

SINTE
GLESKA
UNIVERSITY

ADJUNCT
FACULTY

HANDBOOK

Revised 10/2020

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PRESIDENT'S MESSAGE--2010

As President of Sinte Gleska University, I am proud to share with you a brief summary of our progress and goals as we enter our fifth decade of service to the Sicangu Lakota Oyate dating back to 1970. A number of our current faculty and staff, including myself, were employees during those earliest years of institutional operations and remember the challenges, primarily in terms of facilities and funding, that consistently confronted us as we transitioned from Rosebud College Center to Sinte Gleska Community College to Sinte Gleska College and finally to Sinte Gleska University. As always, at the center of our evolution was the vision of our ancestors and founding body accompanied by the mandate to design and offer appropriate programs and opportunities on behalf of tribal members and tribal communities on the Rosebud Reservation.

In 2009 Sinte Gleska University engaged in a community information gathering process over a two-month period in which we visited all 20 tribal communities on the Rosebud Reservation. Information gathered during said visits will be utilized by Sinte Gleska University for strategic planning efforts in conjunction with our purpose to help strengthen our tribal nation for the benefit of forthcoming generations. At these community meetings (entailing approximately 135 hours of discussion and nearly 1,000 comments from community members) tribal members expressed their concerns relative to health, housing, law and order, enrollment, cultural preservation and education matters along with other key issues affecting their individual lives and our tribal nation as a whole. In particular, tribal members addressed perceived needs and priorities for realizing community growth and development that correspond to the best interests of their children, grandchildren and families. In each case, communities called for the expansion of tribal higher education program delivery that would allow for Sinte Gleska University to advance our leadership and advocacy roles throughout the entire boundaries of the Rosebud Reservation.

In closing, be assured that we at Sinte Gleska University remain committed to critical concepts and initiatives such as language preservation, educational ownership, economic growth and entrepreneurship and tribal government reform. We will seek new avenues of funding for academic program implementation and additional facilities construction. Most importantly, we will continue to embrace the Lakota virtues and values set forth in our mission statement in order to provide our Sinte Gleska University students with a direction and determination to gain personal and professional empowerment and to therein attain a greater level of overall tribal autonomy in the future.

We express our appreciation and gratitude to the Sicangu Oyate for their continued support and also to the Rosebud Sioux Tribal Council for the same and to the SGU student population for their continued attendance and to the faculty and staff for their involvement. Mitakuye Oyasin.

Lionel R. Bordeaux
President

Sinte Gleska University Mission Statement

Sinte Gleska University strives to build a healthy tribal nation and sustain cultural identity by developing critical-minded lifelong learners who promote dialogue and analysis, value diversity and provide leadership.

Accreditation

Sinte Gleska University is fully accredited in its academic programs by the Higher Learning Commission. The North Central Association is one of six regional accrediting associations in the United States. Through its Commission it accredits, and thereby grants membership to educational institutions in the nineteen-state North Central Region. The Commission on Institutions of Higher Education is recognized by the Secretary of Education and the Committee on Recognition of Postsecondary Accreditation (CORPA). The address for NCA is as follows:

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604-1413
Phone: 800-621-7400
Fax: 312-263-7462
info@hlcommission.org

1.0 Introduction

The Sinte Gleska University Adjunct Faculty Handbook is provided to all adjunct faculty in order to explain faculty policies and procedures. Topics covered include:

- part-time faculty duties and activities;
 - contracts;
 - benefits;
 - evaluation;
 - academic freedom;
 - employee assistance;
 - health and wellness;
 - recognition;
 - research, and
 - administrative/faculty relations.
-
- For further information refer to the Sinte Gleska University Catalogue, the Student Handbook, and/or the Personnel Policies and Procedures document.

2.0 Definition of Part-Time Adjunct Faculty

Adjunct faculty are defined as individuals who hold temporary teaching appointments. Part-time adjunct members are employed to teach on a per-credit hour (per course) basis in the “part-time” category. Part-time faculty contracted to teach by the credit hour (course) are paid according to a defined credit hour rate, and they do not receive benefits. This definition is consistent with employment in a part-time (adjunct) category within Sinte Gleska University (SGU).

