

Faculty Handbook

2014-2015



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SECTION I: INTRODUCTION TO THE INSTITUTION

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 April 2015.

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 In 1993, the term vocational was withdrawn from the title and the school became Western Dakota Technical Institute.

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 2012, WDT gender ratio is roughly 51 percent male and 49 percent female. The average age of students in attendance is approximately 26.6 years of age, but it would be no surprise to have students in a class who are 16 to 70 years of age. The diverse characteristics of the student population are representative of an increasing non-traditional enrollment found in the nation's higher education system.

SECTION II: INSTITUTIONAL ENVIRONMENT

VISION 2015

WDT Mission

Western Dakota Tech is a public institution of higher learning that embraces quality programs, expert faculty and staff, and a commitment to academic excellence to teach the knowledge, skills, and behaviors students need to be successful.

WDT Vision

Western Dakota Tech will be a leader in career and technical education that creates student, institutional, and community success through its practices, policies, and activities. WDT will embrace all students and provide the education they need to be successful. WDT will build a campus culture that inspires faculty and staff to reach their potential and ensures the future of the institution. WDT will build partnerships and undertake projects that strengthen the institution and the communities it serves. Finally, WDT will be a model for postsecondary education in our region and nation.

Strategic Priorities

- Strategic Priority 1 – Student Success
- Strategic Priority 2 – Institutional Success
- Strategic Priority 3 – Community Success

WDT 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. Life skills - 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. Analytical skills – 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. Communication skills – 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. Technology skills – 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. Teamwork Techniques – 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 shared problem solving

6. Social Values – 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. Employability – 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

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.

ACADEMIC ADVISING

Each instructor (does not apply to adjunct faculty) is responsible for academic advising. Being familiar with the WDT Student Handbook and WDT Academic Catalog 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.

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. The Student Success Center will proactively contact students with attendance issues. **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. (Students may not change sections after the drop/add period without the Dean of Academics approval.)

ADA POLICY

Refer to the WDT Student Handbook for complete procedures for students and faculty. If a student discloses a disability to a staff or faculty member, the staff/faculty member has the responsibility to direct the student to the Student Success Center. As noted in the WDT Student Handbook, students with disabilities have the responsibility to follow institutional policies and procedures.

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 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 Eagle 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.

When calling 911, please make sure you know how to access an outside line before you dial the number. Some phones can reach 911 by simply dialing the number. Others need to dial 9-911. When reporting emergencies, give emergency personnel your correct location:

Rushmore Building
1600 Sedivy Lane
Rapid City, SD 57703

Mickelson Building
800 Mickelson Drive
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 WDT Student Handbook.

COURSE SYLLABI, GOALS, AND OBJECTIVES

Distribute a Master and Instructor syllabus to students during your first class session and review the syllabi 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 required format for course syllabi 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 recognize 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 drug-free 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 Dean of Enrollment Services.

Faculty do not have open access to student files/records. A request must be made and approved prior to review of an educational record maintained in the Dean of Enrollment Services office.

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

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 Dean of Academics 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 is available at <http://www.wdt.edu/faculty-and-staff-links/>

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 should be reserved for situations beyond the student’s control which have prohibited completion of the course. If an Incomplete grade is not changed within two weeks of the end of a term, it will automatically change to “F.”

Course grade changes may be made *only* within the first two weeks of the following term. Changes made after a longer time period must have the approval of the Dean of Academics and the Dean of Enrollment Services.

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 the Dean of Academics.

LEAVE PROVISIONS

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

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.

PROGRAM LEAD INSTRUCTOR

Definition:

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

Responsibilities:

1. Work with the Dean of Academics to fulfill program mission
2. Provide course materials for adjunct instructors and serve as a point of contact for course-related questions
3. Coordinate and communicate program assessment activities with program instructors
4. Manage the program's budget and program resources in coordination with the Dean of Academics and Dean of Fiscal Operations
 - a. Upgrade and purchase new items as necessary by going through the proper approvals and purchasing procedures
 - b. Evaluate 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 open houses
 - b. Meet with guests who want to know more about our programs
6. Manage of the course curriculum
 - a. Coordinate the changing of and updating of textbooks
 - b. Coordinate updating courses to include deleting and adding new courses
 - c. Meet with the Curriculum Committee when changes are requested
7. Coordinate and conduct two advisory meetings per school year (Gen Ed – coordinate attendance of Gen Ed faculty at program advisory meetings)

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.

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 the Student Success Center.

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. It is important to remember that students are at the greatest risk of dropping during the first couple of weeks of the semester or during their first semester of study. 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 contact the Student Success Center for assistance. Student success is our goal.

