Faculty Handbook

2012-2013



| SECTION I: INTRODUCTION TO THE INSTITUTION | 3 |
|--|-------|
| HISTORY | 3 |
| ACCREDITATION | 3 |
| SECTION II: INSTITUTIONAL ENVIRONMENT | 3 |
| CORE ABILITIES | 3 |
| STUDENT POPULATION | 5 |
| SECTION III: FACULTY RESPONSIBILITIES | 5 |
| TASKS | 5 |
| ACADEMIC ADVISING | 9 |
| STUDENT RETENTION | 9 |
| CAMPUS SAFETY/SECURITY | 10 |
| CHEATING AND PLAGIARISM | |
| COURSE SYLLABUS, GOALS AND OBJECTIVES | 10 |
| DRUG-FREE WORKPLACE | |
| FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) | 11 |
| FIELD TRIPS & OFF-CAMPUS ACTIVITIES | 12 |
| GRADE REPORTS AND CLASS LISTS | 12 |
| INSTRUCTIONAL TECHNOLOGY | 12 |
| MENTORING PROGRAM | 13 |
| WORK HOURS | |
| LEAVE PROVISIONS | |
| PROGRAM LEAD INSTRUCTOR | 13 |
| SPECIAL NEEDS STUDENTS | 14 |
| SEXUAL HARASSMENT | |
| SECTION IV: ADMINISTRATIVE MATTERS | |
| ABSENCE OF INSTRUCTOR | |
| ADDRESS AND PHONE NUMBER CHANGES | 15 |
| COMPENSATION | |
| COMPUTER AND OTHER TECHNOLOGY REPAIRS | 15 |
| COPYRIGHT LAW | 16 |
| EMERGENCIES/ACCIDENT/INJURIES | 16 |
| FACULTY DEVELOPMENT | |
| FORMS | |
| PHOTOCOPIES | 17 |
| LIBRARY/MEDIA RESOURCE CENTER | 17 |
| ORDERING EQUIPMENT AND SUPPLIES | 17 |
| SCHOOL CLOSING | |
| STANDING COMMITTEES | |
| TEXTBOOKS | |
| SECTION V: PLANT AND FACILITIES | 19 |
| ALCOHOLIC BEVERAGES | |
| TOBACCO FREE ENVIRONMENT | |
| FOOD AND DRINK IN ROOMS | 20 |
| PARKING | |
| VEHICLE USE | |
| CORPORATE EDUCATION CENTER | |
| | |
| APPENDIX A (Syllabus) | 21 |
| APPENDIX B (SD Code of Professional Ethics for Teachers) | 24 |
| | |

SECTION I: INTRODUCTION TO THE INSTITUTION

HISTORY

In 1966, the South Dakota Office of Vocational Education was established, and area vocational technical schools were instituted. The Black Hills Area Vocational Technical School, Rapid City, was approved by the State Board of Vocational Education in 1968. Two years later, Area-Five Vocational Technical School, Sturgis, was approved. In 1973, Area-Five was renamed Northwestern Vocational Technical School. In July 1976, the two schools were placed under one administration. In 1978, the existing school names were disbanded and Western Dakota Vocational Technical Institute became the official name with the Meade School District Board maintaining fiscal responsibility for the Institute. In 1981, the Institute became a single-entity operation free from the governance of a K-12 district. The governing body became the Board with the Director designated as the chief administrative officer. In 1985, the Rapid City Area School District assumed governance of the Institute. In 1993, the term vocational was withdrawn from the title and the school became Western Dakota Technical Institute.

ACCREDITATION

Western Dakota Tech is accredited by the Higher Learning Commission of the North Central Association of Schools and Colleges (HLC-NCA). HLC-NCA is the accreditation council that endorses two- and four-year programs throughout the region. In 2008, the Institute received a seven-year accreditation. The next comprehensive evaluation is scheduled for 2015.

SECTION II: INSTITUTIONAL ENVIRONMENT

CORE ABILITIES

Core abilities are essential workplace skills that cut across occupational and academic titles. They are broad, common abilities that students must possess to be prepared for the workforce and for lifelong learning.

Core abilities are different from course competencies in that they are not course-specific. They are not taught in lessons. Instead, they are broader skills that run through courses and lessons. These abilities enable learners to perform competencies.

Core abilities are comprised of transferable skills, attitudes, and abilities expected to be mastered by learners completing a program. They go beyond a specific program, are integrated throughout the learning experience, and are institutional.

The following core abilities and indicators are derived from the mission statement and objectives of WDT and its guiding principles:

- 1. <u>Life skills</u> Means that an individual applies the principles of physical and psychological wellness to his or her life.
 - a. Take responsibility for own behavior
 - b. Balance family, work, finances, and personal needs

- c. Relate personal values and goals to the work environment
- d. Recognize the importance of personal wellness
- 2. <u>Analytical skills</u> Means that the individual applies the principles and strategies of purposeful, active, and organized thinking.
 - a. Evaluate technology
 - b. Identify problems
 - c. Apply an appropriate problem solving process
 - d. Make informed decisions
 - e. Respect others' points of view
 - f. Differentiate fact from opinion
 - g. Experiment with original ideas
 - h. Accept ambiguity

3. <u>Communication skills</u> – Means that an individual is able to apply appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions.

