FACULTY HANDBOOK

COLLEGE OF THE MUSCOGEE NATION
2170 RAVEN CIRCLE
OKMULGEE, OK 74447

COLLEGE OF THE MUSCOGEE NATION

Mvskoke Etvlwv Nakcokv Mvhakv Svhvlwecvt

FACULTY HANDBOOK

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P.O. Box 917
2170 Raven Circle
Okmulgee, OK 74447
918-549-2800
http://www.cmn.edu

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ACADEMIC AFFAIRS

1.0 COLLEGE OF THE MUSCOGEE NATION BACKGROUND

1.1 BRIEF HISTORY

College of the Muscogee Nation is a tribal college created September 1, 2004 by the Muscogee (Creek) Nation National Council and signed into law by the Principal Chief. The law provided legislation to charter the institution and established a Board of Regents. The charter was signed and enacted on July 19, 2006.

Prior to the tribal college offering its first classes (fall 2004), the National Council adopted a resolution expressing support for the Tribal College with the cooperation of the Oklahoma State University system. In addition, an institutional charter has been drafted and by-laws were adopted as the organic documents to organize the college governance & administration.

The Muscogee people have had a longstanding commitment to higher education beginning in 1879 when Indian University (now Bacone College) was opened. In 1885, the institution was moved to its present location in Muskogee after the Creek Council granted 160 acres of land for its campus.

While continued support has always been expressed by tribal officials for higher education, this institution is the first college for the Muscogee Nation. The college currently operates as an accredited institution under the Higher Learning Commission.

1.2 CULTURAL CONTEXT

The college of the Muscogee Nation tradition is founded in Muscogee language and culture passed to us by our elders. On our campus all are free to speak Native languages, share culture and participate in traditions. Vrakkueckv (Respect) is cultivated. Muscogee ways are interwoven into the curriculum by

honoring generations past while teaching and learning in the present to build our tribal nation for generations to come. Academic quality is very much a part of the College of the Muscogee Nation learning outcomes.

1.3 MISSION STATEMENT

The College of the Muscogee Nation is the institution of higher education for the Muscogee (Creek) Nation emphasizing culture, value, language and self-determination. The college will provide a positive learning environment for tribal and non-tribal students as citizens of a tribal and global society supported by teaching excellence and will offer exemplary academic programs that meet student, tribal, and societal needs. Through instructional quality and visionary leadership, the College of Muscogee Nation will encourage lifelong learners, for personal growth, professional development, and intellectual advancement.

1.4 VISION STATEMENT

The College of the Muscogee Nation fosters the spirit of enthusiasm for learning, identity embedded in culture and appreciation for tradition that will serve our students well into the future benefitting the interests of the Muscogee Nation and enhancing greater participation within the tribal, local and global communities.

1.5 PHILOSOPHY

As an institution of higher education, the College of the Muscogee Nation is dedicated to helping students achieve their academic and career goals by providing a quality learning environment sensitive to our rich tribal culture, language and history. Students, community, and Muscogee (Creek) people are the true foundation for every class taught, every degree offered and every service provided at the college. Together, we build and maintain a tribal college that embraces excellence.

1.6 PHILOSOPHY OF ASSESSMENT OF STUDENT LEARNING

At the College of the Muscogee Nation student learning involves the mastery of subject content, application of knowledge, utilization of resources, and problem solving in a Muscogee context. College faculty, staff, and administration work to support a positive environment for student achievement and development. The primary function for determining effective student learning is the assessment process that uses a variety of valid and reliable measures to monitor and improve courses, services, and programs.

1.7 PHILOSOPHY OF GENERAL EDUCATION

All students participate in common academic experiences during their time at the College of the Muscogee Nation. These experiences are best defined as general education requirements. The CMN program provides students broad and extensive experiences, which are both rich and important in preparation for living in a tribal and democratic society. Taken as a whole, they provide the opportunity for the development of individual talents and a satisfying education experience at the College of the Muscogee Nation. Students complete general education requirements by the time they have completed course work for the associate degree.

1.8 CORE VALUES

College of the Muscogee Nation is committed to core values inherited from our tribal elders:

- *Vrakkueckv* (respect): We value our Native culture, language and community, honoring the rights and dignity of all people.
- *Fvtcetv* (integrity): We are fair, honest and accountable for our actions.
- *Mecvlke* (responsibility): We are loyal, reliable, and diligent in all tasks.
- *Eyasketv* (humility): We are kind, concerned for the well-being of others and embrace equality.
- *Hoporenkv* (wisdom): We gain insight from scholarly learning and the knowledge and experience of our elders.

1.9 GOALS

The following established goals consistent with the Mission, Vision Statement, and Core Values will guide the College of the Muscogee Nation in the present and into the future:

- Offer academic degree programs that are unique and reflect Mvskoke culture, history and language.
- Create educational opportunities that are accessible to the Native community and tribal members.
- Provide co-curricular activities that respect tribal traditions and culture.
- Develop quality educational programs that give students a scholastic foundation to pursue higher academic degree or to achieve their career objectives.
- Maintain a focused learning environment in a safe and secure campus.

1.10 BOARD OF REGENTS

The College of the Muscogee Nation Board of Regents is a board of five members created by tribal law and appointed by the Principal Chief and confirmed by the National Council. The Board issues degrees, determines the curricula and courses of study and establishes student fees. The Muscogee Creek Nation allocates funds to the institution for operation and maintenance from tribal appropriations and other funds which are made to the board.

1.11 ACCREDITATION

CMN is accredited through the Higher Learning Commission. Consistent with its mission, CMN is committed to student learning and further demonstrating this, CMN has attained membership status in the American Indian Higher Education Consortium.

1.12 COLLEGE ORGANIZATION

The charter, adopted Jan. 11, 2010 by the Board of Regents is shown in Appendix A.

1.13 FACULTY HANDBOOK REVISION PROCESS

The revision of the Faculty Handbook will be the responsibility of the Dean of Academic Affairs in collaboration with the Publications Committee. They will revise the Handbook every other year prior to March 1. Major revisions shall be approved by the Board of Regents. Revised copies will be distributed to the all faculty and professional staff. Current copies of the Handbook will be available in the offices of the Academic Dean, Academic Degree Coordinators, Student Success Center and in the on-line Resource Room.

2.0 FACULTY SERVICE

2.1 COMMITTEES

Committees are designed to improve communication, coordination, and pool judgments on major functional elements to achieve for the tribal college shared decision making and a consensus within the parameters of the CMN Mission. Due to inherent problems associated with committees, an excessive amount of time may be devoted to committee meetings and their work; consequently each committee chair should facilitate the group's work to accomplish objectives and tasks within a reasonable timeframe.

It is the responsibility of the committee chair to prepare an agenda for each meeting and maintain a file of the committee work. The chair will designate a committee member to keep notes for filing. Committees must meet at least once per year. The following committees and its purpose have been identified for the College of the Muscogee Nation (the committees are neither mutually exclusive nor exhaustive):

1) **Academic Affairs/Curriculum Committee**: Review and approve course & degree revisions and new courses & degree programs before being submitted to the tribal college Regents and external entities. Members: Dean of Academic Affairs (Chair); Faculty Representative; Regents Director of Institutional Effectiveness; Registrar; Research Specialist.

2) **Accreditation Committee**: Prepare and plan the development of documents and tasks relating to accreditation requirements.

   Members: Regents Director for Institutional Effectiveness, Chair; President; Dean of Academic Affairs; Dean of Student Affairs; Director of Business Affairs; Faculty Representative; Librarian; Research Specialist; Tribal College Regent.

3) **Publications/Website Committee**: Facilitate the development of publications including forms & maintenance of the tribal college website.

   Members: Research Specialist, Chair; Regents Director of Institutional Effectiveness; Registrar; Faculty Representative; Librarian, Marketing Coordinator, Project Manager.

4) **Assessment Committee**: Consistent with the Assessment Plan, the committee will develop outcomes, benchmarks, rubrics, collect data, analyze, and submit a report in relation to assessment activities. The Assessment Report will be used to identify areas of significance in relation to student learning outcomes.

   Members: All Faculty members will serve on this committee.

5) **Special Events Committee**: Plan and facilitate special events for the college.

