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# **Faculty Handbook**

A guide to policies, procedures, and expectations as they relate to faculty.

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**2021-2022**

We enhance lives and community vitality through quality education.

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**Introduction**

The Faculty Handbook is a guide for the faculty and is designed to present general information about Lake Region State College and some of the more important policies and procedures as they apply to the faculty. The handbook is maintained by the Director of Academic Affairs.

**Mission Statement**

*We enhance lives and community vitality through quality education.* Lake Region State College is a student centered, open access, comprehensive community college within the North Dakota University System. The College provides quality academic education, career and technical education, and workforce training. The philosophy, mission, and core values can be found in Section 100.02 of the LRSC Policy and Procedure Manual.

**Equal Opportunity and Nondiscrimination**

Lake Region State College is an equal opportunity institution that does not discriminate on the basis of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, veteran's status, marital status, political belief or affiliation, and economic or perceived social status in its admissions, student aid, employment practices, education programs or other related activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Sandi Lillehaugen, Human Resource Manager, Lake Region State College, 1801 N. College Drive; Office #120, Devils Lake, ND 58301, (701) 662-1543 Sandra.Lillehaugen@lrsc.edu or the Office of Civil Rights/HHS, Citigroup Center 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544. The Office of Civil Rights also can be reached by calling (312) 730-1560, faxing (312) 730-1576, TDD (800) 877-8339 or by emailing [ocr.chicago@ed.gov](mailto:ocr.chicago@ed.gov).

**Governance**

Lake Region State College is governed by the State Board of Higher Education (SBHE) and North Dakota University System (NDUS). Relevant legislation, rules, SBHE policies and NDUS procedures can be found online at [www.ndus.edu](http://www.ndus.edu).

Career and technical education programs are approved by the North Dakota State Board for Career and Technical Education.

**Accreditation**

Lake Region State College is accredited by the Higher Learning Commission. Several career and technical education programs also maintain accreditation by independent accrediting agencies.

**Policies and Procedures**

Lake Region State College policies and procedures can be accessed in the Policy and Procedure Manual. The manual is available online at [www.lrsc.edu](http://www.lrsc.edu) > My LRSC > Faculty and Staff.

Policies and procedures are subject to change upon approval by the president. Faculty and staff are responsible to abide by policies and procedures. While all policies and procedures are relevant to all employees, Section 700 contains many policies and procedures specific to faculty and Chapter 1400.02 provides for the Faculty Senate Constitution.

**College Catalog**

The LRSC College Catalog is updated every two years. The College Catalog can be found online at [www.lrsc.edu](http://www.lrsc.edu) > Academics > Course Catalog.

## Academic Affairs

### Faculty Responsibilities

All faculty will be accountable to the Vice President of Academic and Student Affairs who may assign faculty an immediate supervisor for purposes of conducting the required classroom observation, supervisory evaluation, and approving leave, travel, and purchasing.

Faculty responsibilities include:

