



2016-2017

Faculty Handbook

Section 1: BHSU Mission, Vision and Strategic Goals.....	1
Section 2: BHSU Organization.....	2
• Administrative Team.....	2
• Academic Affairs Organization	2
Section 3: Academic Programs, Courses and Curriculum	3
• Catalog	3
• Curriculum	4
• Curriculum Changes/Course Changes	4
• General Education.....	4
• General Education Assessment	5
• High Impact Learning	5
○ Service Learning	5
○ Student Research.....	5
• Pre-General Education Courses.....	6
• Information Literacy Proficiency.....	6
• Honors Program	6
• Special Courses	7
○ Internships.....	7
○ Independent Study	7
Section 4: Academic Policies and Procedures.....	7
• Absence from Class/Faculty Sick Days	7
• Academic Freedom and Responsibility	7
• Academic Honesty/Plagiarism	8
• ADA Statement.....	8
• Books	9
• Computers.....	9
• Course Management Software	9
• Disruptive Behavior	9
• E-Mail	9
• Family Educational Rights and Privacy Act (FERPA)	10
• Final Exam Policy	10
• Grading.....	10
○ Assigning Grades	11
○ Incomplete (I) or In progress (IP).....	11
○ Changing a Grade	11
• Grievance Procedure.....	11
• Office Hours.....	11
• Office Supplies	11
• Printing Services.....	11
• Prohibited Conduct	12
• Syllabus.....	12
• Title IX	12
• University Sponsored Activities Policy	13
Section 5: Advising by Faculty	14
• Changing Majors/Minors/Advisors	14
• EY Berry Library	14
• Exit Exams.....	15
• Graduation Requirements	15
• Holds	15

- Program Evaluation/Degree Audit for Advising..... 15
- Praxis 16
- Recruitment and Retention Specialists (R&R) 16
- Student Course Load..... 16

Section 6: Services Provided to the Faculty..... 16

- Business Cards/Graphic Design..... 17
- BUZZ (ID) Cards..... 17
- Emergency Planning 17
- Faculty Professional Organizations 17
- Faculty/Staff Directory 17
- Fund Drives 18
- Graphics & Media Services 18
- Instructional Technology Support 18
 - Help Desk..... 18
 - Technology Fellows..... 19
- Mailboxes 19
- Online Course Management..... 19
- Payroll Checks and Direct Deposit 19
- Sponsored Programs Office 20
- State ID Cards 20
- State Vehicles..... 21
- Travel for Professional Development..... 21
- Travel Requests 21
- University Dining..... 21
- University and Community Communications 21
- Parking Permits 22
- Scholarship Fund Payroll Deduction..... 22
- Scheduling Rooms 23
- Weather Information 23

Section 7: Faculty Issues 23

- BOR Personnel Policies 23
 - Acceptance of Honoraria..... 23
 - Contracts..... 23
 - Equal Opportunity..... 23
 - Faculty Disciplinary Procedures 24
 - Faculty Evaluations 24
 - Faculty Leaves 24
 - Grievance Procedures..... 24
 - Harassment..... 24
 - Intellectual Property..... 24
 - Resignations 24
 - Rank and Promotion..... 25
 - Retirement..... 25
 - Tenure 25
- Conflict of Interest..... 25
- Distinguished Faculty Award 25
- Drug Free Workplace 27
- Faculty Bargaining Unit: Council of Higher Education (COHE)..... 27
- Faculty Senate..... 27
- Graduate Faculty 28
- Graduate Council..... 28

- Private Consulting 28
- Search and Screen Policies and Procedures 29
- Salary Policy 29
- Sabbaticals 29

Section 8: The University 29

- Accreditations and Program Review 29
- Academic Centers 30
 - Center for the Advancement of Mathematics and Science Education 30
 - Center for American Indian Studies 30
 - South Dakota Center for Economic Opportunity (SD CEO) 31
 - Center for the Conservation of Biological Resources (CCBR) 31
 - WestCore 32
 - Center for Business, Entrepreneurship, and Tourism (CBET) 32
 - Center for Economic Education (CEE) 33
- Campus Committees 33
- Faculty Senate Committees 33
- Jointly Appointed Agreement Committees 33
- Presidential Committees/Councils 33
- Provost & V.P. for Academic Affairs Committees/Councils 34
- V.P. for Finance and Administration Committees 34
- V.P. for Student Affairs Committees/Boards 34
- Emergency Phone Numbers 35

Faculty Handbook 2016-2017

1. BHSU Mission, Vision and Strategic Goals

Black Hills State University remembers its past changes – from a normal school, to a teachers college, to a state college, and now a comprehensive university.

The legislature established Black Hills State University to meet the needs of the State and region by providing undergraduate and graduate programs.

Mission

The South Dakota Board of Regents implemented SDCL 13-59-1 by authorizing that *Black Hills State University offers undergraduate and graduate programs in the liberal arts and sciences and in professional education, promotes excellence in teaching and learning, supports research, scholarly and creative activities, and provides service to the State of South Dakota and the region. Black Hills State University is the only multipurpose university in Western South Dakota.*

Vision Statement (Will need to update based on new Strategic Plan)

Black Hills State University will be South Dakota's honors liberal arts university that promotes sustainability, inclusivity, undergraduate research and global social change.

University Strategic Goals

1. BHSU will *inspire* and support student success from recruitment to graduation
2. BHSU will provide *innovative* learning experiences that facilitate academic achievement, research, and creative activity.
3. The BHSU community will *engage* in partnerships, service, and enriched student experiences.
4. BHSU will develop and expand internal and external resources to become all that we can *imagine*.

Additional information about the university may be found on the Black Hills State University website www.bhsu.edu

2. Black Hills State University Organization

Administrative Team

President.....	Dr. Tom Jackson, Jr.
Administrative Assistant (Ms. Judy Bauer – 605-642-6111)	
Vice-President for Academic Affairs.....	Dr. Chris Crawford
Administrative Assistant (Jody Gabriel – 605-642-6262)	
Vice-President for Finance and Administration.....	Ms. Kathy Johnson
Administrative Assistant (Donna Vanden Hoek-Wiles – 605-642-6512)	
Vice-President for Institutional Advancement.....	Mr. Steve Meeker
Program Assistant (Hailima Yates – 605-642-6385)	
Vice-President for Student Life.....	Dr. Lois Flagstad
Administrative Assistant (Stephanie Harmon – 605-642-6599)	
Chief Information Officer	Dr. Warren Wilson
Administrative Assistant (Christy Couch – 605-642-6020)	

Academic Affairs Organization

The University is composed of three colleges and with two schools per college.