   Members: Dean of Student Affairs, Chair; President; Executive Assistant; Faculty Representative (Sponsor of a student organization); Research Specialist; Administrative Assistant for Academic Affairs; Librarian.

6) **Student Services Committee**: Plan, design, implement and evaluate student services (i.e., financial aid, scholarships, recreation, student registration, auxiliary services etc.).

   Members: Dean of Student Affairs, Chair; Faculty Representative (Sponsor of a student organization); Librarian; Research Specialist; Student Representative.

7) **Executive Committee**: Plan and implement major functional responsibilities of the tribal college (i.e., budget, site planning, equipment, major proposals, etc.).

   Members: President, Chair; Dean of Academic Affairs; Dean of Student Affairs; Director of Business Affairs; Regents Director of Institutional Effectiveness.

2.2 PROGRAM REVIEW

Program review is part of a college-wide process that occurs each year on a rotating schedule. This practice allows the opportunity for CMN to evaluate how its academic programs can be improved and make plans for the future. A comprehensive review of the program includes evaluation of the relationship between the College's mission and the program learning outcomes. Degree coordinators/faculty will provide a written report on program faculty qualification, student data, and activities to the Academic Affairs/Curriculum Committee for review and the President for final approval.

2.3 FACULTY MEETINGS/FACULTY DEVELOPMENT

General faculty meetings are held when called or authorized by the President or Academic Dean. Faculty Development is a regularly scheduled meeting that is held to address timely topics such as assessment, curriculum development, pedagogy, research, and other subjects as deemed necessary.

2.4 FACULTY COUNCIL

The College of the Muscogee Nation Faculty Council is an organization of the faculty designed to facilitate democratic participation in the development of applicable institutional policies. This is accomplished in accordance with the Council Bylaws through its elected representatives of the Faculty Council, serving as the liaison between the faculty and administration. The Faculty Council President may call a faculty meeting if requested by majority of the faculty.

2.5 STUDENT ADVISEMENT

Faculty members serve as academic advisors for students who are pursuing degrees in their respective academic areas and are continuing students who have been advised during their first year by the Student Success Center staff. The purpose of academic advisement is to assist students in completing official degree plans that will lead to graduation. Degree plans should be prepared by the end of the second trimester. For complete information, refer to the Advisement and Enrollment Handbook.

2.6 CLASSROOM POLICIES RESPONSE TO DISRUPTIVE/THREATENING SITUATIONS

Students who disrupt learning in the classroom are subject to removal and disciplinary action by the administration of CMN. When faculty perceives they are faced with potentially threatening actions or demeanor from individuals in or outside the classroom they should contact the campus security or Muscogee (Creek) Nation Lighthorse.

2.7 SYLLABUS

It is the responsibility of faculty to plan and develop syllabi according to the procedure and format adopted by the CMN Board of Regents. Students will be provided with a syllabus during the first week of class. For complete information refer to the Syllabus Policy.

2.8 CHANGE OF TEXTBOOK

Faculty should notify the Academic Dean and the Curriculum Committee if they intend to change textbooks at least one trimester before change is planned in order to comply with bookstore cutoff dates for ordering new textbooks.

2.9 STANDARDS FOR TRIMESTER CREDIT HOURS

CLASS TYPE	THEORY	LABORATORY	THEORY /LABORATORY	INTERNSHIP
One trimester credit hour requires a minimum of…	800 minutes (13.33 hours) of meeting time	1600 minutes (26.66 hours) of meeting time	1375 minutes (23 hours) of meeting time	2475 minutes (41.25 hours) of employer supervised work time

3.0 ACADEMIC CLASSIFICATION

3.1 FACULTY

The faculty is composed of two groups, the regular faculty and adjunct faculty. The faculty includes full-time, part-time, adjunct, and affiliated personnel. Full-time faculty includes those members of the faculty who are permanent employees of the college and who hold the title of instructor. Part-time faculty members are not employees of the college, but have short term appointments to teach by the academic year. Adjunct faculty members are instructors who hold part- time appointments by trimester. Affiliated faculty members are employed by the college in a regular non-academic profession, but teach classes as needed or as professional practice.

3.2 EDUCATION REQUIREMENTS

The earned degrees or graduate work should be in a field relevant to the individual's assignment at the College of the Muscogee Nation. CMN requires that Fulltime and adjunct faculty possess a masters degree or working towards a masters degree. General Education faculty must have a minimum of 18-hours of graduate college coursework in the discipline they teach. Unless, it is a highly specialized course, (i.e., Gaming, Mvskoke Language, etc.), or eminent scholars, artists-in-residence and experts (i.e., Mvskoke language, culture, history and/or specialized knowledge) will have expertise relevant to the mission and

charter as well as qualifications demonstrated by record of achievement and recognition as a foremost expert.

3.3 FULL-TIME FACULTY WORK LOAD

Faculty teaching loads are expressed in trimester credit hours and normally are 12-15 hours. The number of hours assigned will be influenced by such factors as: number of student contact hours; class size; number of preparations; and number and kind of other assigned activities.

3.3.1 OTHER DUTIES:

The composition of a full-time faculty member's work load normally will include a combination of teaching assignments and the following types of activities: academic degree program coordination, student advisement, assessment of student learning, program reviews, scholarly activities, grant solicitation, and other activities designated by the Academic Dean.

The Assessment of Student Learning is a method used to authenticate student learning at College of the Muscogee Nation. The information it generates reveals the student learning capacity of each course and/or program. The data that is gathered is used to improve teaching, learning and academic advising at the individual, course, program and institutional level. Assessment also provides an opportunity for the tribal college to effectively communicate to its constituents.

Program review is part of a college-wide process that occurs once every 5 years for each academic program. This practice allows the opportunity for College of the Muscogee Nation (CMN) to evaluate how its academic programs can be improved and make plans for the future.

3.3.2 LOW ENROLLMENT CLASSES:

After regular enrollment, any class having fewer than the minimum number of students established by guidelines of the college will be subject to review before continuance. A class may be canceled only

when determined it is not vital to a recognized degree program. Special consideration will be given to low enrollment classes in accordance with the prior guidelines.

3.3.3 OFFICE HOURS:

Faculty will develop an updated office schedule each trimester showing their hours in the office and hours teaching classes. Hours will be posted by faculty at their respective offices and copies will be provided to the Dean of Academic Affairs and Executive Assistant. When faculty teach classes after 5:00 pm then the number of hours taught after normal work hours will be offset by faculty taking time off during the following work day equal to the time spent in class after 5:00pm. Faculty will not be given time off for classes taught between 8:00 am to 5:00 pm. Time will not be accumulated past one week.

4.0 ACADEMIC FREEDOM

4.1 STATEMENT ON ACADEMIC FREEDOM

College of the Muscogee Nation Faculty members are entitled to freedom in the classroom in discussing their subject, but faculty should be objective in teaching of a controversial matter which has a relation to that subject and of controversial topics introduced by students. The faculty member should not introduce controversial matters which have little or no significance to the subject of instruction.

Academic freedom should be distinguished clearly from constitutional freedom, which all citizens enjoy equally under the law. Academic freedom is an additional assurance to those who teach and pursue knowledge and, thus, pertains to rights of expression regarding teaching and research within specific areas of recognized professional competence.

4.2 ACADEMIC RESPONSIBILITY

A. Faculty members are responsible for the quality of instruction, their participation in the academic community and responsible service, consistent with the goals of the college. Faculty members have responsibilities to their discipline and to the advancement of knowledge generally. They shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and they shall practice intellectual honesty.

B. Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning independence of mind, while holding before them the highest scholarly and professional standards. Faculty members shall show respect for the student as an individual and adhere to their proper role as an intellectual leader and counselor.

C. Faculty members have responsibilities to their colleagues, deriving common membership in a community of tribal college scholars. They shall respect and defend the free inquiry of their associates.

D. Faculty members have responsibilities to the educational institution in which they work. While maintaining their right to academic freedom, they shall observe the stated regulations of the institution.

E. Faculty members have responsibilities to their community and to the tribal community as well. Faculty members have an obligation to promote conditions of free inquiry and to further public and tribal understanding of academic freedom. Administrators must protect, defend and promote academic freedom.

5.0 FACULTY EVALUATION

5.1 PURPOSE

The purpose of faculty evaluation is to encourage and assist all members of the faculty to develop and perform to the best of their ability.