- a. Use standard English principles (spelling, grammar, and structure)
- b. Use language and details appropriate to the level of audience
- c. Check for accuracy
- d. Present information in a readable form
- e. Listen
- 4. <u>Technology skills</u> Means that an individual possesses the knowledge and skills necessary to use a computer and other technology methods utilized within his or her chosen field.
 - a. Use technology to communicate
 - b. Solve problems using technology
 - c. Use appropriate technology to manage information
 - d. Recognize the impact of technology
- 5. <u>Teamwork Techniques</u> Means that an individual is capable of working with others to complete tasks, solve problems, and resolve conflicts.
 - a. Demonstrate respect in relating to people
 - b. Cooperate and resolve conflicts effectively
 - c. Participate in shred problem solving
- 6. <u>Social Values</u> Means that an individual possesses an awareness of differences in backgrounds and cultures, and demonstrates respect while working with different backgrounds/cultures.
 - a. Acknowledge personal prejudices and biases
 - b. Appreciate perspectives of people outside own background/culture
 - c. Work collaboratively with persons from other backgrounds/ cultures

- 7. <u>Employability</u> Means that an individual possesses and applies effective work habits and attitudes within the classroom or training situation.
 - a. Manage time and work load
 - b. Attend classes as scheduled
 - c. Turn in quality work
 - d. Adhere to safety rules and regulations
 - e. Act professionally to fulfill job duties within chosen field
 - f. Demonstrate flexibility and self-directedness in learning

STUDENT POPULATION

One of the characteristics that contribute to the quality of education at WDT is the diversity of the student population. As an instructor, you will interact with individuals of different ages and ethnic origins coming from varying backgrounds.

Based on student population statistics from 2011, WDT gender ratio is roughly 55.2 percent male and 44.8 percent female. The average age of students in attendance is approximately 28.1 years of age, but it would be no surprise to have students in a class who are 17 to 50 years of age. Approximately 19.8 percent of our students transition directly from the high school setting. The diverse characteristics of the student population are representative of an increasing non-traditional enrollment found in the nation's higher education system.

Many students have obligations away from the education setting, including family and careers. While these obligations may occasionally create conflicts with an individual's responsibility as a student, each instructor must ensure that students realize their commitment to the training program they have entered. You will find that many students take their commitment to education quite seriously, while others may neglect assigned work or demonstrate a high absentee rate. The consequences for the latter must be outlined in the course syllabus and presented to the class during the initial class session.

SECTION III: FACULTY RESPONSIBILITIES

Instructors at Western Dakota Tech are professional educators whose total efforts both in class and outside of class while at WDT are expected to reflect the mission, vision, and goals of the institution. Your input and participation in shaping the future of this institution and its services to our clients is both appreciated and expected.

TASKS

As an adjunct instructor or full-time faculty, your job responsibilities include:

- Teaching classes as assigned and in accordance with the catalog description, the stipulations of the Institute, and the interests of industry.
- Meet with each class as scheduled and hold classes for the time frame as designated in the class schedule.

- Provide each student (during the first class session) with:
 - 1. An approved master syllabus found on the WDT website or on the Faculty Share drive in the "MASTER SYLLABI-DO NOT CHANGE" folder. Master syllabi stored in other locations have not been approved and therefore may not be used.
 - 2. An instructor syllabus that includes: course information, instructor contact information, methods of instruction, grading procedures and evaluation methods, course schedule, attendance policy, make-up policy, academic dishonesty, and available support services. (See Appendix A or templates on Faculty Share drive in the Syllabi Templates folder.)
- Preparation and delivery of course materials that have been endorsed by the department.
- Periodically examining and providing each student with access to a progress report related to meeting the student learning outcomes of the course. Input 4-week grade, mid-term grade, and final grade in the student information system according to the academic calendar.
- Planning and administering a fair grading system that meets the program policy within the parameters set by WDT administration.
- Maintaining attendance and grade records as proscribed by WDT administration and submitting records as required.
- Being familiar with the student handbook found on the WDT website.
- Signing and returning all required documents as directed in the time frame required. Examples of items are drop/add forms, test-out forms, grade changes, course substitution forms, tool lists and book lists, as well as grades and attendance information.
- Requesting films, DVD's, computer, multi-media equipment, and supplies from the appropriate department in a timely manner.
- Reviewing and proposing new instructional materials as necessary.
- Submit a digital copy in Word format of the course master and instructor syllabi on <u>\\mick</u> in the designated syllabus folder by the end of the drop/add period. The naming scheme for your syllabi is as follows:

If the master and instructor syllabi are separate, two different files will be set up, and posted as follows.