College of Business & Natural Sciences

Dean (Dr. Priscilla Romkema – 605-642-6341) Priscilla.romkema@bhsu.edu
Program Assistant (Krista Shaykett – 605-642-6212) krista.shaykett@bhsu.edu
Senior Secretary (Summer DiGioia – 605-642-6912)
summer.digioia@bhsu.edu

School of Business

Chair: Dr. Ron DeBeaumont (605-642-6236)
Ronald.DeBeaumont@bhsu.edu

School of Natural Sciences

Chair: Dr. Charlie Lamb (605-642-6026)
Charles.Lamb@bhsu.edu

College of Education and Behavioral Sciences

Dean (Dr. Sharman Siebenthal Adams – 605-642-6550) sharman.adams@bhsu.edu
Administrative Assistant (Jean Osborn – 605-642-6112) jean.osborn@bhsu.edu

School of Behavioral Sciences

Chair: Dr. Jim Hess (605-642-6850)
Jim.Hess@bhsu.edu

School of Education

Chair: Dr. Kathleen Matthew (605-642-6405)
Kathleen.Matthew@bhsu.edu

College of Liberal Arts

Dean (Dr. Amy Fuqua – 605-642-6221) amy.fuqua@bhsu.edu

Administrative Assistant (Terri Bjorum – 605-642-6133) terri.bjorum@bhsu.edu

Senior Secretary (Raena Martinez – 605-642-6420) raena.martinez@bhsu.edu

School of Arts and Humanities

Chair: Ms. Gina Gibson (605-642-6007)

Gina.Gibson@bhsu.edu

School of Mathematics and Social Sciences

Chair: Dr. Daluss Siewert (605-642-6209)

Daluss.Siewert@bhsu.edu

3. Academic Programs, Courses and Curriculum

Catalog

The Black Hills State University academic catalog is updated annually by the Registrar's Office in cooperation with the Office of Academic Affairs. Any student registering for the first time at Black Hills State University will use the current version of the university catalog to plan an academic program.

<http://www.bhsu.edu/Academics/RegistrationRecords/AcademicCatalog/tabid/107/Default.aspx>

The university reserves the right to change graduation or other academic requirements where changes are necessary to comply with Board of Regents policy directives, to meet external demands relating to accountability or accreditation standards, to reflect curriculum changes or substitutions or to implement evolving discipline requirements in major fields. Programmatic and curriculum changes are processed at the campus level as well as through the BOR.

Every student is required to have a catalog of graduation. New and transfer students are assigned the catalog in effect at the time of their initial enrollment at the university from which they are seeking a degree. Students may elect a catalog of graduation that is later than their initial catalog but may not elect a catalog of graduation that is earlier than their initial catalog.

In order to receive a degree, students must meet the program requirements listed in their catalog of graduation. Students who discontinue enrollment at any Regental university for more than two consecutive semesters are assigned the catalog in effect at the time of their reenrollment as their catalog of graduation. Students are considered to be in continuous enrollment for purposes of the catalog of graduation so long as any break in enrollment at any Regental university is for two or fewer consecutive semesters (excluding summer) and students maintain their degree seeking status at the same Regental University. Students who change their degree seeking status from one Regental university to another Regental university are assigned the catalog of graduation that corresponds to the term they are admitted to their new degree granting university.

Curriculum

Degrees are authorized at the associate, baccalaureate, and master levels. In addition, the university offers a variety of minors, certificates and pre-professional programs.

Curriculum Changes/Course Changes

Because BHSU is one of six public universities governed by the South Dakota Board of Regents, courses that are common among two or more of South Dakota's public universities have common course numbers and descriptions. However, each campus has the flexibility to offer unique courses to design their majors and minors.

A curriculum process exists which allows faculty to make desired changes. The curriculum forms are available at the Board of Regents Web Page: click on Academic Information, then on AAC Council, then on [AAC Guidelines](#). The forms should be completed and given to the appropriate department chair to start the process for consideration by the college and then the university curriculum committees. Contact Ms. Dawn Kennedy at 642-6289 for assistance in completing the form.

General Education

The General Education component of all baccalaureate programs shall consist of 30 hours of System General Education Requirements. Students may only select general education courses from a limited approved list to meet the System General Education Requirements. These requirements are effective for students entering Fall 2017. The distribution of courses/credits will be maintained as guidelines managed by the Academic Affairs Council and approved by the Committee on Academic and Student Affairs.

The specific student learning outcomes will be maintained as guidelines and managed by the Academic Affairs Council in consultation with the System General Education Committee and approved by the Committee on Academic and Student Affairs. The six System General Education Goals are:

- GOAL #1: Students will write effectively and responsibly and will understand and interpret the written expression of others.
- GOAL #2: Students will communicate effectively and responsibly through listening and speaking.
- GOAL #3: Students will understand the organization, potential, and diversity of the human community through study of the social sciences.
- GOAL #4: Students will understand the diversity and complexity of the human experience through study of the arts and humanities.
- GOAL #5: Students will understand and apply fundamental mathematical processes and reasoning.
- GOAL #6: Students will understand the fundamental principles of the natural sciences and apply scientific methods of inquiry to investigate the natural world.

Additional detail is presented in [BOR Policy 2:7](#).

General Education Assessment

The assessment of student learning enhances the overall quality of academic and co-curricular programs. University assessment programs increase communication within and between departments/units related to departmental, college and institutional goals and objectives. Assessment also enhances public understanding of higher education and diversity of institutional roles and missions. To assess and evaluate student achievement of the goals and learning outcomes of the established System General Education Requirements, all universities shall participate in a shared assessment and evaluation process that utilizes a random sample of syllabi and student work produced in general education courses and system-standard rubrics or other measures, as appropriate. Additional detail on the BOR's assessment procedures is contained in [BOR Policy 2:77](#).

High Impact Learning

Black Hills State University values and supports undergraduate research, creative activity, internships, and service learning. Faculty in all disciplines are encouraged to involve students whenever appropriate in inquiry-based learning in and out of the classroom.

Through the challenge of conducting mentored research, creating art uniquely their own, being involved in a service project, or interning in a career-related experience, undergraduates learn how new ideas are developed and tested in their respective disciplines to gain confidence in their own knowledge and ability to contribute meaningfully to society.

Service-Learning

Black Hills State University is a member of the Midwest Consortium for Service-Learning in Higher Education. As such, it values and supports service-learning as an integrated form of experiential education in which students engage in activities that address human and community needs together with structured opportunities for reflection to achieve desired learning outcomes. Faculty members are encouraged to use academic service-learning as a pedagogy that integrates service in the community with academic courses to meet specific learning goals for students.

The [International Service Learning Program](#) provides experiential education opportunities for students to address human and community needs. This innovative BHSU program presents a unique opportunity for students to experience structured international opportunities intentionally designed to promote student learning and development. The program provides an engaging classroom environment with a cohort of interdisciplinary students and key faculty member. Throughout the semester the group will work on a project, culture and preparation before traveling abroad with their faculty-led group. This program provides an integrated opportunity for students to engage with various cultures which prepare them as global citizens. BHSU currently has service learning agreements in Botswana and the Philippines.

Student Research

The [Black Hills Research Symposium](#) is an annual campus event that showcases

the faculty-mentored scholarship of BHSU students. Typically held in late March, the symposium is open to all disciplines.

Black Hills State University is also an active member of the [National Council on Undergraduate Research](#). Students who have completed or are presently conducting faculty-mentored scholarship can apply to present at this organization's annual conference. Those who are chosen through NCUR's competitive selection process can receive financial support to attend. Contact the Black Hills Research Symposium Committee for more information on both of these events.