5.2 GUIDELINES FOR FACULTY EVALUATION

Evaluation of faculty is a shared responsibility of faculty and the Dean of Academic Affairs to assess the performance of faculty in relation to: (1) Teaching; (2) Faculty Scholarship; (3) Tribal Cultural Enrichment; and (4) Goals Established for Next Evaluation. Faculty will provide summary evidence for each of the three areas listed and create goals for improvement in a report. The Academic Dean will provide the Report Form to faculty at the appropriate date. Faculty will submit their report for faculty evaluation to the Academic Dean to be evaluated; and presented and discussed with each respective faculty member. Following is a brief presentation of sample data/information to be provided in each of the four areas:

Teaching:

A. Competency in subject matter
B. Pedagogy/Teaching philosophy
C. Management of class(es)
D. Assessment of student learning
E. Student course evaluation summary
F. Other

Faculty Scholarship:

A. Curriculum development
B. Continued relevant formal or informal education
C. Research, grants, contract, and submitted proposals
D. Publications, professional presentations, workshops, seminars, and exhibits

E. National, State, Tribal, or Regional Professional Associations or Boards

F. Other

Tribal Cultural Enrichment:

A. Sponsor Student Cultural Events and/or Organizations

B. Increase fluency in the Native Language

C. Participate in tribal cultural-related activities

D. Encourage learning of Tribal Culture

E. Incorporate Tribal Culture, Language and History into the Curriculum

F. Other

Goals Established for Next Evaluation:

Determine and state your goals for the next evaluation.

6.0 FACULTY SERVICES

6.1 FACULTY IDENTIFICATION CARDS

Faculty must obtain a faculty identification card at the CMN Lobby front desk.

6.2 RECREATIONAL FACILITIES

Faculty are encouraged to use the fitness facilities in the CMN Student Center and the Muscogee (Creek) Nation.

7.0 ACADEMIC & ADMINISTRATION SUPPORT

7.1 UNIVERSITY RESOURCES

All of the academic programs for the tribal college are of our own design. CMN is accredited with the Higher Learning Commission. Oklahoma State Regents for Higher Education have acknowledged CMN's status and have communicated with other state higher education institutions regarding the transfer of CMN college credits.

7.2 LIBRARY

The CMN Library has 20 computer workstations, two private study areas, circulating laptop computers, online catalog, a high resolution scanner, a mobile tv/dvd player, and a printer/copier for student use. The Library houses an extensive collection of Native American resources, course specific academic journals, a copy of all current textbooks (course reserves), electronic resources, reference materials, audio visual materials, and a collection of tribal newspapers.

7.3 INSTRUCTIONAL RESOURCES

Faculty have access to copying, office equipment and instructional supplies. Copy machines are available for faculty use in the Library and next to the break room.

7.4 STUDENT EMPLOYEES

Faculty may request student employees on Work Study with CMN to assist in copying, preparing handouts and booklets for classroom use.

7.5 COPYRIGHT

CMN faculty must adhere to the copyright policy and be judicious when using copies for class instruction.

7.6 PRINTING

Muscogee (Creek) Nation Media Services are available for graphic support to the college and faculty members. Prior to requesting printing service faculty must obtain the approval of the Academic Dean to determine the appropriate line item to be entered on the requisition.

7.7 COLLEGE BOOKSTORE

Books and related academic resource materials required for students may be obtained through the Raven's Nest Bookstore. (Faculty must obtain the academic resources needed through the textbook publishing company directly, approval/verification may be required by the publisher.)

7.8 TESTING SERVICES

Accuplacer, a computerized test designed to assess students' skill levels in writing, reading and mathematics is used as entry level student assessement. The results of the assessment will assist CMN in placing students into appropriate courses.

7.9 PUBLIC RELATIONS

Faculty members may be asked to attend Recruitment Days at job fairs, high school career days, and various activities to represent the College. Brochures are available for distribution. Media coverage of College events and faculty involvement will be at the discretion of the President.

7.10 COLLEGE CATALOG

Faculty members should familiarize themselves with the College catalog and refer to it when advising students. The catalog will be updated every two years by the Registrar in collaboration with the Publications Committee.

7.11 TRIMESTER SCHEDULE

The trimester schedule is published 2-3 months in advance on the college website. The printed schedule for the college is available each trimester. The schedule is distributed to tribal programs and Muscogee Nation communities.

7.12 ELECTRONIC MEDIA AND SERVICE

7.12.1 WEB LINK:

The College Website is updated every trimester for courses that are offered. The website is used to communicate with students, parents, communities and other interested parties.

http://www.cmn.edu

7.12.2 VOICE MAIL:

Faculty members are encouraged to respond in a timely manner to all voice mail.

7.12.3 LAP TOP COMPUTERS:

Faculty members have access to a check out system through the Librarian for portable computers, printer and portable projector for instructional needs. Two portable laptop labs are available, one with 32 laptops and the other with 16, for CMN student classroom usage only. Instructors must reserve the labs with the Office of Academic Affairs prior to classroom usage. All care must be taken to ensure that the computers are properly used and returned in the same condition as when checked out.

7.12.4 SMARTBOARD TECHNOLOGY:

SmartBoards & Desktop computers are located in every classroom to serve as additional teaching resources.

7.13 CAMPUS PARKING

Parking at CMN does require a parking sticker which can be obtained from the CMN Bursar. The sticker must be displayed on the bottom left corner of the front windshield of the vehicle. Parking tickets may be given if vehicle does not display a parking sticker.

7.14 COLLEGE MAIL SERVICES

Mailboxes are located in both the CMN Administration Building (administrative offices near the break room) and the Student Center (library). Mail is delivered and picked up once a day at 11:00 a.m., unless otherwise specified.

7.15 TELEPHONE, FAX, POSTAL USAGE

Each faculty office has a telephone for conducting College business and voice mail for receiving messages. Faculty may use the College fax machine as needed. Postage will be provided for faculty to conduct College business through the mail.

8.0 POLICIES & PROCEDURES

8.1 ACADEMIC ACCOMMODATIONS

I. Purpose

In accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, College of the Muscogee Nation recognizes the fundamental principles of nondiscrimination and accommodation in academic programs. Academic accommodations should NOT alter the objectives of a course. The purpose of the accommodations is to assure that the student has an equal opportunity to demonstrate his/her mastery of course material and to participate in the educational programs and activities offered by CMN. Academic accommodations to which a student may be entitled include changes in the length of time allowed to complete degree requirements, and adaptation of the manner in which specific courses or examinations are conducted.

II. Policy

The Office of Academic Affairs is the designated campus resource for verifying and coordinating reasonable accommodations for students with disabilities. The request will be reviewed on an individual basis. Students are required to submit documentation (issued within the last 3 years) before accommodations will be considered. These documents could include assessments, reports, and/or letters from qualified evaluators or professionals. Common sources of documentation are health care providers, psychologists, diagnosticians, and / or information from a previous school (e.g., accommodation agreements / letters, 504, or IEP documents).

Students should be encouraged to submit the Academic Accommodations request at the beginning of each trimester to the Office of Academic Affairs. The Academic Dean will meet with the student to discuss the request. An *Academic Accommodation Verification Form* listing the reasonable accommodations will be provided to the student and instructor via email and Campus Vue within 10 calendar days from the date of the request. It should be noted this request is only applicable for the current academic year and a new one must be submitted for the next academic year. If clarification of this information is needed, contact Academic Affairs at 918-549-2806.

8.2 INCOMPLETE GRADES

I. Definition

An Incomplete Grade may be assigned when a student has completed and passed a majority of the work required for a course but, for reasons beyond the student's control, cannot complete the entire course.

II. Policy

Incomplete "I" grades are contingent upon instructor approval, and instructors are under no obligation to grant them. In cases where an instructor agrees to assign an "I" grade, it is required that the student and instructor fill out an *Incomplete Grade Contract* which states the terms required to finish the course. Students have six (6) weeks from the last class meeting of the term in which the incomplete grade was assigned to fulfill the contract. If the requirements for completing the course are not met, the incomplete grade will be converted to the grade listed on the *Incomplete Grade Contract*. Incomplete grades are not encouraged in the student's final term of study, as it could result in the denial of final degree certification for that term.