Course Number Course Name Master/Instructor Your Initials

- e.g. Course # Course Name '**Master**' Instructor initials
- e.g. Course # Course Name 'Instructor' Instructor initials

If the master and instructor syllabi are on one document, it will be saved in one file, and posted as follows.

e.g. Course Number Course Name Both Your Initials

- Returning student work and assignments in a timely manner.
- Attend all designated meetings (committee, staff, program, in-service, advisory board, et cetera.)
- Assisting with public relations and recruiting efforts as requested. This may include visiting with prospective students, participating in marketing efforts such as trade shows, visits to schools and industry, and informational settings. (Does not apply to adjunct instructors.)
- Serving on standing committees and work groups as appointed by the President or designee. (Does not apply to adjunct instructors.)
- Serving as faculty advisor, as appointed, to students. (Does not apply to adjunct instructors.)
- Meeting with program advisory committees as requested no less than two times per year (one time in the fall semester and one time in the spring semester) to review curriculum and program specifics. Advisory board meeting dates must be preapproved through the office of the VP to ensure no overlap among programs occur so that an administrative representative can attend. Maintain minutes for each advisory committee meeting and submit a copy within 10 working days of the meeting to the office of the VP. (Does not apply to adjunct instructors.)
- Submit all requested curriculum changes for the following academic year no later than December 1 of the current academic year to the Curriculum Committee.
- Assisting as requested in the strategic planning and accreditation process for continued development of WDT and its programs. (Does not apply to adjunct instructors.)
- Act in a professional manner as delineated in the South Dakota Code of Professional Ethics for Teachers. (Appendix B)
- Maintaining professional classrooms, shops, labs, and office areas. Areas should be clean, clutter free, promote the excellence of WDT programs, and inviting to

prospects and guests. Out-dated equipment, books, supplies, tools, et cetera need to be disposed of following WDT disposal policies and guidelines. The Dean of Finance and Operations can provide details of disposal methods.

- Maintaining the South Dakota state post-secondary faculty credential by satisfying a professional development plan. (Does not apply to adjunct instructors.)
- Check email and voicemail on a daily basis and use these communication tools in a responsible, professional manner. Respond to messages from students, faculty, and staff within a 24-hour time period excluding weekends and holidays.
- Maintain work calendar in Outlook to include class schedules, office hours, meetings, and so forth. Outlook will be used to call meetings, and it is imperative that your calendar is up-to-date for coordination purposes.
- Dress in a professional manner.
- Maintain a clean office and classroom/shop environment.
- Participate in the Assessment activities as required by HLC-NCA within the area of instruction.
- Leave all course materials with the appropriate Dean upon leaving employment with WDT. Courses developed for WDT are property of WDT and not the instructor.
- Follow WDT policy and procedures.
- Complete other duties as assigned within the scope of the hiring agreement, contract, and negotiated agreement.

ACADEMIC ADVISING

Each instructor is responsible for academic advising. Being familiar with the student handbook is imperative to successful advising. Advising includes developing a tentative program plan for each student, assisting students with class registration, and counseling students regarding academic issues. The Registrar's office will assist with training relative to student advising activities.

During registration and the first two weeks of any term, several things may arise which will require your attention and/or approval.

• **Drop/Add Period** – Students may add classes the first week of the fall& spring semesters for classes that run the full semester or the first day of summer session. Students may drop classes the first two weeks of the fall & spring semesters for classes that run the full semester and the first day of the summer session. As the advisor, your responsibility is to ensure that the class

change(s) do not adversely affect the student's ability to follow the prescribed cohort of coursework as outlined in the catalog and to warn students that dropping credits may affect their financial aid.

- Attendance Reporting Faculty are required to keep attendance on a daily basis in the student information system the first 10 days of each semester for federal and state reporting purposes. Attendance after that time is at the discretion of the instructor. Accurate attendance records after the 10-day count are helpful when a student has a complaint regarding a course and when a course has attendance requirements that affect the course grade. The Enrollment Management team will proactively contact students with attendance issues for classes in which attendance is kept on a daily basis.
- Approval of technical credit transfer If a student is requesting transfer credit for a technical course, the appropriate Registrar's office staff member will forward that request to the appropriate instructor for approval. Generally speaking, any technical credit over three years old is not acceptable. However, if the student can demonstrate knowledge (based upon work experience or other means), the instructor has the discretion to grant the credit. A credit transfer form must then be completed and submitted to the Registrar's office to be posted to the student transcript.

NOTE: General education credits, with the exception of introductory computer classes, have a time limit of ten years. The Registrar may grant credit beyond the ten year limit with instructor approval.

Changing sections – If a student needs to be switched from one section to another, and you approve, use a drop/add form and review to ensure that all appropriate signatures have been obtained.

ADA Policy

Refer to the student handbook for complete procedures for students and faculty.

If a student discloses a disability to a staff or faculty member, the staff/faculty has the responsibility to direct the student to the Academic Services Coordinator. As noted in the student handbook, students with disabilities have the responsibility to follow institutional policies and procedures.

STUDENT RETENTION

Each Western Dakota Tech employee shares responsibilities for student retention. While we require that students successfully complete their requirements, we also recognize that a variety of factors can account for a student's decision to leave the institution. Some of these factors are discussed in other sections. It is important to remember that students are at the greatest risk of dropping during the first couple of weeks of the semester. Please be aware of early indications that a student may be considering leaving. These indications include excessive absence, complaining, indifference to class activities, lack of attention, and other behaviors. If you see students demonstrating these behaviors, please talk to the student to determine what might be occurring. Also, as appropriate, please contact the appropriate Dean for assistance. Student success is our goal.

CAMPUS SAFETY/SECURITY

Any activity that may jeopardize the safety of students or staff or the safe operation of WDT should be reported immediately to an administrator. In the event the safety of a person is severely compromised, emergency services officials should be summoned. In such emergencies, call 9-911 and report your action to administration.