- Respond to student questions or concerns in a timely manner (within 24 hours preferably).
- Check voicemail, email, and mailbox daily.
- Maintain class attendance records.
- Provide instruction in accordance with the schedule determined by the Director of Academic Affairs.
- Campus-based faculty are required to be on campus a minimum of thirty-five (35) hours per week. This includes teaching, advising, committee work, recruiting, and office hours.
- Maintain adequate office hours for assisting students and colleagues.
- Maintain an up-to-date Outlook Calendar, including class times, office hours, meetings, committee assignments, off-campus activities, and personal leave.
- Faculty Senate members are required to attend Faculty Senate meetings, instructional staff meetings, division meetings, faculty in-service, Faculty Senate committee meetings, and their assigned college committee meetings.
- Conduct course assessments and contribute to program and division assessments as outlined in the LRSC Assessment Plan which can be found online at [www.lrsc.edu](http://www.lrsc.edu).
- Update course and program curriculum as necessary and submit appropriate paperwork to Curriculum and Academic Standards Committee for review.
- Meet deadlines for grades, syllabi, term scheduling, textbook orders, assessment, etc.
- Submit budget requests prior to the deadline set by the Director of Academic Affairs, track expenditures, and ensure expenditures do not exceed approved budget.
- Cooperate with the development of library and instructional resources.
- Inventory furniture, equipment, and supplies in classroom, lab, shop, and office.
- Ensure compliance with the computer usage policy found in Section 900.09.01 of the LRSC Policy and Procedure Manual.
- Faculty must provide advance notice to their designated supervisor, the Director of Academic Affairs, and/or the Vice President of Academic and Student Affairs when they cannot meet class, a required meeting, or committee assignment. Faculty must report leave in accordance with Section 700.16 of the LRSC Policy and Procedure Manual.
- Recognize the College's commitment to the community by accepting speaking invitations to community groups, participating as judges for various community events, serving the community as a consultant in the development of civic projects, and maintaining high standards of personal conduct.
- All Faculty Senate members are responsible for advising students. Advisors must proactively communicate with their advisees. This includes helping them meet their graduation requirements, choosing classes that best meet their academic goals, mentoring in their academic area, and general guidance in their career choices. Academic advisement includes meeting with advisees throughout the semester, advising during Registration Days, and utilizing Starfish to report at-risk students.
- Faculty are required to familiarize themselves with degree options, program offerings, articulation and transfer agreements, and programs available from other colleges on the LRSC campus. This information can be found in the LRSC College Catalog and online at [www.lrsc.edu](http://www.lrsc.edu).
- Perform other duties as assigned by the Vice President of Academic and Student Affairs.

**College Councils/Committees**

There are councils, committees, and consultative groups within the college that have been established by the Faculty Senate and/or the President. A full list of councils and committees can be found in Section 500 of the LRSC Policy and Procedure Manual.

**Faculty Senate**

Faculty Senate members are required to assist in the governance of the institution through their attendance at Faculty Senate meetings and contributions to committee work. The LRSC Faculty Senate Constitution can be found in Section 1400.02 of the LRSC Policy and Procedure Manual.

**Academic Appeal**

LRSC Policy 800.31 provides the procedure for academic appeals.

**Academic Integrity**

All faculty shall clearly state the consequences for academic integrity violations in their syllabi. The academic integrity policy can be found in Section 800.30 of the LRSC Policy and Procedure Manual.

**Budget Process**

Each spring the Director of Academic Affairs asks for faculty input on the budget for the next fiscal year. Faculty are asked to submit a *Budget Request Form* outlining budget needs. Overall budget decisions are made to achieve campus goals and objectives. Each faculty is responsible for running their budget reports and tracking expenditures to ensure budgets are not exceeded. Any budget changes need to be approved by the supervisor.

**Children in the Classroom**

Students are not allowed to bring children to class or to leave them unattended in the building. Should students be in need of childcare, the Director of Student Affairs can provide referrals.

**Class Roster**

Class rosters are available in Campus Connection. Faculty are responsible for verifying the roster daily for the first week of class and ongoing thereafter. If a student listed on the class roster has not or is not attending, faculty shall utilize Starfish to issue an early warning notice. Students attending class who are not on the roster must be assisted in registering for the course.

**Continuing Education**

All permanent faculty may be allowed release time from their regular duties for the purpose of enrolling in up to three (3) academic classes per calendar year subject to guidelines stated in Section 700.12 of the LRSC Policy and Procedure Manual.

**Course Schedule**

The course schedule shall be published at least three weeks prior to the first day of registration to allow sufficient time for student advising.

**Curricular Changes**

Only the Curriculum and Academic Standards Committee may approve new courses and course modifications, including changes to credit hours, course descriptions, and course titles. Approval is also needed to change degree requirements, including curricular changes, additions, or deletions. Faculty members must follow proper procedures to recommend changes. Contact the Director of Academic

Affairs for assistance.

### **Enrollment Capacity**

Enrollment capacity limits will be set by the Vice President of Academic and Student Affairs. Faculty can approve an increase to the enrollment capacity upon request. Any class with fewer than four students will not count toward the faculty members required credit load and may be cancelled by the Director of Academic Affairs, in which case the faculty member and supervisor will negotiate the additional administrative or teaching responsibilities needed to give the faculty member a full load.