III. Process for Requesting an Incomplete Grade

1. The student must request in advance a grade of incomplete from the instructor of the course and fill out an *Incomplete Grade Contract* with the instructor.
2. At the time of request, the student must have completed at least 60% of the course.
3. At the time the request is made, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
4. The course instructor may deny an incomplete request even if a student meets the minimum requirements outlined above.
5. The student has six (6) weeks from the last class meeting of the term in which the incomplete grade was assigned to fulfill the contract.
6. If the requirements for completing the course are not met, the incomplete grade will be converted to the grade listed on the *Incomplete Grade Contract*.

8.3 ATTENDANCE

I. Definitions

Unexcused Absence – When a student absence is not considered a valid reason (overslept, not wanting to come, out late, not prepared) for missing class.

Excused Absence – When a student absence is excused for a valid reason. Documentation (note, email, phone call, and/or text by either student or faculty) will be required to excuse the absence. Failure to comply with the request will result in an "unexcused absence."

II. Policy

Regular and punctual attendance is expected at College of the Muscogee Nation. CMN acknowledges the relationship between attendance and both student retention and academic achievement. Any class and/or activity missed decreases an opportunity for learning to occur and could affect student success in the class. Attendance is required beginning with the first class meeting, and students are expected to attend all classes.

In case of absence, it is the student's responsibility to contact the instructor. Absences related to official school business are considered excused and the student is entitled to make up the coursework. In all other cases, the instructor will determine the effect of the absence on missed coursework. However, the student is solely responsible for contacting the instructor when a class is missed or an absence will occur. If an emergency arises and a student cannot attend class, it is expected that the student will contact the instructor.

III. Procedures for Attendance

1. It is the instructor's responsibility to provide the attendance requirements to students in the course syllabus.

2. Students are responsible for understanding attendance requirements. This is demonstrated through a signed form provided in each course syllabus.
3. Instructors are required to take attendance for every class meeting and put it into the CampusVue by the end of each day.
4. Attendance is monitored by faculty and the Student Success Center.

8. 4 ACADEMIC INTEGRITY

Academic misconduct includes cheating, plagiarism, communicating with other students during an exam, or other behavior that relates to the student's academic integrity at the college. If there is no doubt that an act of academic dishonesty has occurred, the instructor has the authority to administer any of the following:

1. Not accept the assignment or test in question and record a "zero" for the assignment or test, require the student to redo the assignment or test, or require the student to complete a substitute assignment or test.

2. Recommendation to the Academic Dean the student receives a failing grade (F) or administrative withdrawal (AW) for the course. A written recommendation is required which includes a description of the specific occurrence and supportive documents if applicable.

3. In cases of extreme or repeated incidents of academic dishonesty, submit a written recommendation to the Academic Dean advising that the student be suspended from CMN. The written recommendation is to include a description of the specific occurrences including supportive documents if applicable. When recommendations as described in parts 2 and 3 are made, the student will be notified by the instructor as to what action will be taken. If the student believes an error has been made, the student may appeal the action.

A written appeal must be filed by the student within 10 working days of notification and submitted to the Academic Dean. The appeal is heard by a committee consisting of the Academic Dean, two faculty members and a student member. The student and instructor will be present and after the meeting they will be informed in writing of the action taken.

FINANCIAL AID

9.0 FACULTY/ADVISOR INVOLVEMENT WITH TOKNAWA VNICKV (FINANCIAL AID)

The relationship between the Financial Aid office and faculty is vital for success. The Financial Aid office relies on the faculty's expertise and record keeping when it comes to student records and its effect on their financial aid. The faculty keeps attendance updated, works with students on their academic plans, refers students to the Financial Aid office when necessary, advises students, and much more. The CMN Financial Aid & Scholarships office is directly involved with the faculty and the Dean of Academic Affairs regarding attendance, Return of Title IV Funds (R2T4), Satisfactory Academic Progress (SAP), Financial Aid Suspension Appeals, Remaining Hours Required for Degree Completion, Academic Plans, and degree advisement.

9.1 ATTENDANCE

The College of the Muscogee Nation is an institution that is required to take attendance.

1. It is the instructor's responsibility to communicate the attendance requirements to students in the course syllabus.
2. Instructors are required to take attendance for every class meeting and put it into the Campus Vue student information system by the end of each day.
3. Attendance is monitored by the Student Success Center.
4. The Office of Academic Affairs will conduct a random check of attendance reports.

The student's attendance record is used when calculating a Return of Title IV funds calculation (R2T4), to determine compliance with an academic plan, Max Hours form, and can affect a student's overall aid package. Please refer to CMN's Consumer Information Guide for the complete Attendance Policy.

http://www.cmn.edu

9.2 RETURN OF TITLE IV FUNDS (R2T4)

According to federal regulations, a Return of Title IV funds calculation must be completed for any recipient of Title IV grant or loan assistance who completely withdraws or fails all course work from a period of enrollment or stops attending class before completing 60% of the trimester. This calculation determines the amount of financial assistance the student earned and is based on the date the student began the withdraw process or officially notified the institution of the intent to withdraw or unofficially ceased attendance.

The Financial Aid office relies on the faculty to determine the last day of academic activity, intent to withdraw, or last day of attendance to calculate an R2T4. The Financial Aid Coordinator may e-mail an instructor to gather more information about a student's last day of academic activity in order to properly calculate an R2T4. A prompt response is requested due to Title IV regulations regarding an R2T4 calculation. An R2T4 must be calculated within 30 days of the student's withdrawal, last day of attendance

or last day of academic activity and the funds must be returned within 45 days. Please refer to CMN's Consumer Information Guide for the complete Return of Title IV funds policy.

http://www.cmn.edu

9.3 SATISFACTORY ACADEMIC PROGRESS (SAP)

In accordance with the U.S. Department of Education (CFR 668.16 (e) & 668.34), the College of the Muscogee Nation (CMN) has established minimum academic standards that students must adhere to in determining Satisfactory Academic Progress (SAP) for Title IV, HEA financial aid eligibility purposes. The SAP standards for students receiving Title IV, HEA funding are the same for those students that do not receive federal aid enrolled in the same program.

This policy provides a consistent application of standards to all students: e.g., full-time, part-time, undergraduate students, and educational programs established by CMN. The policy provides that a student's academic progress be evaluated at the end of each trimester.

The faculty's attendance records and timely posting of grades are very important for the Financial Aid office. The Financial Aid Coordinator must calculate SAP at the end of every trimester and it cannot be done unless instructors have posted grades by the deadline. Please refer to CMN's Consumer Information Guide for the complete Satisfactory Academic Progress policy.

http://www.cmn.edu

9.4 FINANCIAL AID SUSPENSION

Financial Aid Suspension is directly related to SAP. A student who appeals their Financial Aid suspension may call upon an instructor for assistance with their case. It is at the discretion of the instructor to help the student or not. Instructors may be called upon to assist the Financial Aid Suspension Appeals Committee on a case by case basis.

9.5 REMAINING HOURS REQUIRED FOR DEGREE COMPLETION

By federal regulation, students have a maximum time frame (total hours attempted, including grades of "W") in which to complete degree requirements and still qualify for financial aid. If an exception is to be made, the rationale must be documented and available for audit in the student's financial aid file.

A student who has excessive hours must outline the circumstances leading to excessive hours attempted. This form must be filled out by the student's advisor and provided to the Financial Aid office along with additional information. It is the advisors job to fill out this form so the Financial Aid committee can determine if the excessive hours are warranted, and whether or not to allow the student to receive federal aid past the federal regulation time frame.

9.6 ACADEMIC PLANS

Federal regulations require a student make Satisfactory Academic Progress (SAP) toward a degree to be eligible for financial aid. Students who appeal Financial Aid suspension may be approved on an academic plan if the Financial Aid Suspension Appeals committee determines a student cannot make satisfactory academic progress within one trimester or if a student has asked for permission to exceed maximum hours in order to obtain a degree. This plan must be developed by the student and student's advisor. This requires advisors to calculate a completion ratio, GPA, enroll students in classes for their degree plan only and keep the student within the 150% regulation.