TASKS

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

- Teach classes as assigned and in accordance with the catalog description, the master syllabus, 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.
- Prepare lectures, lessons, presentations, lab activities, tests, assignments, quizzes, and exams.
- Set up labs, classrooms, shops, et cetera to deliver lessons to students.
- Provide each student (during the first class session) with:
 1. An approved master syllabus found on the WDT website or on the [\\mick](#) server in the WDT Syllabi - “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 the [\\mick](#) server in the WDT Syllabi folder.)
- Prepare and deliver course materials that have been endorsed by the department.
- Keep student grades up to date in the student information system or learning management system as assignment, tests, et cetera are graded. Input 4-week grade, mid-term grade, and final grade in the student information system according to the academic calendar.
- Plan and administer a fair grading system that meets the program policy within the parameters set by WDT administration.
- Maintain attendance and grade records as proscribed by WDT administration and submitting records as required.
- Be familiar with the WDT Student Handbook and WDT Academic Catalog found on the WDT website and in My.WDT.
- Sign and return 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.

- Review and propose new instructional materials as necessary.
- Post a digital copy in Word format of your instructor syllabi on [\\mick](#) in the designated syllabus folder by the end of the drop/add period. The naming scheme for your syllabi is as follows:

Course Number Course Name Your Initials

e.g. PSYCH101 General Psychology MH

- Return student work and assignments in a timely manner – 72 hours minimum excluding weekends and holidays.
- Attend all designated meetings - committee, staff, program, in-service, advisory board, et cetera. (Does not apply to adjunct instructors.)
- Assist with public relations and recruiting efforts as requested. This may include visiting with prospective students, participating in admissions efforts such as trade shows, visits to schools and industry, and informational settings. (Does not apply to adjunct instructors.)
- Serve on standing committees and work groups as appointed by the Dean of Academics or designee. (Does not apply to adjunct instructors.)
- Serve as faculty advisor, as appointed, to students. (Does not apply to adjunct instructors.)
- Meet 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 Dean of Academics to ensure no overlap among programs occur so that an administrative representative can attend. Maintain minutes for each advisory committee meeting and post a copy within 10 working days of the meeting in the appropriate folder on [\\mick](#). (Does not apply to adjunct instructors.)
- Submit all requested curriculum changes for the following academic year no later than November 7, 2014, to the Dean of Academics.
- Assist 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)
- Maintain professional classrooms, shops, labs, and office areas. Areas should be clean, clutter free, and inviting to prospects and guests. They should promote the

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

- Maintain 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.
- Share your Outlook work calendar with the Dean of Academics and the Associate Dean of Academics.
- Dress in a professional manner. Shorts are acceptable during in-service and special events where casual wear is appropriate such as an all-school picnic.
- Participate in assessment activities as required by HLC-NCA within the area of instruction.
- Leave all course materials with the Dean of Academics upon leaving employment with WDT. Courses developed for WDT are property of WDT and not the instructor. All electronic course and program files need to be stored on [\\mick](#) in the Faculty Share folder for your program.
- Follow WDT policy and procedures.
- Complete other duties as assigned within the scope of the hiring agreement, contract, and negotiated agreement.

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 generally expected to be available for work assignments between the hours of 8 a.m. and 4 p.m. on contract days. There will be times that courses will be scheduled before 8 a.m. and after 4 p.m. and will be considered part of the faculty member's regular workday. If a faculty member cannot attend a required work function, the appropriate leave must be submitted through Skyward to the Dean of Academics.

Contract faculty must maintain five posted office hours per week and be available to students during those hours without requiring students to make appointments. Office

hours will be listed in course syllabi, posted on the instructor's Outlook calendar, and posted adjacent to the instructor's work area. Posted office hours are not to be held from noon to 1 p.m. as this time is left open for meetings as needed. Office hours before 8 a.m. or after 4 p.m. should be limited to two of the five required office hours per week. Faculty are to help students outside of posted office hours as needed.

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

SECTION IV: ADMINISTRATIVE MATTERS

ABSENCE OF INSTRUCTOR

If an emergency arises and it becomes necessary for the instructor to be absent from work, notification may be made by sending an email to "Sick Leave", calling the Administrative Assistant (718-2407) or the Human Resources Manager (718-2402), leaving a voicemail with the Administrative Assistant (718-2407) and the Human Resources Manager (718-2402), or in-person to a member of the Management Team or the Administrative Assistant. Provide details to cover your classes. Skyward must be updated within two days of returning to work after the leave occurs.

ADDRESS AND PHONE NUMBER CHANGES

All staff are required to report any change in address or phone number promptly to the Human Resources Manager. The Human Resources Manager 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.
- Questions regarding benefits, deductions, and other payroll issues should be directed to the Human Resources Manager.

COMPUTER AND OTHER TECHNOLOGY REPAIRS

If you have a computer, phone, projector, et cetera that needs repair, please make a request with the IT department by emailing "IT" or via a ticket at <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:

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

- 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. Everyone must 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 Human Resources Manager for yourself or to the Dean of Enrollment Services for a student. 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 if at all possible; 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 and Paramedic 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 Human Resources Manager for details and limitations.