Pre-General Education Courses

For students who are not academically prepared for College Algebra and/or English Composition or who have difficulty with reading comprehension, pre-general education courses are offered. This determination is made at the time of application for admission. It is based on either a combination of the student's ACT scores and high school GPA or by the ACCUPLACER Placement Exam completed at the time the student enrolls. Pre-general education courses prepare students to be successful in English composition, College Algebra, and with university level reading. These pre-general education classes must be completed within the first 42 hours attempted. The courses (except MATH 101) do not count in the total number of hours completed toward graduation. If a student has a special concern, they may discuss options with his/her advisor or School Chair.

Information and Math Literacy Proficiency

By Regental policy, information literacy is taught in English 101, English 201, and Speech Communication 101. Also, by Regental policy, mathematical literacy is taught in Math 102, Math 103, Math 123, and Math 281.

Honors Program

The University Honors Program, designed for high-achieving students, enhances the university experience through diverse and thought-provoking classes, faculty mentorship, and a close-knit academic and social community. The program provides individualized instruction, unique coursework and learning experiences, and opportunities for undergraduate research, creative scholarship, and international travel. The program boasts four tracks: the International University Scholar, University Scholar, and International Research Scholar and Research Scholar. University Scholars complete a four-year supplemental program consisting of Honors general education courses, two or more semesters of a non-English language, two Honors colloquia, and a year-long capstone experience and public defense. Students who complete the program and also participate in a meaningful international experience graduate as International University Scholars. The Research Scholar requires completion of the colloquia, capstone, and defense, and is open by faculty invite to current BHSU students who demonstrate academic excellence. Faculty members are encouraged to participate in the University Honors Program by proposing Honors general-education classes or colloquia, serving on capstone committees, delivering a Geek Speak lecture, serving on the Honors Advisory Council, or sitting on the editorial board of the program's double-blind, peer-reviewed journal, *JUR(Y)*. Interested faculty should contact the director, Dr.

Courtney Huse Wika, at 605-642-6918 or Meier Hall 311 for more information.

Special Courses

Internships: A student can earn from 1 to 16 hours by interning in the work environment and requires the permission of the instructor and the dean of the college. It is important for students to consult with their faculty advisor to incorporate internship hours into their program of study. Internships have a set guidelines for faculty involvement and student work. Each college has internship programs. Check with the college secretary for academic guidelines. Internship coordinators in the Colleges include the following:

College of Education and **Behavioral Sciences**

School of Education

Micheline Nelson (Education) (605-642-6077)

Micheline.Nelson@bhsu.edu

School of Behavioral Sciences

Emilia Flint (Behavioral Sciences) (605-642-6514)

Emilia.Boeschen@bhsu.edu

College of Business and Natural Sciences

Helen Merriman (605-642-6311)

Helen. Merriman@bhsu.edu

College of **Liberal Arts**

Mary Caton-Rosser (605-642-6422)

Mary.CatonRosser@bhsu.edu

Independent Study: Individual plans of study can be developed between a faculty member and a student. The course requires the permission of the instructor and the dean of the college. The supervising instructor will not be paid unless special circumstances warrant it.

4. Academic Policies and Procedures

Absence from Class/Faculty Sick Days

Inform the college office of any absences. These include sick leave or attendance at conferences. Benefit-eligible faculty earn 9.34 hours of sick leave each month, and when not used, these hours accumulate. Notify the college secretary before 8 a.m. each morning to cancel class. A leave request through the electronic leave request system must be submitted and completed upon return to work and prior to submitting your leave report for the pay period in which the leave was utilized. For additional information, contact the Department of Human Resources at 642-6549. NOTE: The management of the process of tracking and granting sick days/absences from class, etc., is at the discretion of the College Dean/Provost.

Academic Freedom and Responsibility

To secure student freedom in learning, faculty members in the classroom and in seminars should encourage free and orderly discussion, inquiry and expression of the course subject matter.

“Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the chair of the department in which the course is being taught to initiate a review of the evaluation.”

Academic Honesty/Plagiarism

Procedures for addressing Student Academic Misconduct (Cheating or Plagiarism) are addressed in [BOR Policy 2:33](#). The policy specifies that “Allegations of Academic Misconduct must be reported by the Faculty Member to the Student Conduct Officer. At the Faculty Member’s request, the Student Conduct Officer will inform the Faculty Member whether the Student has ever engaged in Academic Misconduct, which information may be used in determining any academic consequences should it be determined that the Student engaged in Academic Misconduct. The Faculty Member may request this information at any point throughout the informal resolution process.” The policy also outlines a set of procedures for resolving these issues.

The following statement is required for all BHSU syllabi.

Cheating and other forms of academic dishonesty run contrary to the purpose of higher education and will not be tolerated in this course. Academic dishonesty includes (but is not limited to) plagiarism, copying answers or work done by another student (either on an exam or on out-of-class assignments), allowing another student to copy from you, and using unauthorized materials during an exam. Academic dishonesty is a serious offense and could result in failure on an assignment or course. To the extent possible, all incidents will be resolved in discussions between the student and faculty member. As necessary, the chair and then the dean may become involved to resolve the issue. If academic dishonesty is established, a report describing the incident and its resolution will be filed in the offices of the dean and provost. In cases where a satisfactory outcome is not achieved through this process, students may appeal to the University’s Academic Appeals Committee.

Formal procedures for filing a complaint for academic misconduct are in the Student Conduct Code in the Student Handbook. Cheating and plagiarism are defined in Section 2, Part B, 1. Disciplinary sanctions are outlined in Section 3, Judicial Policies.

ADA Statement

The syllabus must inform students with documented disabilities that accommodations will be made for them. The following statement must be included:

“Reasonable accommodations, as arranged through the Disabilities Services Coordinator, will be provided students with documented disabilities. Contact the BHSU Disabilities Services Coordinator, Jennifer Lucero, at 605-642-6099 (Library Lower Level 003), fax number 605-642-6478, or via email at Jennifer.Lucero@bhsu.edu for more information. Additional information can also be found at: <http://www.bhsu.edu/StudentLife/Learning/DisabilityServices/tabid/162/Default.aspx>”

Books (Ordering)

The university bookstore is the sole vendor of textbooks and related supplies on campus. Faculty select their textbooks and teaching materials. The Bookstore emails faculty to alert them as to when text orders are due:

- Fall Semester – late February
- Spring Semester – late September
- Summer – late February

Questions on ordering books should be directed to Brad Buchholz at brad.buchholz@bhsu.edu or 642-6287

Computers

Computers are provided to the faculty that are connected to the University's network. For assistance with computing problems, contact the Computer Center, 642-6256. For other computer problems, contact Mr. Fred Nelson, Director of Technical Support Services, at 642-6848.

Course Management Software

Currently, BHSU faculty members teach Internet courses using [Desire2Learn \(D2L\)](#). Training for the platform is offered by the Instructional Technology department and the Educational Outreach program. The D2L platform is also used for many on-campus courses. For more information with electronic instructional support, contact Mr. Terry Hupp at 642-6038. For assistance in developing an online course, contact Chris Dawes at 642-6771.

Disruptive Behavior

If a student is disruptive, a faculty member may ask them to stop; may warn them that they will be asked to leave; and/or may tell a student to leave a classroom. If there is a greater threat, call security: Mr. Phil Pesheck at 642-6297 or call 911.