9.7 DEGREE ADVISEMENT

Degree advisement affects a student in many ways. Improper advisement can keep the student from receiving Federal Title IV, HEA funds, affect their Satisfactory Academic Progress, cause students to exceed the 150% regulation, and hurt the overall success of that student. If any faculty/advisor has any questions regarding any of the above subjects, Title IV, HEA funds, or financial aid in general please do not hesitate

to communicate with the Financial Aid Coordinator located in the CMN Administration Building, Student Success Center. The Financial Aid Coordinator is here to assist everyone involved in the financial aid process and to help ensure the success of our students.

STUDENT AFFAIRS

10.0 STUDENT RELATED RESPONSIBILITIES

10.1 STUDENT ORGANIZATIONS

The College of the Muscogee Nation will offer a variety of clubs and activities including the Tribal Leadership Circle, American Indian Science and Engineering Society, Student Senate and Student Housing Organization to enhance student development and initiative. Faculty members may serve as faculty advisors to CMN student organizations.

10.2 RELEASE OF CONFIDENTIAL INFORMATION

College policies regarding family and privacy rights are governed by the Family Educational rights and Privacy Act of 1974 (FERPA).

10.3 STUDENT RIGHTS AND RESPONSIBILITIES

College policies regarding student rights and responsibilities are published and distributed in the Student Handbook. The publication will be displayed in the Library and Administration Building, Student Success Center. All policies are consistent with CMN's Student Rights and Responsibilities Policies.

10.4 SPEAKERS POLICIES

10.4.1 MEETINGS AND/OR EVENTS:

To ensure peaceful conduct of activities the College retains the right to control specification of time and location for such activities for all on and off campus groups. On campus activities must be approved through the CMN Activity Request Form prior to the scheduled date. The College of the Muscogee Nation may designate places for persons to conduct their activities so that it does not interfere with students going to and from class. Sound amplification must be approved in advance.

10.4.2 RESPONSIBILITY FOR SPEAKERS AND/OR WRITTEN MATERIAL:

All speakers invited to the campus must be approved in advance by the Departmental Supervisor. The dissemination of written and/or printed material on the College of the Muscogee Nation Campus must be approved by the President's Office.

10.4.3 POSTING OF ANNOUNCEMENTS:

Contact the Dean of Student Affairs for approval to post signs on campus.

BUSINESS AFFAIRS

11.0 FACULTY EMPLOYMENT

11.1 FACULTY RECRUITMENT

Employment opportunities shall be advertised in a manner to ensure equal opportunity for employment. In the filling of the faculty position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified

Indian preference candidates. Systematic efforts are made to affirmatively recruit and bring to the attention of qualified individuals the employment vacancies of the College of the Muscogee Nation.

11.2 ADVERTISEMENT

Each faculty position which appears as a budgeted position shall be advertised. Unless a specific deadline is determined, the position will be advertised as open until filled. Applicants are solicited by advertising vacancies in journals and/or regional and local newspapers and/or online.

11.3 SELECTION COMMITTEE

The Dean of Academic Affairs is responsible for recruitment of full-time and adjunct faculty. Degree program coordinators are also responsible for the recruitment and selection of adjunct faculty within the program. The Academic Dean reviews applications and compiles a roster of applicants to be interviewed by the selection committee which is composed of panel members for CMN. The recommendation of the selection committee is forwarded to the Director of Business Affairs.

11.4 INTERVIEW

Each candidate is interviewed by the selection committee. After all interviews are complete, the candidates are listed in order of preference by the selection committee. A background check shall be conducted on the final candidate. Drug testing for job candidates is required once an offer of employment has been extended. Any candidate who fails a drug test shall be withdrawn from employment consideration.

11.5 OFFERING A POSITION

An offer for the faculty position shall be made to the candidate occupying the highest preference by the selection committee. If the job is accepted, then the application process ends. If the job is not accepted, then an offer may be made to the candidate occupying the next highest position on the order of

preference list. This process continues until an offer is accepted. If each candidate declines the offer, then further action may include: reopening the entire application process; determining a new list of candidates from the previous applicant pool; leaving vacant the open position until filled. After the application process ends, each applicant who was not selected for the job is notified that the position for which he/she has applied has been filled.

12.0 SALARY

12.1 ESTABLISHING SALARIES

Compensation will fall into ranges determined by the salary schedule of the College of the Muscogee Nation at the time of employment. Individual salary negotiations during the hiring process may lead to individual salary differences.

12.2 SALARY CHANGES

If the budget permits, salary increases may be granted to faculty with the decision for actual amounts determined by merit awards and performance reviews. Cost of living adjustments may be provided as deemed necessary. Additional salary increases may be given to faculty receiving promotion or completing an advanced degree.

12.3 PART-TIME SALARIES

Adjunct faculty usually receive a fixed amount based on credit hours. Adjunct instructors are paid $700.00 per credit hour depending on the type (lab, theory, lab/theory) of class. In unique situations the need for the college plus academic or special experience and/or knowledge will enter into determining the actual salary offered. Payment to part- time faculty is made in regular installments usually by the month.

12.4 STANDARD PAYROLL DEDUCTIONS

The College Human Resources Department administers the system of payroll withholdings. Faculty are eligible for Health and Medical Insurance, Life Insurance, Disability Insurance, and a Retirement Plan. These benefits may be deducted from their payroll as they become eligible. Federal/State income tax is deducted from payroll depending on the number of deductions filed. Other deductions include FICA. For more specific information refer to CMN HR Policies and Procedures.

12.5 OUTSIDE EMPLOYMENT

Outside employment is discouraged. Any employment outside the college must be approved by the Academic Dean and President. Outside employment should in no way interfere with the College services for which the faculty member is employed.

13.0 EMPLOYMENT POLICIES

13.1 INDIAN PREFERENCE/EQUAL EMPLOYMENT

Indian Preference affords absolute hiring preference to qualified individuals who are enrolled in a federally recognized tribe, in addition further preference is given for Muscogee (Creek) citizenship in accordance with Tribal Codes. Indian Preference is applicable when appointments are made to vacant positions, no matter how the vacancies arise. Indian Preference applies to the initial hiring, reassignment, transfer, competitive promotion, reappointment, reinstatement, or any other personnel action intended to fill a vacancy. CMN actively supports equal opportunity and affirmative action, complying fully and willingly with the Civil Rights Act of 1964 and all other appropriate legislation. Initial employment as a faculty member, as well as reappointment, promotion, and tenure decisions, are made within applicable standards.

13.2 ETHICAL CONDUCT

Faculty members employed by the College of the Muscogee Nation are expected to maintain the highest ethical standards by observing applicable policies, practices, regulations, laws, and professional standards. Faculty shall conduct themselves ethically, honestly, and professionally with integrity in all situations; keep appointments and be punctual in all professional settings; treat students, fellow faculty members, staff, and administrators fairly and impartially. Faculty must dress appropriately and professionally; be accessible and maintain adequate office hours; utilize the College's property, facilities, supplies, and other resources in the most effective and efficient manner; support student organizations and encourage student involvement; refrain from consensual relationships with students.

13.3 SEXUAL HARASSMENT POLICY

The College is committed to provide all faculty members with a work environment free of sexual harassment. Sexual harassment in any form is unacceptable. Sexual harassment is defined as any unwelcome comment, gesture, request, or physical contact of a sexual nature when such conduct unreasonably interferes with an individual's work environment or creates an intimidating, hostile, or offensive working environment.

13.4 RACIAL AND ETHNIC POLICY

Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, gender, national origin, politics, disability, marital status, age, or membership or non-membership in any organization.

13.5 DISCIPLINARY ACTION

Disciplinary action is sometimes necessary to ensure adherence to the high standard of conduct expected of faculty. The form of the disciplinary action may vary according to several factors including but not limited to: the seriousness of the action, any prior disciplinary actions in individual's history, and length of service. Specific procedures are located in the CMN HR Policies.

13.6 GRIEVANCE PROCEDURE

It is the policy of the College of the Muscogee Nation to ensure that all faculty members have access to a process whereby their grievances can be heard in a safe and fair atmosphere. The College recognizes the importance of open communication in resolving disputes. A procedure is provided in which complaints shall receive full and fair consideration. When a faculty member feels that he/she has been treated unfairly or that an unsatisfactory condition exists, he/she should bring it to the attention of the College through the grievance procedure. Clarification of the grievance procedure is located in the CMN HR Policies.