### **Evaluation**

The faculty evaluation process can be found in Section 700.09 of the LRSC Policy and Procedure Manual.

### **Field Trips**

All field trips must be requested by the faculty member using a *Field Trip Request* form and approved by the Vice President of Academic and Student Affairs and the President. Requests for field trips must be made at least five days before the trip occurs. Only field trips that have definite instructional value will be given consideration.

### **Finals**

Finals shall be given during finals week. The week prior to finals week is for the presentation of new material and/or to review previous material. Faculty that have full-semester courses that meet on Fridays may choose to give their final on the Friday before finals week. Students with special circumstances, and with instructor approval, may request permission from the Vice President of Academic and Student Affairs to take their final early.

### **Professional Growth**

The Professional Growth Committee of the Faculty Senate shall establish and maintain an ongoing Faculty Development Program. The program is subject to approval by the President.

Each full-time faculty member shall submit an annual plan for professional growth. This plan shall contain an analysis of knowledge, skills and competencies to be acquired during the academic school year. The plan shall also contain the faculty's list of activities in order to achieve these goals.

Funding to support professional growth activities are provided to the Faculty Senate. The Professional Growth Committee approves requests for funding. Should a request involve out-of-state travel, the Vice President of Academic and Student Affairs must approve the travel. International travel requires approval by the President. The institution reserves the right to rescind approval for international travel to locations identified as level two, three, or four on the U.S. Department of State's travel advisory list.

### **Rank and Tenure**

Rank and tenure guidelines are found in Sections 700.13 and 700.14 of the LRSC Policy and Procedure Manual.

### **Student Attendance**

Instructors are required to keep attendance in each class. The last date of attendance must be noted when a student receives a failing grade but stopped attending at some point during the semester. Regular attendance is required of students. Instructors will explain their attendance policy in each course and clearly state it in the syllabus. When absence from class becomes necessary, it is the responsibility of the student to contact the instructor (prior to the absence whenever possible) to

request an excused absence. Students are not graded on attendance; however, when an instructor gives daily assignments, they do not have to allow students to make up the assignment as long as the policy is clearly stated in the syllabus. The student is responsible for mastery of material and completion of missed assignments. Failure to do so may affect the grade of the student regardless of the reason for the absence.

Students who have not attended class during the first seven days of the session may be administratively dropped from the course by the institution. Nonattendance is defined by failure to attend a campus course(s) at least once or failure to participate in an online class(s) or engage in an academically related activity. Logging into an online class is not sufficient, by itself, to demonstrate academic attendance by a student.

When the number of absences exceeds double the credit hours for a course by the last day to drop the courses with record, students may be administratively withdrawn by the Registrar at the request of the instructor. Students who fail to attend and have not been administratively withdrawn will receive a grade of "F" in the course.

The full attendance policy, with additional exceptions to the attendance expectation, can be found in Section 800.14 of the LRSC Policy and Procedure Manual.

### **Student Employees**

Student employees may be assigned to individual faculty upon request. If the need for a student employee arises, it is the responsibility of the faculty to include the expense in their budget request for the next fiscal year. Notify the Director of Academic Affairs if a student employee is needed.

### **Supplies**

Basic classroom and office supplies are located in the supply closet outside the Vice President of Academic and Students Affairs office. Items are ordered in limited quantities. Requests for additional items can be directed to the receptionist.

### **Tuition Assistance**

Faculty and/or their dependents may qualify for tuition assistance as identified in Sections 400.33, 700.03, and 700.12 of the LRSC Policy and Procedure Manual.

### **Grading System**

A traditional grading system using A, B, C, D and F, is used for credit courses. "A" indicates work of exceptional quality, "B" indicates above average work, "C" indicates average work, "D" work which is unsatisfactory but carries credit, and "F" unsatisfactory work carrying no credit. An Incomplete ("I") is given when, for a valid reason, work cannot be completed as scheduled.

If a student withdraws from a course before the last ten (10) days of the course, his/her grade is recorded as "W". If a student withdraws from a course within the first ten (10) days of the semester, no recorded "W" will appear on the transcript.