Shop and lab areas must never be left unsupervised when students are engaged in activities in those areas. These areas must be locked when not in use as a part of the normal day. Any visitors to the shop areas must be equipped with safety glasses/equipment required for the environment.

Visitors to the classroom/lab/shop should be allowed only as a part of a special event (such as Flight Night) or tour and accompanied by a WDT staff member. Student spouses, significant others, and children are not allowed to visit during a scheduled class. This is a disruption to the learning environment and is a violation of the Student Code of Conduct.

It is also the practice of the local authorities to notify Student Services if they wish to see an enrolled student. The student will be brought to the office if necessary. This practice is to avoid disruption of the class if at all possible.

When calling 911, please make sure you know how to access an outside line before you dial the number. There should be a sign posted by each telephone that tells the user how to dial 911. Some phones can reach 911 by simply dialing the number. Others need to dial 9-911. If you have any questions, please contact IT. When reporting emergencies, give emergency personnel your correct location:

| Rushmore Building | Mickelson Building |
|----------------------|----------------------|
| 1600 Sedivy Lane | 800 Mickelson Drive |
| Rapid City, SD 57703 | Rapid City, SD 57703 |

CHEATING AND PLAGIARISM

Faculty need to address consequences of cheating and plagiarism in their syllabi. See *Student Code of Conduct* found in the Student Handbook on the WDT website.

COURSE SYLLABUS, GOALS, AND OBJECTIVES

Distribute a Master and Instructor syllabus to students during your first class session. You should review the syllabus with your students, stressing evaluation and grading procedures, test dates, and assignments. You should follow the syllabus given to your students. If you must make a change, put it in writing and provide it to students.

The format for a course syllabus is addressed in Appendix A.

DRUG-FREE WORKPLACE

Western Dakota Technical Institute will provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and its implementing regulations. The administration and Board recognizes the seriousness of drugs in the workplace and sets forth the following prohibitions and remedial actions:

- 1. That it is unlawful for an employee to manufacture, distribute, dispense, possess, or use a controlled substance, as defined in 21 U.S.C. 802 and 21 CFR 1308, in the workplace.
- 2. That the Institute will inform all employees of:
 - a. The dangers of drug abuse in the workplace
 - b. The Institute's policy of maintaining a drug-free workplace
 - c. Any available drug counseling, rehabilitation, and employee assistance programs
 - d. The penalties that may be imposed upon them for drug abuse violations in the workplace
- 3. That all employees will be given a copy of the Institute's statement on maintaining a drug-free workplace
- 4. All employees of Western Dakota Technical Institute shall:
 - a. Abide by the Institute's statement and policy of maintaining a drug-free workplace.
 - b. Notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5. The Institute will take one of the following actions within thirty (30) days of receiving notice of any employee who is convicted:
 - a. Take appropriate personnel action, up to and including termination; or
 - b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Satisfactorily shall mean, attend in such a manner that all sessions are attended by the individual, and the individual presents to the institute a signed statement of completion by the Assistance or Rehabilitation Program Director.
- 6. The Institute will make a good faith effort to continue to maintain a drugfree workplace through implementation of all the provisions of this policy.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

In compliance with the Family Education Right to Privacy Act (FERPA), faculty members and office staff members are prohibited from giving out grades or any other personal student information over the telephone, FAX, email (grades can be given through official student and employee email accounts), or to anyone other than the student. Student requests for information should be directed to the Registrar. Reference the current Student Handbook for detailed information. Faculty do not have open access with student files/records. A request must be made and approved prior to review of an educational record maintained in the Registrar's office.

The completion of the FERPA tutorial is required by all WDT employees prior to the start of each academic year. <u>www.wdt.edu/FERPA</u>

FIELD TRIPS & OFF-CAMPUS ACTIVITIES

Field trips and off-campus activities that involve faculty and students require a field trip form to be submitted to the appropriate Dean via email before the trip or activity. The Dean will notify Administration of the activity for student tracking purposes. Students will to be required to sign a waiver of liability. The form for field trips must be completed; this form is available through Administration Office or http://www.wdt.edu/intranet/default.aspx

GRADE REPORTS AND CLASS LISTS

Cumulative grades will be entered into the student information system by the posted deadlines at four weeks, midterm, and end-of-semester. A grade must be assigned to every student listed. Classes that have not officially started at the four-week or midterm point must have an "IP" entered for each student on the roster. The grade of Incomplete is reserved for situations beyond the student's control which have prohibited completion of the course. If an Incomplete grade is not changed within the first two weeks of the following term, it will automatically change to "F."

Grade changes may *only* be made within the first two weeks of the following term. Changes made after a longer time period must have the approval of the Registrar and Dean.

Grades for exams/projects/assignments are NEVER to be posted publicly. It is a FERPA violation to post this information in any forum that would provide personal identification information.

Class Rosters are available to instructors in the student information system. Due to changes in student registrations, instructors should review class rosters daily until the Drop/Add period ends.

INSTRUCTIONAL TECHNOLOGY

Western Dakota Tech expects faculty to have sufficient technology literacy skills to utilize computer and classroom technologies as appropriate for instruction and job duties. WDT also expects faculty to model appropriate technology skills for our students. If you feel you need additional technology training in any area, please contact your Dean.