For additional information on the Disruptive Behavior Protocol, contact the Dr. Lois Flagstad, Vice President of Enrollment and Student Affairs, at 642-6599

E-mail

All students, faculty, and staff are assigned e-mail accounts. Faculty and staff email accounts are firstname.lastname@BHSU.edu and student email accounts are firstname.lastname@YellowJackets.BHSU.edu. There are exceptions to the standard formatting when multiple people have the same name. Email addresses and phone numbers of faculty and staff can be found on the BHSU website by going to the A-Z Index and then choosing "Faculty/Staff Directory". You can also access faculty, staff, and student directories by opening your Outlook and viewing the address book. For assistance with email, please contact Network and Computer Services (NCS) at 642-6580 or via email at BHSU.NCS@BHSU.edu. Additional information can be found by using the BHSU home page and going to the "A-Z Directory" and choosing "Network and Computer Services".

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the eligible student when he or she reaches the age of 18.

Generally, schools must have written permission from the eligible student in order to release any information—including grade and financial aid information—from a student's education record. The ideal scenario is for students to share their educational record(s) openly with parents, but sometimes there are situations that make this inconvenient or non-practical. In order to allow parents (or any other third party) access to their eligible child's educational record(s), the eligible child must fill out the FERPA Educational Records Release Form and return it to Student Financial Services, (Woodburn 115).

Disclosure of Directory Information:

The regulations implementing FERPA permit the disclosure of directory information. BHSU may disclose, without consent, directory information such as name, dates of enrollment (start date and end date), academic level (undergraduate, graduate, professional), major field of study, date of graduation, degree awarded and home town. Generally, this directory information is releasable to any requesting person or entity (such as newspapers to announce awards, etc.) unless the student has followed the procedure to withhold disclosure of directory information. To prevent the disclosure of a student's directory information, the eligible student must fill out the Directory Information Opt-Out Form and return it to the Registrar's Office, (Woodburn 104) by the 10th day of classes of the first semester during which the student is enrolled.

Final Exam Policy

End of semester exams, whether comprehensive or unit exams, must be given according to the final exam schedule during "Final Exam Week." Exceptions must be approved in writing by the appropriate college dean.

Consolidated exams for multiple sections of classes must be approved by the dean of the appropriate college (or department chair) and scheduled through the office of the Vice President for Academic Affairs.

Grading

For a full description of [grading](#) see the 2016-17 Academic Catalog.

To briefly summarize, the University uses the BOR system of an A through F structure with the following criteria:

- A: Exceptional
- B: Above average
- C: Average
- D: Lowest Passing Grade
- F: Failure

Assigning Grades

All grades are assigned on-line using [WebAdvisor](#). The Registrar's Office provides training for faculty to enter their grades. A deficient academic progress report is done at Midterm. Faculty are responsible for assigning a "DEF" notation on the Midterm grading in WebAdvisor to students who have earned a D or an F in their class at the midterm point. The "DEF" notation must be recorded no later than three working days after the Midterm date for Fall and Spring semesters. No other grades are reported at Midterm. Final grades are due on the third working day following the last day of the semester.

Incomplete (I) or In progress (IP)

An incomplete or in progress grade can only be assigned when a number of conditions are met; see the 2016-2017 Academic Catalog. A "Notice of In Progress or Incomplete Form" must be prepared by the faculty member and submitted to the Records Office. Contact April Meeker, Registrar, at 642-6567 with questions.

Changing a Grade

Grades may be changed if a student has completed an incomplete or if an error has been made by the faculty member in assigning the initial grade. Forms are available in the Registrar's Office or in the Deans' Offices.

Grievance Procedure

Instances/allegations of Academic Misconduct are to be initially handled via [BOR policy 2:9](#). If resolution cannot be achieved initially via 2:9, then the case is sent to Student Affairs where [policy 3:4](#) is enlisted to process it via Formal Hearing. Please note 3:4 calls for specific/unique requirements when dealing with Academic Misconduct.

Office Hours

Faculty members will schedule a formal office hour on four days during the regular academic week. Office hours will not be less than 50 minutes. These hours, as well as class hours, will be posted at the faculty member's office so students can see when a faculty member is available. Faculty are encouraged to be available to our students to establish strong mentoring relationships.

Office Supplies

Faculty members are given a departmental BUZZ card which can be used to purchase items at the bookstore. Items not available at the bookstore must be ordered by requisition through the department chair, and/or college secretary. Ink cartridges for printers are available through the University Printing Center in the basement of Jonas Hall.

Printing Services

Classroom materials may be printed at the University Printing Center in the basement of Jonas Hall. Contact the print center to determine lead time for bulk material or large printing jobs. A Duplicating Order Form must be completed with your printing account number. The account number is on the departmental BUZZ card issued to

faculty. Faculty are allotted a printing budget for the academic school year.

Prohibited Conduct

The [BHSU Student Handbook](#) presents a variety of information including a section on Prohibited Conduct (Section 3). That section includes a list of actions that detract from the effectiveness of an institution's productive living-and-learning community. Any Student found to have engaged, attempted to engage, or allowed or assisted another in engaging, in the following prohibited conduct is subject to the Student conduct process and conduct sanctions outlined in this Student Code. In instances where prohibited conduct contained in this policy is defined differently in another Board Policy or Institutional Policy, the definition contained in this policy shall be used to address prohibited conduct by a Student.

Syllabus: A uniform framework for the syllabus has been established across the South Dakota system by the Academic Affairs Council. A syllabus is required for each course that must be distributed to the students during the first week of classes. **A copy must also be submitted to the appropriate dean's office.** In addition to basic course information, the format for the syllabus must include course goals and objectives, a tentative schedule, assessment information, and policy statements on disabilities, freedom in learning, and academic integrity/dishonesty. ([MS Word version of the template](#))

Title IX

Black Hills State is committed to following the federal law, Title IX of the Education Amendment, and its policy prohibiting discrimination and harassment in educational programs, activities and its employment practices. It ensures equal access to its educational programs and employment opportunities without regard to sex, gender, race, color, national origin, religion, age, disability, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Black Hills state is committed to providing an environment not impaired by sex and gender based misconduct, including sex discrimination and sexual harassment. This includes, without limitation, sexual harassing, violent intimidating or discriminatory conduct by its students, employees or any other member or visitor to the University community.

This policy applies to conduct occurring on campus, during any University program or activity on or off-campus or abroad, including academic programs, admissions, athletics, recruitment, financial aid, housing, employment, as well as certain off-campus conduct perpetrated or suffered by a Black Hills State University student, employee, staff member, or third party member of the University community.

- The University encourages individuals to report all gender-based misconduct immediately to the Title IX Coordinator, one of the Deputy Title IX Officers or another University staff member.
- The University will fully and promptly investigate all allegations of gender-based misconduct and will impose disciplinary measures, or take similar actions, as may be appropriate.

- Title IX and the University strictly prohibits retaliation. Any person who attempts to penalize, intimidate or threaten a person who makes a report or cooperates in an investigation of gender-based misconduct, harassment or discrimination will be disciplined. Any person who believes he or she has been the victim of retaliation should immediately contact the Title IX Coordinator or one of the Deputy Title IX Officers
- This University policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include Title IX (prohibiting discrimination and harassment based on sex), the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and Title VII.\

Who are BHSU's Responsible Employees?