Quality of work is indicated by grade points calculated as follows:

- "A" – 4 honor points per credit hour
- "B" – 3 honor points per credit hour
- "C" – 2 honor points per credit hour
- "D" – 1 honor point per credit hour
- "F" – 0 honor points per credit hour
- "I" – Incomplete, not included in grade point average



- “P” – Satisfactory, not included in grade point average
- “S” – Satisfactory, not included in grade point average
- “U” – Unsatisfactory, not included in grade point average
- “W” – Not included in grade point average
- “AU” – Audit, not included in grade point average

Grade point average is determined by dividing the total number of honor points earned by the total number of semester hours with honor points. Credit with grades of “W”, “I”, “P”, “S” or “AU” are not included in computing the grade point average. Incomplete grades are computed into the final transcript as carrying no credit hours or honor points.

If a student repeats a course, the record of both the original and the repeated course will be retained on the student’s record, but only the honor points earned and credit gained in the last retaking will be used in computing the cumulative grade point average.

Students completing twelve (12) semester hours or more with no incompletes and receiving a 4.0 GPA are included on the President’s list each semester. Students completing twelve (12) or more semester hours with no incompletes and receiving a GPA of 3.25 or better but not 4.0 are included on the Dean’s list each semester.

### **Reporting Grades**

Grades are due the first Tuesday following the last scheduled week of the session. All grades are to be entered using Campus Connection following the procedures outlined by the Registrar’s Office. It is essential that instructors follow the grading procedures identified in their course syllabus. Instructors are required to supply the last date of attendance for any student who receives a grade of “I” or “F”.

### **Incomplete**

At the discretion of the instructor, an “I” (incomplete) may be granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the instructor before the end of the term. Incompletes not removed by the end of the next term will be converted to the grade assigned for the work completed at the end of the term when the incomplete was issued.

### **Interstate Passport Network**

LRSC is a founding member of the Interstate Passport Network, which provides a framework for block transfer of lower-division general education based on learning outcomes in nine areas:

- Foundational Skills: oral communication, written communication, quantitative literacy
- Knowledge of Concepts: natural science, human cultures, creative expression, human society and the individual
- Crosscutting Skills: critical thinking and teamwork and value systems

The Interstate Passport Network (Passport) is a consortium of public and private, regionally accredited two-year and four-year institutions dedicated to providing an efficient process for students transferring from one institution to another and avoiding the need to repeat academic work already successfully completed. For a list of Network member institutions, visit [www.wiche.edu/states](http://www.wiche.edu/states).

The Passport is awarded to students who achieve the Passport Learning Outcomes in all nine areas at transfer-level proficiency. The Passport transfers as a block and is recognized by each Passport receiving institution as fulfilling lower-division general education requirements in the nine identified Passport areas. Successful completion of the Passport will be noted on students’ transcripts. LRSC’s Passport

block matrix is available online at [www.lrsc.edu](http://www.lrsc.edu).

### **General Education Requirement Transfer Agreement (GERTA)**

The North Dakota University System (NDUS) General Education Requirement Transfer Agreement (GERTA) was developed to assist students who transfer within the NDUS. This agreement states that students who transfer to a NDUS institution after completing their general education coursework at any other NDUS institution will be deemed to have met all lower division general education requirements at the transfer school. A minimum of 39 semester hours must be completed in the areas of communication; arts and humanities; social sciences; and mathematics, science and technology. An additional 21 elective semester hours is required. If all general education courses have not been completed before transferring, courses will be applied to the general education requirements of the NDUS institution being transferred to on a course by course basis.

The LRSC College Catalog includes a matrix that indicates which class offerings meet the General Education Requirement (GER) for the Associate in Arts Degree, Associate in Science Degree, and Associate in Applied Science Degree. Courses included in the NDUS GER column are approved by the NDUS institutions as meeting the requirements of GERTA.

### **Division Mission Statements**

**Academic Division Mission** - The Academic Division focuses on the student, providing high-quality, accessible educational opportunities in the liberal arts. The division strives to maintain an educational environment in which students learn to think critically and creatively and to express themselves cogently, broadening their understanding of life and their ability to function successfully and to their full potential in a complex and changing society.