For the purposes of this handbook, the terms “adjunct” and “part-time” faculty are interchangeable. The term “faculty” is limited to regular, full-time personnel at institutions whose regular assignments include instruction, research, and/or public service as a principal activity, and who hold academic rank as defined in the Faculty Handbook.

“Adjunct faculty” is defined as professional staff members who are appointed by SGU on a part-time basis to carry out instructional, research, or public service functions.

2.1 Employment Practices for Part-Time Adjunct Faculty

Faculty Credentials

The faculty of an institution is essential to the educational quality of its programs. The University must employ faculty members qualified to accomplish its purpose. The Higher Learning Commission’s North Central Association, Sinte Gleska University’s accrediting agency, has established criteria for faculty credentials, both full-time and adjunct. Adjunct faculty must meet the same requirements for professional, experiential, and scholarly preparation, as do their full-time counterparts.

Criteria

- Appropriate degree from a regionally accredited institution (verification needed)
- Proficiency in oral and written communication (documentation needed)
- Official transcripts for all academic degrees (filed with the appropriate department)

Faculty Credentials for Teaching Associate Degree Courses

- Minimum academic degree for faculty teaching in professional, occupational, and technical areas: at the same level at which the faculty member is teaching.
- Typical combination: baccalaureate degree with appropriate work experience
- *Exception* (documentation and justification needed): Demonstrated outstanding professional experience and contributions to the discipline for appointment without the required academic credentials

Faculty Credentials for Teaching Baccalaureate Degree Courses

- Master's degree with a major in the teaching discipline OR eighteen (18) graduate hours in the teaching discipline plus a master's degree;
- Exception (documentation and justification needed): Demonstrated outstanding professional experience and demonstrated contribution to the teaching discipline for appointment without the required academic credentials;
- Exemption: Teaching physical education activities courses

Faculty Credentials for Teaching Developmental Studies Degree Courses

- Baccalaureate degree in a discipline related to the teaching assignment AND
 - a) teaching experience in a discipline related to the assignment OR
 - b) graduate training in remedial education.

Faculty Credentials for Teaching Graduate Degree Courses

- Terminal degree for the discipline, usually the doctorate, in the teaching discipline;
- Master's degree in the discipline plus a doctorate in a related discipline (this combination needs justification);
- *Exception* (documentation and justification needed): Demonstrated exceptional scholarly or creative activity or professional experience for appointment without the required academic credentials

Terms of Appointment

Adjunct faculty members are contracted for the current semester in which they are teaching. Although an individual may be employed to teach more than one semester, the university is not committed to rehire part-time adjunct faculty after a stipulated contract period is completed. In all cases, adequate class enrollment is required before a contract is effective.

Adjunct faculty appointments are temporary, based on demand each semester, may be full or part-time, and are not eligible for employment benefits.

3.0 Faculty Absences

If it becomes necessary for a faculty member to be absent from a class, he/she should consult with the department chair prior to the absence to determine the way in which the class will be covered during the absence. Options include a) rescheduling the class in advance of the absence, b) having a colleague teach the class, and c) scheduling other instructional activities at the time the class is to meet, to be supervised by other qualified instructional personnel. The assigning of additional work is not normally considered as

adequate substitution for a scheduled class. If an instructor is absent because of illness, efforts should be made to have the class taught by a colleague.

Faculty who are absent from teaching duties for reasons other than illness or other personal or family emergency, may expect that salary will be withheld unless classes have been arranged as prescribed above.

4.0 Grievance Process

Adjunct faculty members do not have access to the University's grievance procedure. However, a representative from the Academic Affairs Office may be appointed to advise part-time faculty if needed.

5.0 Considerations for Course and Syllabus Preparation

Classification of Courses by Level

All courses in the 100 series are freshman/introductory courses; all in the 200 series are sophomore courses; all in the 300 series are junior courses; all in the 400 series are senior courses; all in the 500, 600 and 700 series are graduate courses.

Enrollment in the 500, 600 and 700 series courses is limited to graduate students.

Courses numbered below 100 are not credited toward the degree, but are counted as part of a course load for the student's financial aid purposes.