At BHSU, all employees, including student resident assistants, are responsible employees*. As such, they are required by Title IX and BOR policy to report any information they have concerning possible sexual harassment or sexual misconduct (which are defined in the following BOR policies: 1.17 Harassment including Sexual Harassment, 1.17.1 Prevention of Sexual Assault, Domestic Violence, and Stalking, and 1.18 Human Rights Complaint Procedures). This means that information about sexual harassment or misconduct shared with a faculty or staff person is not confidential.

Responsible employees are often the first to witness or hear from a student or employee about behavior that may constitute sexual harassment or misconduct. According to Title IX, when a responsible employee has such information, the university is deemed to possess that knowledge and is obligated to take actions intended to stop the behavior, prevent its recurrence, and remedy its effects. By reporting the information to the appropriate college official, the responsible employee enables the college to fulfill its legal obligation to assess the information and determine what action is called for. In this way, responsible employees contribute to a learning environment where sexual harassment and sexual misconduct are discouraged and promptly addressed.

*Exceptions to this designation apply to the Counseling Center, and the Health Center

For additional information or inquiries, please contact Dr. Michael Isaacson, BHSU Title IX Coordinator at 605-642-6590 (Michael.Isaacson@bhsu.edu).

University Sponsored Activities Policy

Faculty who desire to take students on a university sponsored activity must obtain the sponsored student activity form from the dean's office and give one to each student who is involved in the university sponsored activity. The student must take it to each class he/she will miss to notify the instructor. The instructor of the missed class will inform the student of the missed assignments. Students may not be penalized for missing activities or assignments during the university sponsored activity. The faculty member is responsible to collect all student forms and keep them on file for the term for accountability purposes.

5. Advising by Faculty

As part of the [workload](#), most BHSU faculty are assigned advisees. Advisement is a vitally important component of the University's student retention strategy and is vital to the academic success of students. Successful advising involves understanding the University requirements and working closely with advisees to engage in student-centered interactions. Successful advisement consists of developing positive and meaningful relationships with students. This relationship is particularly important for first year students, many of whom may still be searching for an academic major or who are still exploring a variety of possible career interests.

Changing Majors/Minors/Advisors

Students who wish to change their major can do so at the Registrar's Office. A new advisor will also be requested as a part of this process. Students who are uncertain about their major and would like guidance in this area should make an appointment with a College Retention and Recruitment specialist for assistance.

EY Berry Library

The Learning Center contains over 115,000 volumes in the main book collection. A special collection library (the Leland Case Library of Western Studies) is also housed in the facility. The Case Library includes an additional, nearly 21,000 book volumes and more than 250 manuscript and photograph collections. The holdings of the E. Y. Berry Library include:

- A paper journal and periodical collection numbering more than 75,000 items.
- Nearly 100 periodical databases providing electronic access to nearly 33,000 journal/periodical titles.
- A teaching-curriculum collection that includes more than 7,000 items.
- A microforms collection consisting of nearly 4,000 reels of newspaper microfilm, and more than 10,000 microbook ultrafiche cards tied to English literature and early Americana.
- A video collection of nearly 2,500 DVDs combined with e-access to more than 14,000 educational films via Films-on-Demand database.
- A rapidly-growing digital library (primarily historic images and scanned original documents) in Digital Library
- South Dakota, DLSD, that includes more than 15,000 items from Case Library and the University Archives.
- A Federal Depository Library Collection (FDLP) housing more than 5,000 items.

Services available to students through the library include interlibrary loan, reference services, instructional videos, bibliographic instruction, library tours, and access to EndNote. Interlibrary loan is a free service that allows students to request materials from other libraries throughout the world. Reference services offer classroom instruction to students, faculty, and staff include instructional sessions, a library information desk, and on-line research databases.

Exit Exams

Prior to graduation, a student receiving a baccalaureate degree must complete an Exit Examination. These exams are given the first morning of Finals Week. Each exam is subject specific, with non-education majors using the Major Field Test (MFT) and education majors using the Praxis and a second subject area test. The exit examination results are used by the various departments to assess the major. NOTE: Some majors require a portfolio or comprehensive paper in lieu of the exit exam. For more details, go to the “Final Schedules” link from the A-Z Index on the BHSU homepage.

Graduation Requirements

To graduate with a Baccalaureate degree, students must have successfully completed a minimum of 120 credit hours. Of the 120 hours, 30 hours are general education, 3 hours of which must be earned from each of 6 goals specified by the [BOR](#). The majority of credit hours will be taken in the student’s major, and each college has unique requirements for majors. The graduation requirements can be found by going to the [Academic Catalog](#) from the [A-Z Index](#), choosing [Records and Registration](#), and going to the [Graduation Requirements](#) link.

Holds

Some students may have a hold on their University activities because of a financial or academic issue. These holds may limit student use of WebAdvisor. WebAdvisor will indicate which holds have been placed and who students should contact. Once compliance or restitution has been met at the appropriate office, the hold will be removed.

Program Evaluation/Degree Audit for Advising

Program evaluation is an electronic process that compares the general education, major/minor, and graduation requirements to the student’s academic record. This tool documents the student’s completed, in-progress, and pre-registered courses as well as identifies all remaining course requirements, CAAP exam results, GPA requirements, residency requirements, and total hours required for graduation. Faculty are encouraged to prepare a program evaluation for student advisees to assist in providing accurate and current academic information when helping students plan their programs of study. Students can evaluate their credits against any degree program offered at BHSU. Minors must be added to the student’s academic record by the Registrar’s Office in order to appear in the student’s program evaluation. For assistance in accessing degree audits for advisees, please contact the Registrar’s office at 642-6567.

Students may request a status sheet for their selected majors/minors from the Registrar’s Office after the completion of 60 credit hours. Status sheets are a manual credit evaluation of the student’s academic record. They differ from the electronic program evaluation in that all requirements fit on a single page and can be tailored to the individual student’s unique circumstances. Blank status sheets for all majors/minors can be found by going to the A-Z Index on the BHSU homepage and choosing the “Status Sheet” link. Faculty may choose to use the status sheet in conjunction with the program evaluation when advising students.

Please advise that all graduating students must schedule a graduation appointment 2 semesters prior to graduation with the Registrar's Office.

Praxis

All students in teacher education must take a *Praxis Content exam* and a *Praxis Pedagogy exam*. These tests measure the academic achievement and proficiency of individuals completing a teacher preparation program. *A passing score on the Content exam is required prior to student teaching.* The scores on the *Pedagogy exam* administered during student teaching are used by the State Department of Education for purposes of certification. For more information, visit the College of Education Web Page at

<http://www.bhsu.edu/Academics/TheColleges/CollegeofEducation/tabid/98/Default.aspx>

Recruitment and Retention Specialists: In order to supplement the advisement activities of the faculty, each of the three colleges has employed a Recruitment and Retention (R&R) specialist. These individuals work closely with students, particularly with those whose situations are complex or who may be having some academic difficulty. These individuals are as follows:

College of Business and Natural Sciences

Melissa Haught (605-642-6277)

Melissa.haught@bhsu.edu

Office Location: 331 Meier Hall

College of Education and Behavioral Sciences

Melissa Woodall (605-642-6132)

Melissa.Woodall@bhsu.edu

Office Location: 202 Jonas Hall (Skywalk)

College of Liberal Arts

Janette Hettick (605-642-6934)

Janette.Hettick@bhsu.edu

Office Location: 108C Jonas Hall

Student Course Load

Students who wish to enroll for more than 18 credits in a given semester must petition their College Dean for approval. A cumulative GPA of 2.70 is required for overload consideration.