**Career and Technical Education (CTE) Division Mission** - The CTE Division offers various specialized programs. The division frequently assesses industry trends and standards and alters curricula to ensure the quality of its programs. It is the mission of the CTE Division to provide students with current knowledge and training necessary for immediate entry into various specialties within the job market.

### **General Education Objectives**

Faculty shall choose three objectives that they will assess through the instruction of their course.

- I. **An educated person must have a critical appreciation of society and of self. This includes some understanding and experience in thinking about moral and ethical problems which enable an educated person to make discriminating moral choices—*personal/inter-personal skills.***
  1. To understand how a human being behaves individually and how one is linked to one's social and natural environment—*know thyself.*
  2. To understand the complexities and uncertainties of personal and social environments, to understand how individuals may be changed and controlled by their environments, and to develop skills to change and control environments—*personal change and growth.*
  3. To apply knowledge gained in the educational process and use that knowledge in everyday living—*apply knowledge to the real world.*
  4. To develop skills for designing and evaluating a personal mental and physical health program—*mental and physical wellness.*
  5. To recognize the importance of leisure and develop the use of leisure for positive life changes—*importance of leisure.*
  6. To develop the ability to make responsible decisions based upon understanding and experience in discussing moral and ethical problems in society—*values and ethics.*

7. To develop work habits and ethics necessary to function effectively in the workplace—*work-related skills*.
- II. An educated person must be able to think, speak, and write effectively—*communication/thinking skills*.**
1. To develop a working knowledge of the English language to communicate effectively by writing and speaking clearly and concisely—*present ideas (oral/written)*.
  2. To develop the skills necessary to gather, integrate, synthesize, and analyze written and oral information in a critical manner—*rational/critical/higher-order thinking*.
  3. To use information objectively for solving problems and arriving at alternative solutions—*problem-solving skills*.
  4. To develop the critical listening and reading skills needed to interpret the messages of speakers and authors—*reading/listening critically*.
  5. To nurture creative thinking and intellectual curiosity through opportunities and incentives and to encourage attempts at different, divergent solutions to open-ended questions, problems, and situations—*creativity/intellectual curiosity*.
  6. To conceptualize links between events, entities, and ideas and the large context in which they occur—*integrate ideas of the world*.
- III. An educated person must have an understanding of other cultures to enable one to conduct life with reference to the wider world within which one lives—*global/multi-cultural experiences*.**
1. To gain knowledge of Western and non-Western cultures and other times in order to better understand the world and its people—*the world/Eastern/Western civilizations*.
  2. To recognize that world events are interdependently linked, are affected by the social environment, and are influenced by institutions created within an interactive society, and to understand that impact on one event has ramifications for other events and for the whole—*understand world events from differing disciplines*.
  3. To nurture a philosophy that asserts the dignity of humanity while understanding the value of world diversity in race, ethnicity, and culture—*global culturalism*.
  4. To encourage development of a working knowledge of a second language— *communication and understanding*.
- IV. An educated person must have an appreciation for and an informed acquaintance with the arts and humanities. Experiencing the aesthetics of literature, the arts, and history will provide enrichment in a variety of diverse fields and life experiences—*aesthetic/ intellectual experiences*.**
1. To develop a knowledge of and appreciation for human accomplishments in art, music, literature, and history—*appreciation for the arts and humanities*.
  2. To understand the connectedness and inter-dependency between events, entities, and ideas and the large context in which they exist—*inter-disciplinary understanding*.
  3. To understand literary concepts presented through literary works in the humanities, history, and English—*understanding literary concepts*.
  4. To develop a consciousness of history and an understanding of the common heritage of Western civilization—*understand social, economic political structures*.
  5. To foster an understanding of the benefits and responsibilities of living in a democratic society—*citizenship/leadership*.