13.7 DRUG-FREE WORK PLACE POLICY

The College of the Muscogee Nation is committed to protecting the safety, health, and wellbeing of all faculty members and individuals in our workplace. We recognize that alcohol abuse and drug use pose a threat to our goals. The Muscogee Nation has established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol-and drug-free environment. For specific information regarding this issue the CMN HR Policies should be consulted.

13.8 TOBACCO USE IN PUBLIC PLACES POLICY

It is the policy of the College to provide a smoke and tobacco free environment for all faculty members and visitors. This policy covers the smoking of any tobacco product, smokeless tobacco products, electric cigarettes and vapor devices and applies to both faculty members and non-faculty member visitors. Smoking is not allowed inside any building, company vehicle or personal vehicle parked on the CMN campus.

13.9 FACULTY WITH DISABILITIES

The College of the Muscogee Nation will not discriminate against qualified individuals with disabilities and will comply with the Americans with Disabilities Act of 1990.

13.10 EMPLOYMENT OF PART-TIME FACULTY

The policy for instructors teaching courses for the College is provided to promote a common understanding of the basic administrative and instructional requirements. Fulltime faculty who coordinate degree programs will assist in the recruitment of part-time/adjunct faculty. As part of the process, full-time faculty review resumes, and official transcripts from the potential adjunct instructor's degree granting institutions. If it is determined they are qualified, or have the expertise to teach, the fulltime faculty member will make the recommendation to the Dean of Academic Affairs.

All part-time faculty must have the approval of the Dean of Academic Affairs. The faculty member shall contact the Dean to complete all forms, provide documentation, and provide a course syllabus required by the College. Faculty responsible for coordinating the degree will provide each adjunct instructor with a class roster by the first class meeting. A record of all student grades and attendance must be documented in Campus Vue. If an instructor must be absent from class, and it is the responsibility of the instructor to find a qualified substitute upon notification of the Dean of Academic Affairs. Instructors must meet the class on time.

14.0 LEAVES AND ABSENCES

14.1 WORK ROLE OF FACULTY

Each faculty member shall be responsible for his/her attendance and the performance of his/her job duties and responsibilities as described in the job description and such other duties and responsibilities as may be delegated by his/her supervisor. Faculty report directly to the Academic Dean. Faculty do not earn overtime pay or compensatory leave.

14.2 CONTACTING ACADEMIC DEAN WHEN ABSENT

Faculty members shall notify the Academic Dean any time they know they will be late or absent from work. It is the responsibility of the faculty to contact another faculty member to cover his or her classes; faculty should have lessons prepared in advance to provide to the covering faculty member. In chronic or unusual cases of absenteeism, the college reserves the right to require documentation or verification of the reasons for absence. Faculty members if possible should avoid missing any of their classes and/or instructional responsibilities.

14.3 LEAVE INFORMATION

14.3.1 HOLIDAY LEAVE:

Each faculty member shall be granted Holiday Leave on days observed as legal holidays. The holidays observed as legal holidays are identified in the CMN HR Policies. To be eligible for Holiday Pay faculty members shall work the day preceding the holiday and the day after or shall have prior approved Leave, not to include approved Leave without Pay. For further clarification refer to the CMN HR Policies.

14.3.2 ANNUAL LEAVE:

Annual Leave shall be granted to all regular full-time faculty members based on a schedule of reward associated with the number of years of uninterrupted service by the faculty member. Faculty members shall be eligible upon the completion of the sixty (60) day Conditional Employment period. Annual Leave shall be based upon pay periods completed and the number of years of uninterrupted service by the faculty member. Specific accrual rates for annual leave are identified in the CMN HR Policies. Faculty members shall complete a Leave of Absence Request through the Paycom software solution obtaining proper approvals from his/her supervisor. The request shall be processed along with the Paycom timesheet at the end of the pay period by the Office of Business Affairs. Annual

leave must be taken during breaks between trimesters and should not be taken during trimesters when classes are being held. Also, prior to and after the trimester, faculty must be available to start or complete their instructional responsibilities.

14.3.3 SICK LEAVE:

Sick Leave shall be granted to all regular full-time faculty members based upon pay periods completed. Faculty members shall be eligible for Sick Leave upon completion of the sixty (60) calendar day Conditional Employment period. Sick Leave shall be extended to each faculty member upon an equal basis. Each faculty member shall accrue four hours per pay period completed. Additional sick leave information is cited in the CMN HR Policies.

14.3.4 SABBATICAL LEAVE:

The Tribal College and Board of Regents encourage faculty members to engage in activities that will promote their ongoing professional growth, refresh their teaching skills, and give faculty the opportunity for study in their fields of expertise. Such studies are essential to assure that faculty members are aware of the most current scholarship and practices in their fields and are giving their students the most current information and ideas of the College and it assures that they are receiving the best quality education possible. Sabbatical Leave is a privilege, not a right. It is not automatically guaranteed but must be earned through demonstrated commitment to the ideal of improving the quality of instruction at CMN.

Faculty will be eligible to make application for sabbatical leave of one trimester without pay, after six academic years of full-time teaching. The application will be made to the CMN Executive Committee. It will specify in detail the study to be undertaken, such as coursework for an advanced degree, participation in a special training program, seminar, or workshop, individual research and reading

leading to publication or a scholarly paper or monograph, or other scholarly activities deemed appropriate by the CMN Executive Committee.

The Executive Committee will assess the impact of the applicant's leave on both the divisional teaching program and the faculty member's professional growth. In all cases of sabbatical leave, the President must be able to assure the Board of Regents that replacement faculty members meet standards that the College has set for its faculty.

14.3.5 PERSONAL LEAVE:

Personal Leave shall be granted to all regular full-time faculty members based upon a specific number of days per year. Faculty members shall be eligible for Personal Leave upon completion of the sixty (60) calendar day Conditional Employment period. Personal Leave shall be extended to each faculty member upon an equal basis. Each faculty member shall be given three (3) days of Personal Leave per fiscal year. Personal Leave must be taken in 8 hour inclement and used within current fiscal year. There will be no carry over for Personal Leave from year to year. Further clarification of personal leave is found in CMN HR Policies.

14.3.6 BEREAVEMENT LEAVE:

In the event of the death of a family member of a regular full-time faculty member's immediate family, a faculty member may be granted a leave of absence with pay up to a maximum of three (3) consecutive working days, one of which shall be utilized to attend the funeral of the deceased. The amount of time authorized shall be determined by the Academic Dean/President and shall be allowed as the circumstances warrant. In the event of the death of a member of a regular full-time faculty member's extended family or a friend, a faculty member may be granted a leave of absence with pay for eight (8) hours per fiscal year. The Academic Dean/President may require verification of death and

the relationship of the deceased to the faculty member. Additional clarification of Bereavement Leave is included in the CMN HR Policies.

14.3.7 COURT DUTY:

In the event a faculty member is called for Jury Duty in a Court of the State of Oklahoma, Court of the Muscogee (Creek) Nation, or U.S. Federal Court, said faculty member shall be granted leave of absence with pay. The faculty member shall retain monies received from the court for expenses they received while on jury duty. Upon notification that a faculty member is to serve on jury duty, he/she shall notify the Academic Dean/President of the jury duty and present a copy of the notification. Further information about Court Duty is located in the CMN HR Policies.

14.3.8 MILITARY DUTY:

Leaves of absence for military or reserve duty will be granted to all faculty members. Leave will be with pay for up to twenty (20) days per fiscal year, and the remainder of such leave will be without pay. Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws. The request procedure shall be identical to the Annual Leave procedure as given in this section with the additional requirement for the faculty member to attach a copy of the military orders to the leave request form and submit these to the supervisor as soon as possible after receiving the orders.

14.4 SICKNESS, INJURY, AND MEDICAL

Faculty members qualify for benefits as identified in the CMN HR Policies and Procedures. All faculty members should refer to CMN HR Policy and Procedures and read carefully to avoid any misunderstanding of benefits.

14.5 ABSENCE REPORT FORM

This form is to report time that faculty will be away from the office on College business. Leave forms are to be approved by the Academic Dean/President and submitted to the tribal college Business Office to be filed and distributed if necessary.