The Syllabus

See syllabus Template in Appendices

- Students must be provided written information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed by the faculty member.
- The current syllabus must conform to the originally approved syllabus.
- The syllabus must orient the student to the: **redo this part**
 - Course purpose (catalog description)
 - Course goals
 - Student-oriented objectives
 - Bibliography
 - Evaluation plan (course requirements; how grades are determined; grading scale)
 - Explanation of assignments
 - Policies on assignments, tests, makeups
 - Policies on attendance

- Policies on academic misconduct
- Policies on extra credit (optional)
- The following specific information must be stated on the syllabus:
 - Course and section number
 - Course title
 - Instructor's name
 - Students' access (to the instructor) information
 - Phone number or email address
 - Office hours and location

5.1 Field Trips

Faculty members planning field trips must consult with the department chairperson on current policies and procedures related to these activities.

5.2 Teaching may include the following activities:

- Classroom instruction, preparation, and supervision;
- Community instruction such as teaching at a site other than Mission; for example, teaching in White River, St. Francis, Winner;
- Laboratory design, preparation, instruction, supervision, and other associated responsibilities;
- Internship and practicum supervision and evaluation;
- Assessment of student performance, including the preparation, administration, grading, and evaluation of tests, papers, and examinations and the reporting of grades;
- Conferences with, and academic advisement of, students outside of their registration needs;
- Coordination, supervision, and evaluation of student research;
- Coordination and supervision of student activities directly related to the academic program such as supervising a journalism club, debate team, or intramural athletic team;
- Experiments in teaching methods and teaching-oriented research;
- Writing letters of recommendation for students; and
- Input into the selection and procurement of books and other materials for classroom or laboratory use.

6.0 Scholarship may include the following activities:

- Ongoing research that leads to the discovery of new knowledge or new applications of existing knowledge;
- Ongoing research intended to lead to publication in scholarly journals or books;
- Ongoing reading and research to maintain proficiency and growth in one's field of professional specialization;
- In the case of fine or performing arts, regular practice and performance to maintain and develop professional skills;
- Research intended to lead to the preparation and presentation of a scholarly paper to a professional society or a paper in one's field of specialization to any group;
- Editing professional journals and serving as a reference of manuscripts that have been submitted to a journal;
- Reviewing texts in one's field of specialization for publishers;
- Attending and participating in meetings, conferences, and conventions of professional associations;
- Writing proposals for financial support of research or other projects including academic institutes or workshops;
- Consulting with the faculty on research proposals or projects; and
- University-connected consultation or discipline-connected community service.

6.1 Service may include the following activities:

- Service on departmental, academic affairs, or University committees;
- Participation in University-sponsored activities such as recruiting students and graduation activities;
- Coordination, advisement, and supervision of student organizations or student activities not directly related to academic programs;
- Advisement and counseling of students during registration periods;
- Participation in University-sponsored community service or community projects;
- Service as a designated representative of the University; and
- Participation in community-sponsored activities held in conjunction with the University.

6.2 Basic Institutional Criteria

As a tribally-chartered, Indian-controlled institution, Sinte Gleska University emphasizes teaching effectiveness, and teaching and content relevance to the student, and community focus of the University.

8.0 Termination of Faculty Contracts

Faculty members can be subjected to a non-retention decision by the Board of Regents for the following reasons:

1. **Political activities** - defined as campaigning, petitioning, and/or utilizing the classroom and/or University revenues directly or indirectly including faculty time engaging in partisan political activities.

Nothing in Section One shall hinder a faculty member from engaging in political analysis for a clearly institutional purpose nor shall faculty members be accountable for political, ideological, philosophical, or moral viewpoints expressed in classroom lectures or readings. Faculty shall not hold students accountable to hold such viewpoints in terms of grades or ability of students to participate in the classroom.

2. **Immoral or illegal behavior committed in the work setting.** The Board of Regents can vote to not retain a faculty member for immoral or illegal behavior committed in the work setting or affecting University resources or property. The standards for defining illegal behavior shall be the Rosebud Sioux Tribal Criminal Code. Immoral and illegal behavior committed outside the work setting and not affecting University resources or property shall not in and of itself constitute grounds for dismissal unless such behavior affects the ability of a faculty member to perform his duties and activities. In such cases the Board of Regents shall ask that a retention evaluation be conducted according to the process of review and appeal established to make recommendations to the Board of Regents.
3. **Substantial non-compliance of minimal duties and activities.** The Board of Regents can at any time request the Academic Vice President to conduct a retention review for faculty members who despite earlier favorable retention decisions have not complied with contractual obligations.

