on committees at TMCC. Committees can be found in JICS under the *Employee* tab and then *Committee Memberships*.

Community Service

Faculty are encouraged to participate in community service and to sponsor service-learning projects for their students. Policy sets limits on the amount of time faculty can participate in community service throughout a given week or semester. Participation in the community is an essential component of the mission of the college and for each employee at TMCC

Student Organizations

Faculty can also perform service by assisting with student organizations both connected to and independent from their professional areas.

Offices/Equipment

Faculty are provided with an office equipped with the following items:

      i. Phone
     ii. Computers
   iii. Office furnishings
   iv. Access to Shared Printers

For assistance with, or to procure any of these items, contact your administrative supervisor.

Campus Services & Programs

Staff and Faculty Directory

A staff directory is available at the following link:

https://www.tm.edu/departments/faculty_staff/directory/

Business Office

The business office handles all purchase requisitions (PR's) and payroll services. The appropriate administrative supervisor must approve all purchase requisitions.
For a detailed explanation of the PR process, see section 8.0040 PURCHASE/PAYMENT REQUISITIONS in the Policy Manual.

Bookstore

The College Bookstore is on the north ground level of the Medicine Wheel Building. The phone number is ext. 1170.

HOURS: Monday through Friday 8:00 a.m. – 4:30 p.m. The Bookstore Technician may be contacted to arrange after hours appointments for classes outside of regular hours.

Ordering texts goes through department chair approval and then through the Bookstore Form shown below. Textbook needs should be communicated to department chairs when schedules are being organized for upcoming semesters. You will be asked to assess present holdings at the end of the semester and before ordering new materials.

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TMCC has a text loaning arrangement for all students to reduce expenses. Please encourage all students to promptly return textbooks or to purchase any text they wish to keep.

To order a textbook the college uses Airslate. Access the Airslate form on the Forms page on the website.

Student Services

Student services is located off the Medicine Wheel in the main campus. The student services office consists of the following services:

	Academic Placement
Student Admissions	Career Placement
Student Orientation	Retention/Persistence
Financial Aid	Counseling Services
Registration	Scholarship Assistance

The outgoing mail system is also located in this area. For incoming mail, see the Facilities Department to be assigned a box and obtain a key.

Print Shop

Large quantity printing and other special printing services are offered through Arrowhead Printing services. Arrowhead Printing is a printing business affiliated with the college located in downtown Belcourt. Arrowhead Printing also offers silk-screen printing as well as document printing services.

Phone: 477-5859
Extension: 701-477-7862 ext. 3204

Information Technology (IT) Department

The IT department oversees all technology services and troubleshooting on campus. It is located in room 208A and provides the following services:

- New employee or student login ID and password to access computers, email, and web portal.
- Orientation to the students and faculty for online course management systems and web portals.
- Assistance for students, faculty, and staff to resolve hardware, software, and connectivity issues.
- Assistance to instructors on how to setup audio-visual equipment and instructional technology tools in the classroom.
- Training on Learning Management System-Canvas and J1

All technology concerns should be communicated using the IT help desk link and electronic submission form located at: http://help.tm.edu:9675/portal

Library
Online: http://www.tm.edu/departments/library/

See also the online resources from North Dakota State Library that can be accessed anywhere from outside of the college as well as by using the following:

Go directly to: www.library.nd.gov
Find the Online Library Resources databases.
Login using the following TMCC public patron access:
Barcode:
23105000028779
Password:
turtle

The Library also provides:
1. Free printing: unlimited for instructors and up to 20 pages free per day for students
2. E-book readers for checkout (if you have course materials)
3. Calculators for checkout
4. Voice recorders for checkout
5. Tutoring rooms
6. Audio-visual services to copy library audio-visual materials for dedicated classroom use (please see copyright restrictions

Academic Success
TMCC offers unique academic assistance to all students through the Office of Academic Success (OAS). The OAS offers several services for students including:
- First Year Experience (FYE) course- This course is required for all incoming academic freshmen during their first semester at TMCC.
- Graduation and Beyond course- This course is required for all graduating academic students during their last semester at TMCC.
- Learning Assistants that provide tutoring in English, Math, and Science.
- Coordinate study spaces and opportunities on campus