6. Services Provided to the Faculty

Business Cards/Graphic Design

Business Cards and other printing projects can be ordered through the University Printing Center. These services are located in the basement of Jonas Science Hall. Contact: Bill Fletcher (642-6861) (Willis.Fletcher@bhsu.edu) or Lori DuBry (642-6739) Lori.DuBry@bhsu.edu) for assistance.

BUZZ (ID) Cards

All employees of Black Hills State University are issued photo identification cards ([BUZZ cards](#)). These cards serve as the key to enter campus buildings after hours. They can also be used as a debit card for copiers, vending machines, purchases at the bookstore and at the food establishments on campus. In addition, the BUZZ card serves as a library card and will gain admittance into most university sponsored activities. BUZZ cards are obtained by contacting Julianna Tenold in Facilities (642-6513) (Julianna.Tenold@bhsu.edu) .

Emergency Planning

BHSU has chosen Everbridge Emergency Alert System to provide critical notification services during emergencies and campus closings via the Campus Alert system. This emergency plan will be used for responding to an area catastrophe or emergency. Contact the appropriate Dean or School Chair for an explanation of these plans. Faculty and students will be notified via Everbridge and on the BHSU website as to what the university response will be.

Emergency Telephone Numbers

Emergency Calls: 911 if calling from a campus phone Spearfish

Police Department: 642-1300

Spearfish Fire Department: 911 if calling from a campus phone

Ambulance Service: 911 if calling from a campus phone Lookout

Spearfish Regional Hospital: 605-644-4004

Phil Pesheck: 605-269-1477

Security-Safety (cell phone): 605-641-6988

Faculty Professional Organizations

Kappa Delta Pi (educational fraternity) and Phi Delta Kappa (a professional fraternity in education) maintain campus chapters. A chapter of Beta Gamma Sigma is housed on the BHSU campus. Beta Gamma Sigma is the honor society for AACSB (Association to Advance Collegiate Schools of Business) accredited schools of business. In addition, Delta Kappa Gamma has a Black Hills Chapter to which many faculty women belong, and the American Association of University Women maintains an organization in Spearfish which is comprised of faculty members and other eligible residents of the community.

Faculty/Staff Directory

Each fall the university makes available on the BHSU website office locations, phone numbers, and e-mail addresses for both faculty and staff.

Fund Drives

Campus organizations, groups, and/or individuals wishing to conduct an off-campus fund drive must first have the approval of the University Advancement Office, which maintains records of each campaign to avoid conflicts of concurrent drives and to assist in the selection of the best available time and approach. An off-campus fund drive is defined as any campaign of which all or part of the solicitation will take place away from the Black Hills State University campus.

Notification of the intent to conduct a campaign must be submitted a minimum of two weeks prior to the target date. The written notification should include the following:

- (1) date of the drive
- (2) method of solicitation
- (3) list of prospects wanting to solicit
- (4) name of the organization and advisor's name
- (5) monetary goals

For additional information contact Mr. Steve Meeker, Vice President of University Advancement, located in the Joy Proctor Krautschun Alumni/Foundation Welcome Center (Joy Center). His contact information is 642-6228 and Steve.Meeker@bhsu.edu.

Graphics & Media Services

For help with digitizing HI8, MiniDV, VHS, or Audio Cassettes; CD/DVD duplication; video editing; USB duplication; lecture capture; and adding non-copy-righted digital media to the BHSU streaming server, contact Digital Media Services on the main floor of the E. Y. Berry Library. Also, contact us for audio setup needs when a public address system is needed. Please contact Mr. Terry Hupp at 642- 6038 for assistance or information.

Instructional Technology Support

BHSU provides instructional technology support to faculty with developing web pages through support from Marketing and Communications and the Student Technology Fellows assigned to that department. Also, video tutorials on Desire2Learn and other pertinent topics are developed and updated by the [Instructional Design](#) team and their assigned [Student Technology Fellows](#) to provide faculty with learning assistance in relevant areas.

Help Desk

Online support is available at <http://www.bhsu.edu/iits/HelpDesk/tabid/7070/Default.aspx> . Walk-in support is available Monday through Friday 8:00am – 10:00am and 3:00pm – 5:00pm. Requests may also be submitted via email or telephone. When calling, the voice mail will be automatically converted to a work request, assigned a number, and given to our technicians. When an email is sent to BHSUhelpdesk@BHSU.edu, a work request will be auto-created and assigned a request number. The requestor will receive an email back with a reference number and some important links. Staff support university-owned technology. They do not work on personal computers but may provide guidance.

Technology Fellows

The student technology fellows program is designed to provide opportunities for students and faculty to partner in the development and integration of modern technology tools into instruction. This partnership will provide students with special opportunities to develop professional-level skills that will later be applied in the workforce while providing faculty with needed assistance for the development and use of discipline specific technology needs. [Instructional Technology Services](#) (ITS) is the administrator for Desire2Learn course integration each semester, provides the help desk resource for both faculty and students, the support for the multi-media equipment in the on-campus classrooms, monitoring and upkeep of classroom equipment at the BHSU-RC campus, coordination for video conference courses, and the manager of the Student Technology Fellow Program. Please contact Mr. Terry Hupp at 642- 6038 for assistance or information.

Mailboxes

Faculty members have two mailboxes to receive mail and university information. One box is administered by the University Mail Service in the basement of the Student Union, and requires a key to access the officially issued post office box. For interdepartmental mail, a box is set up for each faculty member in the college work area. Ask the college secretary for directions to locate this mailbox.

Online Course Management

Currently, BHSU faculty members teach online courses using Desire2Learn. Support for the platform is offered by Instructional Technology Services. Training for its use is provided by the Instructional Design Department. For more information with online delivery support, contact Mr. Terry Hupp at 642-6038. For assistance in developing an online course, contact Mr. Chris Dawes at 642-6936. (BOR Policies on Distance Education are located at <https://www.sdbor.edu/policy/documents/2-12.pdf>)

Payroll Checks and Direct Deposit

Board of Regents employees are paid on the last working day of the month. All benefit eligible faculty members are paid in equal amounts over a 12-month period, regardless of the number of months worked during the active contract period. Twelve payments are made possible by collecting deferred pay over the active contract period (SDBOR [4:36](#)). Payroll related questions should be directed to the Office of Human Resources. Human Resources is located in Woodburn 202 or may be reached by calling 642-6549.

Black Hills State University requires employees, except where prohibited by law, to utilize electronic direct deposit. With this program, paychecks are deposited automatically and electronically on payday to any bank that participates in the electronic funds transfer. Information and required forms are available from the Human Resources Office.

Sponsored Programs Office

The goal of the Sponsored Programs Office is to aid faculty, staff, and the BHSU community in identifying funding opportunities to support innovative and scholarly research and educational development. Services include identification of funding sources, database searches, information dissemination, and guideline interpretation. The office works closely with the BHSU Business office in facilitating the post-award process.