15.0 INSURANCE & RETIREMENT

Faculty members shall be entitled to insurance benefits on the first day of the month following their probation date including health & medical, life and disability. A retirement plan is available to faculty upon their hire date. For details refer to the CMN HR Policy and Procedure Handbook.

16.0 TRAVEL POLICIES

16.1 GENERAL STATEMENT

Requests for travel must be approved by the appropriate supervisor. Faculty members requesting travel are expected to make satisfactory arrangements for those arrangements for their classes and list those arrangements on the Absence Report Form and/or Request for Travel Form. Failure to obtain approval in advance for travel is grounds for denying reimbursement. Official business includes attendance at professional meetings, representing the institution at appropriate conferences and agencies, travel related to internships, and travel that is a required part of carrying out specified College assignments.

Travel during off-hours will not be eligible for Comp Time, Flex Time or Overtime. However, in the event that travel is required during an official holiday, the employee may be given a day in lieu of the missed holiday with approval of Administration.

The Business Office shall keep records for all travel charged to College budgets. Before planning a trip, faculty members should consult with the Academic Dean/President to determine the source of travel funds and College policy affecting travel.

16.2 PROFESSIONAL MEETINGS

Requests to attend professional meetings must be accompanied by a program or letter of invitation. Reimbursement for travel expenses will follow the same procedures as explained in the section below.

16.3 REIMBURSEMENT

In order to receive reimbursement for travel, it is necessary to complete a Travel Reimbursement Form, available in the Business Office. Reimbursement for travel shall be in accordance with standards identified within the HR policy of CMN. For specific procedures regarding reimbursement refer to CMN HR Policy and Procedures.

16.4 LODGING

Reimbursement for overnight lodging while on official travel may be made at a rate to not exceed the specified limit for in-state or out-of-state travel. Receipts issued by hotels, motels, or other public lodging places must show a zero (0) balance. Receipts must accompany the claim for reimbursement, noting the city, and state in which the site of lodging was located and the dates of occupancy.

16.5 MEALS

A per diem reimbursement for meals while on official travel is provided. A rate schedule is established for both in-state and out-of-state travel. For computation of reimbursement for meals consult the CMN HR Policies and Procedures.

16.6 TRANSPORTATION

16.6.1 COLLEGE VEHICLE:

The College of the Muscogee Nation has purchased vehicles for the use of faculty, staff or Regents for College business. Drivers of CMN vehicles must be a CMN employee, unless prior approval is given by the President. Private use of any College vehicle is prohibited. Vehicles are not to be kept at private residences. Vehicles are to be reserved/checked out by Business Office Personnel. Faculty members who check-out a College vehicle must be approved by the Department of Risk Management of the Muscogee Nation and submit an approved Activity Leave Form to the Business Affairs Office.

Faculty must have a valid driver's license and be prepared to show it as verification prior to operating the vehicle and be responsible for the safe operation and care of the vehicle. Faculty members are responsible for citations received while operating the vehicle. If the vehicle is operated by anyone other than the individual who checked out the vehicle, the individual authorized shall be responsible for the approval of capable and licensed drivers. The faculty member will complete the vehicle log book stored in the vehicle glove box.

Keys and fuel card will be obtained within 24 hours prior to the trip. Only approved individuals can purchase fuel, oil and other automotive supplies during travel. All card invoices or receipts should have the authorized signature with the vehicle identified. All card invoices/receipts must be turned in to the Business Office within 24 hours upon returning from the trip or the first work day after the trip. The Business Office will attach card invoices/receipts to the bill received each month prior to authorizing payment.

16.6.2 PERSONAL VEHICLE:

Personally Owned Vehicle (POV) may be used with prior approval according to MCN Policy. The rate of reimbursement shall be consistent with rates established by the IRS and/or policy established by CMN. Refer to the CMN HR Policies and Procedures Handbook for additional information.

16.6.3 TRANSPORTATION OF PASSENGERS:

Vehicle Insurance through CMN does not permit/cover the transporting of non-employees. Students are permitted to be transported in college vehicles for college activities.

16.6.4 LOCAL TRANSPORTATION:

Use of a POV is limited to direct routing from the faculty member's house or workstation to a temporary workstation or meeting and return to work or home. Refer to the CMN HR Policies and Procedures Handbook for additional information.

16.6.5 AIRLINE:

Travel by commercial airline is the preferred mode of transportation for all out-of-state travel and must be used whenever possible and reasonable. Refer to the CMN HR Policies and Procedures Handbook for additional information.

16.6.6 LOCAL TRANSPORTATION AT THE DESTINATION:

Rental vehicles may be approved for ground travel (local transportation) however if taxis, buses or shuttles are used for transportation individual receipts must be kept and provided with the travel report. Refer to the CMN HR Policies & Procedures for additional information.

16.6.7 RECEIPTS REQUIRED:

Each traveler is required to obtain a detailed room bill, all original receipts including airline passenger receipts, toll parking, taxi fare, etc.

16.6.8 DISBURSEMENT OF TRAVEL CHECKS:

Travel checks are disbursed by the CMN Business Office to the faculty mailboxes.

17.0 PURCHASING PROCEDURES

17.1 PURCHASE REQUISITIONS

Faculty members must submit a request to purchase by purchase requisition. Verbal permission must be obtained from the appropriate supervisor before any further steps can be made. After verbal permission is received, verify that the vendor/distributor will accept a purchase order. If the vendor will accept a PO, proceed to the next step. If the vendor does not accept a PO, see procedure for prepayment purchases. Obtain a quote or pricing information from the vendor. Complete a purchase requisition form and include the fund account number. Once the form has been completed, attach the original quote sheet or pricing information to the requisition. Submit to the Business Office for review, to be forwarded to the President for approval. After the form is signed, the Business Office will copy both the purchase requisition form and the pricing information for College records to be stamped as file copy. Four (4) copies will be attached to the back of the requisition form. The Business Office staff will process the PO for payment.

17.2 SOLICITATION

When seeking solicitation of bids, faculty members must request approval through the Academic Dean for bids on equipment and materials and any work which relates to the College. It will be the responsibility

of the Business Office to issue the request for bids and to insure that all solicitation of bids observe the procurement policy of CMN.

18.0 FIRE REGULATIONS

Fire protection for the College is provided by the city of Okmulgee. Fire extinguishers are placed in the lobby and emergency exit plans are placed in the halls & lobby of the buildings and classrooms.

19.0 MAINTENANCE

The custodian is responsible to the Director of Business Affairs. Requests for repairs are to be submitted through the Director of Business Affairs.

19.1 KEYS

Keys for classrooms on the CMN campus are available through the Director of Business Affairs. Keys should never be loaned to anyone nor duplicates be made by a locksmith outside the CMN system. When a faculty member terminates service with the College all keys are to be returned to the Director of Business Affairs.

20.0 SECURITY SYSTEM

The College buildings have been equipped with a security system that requires the use of a code to lock or unlock the doors. If access is needed after or before normal business hours, contact CMN security.

21.0 EMERGENCIES

Faculty are provided emergency numbers for law enforcement, fire, and emergency response services. Emergencies should be reported immediately to the President and/or Dean of Student Affairs. First aid

kits are located throughout both buildings. Mounted emergency defibrillators are located throughout both buildings. Please familiarize yourself with these emergency resources.