- V. An educated person must have an informed acquaintance with and an appreciation for science and mathematics and their contributions to society—*mathematics/sciences applications*.**
1. To develop a conceptual understanding of mathematics and a practical knowledge of mathematical application—*numerical*.
  2. To understand and appreciate the natural physical environment of the planet Earth, thus promoting an ethic of stewardship and ecology—*environment*.
  3. To gain knowledge of the properties of the universe for understanding and application—*physical*.
  4. To foster an attitude of intellectual inquiry and methodology which will expand one's view of the universe and the place of humanity within it—*scientific method/inquiry*.
  5. To provide a general knowledge of the human body and its systems—*biological*.
- VI. An educated person must be literate in current and future technologies—*technology/computers/information applications*.**
1. To explore the nature, role, and impact of technology on the environment and society—*technology literacy*.
  2. To develop a working knowledge of computers and computer programs and their functions—*computer literacy*.
  3. To apply current technologies to access and utilization of information—*application of technology*.
  4. To develop the skills necessary to locate and gather information from both print and non-print resources—*library/information literacy*.
- VII. An educated person must have a continued commitment to life-long learning—*life-long learning experiences/skills*.**
1. To develop a pattern of intellectual curiosity and inquiry which promotes life-long learning—*value of life-long learning*.
  2. To nurture and promote the ability to adapt to an ever-changing society—*adapt to the future*.
  3. To develop an interest in serving the community—*community service*.

## Student Support Services

### TRiO Student Support Services

TRiO Student Support Services offers services to low-income, first generation, or disabled college students. It provides opportunities for students toward successful completion of their postsecondary education. This program increases the college retention and graduation rates of its participants and facilitates the process of transition from one level of higher education to the next.

The program provides participants with assistance in basic skills in math, writing and English; provides tutoring, advising and training in technology; and offers instruction in study skills and cultural enrichment.

### Power Skills Center

The Power Skills Center provides training in study skills, individual and small group tutoring, career exploration, financial literacy and financial aid support, and academic advising. Students who are not enrolled in TRiO Student Support Services are eligible for assistance through the Power Skills Center.

### Counseling

The Director of Counseling assists and enables students in personal and career development. LRSC

provides free, confidential consultation regarding personal and career counseling that may include intervention and referral services.

### **Proctoring Services**

The Power Skills Center will assist with individual student test proctoring and assist students needing special accommodations. Full course test proctoring assistance is provided by the Academic Affairs Office.

### **Tutoring Services**

The Power Skills Center or TRiO Student Support Services will provide tutoring services.

### **Learning Commons**

The renovated Paul Hoghaug Library offers spaces that support learning, including spaces for group work and individual study, instructional rooms, computers, multi-media labs, and comfortable seating areas. The library is an excellent resource for all types of research, providing numerous print, video, audio, electronic, and other resources. All materials can be accessed from the online catalog system through Online Dakota Information Network (ODIN). ODIN offers the interlibrary loan feature where students can request materials owned by other North Dakota libraries.

Faculty may use their electronic identification card to checkout materials. The library houses a number of materials that can be used to supplement the curriculum. These materials are listed in the ODIN catalog.

The library will house and check-out materials placed on reserve. If you have readings or supplementary material for students, these can be placed on reserve. Students can check out reserve items overnight or use it in the library only, depending on how the reserve is set up. Contact the librarian for assistance.

### **Campus Safety**

#### **Annual Campus Security and Fire Safety Report**

LRSC publishes an Annual Campus Security and Fire Safety Report. This report can be found online at [www.lrsc.edu](http://www.lrsc.edu) > Student Life > Campus Healthy, Safety, & Security.

The Devils Lake Police Department, in an agreement with LRSC, provides all patrol and investigative services, including responding to calls of emergency and non-emergency nature. They also provide for the investigation of all criminal activity. The Lake Region State College Police Department provides an emergency response to a crime in progress that threatens the safety and/or security of persons or property.

Faculty should contact 911 during an emergency to alert police, fire, or EMS. Internally, faculty should alert the Safety and Security Team by calling #11 from any campus landline.

#### **Sexual Misconduct & Title IX**

Student and employees must comply with federal law and follow LRSC Policy 1500.09 *Sexual Misconduct and Title IX Compliance* and attend annual training.

All LRSC faculty and staff are considered responsible employees. Responsible employees must address sex and gender-based discrimination and harassment, and report misconduct to the Title IX Coordinator or to a vice president.