9.0 Computer and Network Usage Policy

Sinte Gleska University, through its technology services, provides computing resources and worldwide network access to qualified members of the university community for legitimate academic and administrative purposes. All members of the university community utilizing SGU computer and network resources are expected to be aware of specific policies governing their use, and should act responsibly while using shared computing and network resources. Specific usage policies and guidelines follow, but may not be all inclusive. All policies are subject to change as the computing and network environment evolve.

Each person using SGU computer and network resources should:

1. **Take no actions which violate SGU student conduct codes, personnel policies and procedures, or faculty policies and procedures.**
2. **Abide by security measures implemented to protect information, data, and systems.** Examples of adhering to this policy include periodic establishment of new passwords for your computer accounts, and limiting use to only the registered account owner. Examples of misuse include using a computer account and/or obtaining a password that you are not authorized to use, using the campus network to gain unauthorized access to any computer system, and using a “sniffer” or other methods in an attempt to “crack” passwords.
3. **Clearly and accurately identify yourself in electronic communications.** Concealing or masking the identity of electronic communications such as altering the source of an email message or making it appear as if the message were sent by someone else, or the sending of anonymous email is in violation of this policy.
4. **Use computer and network resources efficiently.** Due to limited bandwidth, playing network games is prohibited, as are other high use applications such as “IRC’s”. Use SGU printer and remote terminal and computer labs for academic or administrative purposes only. Using SGU printers as a “copy machine” to print multiple copies of a document is prohibited. Other examples of inappropriate use include deliberately wasting computer resources by sending unsolicited mail either individually or via listservs and/or newsgroups (SPAMs), and sending “chain letters” or engaging in “pyramid” schemes.
5. **Ensure that others are free from harassment or intimidation.** Do not use computer systems to send, post, or display offensive, abusive, slanderous, vulgar, or defamatory messages, text, graphics, or images. This includes harassment and intimidation on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc.
6. **Ensure that the use of computer resources and networks is academically oriented.** Use of your computer account or the network for profit or commercial gain is prohibited. Examples include using your computer account for engaging

in consulting services, software development, advertising products/services, and/or other commercial profit-based endeavors.

7. **Respect copyright and intellectual-property rights.** Users must adhere to the Sinte Gleska University copyright policy, and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.
8. **Respect University property.** Misuse of University property includes, but is not limited to, theft or damage of equipment or software, knowingly running or installing computer viruses or password cracking programs, attempting to circumvent installed data protection methods that are designed and constructed to provide secure data and information, or in any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.
9. **Respect and adhere to other departmental/college/internet service provider's acceptable use policies.** When using an SGU computer system and/or network to connect to a non-SGU system or network, adhere to the prevailing policies governing that system or network. However, this does not in any way release your obligation to abide by the established policies governing SGU computer systems and networks.

Consequences of Misuse and/or Non-Compliance

Misuse of computing and network resources or non-compliance with written usage policies may result in one or more of the following consequences:

- Temporary deactivation of computer/network access
- Permanent deactivation of computer/network access
- Disciplinary actions taken by the department chair or the Vice President for Student Services
- Expulsion from SGU or termination of employment with SGU
- Subpoena of data files
- Legal prosecution under applicable Federal, State, or Tribal laws
- Possible penalties under the law, including fines and imprisonment

10.0 Intellectual Property

10.1 Scope

This article sets forth the rights and obligations of the parties hereto as to intellectual property rights of Sinte Gleska University and of the members of the faculty. Such rights

include, but not to be limited to, rights in intellectual property that can be trademarked, copyrighted, or patented.

10.2 Definitions

10.3 Copyright/Copyrightable

Original works of authorship, include computer programs, fixed in any tangible medium of expression, now known or later developed, from which such works can be perceived, reproduced, or otherwise communicated, either directly, or with the aid of a machine or device. Works of authorship include the following categories:

- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music
- Pantomimes and choreographic works
- Pictorial, graphic, and sculptural works
- Motion picture and other audiovisual works
- Sound recordings; and
- Architectural works

10.4 Intellectual Property

Any trademarkable, copyrightable, or patentable matter or any intellectually created tangible thing or matter including but not limited to: books, texts, articles, monographs, glossaries, bibliographies, study guides, laboratory manuals; syllabi, tests and work papers; lectures; musical and/or dramatic compositions; unpublished scripts, films, filmstrips; charts, transparencies, other visual aids; video and audio tapes and cassettes; computer programs; live video and audio broadcasts; programmed instruction materials; drawings, paintings, sculptures, photographs, and other works of art.