21.1 INCLEMENT WEATHER

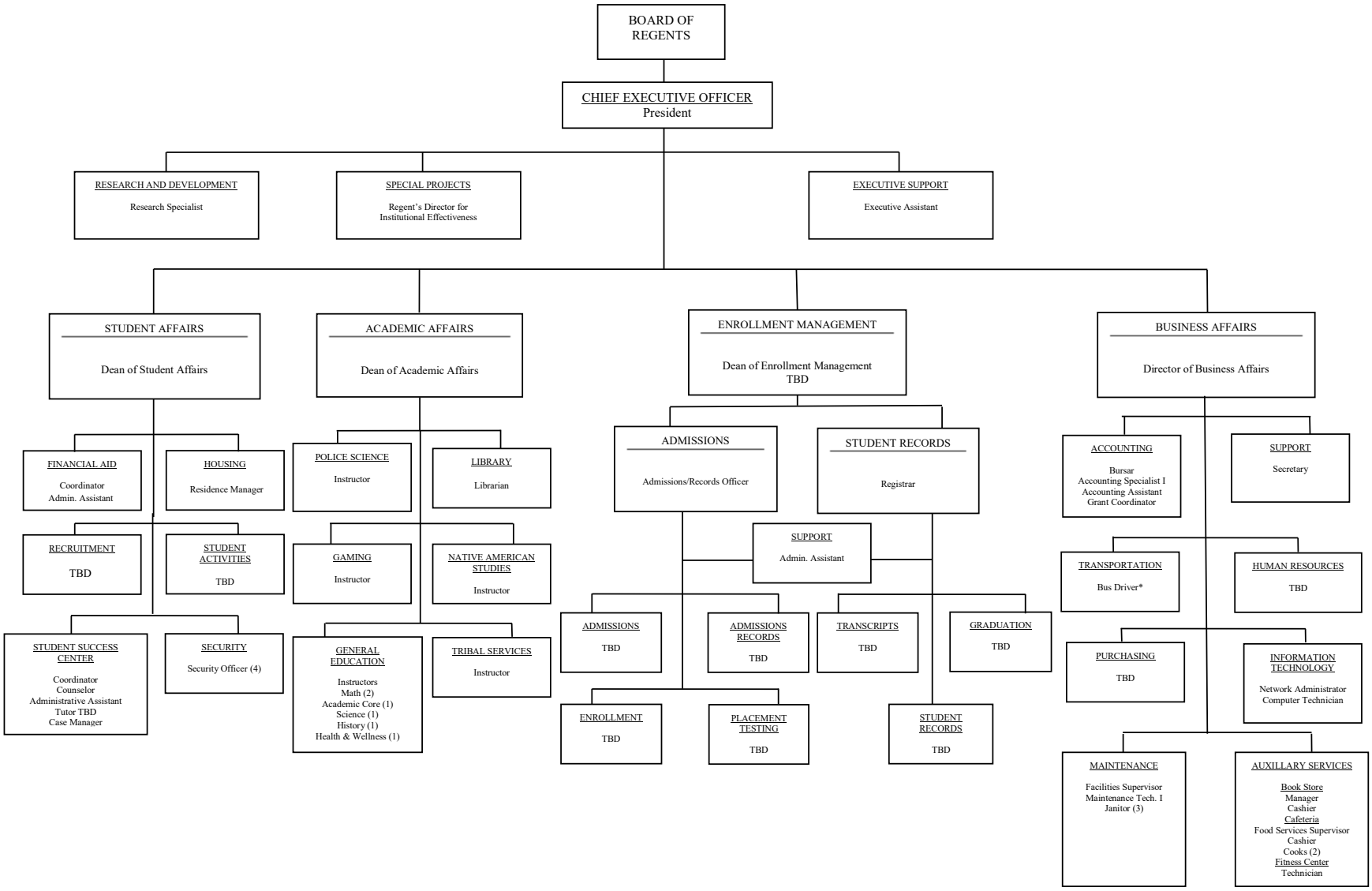
Currently, policies regarding inclement weather are cited in the CMN HR procedures and should be adhered to by faculty when teaching their classes. The President and Dean of Academic Affairs will make the determination on whether or not to cancel and reschedule classes during inclement weather. Faculty and students are notified through Rave Alert system.

21.2 TELEPHONE NUMBERS

Emergency numbers are provided to faculty for fire protection, emergency medical services, and police and security.

APPENDIX A
ORGANIZATION CHART

COLLEGE OF THE MUSCOGEE NATION
ORGANIZATIONAL CHART BY FUNCTION



*Dual Appointment

APPENDIX B
FACULTY COUNCIL BYLAWS

College of the Muscogee Nation
Faculty Council Bylaws

I. NAME
II. PURPOSE OF THE FACULTY COUNCIL
III. MEMBERSHIP
IV. MEETINGS
V. OFFICERS
VI. RATIFICATION
VII. AMENDMENTS

I. NAME

The name of this organization shall be the College of the Muscogee Nation Faculty Council.

II. PURPOSE OF THE FACULTY COUNCIL

The purpose of the Faculty Council is to provide a general forum for faculty involvement in policy formulations and implementation and to facilitate communications between faculty, staff and administration. The Council shall consider and make recommendations to the President concerning such areas as curriculum, enrollment management, academic standards, academic support activities, and other matters of common interest which are not excluded by law or prior agreement.

III. MEMBERSHIP

A. Faculty shall be defined as those full-time instructional and non-instructional faculty holding academic rank.
B. The voting membership of the Faculty Council will consist of faculty and Faculty Council Officers.

IV. MEETINGS

A. The first meeting to establish the Faculty Council shall be called by the Dean of Academic Affairs within 60 days of the approval of the Faculty Council Bylaws by the Board of Regents. Thereafter Faculty Council meetings will be called by the Faculty Council Chairperson or a majority of the Faculty Council.

B. A quorum for conducting business at either a regular or special meeting shall consist of a majority of the faculty members in attendance.

C. The Faculty Council shall hold at least one meeting during the first six weeks of the fall and spring trimester.

D. The usual order of business shall be:
Meeting called to order
Confirmation of quorum present
Approval of minutes
Unfinished business
New business
Good of the order
Adjournment

V. OFFICERS

A. The officers of the Faculty Council shall be Chairperson, Vice Chairperson, and Secretary elected by the faculty. Election of officers shall be for two years.

B. It shall be the duty of Chairperson and in his or her absence the Vice Chairperson to conduct the meetings; and the duty of the Secretary to record minutes of meetings and maintain a record of all pertinent documents. These records will be retained by the Faculty Council for future reference and archival purposes.

VI. RATIFICATION

A. These bylaws will become effective upon ratification by a majority of the faculty at the first meeting.

VII. AMENDMENTS

B. Proposed amendments must be approved by a majority of the faculty present at the meeting.

APPENDIX C
PROFESSIONAL REPORT FOR FACULTY EVALUATION

COLLEGE OF THE MUSCOGEE NATION

FACULTY EVALUATION REPORT

Name: _____
(Last) (First) (Middle)

Employee ID Number: _____ Date of Hire: _____

Type of Appointment: _____ Title: _____

Highest Degree Earned: _____ Date earned: _____

Institution of Highest Degree: _____

Other certifications applicable: _____

_____

_____

Additional Graduate Hours earned beyond degree: _____

_____

_____

TEACHING
Attach a narrative description of your experiences with the items listed below.

A. Competency in subject matter
B. Pedagogy/Teaching philosophy

C. Management of class(es)
D. Assessment of student learning
E. Student course evaluation summary
F. Other

TEACHING: 2014-2015 TEACHING ASSIGNMENTS

Course Name and Number	Enrollment	Credit Hours	Class Days	Class Time	Class Length in Hours	Class Length in Weeks

FACULTY SCHOLARSHIP

Attach a narrative description of your experiences with the items listed below.

A. Curriculum development
B. Continued relevant formal or informal education
C. Research, grants, contract, and submitted proposals
D. Publications, professional presentations, workshops, seminars, and exhibits
E. National, State, Tribal, or Regional Professional Associations or Boards
F. Other

FACULTY WORKLOAD

	Estimated Hours Each Week	Estimated Percentage of Work Each Trimester
Classroom instruction		
Advisement		

Office hours		
Committees		
Recruitment		
Other		
TOTAL		

TRIBAL CULTURAL ENRICHMENT
Attach a narrative description of your experiences with the items listed below.

G. Sponsor Student Cultural Events and/or Organizations
H. Increase fluency in the Native Language
I. Participate in tribal cultural-related activities
J. Encourage learning of Tribal Culture
K. Incorporate Tribal Culture, Language and History into the Curriculum
L. Other

GOALS ESTABLISHED FOR NEXT EVALUATION
Determine and state your goals for the next evaluation in the areas of: Teaching, Faculty Scholarship, and Tribal Cultural Enrichment.

Faculty Signature

Date

EVALUATION AND RECOMMENDATIONS

Review the previous evaluation and goals established. The Dean of Academic Affairs will provide an evaluation that identifies any progress made towards goals since the last evaluation, areas of strength and areas needing additional work.

The Academic Dean and faculty member have met concerning this performance document and the faculty member has been provided the opportunity to respond to the document orally and /or in written form.

Academic Dean Signature Date

Faculty Signature Date