All grant proposals and applications must be administered through the Sponsored Programs Office to assure that all local, state, and Regental requirements regarding grant funds are followed. Faculty and staff are encouraged to participate in grant activities that promote and enhance the resources of BHSU. Services provided by the Sponsored Programs Office include:

- Computerized funding information search system via the Internet
- Clearinghouse for proposal guidelines and application forms
- Guidance in locating appropriate funding sources
- Inter-institutional liaison for specialized and multidisciplinary programs
- Assistance in the development of multidisciplinary teams for research and educational projects
- Answers to questions regarding BHSU procedures and regulations for proposal submission and other pre-award and post-award (Project Accounting) issues
- Individual appointments may be made regarding special funding needs and for guidance and assistance in completing the Proposal Approval Form and in the preparation and submission of proposals
- Seminars and training in grant writing skills for faculty, staff and students.

Information concerning possible grants and proposals is regularly received in the Sponsored Programs Office and is published in the Campus E-Update. Faculty and other potential developers of grants interested in a specific area or discipline should inform the Sponsored Programs Office so that they can be notified when such information is received.

All grants that involve funds coming to or through BHSU must comply with state requirements. The state identifier requirements must be attached to all grant applications submitted to the President's office for signature. This is critical to ensure that the grant recipient and university receive Regental credit for the grant. The Sponsored Programs Office is located in Woodburn 213. Contact Bill Kelly (William.Kelly@bhsu.edu), Director of Sponsored Programs at 642-6371 for additional information.

State ID Cards

State identification cards are available and may be requested from the Human Resources Office. Presentation of this card is required at motels within the state of South Dakota to obtain the "state rate" while on state business.

State Vehicles

State vehicles are available for university related business. The [vehicle request form](#) is posted online. Vehicle requests must be completed five days prior to departure. Call Ms. Roxanne Lewis at Facilities Services to reserve a vehicle after the travel request form has been approved: 642- 6244. Call early to ensure the availability of a vehicle.

Travel for Professional Development

The University makes every attempt to provide faculty with financial support for professional travel to present papers, attend conferences and conduct research.

Typically, this includes a combination of funds from the Provost's office and the Colleges and Departments. A request for proposals is typically sent to the faculty during the first month of the school year pending availability of funds.

Travel Requests

All official business, regardless of the nature of the travel and whether or not the travel is being supported by state funds requires a travel request form to be completed at least five days prior to the absence. The College secretary can provide assistance with room, meal, and mileage rates when completing the form. The secretary will also know which receipts are necessary for reimbursement. Reimbursement will not exceed the approved amount on the travel request form. The [travel request manual](#) is on the BHSU website as well as the [travel request form](#). Any employee traveling internationally should contact the BHSU International Relations and Global Engagement office for further instructions including but not limited to international travel insurance, United States Export Control requirements and emergency response protocol.

University Dining

[University dining services](#) offer students, faculty, staff, and visitors to the university campus a variety of dining options. The E. Y. Berry Library houses Einstein Bagels!

In addition to daily dining options, University Dining offers catering for special events. This could range from cookies and lemonade to a banquet. For additional information or to request catering services, call Brenna Williamson at 642-6896.

University and Community Relations

The University and Community Relations office serves the BHSU community by sharing BHSU information and marketing the University. The department includes public relations, marketing, graphic design, photography, news, web, and print publications. The office provides news media and the public with relevant and newsworthy information regarding the university, its students, faculty, staff, and administration such as scholarly works, promotions, graduate and dean's lists, student achievements, events, and feature stories. Faculty members are encouraged to inform the Marketing and Communications office of their public interest items so that they may be released as official university announcements. This office also prepares the university Alumni Magazine and maintains a photography file of faculty and campus activities.

In addition, the department prepares a twice-weekly (Tuesday/Thursday) electronic

newsletter *Campus E-Update*. The newsletter includes policy updates, campus announcements, events, and news. Updates and announcements for the newsletter should be submitted at www.BHSU.edu/Announcements by 8:30 a.m. to be included in that day's E-Update. Submit ideas for news articles and feature stories to Ms. Kimberly Talcott: Kimberly.Talcott@BHSU.edu, 642-6883.

This office also provides oversight for the university's web presence. If you have questions about the website, contact Mr. Ryan Shippy: Ryan.Shippy@BHSU.edu, 642-6065.

University and Community Relations is under the direction of Ms. Corinne Hansen and assistant director, Kristen Kilmer. All external publications should be approved by Marketing and Communications or Printing Center staff before distribution to ensure consistent branding for BHSU. See www.BHSU.edu/logos for details, official logos, artwork and the University's visual identity standards. Contact the office of Marketing and Communications at 642-6215 for assistance.

Parking Permits

[Parking permits](#) are required for vehicles parked on university property. A lot west of Jonas Hall is reserved for faculty/staff. The implementation and enforcement of university regulations regarding on-campus traffic is handled through the Office of Security and Traffic Control in the physical plant. All Black Hills State University employees must purchase a parking permit annually if they desire to park a car on campus. These permits may be purchased at the Office of Security and Traffic Control in 126 Woodburn Hall.

Guests to the Black Hills State University campus must display a temporary parking permit on their parked vehicles. These temporary permits may be obtained without charge in the Office of Security and Traffic Control.

For additional information, please consult BHSU Parking and Traffic Regulations, published by the Office of Security and Traffic Control available in Woodburn 126. Mr. Phil Pesheck, Director of Public Safety, can be reached at 642-6297 or by email at Philip.Pesheck@bhsu.edu.

Scholarship Fund Payroll Deduction

The Employee Giving Campaign provides scholarships to Black Hills State University students. Monies contributed may be earmarked by the contributor to support identified academic study areas. A faculty member wishing to make regular contributions to the campaign may do so through a payroll deduction plan. Email the HR Office your intent to donate with a copy to the University Advancement Office. For additional information contact Mr. Steve Meeker, Vice President of University Advancement, located in the Joy Proctor Krautschun Alumni/Foundation Welcome Center (Joy Center). His contact information is 642-6228 and Steve.Meeker@bhsu.edu.

Scheduling Rooms

Use the following phone numbers or the online site to schedule a room for a meeting or a review session:

- Woodburn Enrollment Services Conference Room (642-6788)
- Student Union rooms (Student Union Information Desk at 642-6062 or 642-6102)
- Donald E. Young Center (642-6862)
- All other campus buildings (642-6082)

Weather Information

The University provides updates about weather related delays and closures through the emergency alert system and Campus e-Update Special editions. More detailed information is provided on the website www.BHSU.edu/info and the weather line at 642-6059.

7. Faculty Issues

BOR Personnel Policies

[Section 4 of the BOR Policies](#) presents information on a broad range of situations affecting the faculty at the Regental institutions including equal opportunity/non-discrimination, sexual harassment, grievance procedures, tenure, promotion, faculty evaluation, faculty disciplinary procedures, faculty leaves, military service, retirement, acceptance of honoraria, political activity, nepotism, reduction in force, intellectual property, and more.

[Acceptance of Honoraria](#)

BOR policy [4:20](#) presents specific information about the acceptance of honoraria for the provision of professional services. Honoria in excess of \$250 must be approved in advance by the BOR and no Honoria may be accepted for service provided during normal business hours unless appropriate leave has been approved.