The majority of the classrooms are equipped with a wireless projector, TV monitor, and a DVD. A number of classrooms are "smart" classrooms with the availability of smart boards, multimedia projectors, document cameras, and interactive white boards. Instructors are responsible for the security of classroom equipment and are required to

report any missing or damaged equipment to the Director of Information Services. If this equipment is not functioning properly, report the problem to the IT Department.

MENTORING PROGRAM

The Mentoring Program at WDT is designed to assist new instructors in the development of instructional skills. The program is required of all new faculty during their first year of employment.

WORK HOURS

WDT strives to maintain an open campus for contract faculty. Contract faculty have the freedom to move on and off campus when such movement does not interfere with work requirements. Contract faculty are expected to be available for work assignments between the hours of 8 a.m. to 4 p.m. on contract days. If a faculty member cannot attend a required work function, the appropriate leave or sick slip must be submitted to the appropriate Dean.

Contract faculty must maintain five posted office hours per week and be available to students during those hours. Office hours will be listed in course syllabi, posted on the instructor's Outlook calendar, and posted adjacent to the instructor's work area.

Refer to the negotiated agreement for more complete information on work hours and requirements.

LEAVE PROVISIONS

For procedures relative to sick leave, personal leave, leave without pay, professional leave, etc., consult the current copy of the Faculty Negotiated Agreement. Generally speaking, leave provisions apply only to contracted faculty and must be approved through the appropriate Dean prior to absence.

PROGRAM LEAD INSTRUCTOR

Definition:

The Program Lead Instructor will be defined as one who serves as the coordinator of a program. Each program will have a program lead instructor.

<u>Responsibilities:</u>

- 1. Work with Dean to fulfill program mission
- 2. Serve as main contact person for program adjunct instructors
 - a. Meeting with adjuncts as necessary
 - b. Providing course materials for adjunct instructors
- 3. Coordinate and communicate program assessment activities with program instructors

- 4. Manage the program's budget and program resources in coordination with the Dean
 - a. Upgrading and purchasing new items as necessary
 - b. Evaluating new items to replace old ones and/or determining how to use outdated or dilapidated material.
- 5. Manage marketing of the program
 - a. Coordinate coverage at special events such as an open house, welcome days or tech day events
 - b. Meeting with guests who want to know more about our programs
- 6. Management of the course curriculum
 - a. Changing and updating text books
 - b. Changing and updating courses to include deleting and adding new courses
 - c. Meeting with the curriculum committee when changes are warranted
- 7. Coordinate and conduct two advisory meetings per school year (Gen Ed coordinate attendance of Gen Ed faculty at program advisory meetings)

SPECIAL NEEDS STUDENTS

Some students enrolled at WDT may be classified as a special population. Examples include minorities, single parents, academically disadvantaged or challenged, previously incarcerated, and economically disadvantaged. In the event you are in need of assistance with regard to services available for students with special needs, you are encouraged to contact Student Services.

SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that undermines the integrity of the Institute's employment and academic relationships. All employees and students must be allowed to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment refers to behavior that is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy. Sexual harassment may include actions such as:

- 1. Sexually-oriented verbal "kidding" or abuse;
- 2. Subtle pressure for sexual activity;
- 3. Sexual contact as defined by statutes;
- 4. Demands of sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment or academic status.

Sexual harassment is a prohibited action when it results in discrimination for or against an employee or student on the basis of conduct not related to their working or learning performance. Such practices would include any job related or academic action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures. This form of sexual harassment may be more difficult for employees or students to cope with when individuals offer or threaten to use the power of their position to control, influence or affect the career, salary, or job of another employee or academic status of a student in exchange for sexual favors. Individuals who instigate this type of harassment are subject to disciplinary action, including suspension, demotion or discharge.

It is possible for sexual harassment to occur at various levels: among peers or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees on employees and students. In fulfilling our obligation to maintain a positive and productive working and learning environment, the Institute will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by more direct disciplinary action, if necessary.

Any person who believes he or she has been sexually harassed may file a written or oral complaint with the WDT President who has been designated as the official responsible for this policy, or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC 20201.

SECTION IV: ADMINISTRATIVE MATTERS

ABSENCE OF INSTRUCTOR

If an emergency arises and it becomes necessary for the instructor to be absent from work, the Academic Coordinator (HR) and Dean must be notified immediately. Notification may be made via email, voicemail, or in-person. Provide details to cover your classes. Truetime must be updated within one week after the leave occurs.

ADDRESS AND PHONE NUMBER CHANGES

All staff are required to report any change in address or phone number promptly to Administration. Administration will require completion of a form that will be reported to the appropriate District Office.

COMPENSATION

- Contract faculty are paid in accordance with the faculty negotiated agreement.
- Timesheets (for adjunct faculty) must be completed, signed, and turned in to the Academic Coordinator (HR.)
- Questions regarding benefits, deductions, and other payroll issues should be directed to the Academic Services Coordinator (HR.)

COMPUTER AND OTHER TECHNOLOGY REPAIRS

If you have a computer, phone, projector, etc. that needs repair, please make a request with the IT department via http://helpdesk.wdt.edu/Main/Default.aspx?doneRegistering=true.