10.5 Patent/Patentable

- Utility inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof, as such is further defined in 35 USC sections 100, 101;
- Ornamental designs, being new, original, and ornamental designs for an article made, as such is further defined in 35 USC section 171, et seq;
- Plant patents, being for the asexual reproduction of a distinct and new variety of plant, including cultivated spores, mutants, hybrids and newly found seedlings, other

than a tuber propagated plant or plant found in an uncultivated state as such is further defined in 35 USC 161, et seq.

10.6 Presumption of Ownership

It shall be presumed that intellectual property created, made or originated by an employee covered by this policy shall be the sole and exclusive property of such employee for perpetuity or so long as the federal law applicable thereto allow. Said employee may choose individually to contract away such property in full or in part, and further accept that the employer may expect an employee to create syllabi, assignments, and tests for students limited to classes taught in the employee's department or program. In which case Sinte Gleska University shall have the right to expect the employee to use such materials in his or her aforesaid classroom. Sinte Gleska University shall not be expected to pay royalties for said materials, but may not transfer ownership or sell the use of said to others than the creator; otherwise there shall be no restrictions upon the employee except as otherwise explicitly set forth herein.

Creatorship of intellectual property shall be presumed in the claiming employee as against Sinte Gleska University. Intellectual property created by the employee in the fulfillment of the employee's normal duties and responsibilities under this collective bargaining agreement is presumed to belong to the employee for proprietary or marking purposes outside of Sinte Gleska University but is available to Sinte Gleska University for internal review and for review by external agencies regulating Sinte Gleska University.

Sinte Gleska University is the presumed owner of intellectual property only when Sinte Gleska University enters into an agreement with the employee to specifically create such specified intellectual property in exchange for compensation and this agreement specifically outlines the development obligations and Sinte Gleska University's exclusive ownership.

Sinte Gleska University and the employee are joint owners of intellectual property when they enter into a specific agreement to create such intellectual property and this agreement defines the development obligations and ownership share of each party.

10.7 Use of Funds from Sale of Intellectual Property

- Funds received by Sinte Gleska University from the sale of intellectual property owned by Sinte Gleska University shall be allocated and expended as determined solely by Sinte Gleska University.
- Funds received by the employee from the sale of intellectual property owned by the employee shall be allocated and expended as determined solely by the employee.

- Funds received by the employee and by Sinte Gleska University from the sale of intellectual property owned jointly by the employee and Sinte Gleska University shall be allocated and expended in accordance with the specific agreement negotiated by the employee and Sinte Gleska University concerning such jointly owned intellectual property.

10.8 Obtaining Copyrights, Patents or Trademarks

It shall be the obligation of the creator of the intellectual property to act to protect his or her rights pertinent thereto under the law. Nothing set forth herein shifts the aforesaid obligation from the employee to Sinte Gleska University.

10.9 Development Obligations

- Sinte Gleska University supports the development, production, and dissemination of copyrightable, trademarkable, patentable, and other intellectual properties by its employees.
- It is understood that intellectual property developed by employees on or off Sinte Gleska University time, except for those materials for which Sinte Gleska University had specifically contracted, prior to the Fall Semester 2003, shall remain the property of such employees but shall continue to be used for the benefit of Sinte Gleska University while the employee remains an employee of Sinte Gleska University.
- The resources, including materials and time, required to develop intellectual property shall be provided by the presumed owner of the intellectual property. Intellectual property may be used in the classroom to further its efficacy and efficiency without jeopardizing this section of the policy.

11.0 Harassment

Harassment is a particularly harmful and illegal form of discrimination that breaks down trust within the Sinte Gleska University community and impedes the ability of students, faculty, staff, and others to participate in an environment that allows them to achieve their fullest potential. Furthermore, harassment is a violation of the expectation that every individual at Sinte Gleska University deserves to be treated fairly, with respect for his or her dignity as a person.