## Administrative Affairs

### Conflict of Interest

All faculty are required to abide by the Conflict of Interest Policy found in Section 700.21 of the LRSC Policy and Procedure Manual.

### Distracted Driving

Use of cellular phones and handheld communication devices safety is a primary concern when employees are driving a State Fleet vehicle or their privately-owned vehicle on state business. In order to reduce the risks associated with distracted driving, it is the policy of LRSC to prohibit the use of cell phones (including hands free) or any other mobile device while operating a motor vehicle on state business. This restriction includes answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, and accessing the internet. These restrictions do not apply to emergency calls, or brief calls that are identified and designated as necessary to fulfill critical job responsibilities.

### Faculty Records

Faculty records will be maintained in accordance with the open records provisions of the North Dakota Century Code. Faculty members may request a review of their personnel folders according to state law. Faculty personnel files are retained by the Administrative Affairs Office. Student evaluations are retained by the Academic Affairs Office.

### Keys

Instructors may contact the Director of Academic Affairs for assistance in obtaining door access and the receptionist for a mailbox key. Faculty or staff members, when acting as advisor, must not leave the until all students using the facilities have left. Students cannot be responsible for locking up after an activity. Requests for special custodial services, classroom or office improvements, furniture, etc. must be made to the Director of Academic Affairs who will coordinate with the Physical Plant Director.

### Payday

Salary checks for college personnel are issued twice each month. Payday shall be the last day of the month for the pay period consisting of the first day of the month to the fifteenth day of the month. For dates worked from the sixteenth of the month to the last day of the month, payday will be the fifteenth of the following month. *If payday falls on a Saturday, Sunday, or holiday the preceding work day will be payday.*

All Lake Region State College employees are required to participate in direct deposit of wages unless one of the exceptions, as listed in NDUS Procedure 702.5, is approved by the Vice President of Administrative Affairs.

### Resignation

A member of the faculty may request a release from their contract by submitting a letter of resignation to the President through the Vice President of Academic and Student Affairs. Only under exceptional circumstances, and where a suitable replacement can be found, will such requests be considered.

### Travel Reimbursement

Expense reports will be submitted using the Travel and Expenses module of the Finance system as defined in Section 400.06 of the LRSC Policy and Procedure Manual. The Vice President of Academic and

Student Affairs requires faculty to submit for reimbursement within 90 days of return from travel.

### **Vehicle Usage**

LRSC has state fleet vehicles available for work travel. The full policy can be found in Section 400.21 of the LRSC Policy and Procedure Manual. State Fleet vehicles can be reserved in the Bookstore. Per LRSC Policy 400.06, employees are encouraged to use a State Fleet vehicle for business use. Mileage reimbursement for business use of a privately owned vehicle, regardless of type, will be at the rate in effect at the time of travel for the Sedan/Wagon vehicle category listed on the North Dakota Department of Transportation State Fleet Services Rental Rates schedule. For special circumstances listed below the reimbursement rate will be the Privately Owned Vehicle Mileage Reimbursement Rate established by the U.S. General Services Administration (GSA).

- 1) A request for a State Fleet vehicle was received at least one week prior to the planned travel date and it was determined by Lake Region State College that no State Fleet vehicle would be available, or
- 2) Lake Region State College has determined that the provision of a State Fleet vehicle is not generally feasible where the employee is physically located, or
- 3) Permission has been granted by the employee's supervisor due to unique circumstances. An explanation of the unique circumstances must be included on the employee's travel and expense submission and signed by the Vice President of Academic and Student Affairs.
- 4) When a privately owned vehicle, regardless of type, is used, miles to and from the destination city, plus 5 miles per day, will be the only reimbursable miles.

## **Information Technology Services**

### **Email**

An NDUS email account is required for all employees and students. LRSC uses Microsoft Office 365 for our email solutions.

### **IT Help Desk**

If you encounter a computer problem, you should contact the Computer Help Center at extension 21596 or submit a Help Center ticket at [www.lrsc.edu/MyLRSC/Faculty & Staff/IT Help Desk](http://www.lrsc.edu/MyLRSC/Faculty%20Staff/ITHelpDesk).