COPYRIGHT LAW

In producing material originated by others, individuals must be careful not to infringe on the rights of the originator, which are protected by copyright laws. In this regard, as a minimum, it is necessary that all faculty:

- 1. Read carefully and comply with the copyright statement contained in the material.
- 2. Obtain permission for the reproduction from the author or publisher, where such is required, prior to duplication in whole or part.
- 3. Quote, footnote, or otherwise give due credit where verbatim extracts are made.
- 4. Footnote and give credit due where concepts are borrowed substantively from a copyright document.

If you have questions regarding copyright infringement, please contact WDT library staff.

EMERGENCIES/ACCIDENTS/INJURIES

The fire alarm is wired directly to the city fire department. Any time the alarm goes off in the building, the city fire trucks will be dispatched. Any time the alarm sounds, you and your students must evacuate the building. If it is a drill or a false alarm, you will be told when to re-enter the building. Everyone should remain outside of the building until told to return.

If you or any student suffers an accident or injury while on any school property, the accident should be reported immediately to the President's office. Accident forms must be completed and filed.

FIRST AID - CALL 911. Access to 911 is available in all classrooms by dialing 9-911.

In the event of a serious illness or injury on campus, call for help. Do not leave the victim alone; give appropriate first aid until emergency personnel arrive. Do not move the victim unless absolutely necessary. Designate someone to wait at the designated entrance to guide emergency personnel.

Please note that although WDT operates a Practical Nursing program, there is no provision for any of those instructors to assume responsibility as "the school nurse." Accidents and injuries must be treated by local medical practitioners.

FACULTY DEVELOPMENT

The Institute supports the professional development of our faculty and staff. Each instructor should have a development plan in his/her file as a part of the evaluation process. All full-time faculty will participate in Professional Learning Communities and be provided numerous internal training opportunities throughout the year. (Adjuncts are invited to participate.)

Funds are available for tuition (credit courses) reimbursement on a limited basis. Funds may also be available for workshops, seminars, conferences, et cetera. Contact the Academic Coordinator (HR) for details and limitations.

Travel expenses and other expenditures must be approved before the event. Forms to request funds are available from Administration or at http://www.wdt.edu/intranet/default.aspx

FORMS

Staff Development forms, Credentialing forms, Curriculum Change forms, Textbook Change forms, et cetera can be found at <u>http://www.wdt.edu/intranet/default.aspx</u>. Student forms (withdrawals, probation, grade change, etc.) can be found in the Registrar's office.

PHOTOCOPIES

WDT strives to be a paperless campus. When copies are needed, the instructor can either use the facilities in the Distribution Center or submit copy requests to the Distribution Center. Request forms are required and available from the Distribution Center. Please plan in advance and allow for turn-around time, particularly at peak times of the year, generally the beginning of any term.

Reminder: You must abide by the federal copyright laws when reproducing materials for class use. If there is a doubt as to whether or not what you wish to copy is protected by copyright, seek permission from the publisher before copying.

LIBRARY/MEDIA RESOURCE CENTER

A wide variety of resource materials are available for students to complete projects, papers, and assignments. Faculty are encouraged to review materials available and request materials which may enhance student achievement. Computers are available for internet research. The Media Resource Center is able to access materials from the South Dakota State Library and the Interlibrary Loan Program.

ORDERING EQUIPMENT AND SUPPLIES

All purchases must have approval from the Program Lead Instructor <u>before</u> purchasing. Please follow the guidelines below.

Routine office supplies such as pens, notepads, printer cartridges, et cetera that can be purchased at the WDT Bookstore require approval of the Program Lead Teacher before purchase.

Items not considered to be office supplies such as WDT apparel, coffee mugs, gifts, et cetera that can be purchased at the WDT Bookstore require approval of the Program Lead Instructor and the Dean before purchase.

All other purchases (purchases through outside vendors) must first have approval from the Program Lead Instructor with final approval from the Dean. The Dean of Finance & Operations will guide you through the proper paperwork.

Program Lead Instructors will maintain a record of expenditures for all discretionary object codes. Budget reports are available upon request from the Finance & Operations Department.

SCHOOL CLOSING

The President, or designee, may close WDT for weather emergencies, health emergencies, physical plant emergencies, or other events that would cause interruption to normal business operations. The school calendar is subject to modification or interruption due to extended school closings.

WDT follows the Rapid City Area Schools policy on school closings due to weather, including late starts. (Example: If the RCAS closes school, WDT is also closed. If RCAS has a late start due to weather, then WDT will have a late start. WDT does not start late when RCAS has a late start due to an in-service.) Listen for closure announcements on local radio and TV stations. If you are teaching evening classes, cancellation of classes will be announced by 3 p.m. of that day if appropriate. Check website for school closings.

When WDT must close for weather emergencies, health emergencies, physical plant emergencies, or other events that would cause interruption to normal business operations, the following procedure will be followed.

Closure of 1-5 cumulative days

The semester will continue on normal academic calendar. Faculty will revise course outlines/syllabus as needed to maintain the integrity of the course.

Closure of 6 or more cumulative days

The academic calendar will be adjusted based on the following priority.

- In-service days will used, in order of occurrence, for class days
 - Holidays will be used for class days based on the following schedule

Fall Semester

Labor Day Native American Day Veteran's Day

Semester will extend beyond the end of the semester as needed. If needed, in-service days at the beginning of the following semester will be used to complete the prior semester.