Travel expenses and other expenditures must be approved by the Dean of Academics and the Management Team before the event. Forms to request funds are available at <http://www.wdt.edu/faculty-and-staff-links/>. Requests not involving airline travel need to be made at least 10 work days in advance of the event. Requests involving airline travel need to be made at least 50 days in advance of the event.

FORMS

Staff Development forms, Credentialing forms, Curriculum Change forms, Textbook Change forms, et cetera can be found at <http://www.wdt.edu/faculty-and-staff-links/>. Student forms (withdrawals, probation, grade change, etc.) can be found in the Enrollment Services office.

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. Faculty are encouraged to utilize our library professionals to help them with resources and ideas for their courses and student learning.

ORDERING EQUIPMENT AND SUPPLIES

- Routine office supplies such as pens, notepads, printer cartridges, et cetera that can be purchased at the WDT Bookstore require preapproval of the Program Lead Instructor.
 - 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 preapproval by the Program Lead Instructor and the Dean of Academics before purchase.
 - Faculty who would like to give a guest speaker et cetera a token of appreciation must go through the Dean of Accreditation and Advancement to obtain a WDT gift.
- All other purchases (purchases through outside vendors) require preapproval from the Program Lead Instructor and the Dean of Academics. The Dean of Fiscal Operations will guide you through the proper paperwork.
- Program Lead Instructors are responsible to keep spending within the approved budget and monitor budget reports on a monthly basis to ensure accuracy.

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. Please plan in advance and allow for turn-around time, particularly at peak times of the year—generally the beginning of any term.

The photocopier in Wanbli Hall is for employee use only. It should be used for small print jobs or emergency print jobs, and the Distribution Center copier should be used for all other print jobs.

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.

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.

WDT used to follow RCAS for weather closures. That is no longer true. Closures that affect WDT will be announced as WDT closures. Find closure announcements on local radio and TV stations, on the WDT website, and on the WDT Facebook page. If you are teaching evening classes, cancellation of classes will normally be announced by 3 p.m. of that day if appropriate.

STANDING COMMITTEES

Faculty members may be required to serve on a standing committee or in a work group as part of their workload.

TEXTBOOKS

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

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 preapproval of the Program Lead Instructor and the Dean of Academics.

SECTION V: PLANT AND FACILITIES

ALCOHOLIC BEVERAGES

Possession or consumption of alcoholic beverages on campus is prohibited unless the scheduled event has prior Rapid City Board of Education approval for alcohol to be served. Faculty performing duties as assigned cannot use school funds or club funds to purchase alcoholic beverages.

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 during the fall and spring semesters. All other parking lots are reserved for students and visitors. Employees and students are not allowed to park on the north side of the building (the area with the shop doors for Welding, Transportation Tech, and Electronics) or in the shops/labs unless there is a work order in place with the Parts Store Manager.

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, including chewing tobacco and electronic cigarettes is prohibited in all of its buildings and on all of its grounds except for usage in personal vehicles.

Instructors are expected to adhere to and enforce this policy.

USE OF SCHOOL FACILITIES

Unauthorized entry or use of school property is not allowed. Personal items beyond basic office/classroom décor cannot be stored/housed on school property without the approval of the Dean of Academics. Requests to use facilities beyond scheduled classes and the designated conference rooms must go through the Administrative Assistant to ensure proper policies and procedures are followed.

VEHICLE USE

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

Students are not allowed to operate school vehicles unless it is for a particular course. Courses that allow operation of school vehicles will include police vehicles for the Law Enforcement Technology program, ambulances for the Paramedic program, and fire trucks for the Fire Science program. 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.

APPENDIX A

Syllabi

Syllabi Procedures

All courses will have a master and instructor syllabus that utilizes the approved format (see below). 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. Created and maintained for each course within their department's course numbers (e.g. Business is responsible for all BUS courses)
 - d. May not be modified without the department's approval and Curriculum Committee's or Curriculum Committee's Chair approval

2. *Instructor Syllabus* – all instructors must abide by the master syllabus, but instructors need to also establish individual course policies, evaluation methods, and teaching methods.
 - a. Needs to be submitted electronically to the office of the Dean of Academics or placed on [\\mick](#) in the appropriate semester's syllabi folder by the end of the drop/add period

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

Master Syllabus

Course Number:

Course Name: (list complete official title as posted in catalog)

Credits:

Contact Hours: (break down into lecture and lab hours such as 1 lecture; 4 lab)

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
- start each SLO with a Bloom's verb
- maximum of five SLOs

Assessment: (identify which of the seven core abilities will be addressed in the course – e.g. Student's life skills, analytical skills, communication skills, technology skills, teamwork techniques, employability, and social values 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, hands-on, 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 Student Success 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;
12. 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.