### **IT Support**

Requests for technical support for special events and for after hours, evenings, and weekends must be made to the Director of Information Technology.

### **Printer and Photocopy Machine**

The primary printer and photocopier for instructional materials is located in the copy center. This machine produces copies at the least cost per copy. Contact IT staff to receive operational instructions or to report problems. The photocopier inside the Academic Affairs Office can be used when the primary machine is out of order or in use. Your access code is the same on both machines. If you do not know your access code, contact the Business Office.

## **Syllabi**

A syllabus must be submitted for each class by the deadline set by the Director of Academic Affairs. Part-time instructors are encouraged to use the lead faculty's syllabus as a guideline and maintain the textbook, course description, course objectives, student outcomes/competencies, and applicable general education objectives as set by the lead instructor.

**Purpose**

Syllabi outline course expectations, organize information, guides student learning, prevents misunderstandings and provides a permanent record. Syllabi are often requested by other institutions of higher learning for transfer review, by the assessment committee for course review, or by the Higher Learning Commission for accreditation. Components relevant to the current semester are absolutely necessary especially in the event of a student grievance.

**Guidelines**

A syllabus must be submitted for each class each semester and follow the instructions listed below. A syllabus that does not follow the correct format, is named incorrectly or does not include all required components will be returned to the instructor for revision.

**Format**

1. Microsoft Word document
2. 1" margins
3. 10 or 12-point font
4. Arial or Calibri font

**File Name**

1. Subject (capitalize all letters of the subject)
2. Catalog number
3. Instructor last name (capitalize the first letter only)
4. Course number

Example: ENGL 110 Nelson 23456

**Submission**

1. Email on campus and online syllabi to Jen at [jennifer.wignall@lrsc.edu](mailto:jennifer.wignall@lrsc.edu).
2. Email GFAFB syllabi to John at [john.cowger@lrsc.edu](mailto:john.cowger@lrsc.edu).
3. Email dual credit syllabi to Lois at [lois.bachmeier@lrsc.edu](mailto:lois.bachmeier@lrsc.edu).

**Required Components**

1. College name
  - If including the LRSC logo, ensure it is the new logo.
2. Semester
  - Example: Fall 2019
3. Course name
  - Example: College Composition I
4. Subject and catalog number
  - Example: ENGL 110
5. Course number
  - 23456
  - The course number changes every semester. It can be found on your class roster or the printed term schedule.
6. Credit Hours
7. Class days and times
  - If online, state "Class days and times: Online"
8. Room number



- If online, state “Room number: Online”
9. Instructor Name
  10. Instructor Email
  11. Instructor phone number
  12. Office hours and days
    - If online, state “Office hours and days: Online”
  13. 13. Office location
  14. Ex. Room 145B
    - If online, state “Office location: Online”
  15. Prerequisite
    - If no prerequisite, state “Prerequisite: None”
  16. Catalog Description
    - This description must be verbatim from the LRSC College Catalog.
  17. Materials of Instruction
    - Provide specific information from required textbooks, supplemental readings, lab kits, etc.
  18. Major Units
    - Example: Ch. 1 Research and MLA documentation, Ch. 2 Concept papers, Ch. 3 Writing strategies
  19. Grading Scale
    - Example: 90-100 A, 89-80 B, 79-70 C, 69-60 D, 59 or below failing
  20. Assessment Tools
    - Ensure this section is consistent with the course assessment that faculty are required to submit each year.
  21. General Education Objectives
    - Choose a minimum of three objectives that you will strive to achieve in the instruction of your course.
  22. Course Objectives
    - Example: This course allows students to increase the range and accuracy of their grammar and vocabulary, generate and narrow topics and compose essays while focusing on the language needed to edit their own writing and comprehend academic texts. The course includes group discussion and conversational strategies.
  23. Student Outcomes/Competencies
    - Example: Upon completion of this course, the student will: write effective introductory, body and concluding paragraphs; understand the proper use of grammar and punctuation; correctly document sources in MLA style; integrate knowledge and exercise to arrive at creative solutions.
  24. Division Mission Statement