Spring Semester

Martin Luther King Day President's Day Easter Break

Spring Break

Semester will extend beyond the end of the semester as needed.

Faculty are encouraged to develop a communication system with their students. This could be a calling tree, an email list serve from the student information system, or a BlackBoard portal. The purpose of this is so that instructors can continue to communicate with their students and provide a means in which class can continue during interruptions of normal business.

STANDING COMMITTEES

Faculty members may be required to serve on a standing committee or in a work group as part of their workload. A complete list of standing committees and work groups along with the membership roster is available in the Vice President's office or can be found at http://www.wdt.edu/intranet/default.aspx.

TEXTBOOKS

Ordering textbooks is the responsibility of individual instructors in cooperation with program staff. The bookstore will provide you with order forms upon request and assist with the ordering process. If you wish to change a text, you must complete a Textbook Recommendation form and turn it in to the Dean for approval. The form is found at http://www.wdt.edu/intranet/default.aspx.

Most publishers will provide textbooks free of charge to instructors. Contact your book representative or the WDT bookstore for assistance. If a textbook cannot be provided free of charge, it must be purchased as a supply item with the approval of the Program Lead Instructor.

SECTION V: PLANT AND FACILITIES

ALCOHOLIC BEVERAGES

Possession or consumption of alcoholic beverages on campus is strictly prohibited. Faculty performing duties as assigned cannot use school funds or club funds to purchase alcoholic beverages.

TOBACCO FREE ENVIRONMENT

WDT provides a tobacco free environment. The Rapid City Board of Education and Western Dakota Tech administration is dedicated to providing a healthy and productive environment for staff, students and citizens. To carry out this policy the use of all tobacco products, <u>including chewing tobacco</u>, in all of its buildings and on all of its grounds is prohibited except for usage in personal vehicles.

Instructors are expected to adhere to and enforce this policy.

FOOD AND DRINK IN ROOMS

Food and drink may be allowed in the classroom as long as the privilege is not exploited. Food or drink is not permitted at work stations in computer labs. Maintenance of a clean environment is expected.

PARKING

All faculty and staff are required to park in faculty/staff parking in the east parking lot. Other parking lots are reserved for our students and guests.

VEHICLE USE

School vehicles may be available for use for field trips or meetings. To request a vehicle, please contact the Parts Store Manager.

Students are not allowed to operate school vehicles. Institute employees will not coordinate carpools for students to commute to job sites, clinicals, or other activities required by the program curriculum. However, employees should encourage voluntary carpooling in these instances.

*Refer to the Travel Authorization Policy for prior approval requirements.

CORPORATE EDUCATION CENTER

Today's constantly changing workplace demands the continual upgrading of skills and education. The Corporate Education Center helps meet those demands. The Center offers a variety of short term, non-credit courses designed for the working adult. Learning in the classroom one day is applied on the job the next. The Center can also customize courses to meet an individual business' needs. Training may be accomplished both on site and off site. The Center offers courses on computer software, truck driving, business, construction, welding, professional development, and various health topics. WDT is an official American Heart Association Training Center and provides CPR, First Aid, and EMT training. WDT is also a South Dakota State CDL Testing Sponsor and provides Third Party Examinations for Class A and B commercial vehicles. The center also offers online courses providing the opportunity to learn at home, at the office, or while traveling.

Programs and courses are offered in the eight skill areas that are critical for corporate and individual success: employability, social values, teamwork, life skills, analytical skills, communication skills, technology skills, and industry specific skills. The training is offered in three tracks, each on building on the other so skills grow on a solid base. Students are tracked as they progress, using state-of-the-art software that creates individualized transcripts for every person who takes part in any training with us. This allows employees to build and track a comprehensive training program for every employee in any organization. The Corporate Education Center believes that investing in lifelong learning leads employees toward more satisfying, productive working lives. It also enhances job performance, teamwork, and overall competitiveness.

APPENDIX A

Syllabi

Syllabi Procedures

All courses will have a master and instructor syllabus that will <u>always</u> be distributed <u>together</u>. The two syllabi follow:

- 1. *Master Syllabus* this is considered the blueprint for the course. It provides continuity of student outcomes for all sections of a course regardless of instructor.
 - a. Official record of the course
 - b. Approved by Curriculum Committee
 - c. Departments are responsible to create and maintain for each course within their department's course numbers (e.g. Business Management and Marketing would be responsible for all BUS courses)
 - d. May not be modified without the department's approval and Curriculum Committee's approval
- 2. *Instructor Syllabus* all instructors must abide by the master syllabus, but instructors need to also establish individual course polices, evaluation methods, and teaching methods.
 - a. Needs to be submitted electronically to the office of the Vice President before the beginning of each semester
 - b. Adjunct faculty need to also submit either an electronic copy or a hard copy to the program's Lead Instructor before classes begin

Program Lead Instructors are responsible for ensuring that adjunct faculty are following the syllabi procedures. All adjunct faculty will be directed to visit with the program Lead Instructor upon their hiring.