For these reasons, it is this institution's policy that no form of harassment of employees, students, faculty, and others associated with Sinte Gleska University is permitted under any circumstances. All reported incidents will be investigated promptly and acts of prohibited behavior will result in corrective action, including disciplinary action pursuant

to the Sinte Gleska University Board of Regents complaint procedures. Sanctions for employees include formal reprimands, suspensions without pay, reductions in responsibilities, and termination. Sanctions for students include probation, suspension, and expulsion.

11.1 Policy Statement

I. Sexual harassment in either of its recognized forms is proscribed:

Sexual harassment may be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's participation or use of an institutionally sponsored or approved activity, employment, or resource; or
- Submission to or rejection of such conduct by an individual is used as the basis for educational, employment, or similar decisions affecting an individual's ability to participate in or use an institutionally sponsored or approved activity, employment, or resource.

Sexual harassment may also be established by showing participation in the creation of an intimidating, hostile, or demeaning environment established under the following section.

II. Harassment on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability, or harassment on any grounds, directed against individuals, may be established by showing:

- Conduct toward another person that has the purpose of creating an intimidating, hostile, or demeaning environment and that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.
- Conduct toward another person that has the effect of creating an intimidating, hostile, or demeaning environment that adversely interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.
- Harassment consists, in most cases, of more than casual or isolated incidents.
- Consideration should be given to the context, nature, scope, frequency, duration, and location of the incidents, whether they are physically threatening or humiliating as

opposed to merely offensive utterances, as well as to the identity, number, and relationships of the persons involved.

- Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive or persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.
- The reasonable person standard includes consideration of the perspective of the alleged victim's race, gender, or other circumstances that relate to the purpose for which he or she has become the object of allegedly harassing conduct.
- If the victim does not subjectively perceive the environment to be hostile, the conduct has not actually altered the conditions of participation and there will be no violation of this policy. It is not necessary to show psychological harm to the victim to establish that the conduct would interfere with the person's ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.
- Other conduct that is extreme and outrageous exceeding all bound usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Sinte Gleska University
Part-time Employment Contract

Sinte Gleska University, located at Mission, South Dakota herein referred to as “The University”, hereby employs _____ . As a part-time faculty member, herein referred to as “Employee”, to serve and perform duties at such times and places and in such manner as herein set forth.

1. **Employment:** The University hereby agrees to employ _____ as a part-time faculty member with the Department of _____ for the coming semester, which shall begin on _____ **and end on** _____.

2. **Compensation:** In consideration for such teaching assignments, the University agrees to pay employee compensation at the rate of _____ **dollars (\$_00.00--)**, per credit hour, which the University will pay upon receipt of class grades and reports to be submitted within two weeks after the last day of class. Travel to and from class will be reimbursed at .57 cents per mile by submitting mileage reports to the supervisor for approval.

3. **Duties:** The employee hereby agrees to be governed by the policies of the Board of Regents of the University. The employee will be supervised by _____ of the department of _____ of the University. The duties to be performed by the employee under this contract are as follows:

a. To Instruct:

- b. To submit transcripts and/or resumes as may be requested by the Department Chairperson.
- c. To **submit a signed Sinte Gleska University employment contract before final payment for services will be issued** and before mileage reimbursement claims or purchase requisitions will be honored for payment by the institution.
- d. To submit completed student course evaluations to the Department Chairperson prior to the end of the current semester.
- e. To submit final grades to the Sinte Gleska University Registrar’s Office according to time lines established by the Registrar’s Office.

4. **Termination of Employment:** Where just cause exists and the part-time faculty member does not satisfactorily fulfill the above described duties to the satisfaction of the assigned Department Chairperson, This contract may be terminated by the University upon the recommendation of the Dean of Instructional Programs, Sinte Gleska University. Before any official action is taken, the above-named part-time faculty member will be given the opportunity to appeal in accordance with the Sinte Gleska University Policies and Procedures.
5. **Resignation:** No resignation shall become effective until the close of the contract period unless accepted by the Academic Vice President of the University and said Vice President shall affix the time at which the resignation or release is to take effect.
6. The University reserves the right to cancel any class which does not meet minimum class size requirements thereby terminating this contract. **This minimum is usually six (6) students.** The instructor will be paid at the hourly rate for a course that canceled after classes have begun.

Additional Contract Provisions

Under Special Conditions:

1. **Agree to attend three (3) faculty meetings of academic departments.**
2. **Agree to accept payment for services in one check at the end of the semester, submit to the signing and submission of all required course records.**
3. **Agree to coordinate all academic decisions effecting dropping students for attendance reasons and the granting of "Incompletes" with Department Chairperson and Dean of Instructional Programs.**
4. **Agree to report verbally or in writing to Registrar's Office, all students subject to be dropped from classes because of attendance.**
5. **Class can be cancelled during the first two weeks for lack of students or for inability to obtain instructor approval.**
6. **If class is cancelled, instructors will be compensated proportionately according to instruction time offered.**

Other Duties (in addition to standard duties)

1. Develop and submit a complete course outline to your Department Chairperson and to all students in the course within the first week of class. (Outline shall include a full description of the course, required readings, a description of all assignments, tests, and statement of grading policy. Syllabus must follow the approved syllabus template.)
2. Maintain a full record of student attendance, all assignments, test, and corresponding grades to be signed and submitted along with final course grades.

Acceptance: **I have read the above conditions and agree to them and accept this contract:**

Part Time Faculty Member Printed Name: _____

Signature

Date

Social Security Number

Mailing Address

Telephone

Work: _____

Home: _____

Sinte Gleska University Administration:

Date:

SYLLABUS TEMPLATE

Semester/Year: (ie: Spring Semester/2009)

Class Prefix/Number/Section #/Name: (The course prefix, course number, section number and course number should be indicated.)

Prerequisites: (List any required prerequisites as indicated in the current SGU catalog).

Instructor Information: (Name, Office Hours, Contact Information including email address.)

SGU Course Catalog Description: (See current catalog. If your course description is outdated, you may want to update your course description via appropriate academic channels before the next catalog is printed.)

Required Texts: (Title, Author, Edition, Publisher, ISBN# for each text.)

Course Materials: (List any materials that students will need, such as recorders, calculators, etc.)

Disability Statement: (SGU strives to assist all students with disabilities that may impact their learning. Please consult with your instructor or academic advisor if you have any special needs. This information is in the SGU catalog for reference.)

Course Objectives: (The course objectives indicate your course goals or outcomes for successful completion of course. These objectives should be measurable and directly related to how you assess/evaluate/grade your students.)

Course Outline – Schedule/Assignments: (The course outline provides a listing of all assignments, including reading assignments and work that must be completed before the next class.)

Assessment/Evaluation/Grading Policy: (Assessment pertains to how you will gather data – attendance/participation/class assignment, etc. – in order to evaluate students – for example, giving them a grade. You may choose conventional written exams, research papers, quizzes, etc and/or a combination of verbal presentations, PowerPoint presentations, group assignments, special projects, portfolio, etc. All of the tools for assessment should be directly related to your course objectives. A grading scale should be included so students understand how the grade points or percentages will equate to a grade.)

Optional items you may want to consider on your syllabus:

- ❖ **Course Policies:** (Means of instruction (lecture, video conferencing, etc.)
Student Responsibilities (attendance, policies regarding late work, etc.)
- ❖ **Cell Phone Policy** (Cell phone usage disrupts the learning process. All cell phones should be turned off and put away during class time. You may check your messages and/or make necessary phone calls during class breaks or after class is over.)

- ❖ **Academic Honesty** (It is anticipated that all SGU students will adhere to Academic standards set forth in the Student Handbook. As such, acts that are dishonest {such as plagiarism} are not acceptable student behavior and students will bear the responsibility of dishonest acts. If you have questions about academic honesty, please contact your instructor or relevant academic administrator.)

- ❖ **Portfolio** (Various academic departments require a portfolio as part of their course evaluation. Students must be made aware all portfolio requirements, especially those for capstone classes so that they can start early in their academic journey to keep all relevant academic work - scholarly papers/research, special projects, acts of leadership, community involvement, Lakota language/culture projects could be a part of that capstone/culminating portfolio.)

- ❖ **Non-Smoking Policy** (Refer to the policy in the Policies and Procedures Manual and the new Student Handbook. Please continue to inform faculty, staff and students of the policy.)