Western Dakota Technical Institute 800 Mickelson Drive Rapid City, SD 57703-4018

Master Syllabus

Course Number: Course Name: (list complete official title) Credits: Contact Hours: (break down into lecture and lab hours)

Course Description: (must be the exact same as the current catalog description)

Prerequisites: (if none, enter None)

Textbooks: http://bookstore.wdt.edu/

Materials: (indicate any required materials other than textbooks such as software, equipment, or tools – DO NOT PUT SOFTWARE VERSIONS ON THE MASTER – the information may be included on the instructor syllabus)

Student Learning Outcomes: (identify measurable skills and abilities that the student will develop to successfully complete this course – the objectives must relate directly to program competencies – instructor syllabi and instructors may not deviate from stated objectives)

Assessment: (identify which of the seven core abilities will be addressed in the course – e.g. Student's life skills, analytical skills, communication skills, and technology skills will be assessed throughout this course)

ADA Accommodations: Students Rights to Assistance or Accommodations: If you have a documented disability for which you are or may be requesting accommodations, you should contact your instructor and the Disability Coordinator as early as possible in the semester.

Notice of Non-Discrimination: Western Dakota Technical Institute does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Disability Coordinator.

Instructor Syllabus

Date: (semester and year) Section: (use N/A if the same instructor syllabus is used for all sections) Days/Time: Classroom:

Instructor: Office Phone: Email: Office Hours and Location:

Methods of Instruction: (indicate the methods of instruction that will be used to meet the course objectives such as lectures, group activities, readings, handson, etc. – individual instructors may use their discretion in determining the methods they will use to ensure students realize the stated course goals/objectives in the master syllabus)

Grading Procedures and Evaluation Methods: (provide the grading scale approved for the program and an explanation of how students' progress is to be evaluated such as assignments, student participation, quizzes, tests, etc.)

Course Schedule: (list the outline or schedule of assignments and exams in the order they will be presented including quizzes, due dates for papers or presentations, field trip dates, etc. – put "subject to change" or "tentative" to allow for flexibility)

Attendance Policy: (explain how absences and tardiness will affect students' progress in the class – refer to the "Class Attendance" section of the student handbook when writing)

Make-up Policy: (be specific)

Academic Dishonesty: Refer to the student handbook or write a compatible statement

Available Support Services: You may obtain additional help outside of class through your instructor, the library, the Resource Center, and peer tutors at no charge to you.

(Other items may be included at instructor discretion)

APPENDIX B

South Dakota Code of Professional Ethics for Teachers

Office of Accreditation & Teacher Quality

Professional Teachers Practices and Standards Commission

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

24:08:03:01. Obligations to students. In fulfilling their obligations to the students, educators shall act as follows:

- 1. Not, without just cause, restrain students from independent action in their pursuit of learning;
- 2. Not, without just cause, deny to the students access to varying points of view in the classroom;
- 3. Present subject matter for which they bear responsibility without deliberate suppression or distortion;
- 4. Make a reasonable effort to maintain discipline and order in the classroom and the school system to protect the students from conditions harmful to learning, physical and emotional well-being, health, and safety;
- 5. Conduct professional business in such a way that they do not expose the students to unnecessary intimidation, embarrassment, or disparagement;
- 6. Accord just and equitable treatment to every student, regardless of race, color, creed, sex, sexual preference, age, marital status, handicapping condition, national origin, or ethnic background;
- 7. Maintain professional relationships with students without exploitation of a student for personal gain or advantage;
- 8. Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
- 9. Maintain professional relationships with students in a manner which is free of vindictiveness, recrimination, and harassment.

24:08:03:02. Obligations to the public. In fulfilling their obligations to the public, educators shall act as follows:

- 1. Take precautions to distinguish between their personal views and those of the local school district or governing body;
- 2. Not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
- 3. Not interfere with a colleague's exercise of political and citizenship rights and responsibilities;
- 4. Not exploit the local school district or governing body for public or personal gain;

- 5. Not exploit the local school district or governing body to promote political candidates or partisan political activities;
- 6. Neither accept nor offer any gratuities, gifts, services, or things of value that impair professional judgment, offer special advantage, or provide personal benefit;
- 7. Engage in no act that results in a conviction;
- 8. Commit no act of moral turpitude or gross immorality; and
- 9. Not misuse or abuse school equipment or property.

24:08:03:03. Obligations to the profession. In fulfilling their obligations to the profession, educators shall act as follows:

- 1. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- 2. Maintain confidentiality of professional information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
- 3. Discuss professional matters concerning colleagues in a professional manner;
- 4. Accept a position or responsibility only on the basis of professional preparation and legal qualifications;
- 5. Adhere to the terms of a contract or appointment unless the contract has been altered without the consent of the affected parties, except as provided by law, legally terminated, or legally voided;
- 6. Use sound professional judgment in delegating professional responsibilities to others;
- 7. Not interfere with the free participation of colleagues in the affairs of their associations;
- 8. Not use coercive or threatening means in order to influence professional decisions of colleagues;
- 9. Not knowingly misrepresent their professional qualifications;
- 10. Not knowingly distort evaluation of colleagues;
- 11. Not criticize a colleague before students, except as unavoidably related to an administrative or judicial proceeding;
- Cooperate with authorities and the commissions regarding violations of the codes of ethics of the South Dakota Professional Teachers Practices and Standards Commission and the Professional Administrators Practices and Standards Commission;
- 13. Perform duties in accordance with local, state, and federal rules and laws.