Contracts

Faculty contracts are of two basic types: tenure track or term. Tenure track contracts may be issued to faculty with terminal degrees and are subject to the BOR's appointment and timeline guidelines. Typically, tenure track faculty have six years to compile a record of performance based on appropriate disciplinary standards at which time they may be awarded tenure or (in the case of denial of tenure) issued a final, one year contract. Term contracts may be either full-time or part-time. Term contracts are subject to [COHE policy IX.9.2](#). All contractual issues are subject to BOR policies and action.

[Equal Opportunity](#)

The institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color,

creed, national origin, ancestry, citizenship, gender, gender identification, sexual orientation, religion, age, disability, genetic information, veteran status or on any other status that may become protected under law against discrimination.

Faculty Disciplinary Procedures

The BOR has charged administrators at each of its institutions with the responsibility “to maintain a competent, productive, effective and ethical workforce and to ensure observance of obligations and rights established by law.” [Policy 4:14](#) presents a set of procedures to be used to discipline faculty as necessary and appropriate.

Faculty Evaluations

BOR policy [4:13](#) presents a detailed set of processes to be used for the regular evaluation of faculty including teaching, research, and professional service. Evaluations begin with the submission of PSE documents to the Department Chair by October 15 of each year. The PSE documents are developed based on Standards documents that are developed by each of the disciplines/Schools as appropriate. The process includes provisions for a professional development plan for faculty who fail to achieve acceptable performance in teaching, research, or service. BHSU uses the online version of the Individual Development and Educational Assessment (IDEA) survey for all class evaluations. For more information about IDEA, visit: www.idea.ksu.edu. Student surveys are typically administered during the last week of classes prior to finals week of the semester. The results are provided to the faculty member once the semester is completed.

Faculty Leaves

Several [BOR policies](#) address the issue of faculty leave including those for medical reasons, sabbaticals, military service or leaves of absence. Additional information is also presented in the BOR/COHE agreement.

Grievance Procedures

Grievance procedures for [non-bargaining unit faculty](#) are specified in BOR Policy [4:7](#) and procedures for [bargaining unit faculty](#) are contained in the COHE/BOR contract. Both sets of procedures generally contain informal and formal processes for resolving problems.

Harassment

The BOR strictly prohibits harassing conduct on the basis of “sex, race, color, creed, religion, national origin, ancestry, citizenship, gender, gender identity, sexual orientation, age, disability, genetic information or veteran status.” ([BOR Policy 1:17](#))

Intellectual Property

BOR policy [4:34](#) defines and discusses a variety of factors affecting the development, use, ownership and distribution of intellectual property.

Rank and Promotion

BOR policy [4:11](#) describes qualifications, position titles, rank, exceptions, tenure committee membership, and procedures relevant to the changes in academic rank, tenure, and promotion.

Resignations

When faculty and staff make the decision to resign or retire, it is important to consult with the appropriate supervisory and support staff including (for faculty) the School

Chair, College Dean and the office of Human Resources. To formally initiate the process, the faculty member should submit brief letter to his/her immediate supervisor indicating intent as well as timing.

Retirement

BOR policy 4:18 benefits available to faculty and staff including 401(a) as well as a voluntary supplemental retirement plan.

Tenure

BOR policy [4:10](#) presents information about the tenure process including standards and conditions for the awarding of tenure and non-renewal conditions. Tenure-track appointments are given at the discretion of the Dean of the appropriate College and the Provost. These appointment decisions must be made with consideration of the long term needs of the institution and College.

Conflict of Interest

BOR policy [4:35](#) provides a comprehensive set of guidelines related to conflict of interest including both professional and personal situations. These include matters including outside employment, financial disclosures, consulting, approval procedures, etc.

Distinguished Faculty Award

The purpose of the distinguished Faculty Award is to encourage and reward outstanding professional dedication by faculty members of Black Hills State University. Nominees should show **continued excellence** in teaching; active research, scholarship, and other creative endeavors; their **ongoing contributions** to the community and society; and their **continued exceptional service** to students. One award shall be given each school year when there is a qualified nominee. Previous winners of the award are not eligible.

Eligibility

The nominee shall be a faculty member whose primary assignment is teaching, and shall have taught a minimum of 36 hours during the past three years. Department chairs are eligible for the award if the above requirement is met in the school year when nominated.

Nomination Process

- Request for nominations will be sent out to the BHSU faculty by the Faculty Senate vice president six weeks before the recommendation due date. (**January 19, 2016**)
- Nominations will be made to the faculty senate vice-president **by February 3, 2016**. This is a letter/email outlining the reasons why the nominated person is deserving and indicating the intent to acquire the required letters of support.
- A colleague from the department, school, college, or other college can nominate a person for the Distinguished Faculty Award. Henceforth this person will be referred to as the *nominator*.

- The nomination process will be conducted in a manner so that the award is a complete surprise to all nominees and the eventual Distinguished Faculty Award person recommended.
- The nominator is responsible for acquiring three letters of support for the Distinguished Faculty Award nominee. *The letters should not exceed two typewritten pages (12-font).*
 - One letter of support should primarily focus on the nominee's **continued excellence in teaching.**
 - The second letter of support should address the nominee's **continued exceptional service to students, the university, and society in general.**
 - The third letter of support should primarily focus on the nominee's **active contributions to research, scholarship, and other creative endeavors in his or her discipline**
 - The letters *may* address the other two areas.
 - One of the three letters *could* originate from a different college but it is not a requirement.
- The nominator is responsible for acquiring the nominee's vita from the department chair. In the case where a department chair may be nominated, the vita can be accessed from the school dean.
- The three letters of support and vita are due to the faculty senate vice president by February 17th of the current school year. (current school year: **Monday, February 17, 2016**)

Recommendation Process

- Previous Distinguished Award winner BHSU faculty members will comprise the recommendation committee. The faculty senate vice president will serve as non-voting chair.
- The Distinguished Faculty Committee will meet as a complete group, review the materials and select an individual to recommend to the Faculty Senate. The committee meeting will occur the third week in February of the current school year.
- The faculty senate vice president will forward the committee's recommendation to the Provost for review and approval.

Recognition

1. Acknowledgement of the distinguished faculty member at the May University commencement with a presentation of a plaque.
2. The Distinguished Faculty Award recipient may be excused from speaking at commencement if the recipient does not wish to speak publicly.
3. News release

4. A \$500 monetary gift shall be awarded to the recipient for professional development. An additional \$500 will be awarded to the recipient to be used at his or her discretion. The recipient will submit invoices to the BHSU Foundation.

Drug Free Workplace

The South Dakota Board of Regents is committed to providing a [drug free workplace](#). The BOR strictly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by board employees and agents while on duty or while in any workplace controlled by the board. A brochure regarding the Drug Free Workplace is given to each new benefits-eligible employee in his/her orientation packet. Additional brochures are available from the Human Resources Office in Woodburn 201 or at 642-6549.

Faculty Bargaining Unit: Council of Higher Education (COHE)

The Council of Higher Education (COHE), an affiliate of the South Dakota Education Association and the National Education Association, is the faculty bargaining unit for the system. While membership in COHE is voluntary, all full-time teaching faculty are governed by the terms of a contract negotiated between COHE and the South Dakota Board of Regents. The contract, referred to as the BOR/COHE agreement, sets forth the parties' agreement on a variety of topics including faculty evaluation procedures, tenure and promotion, rates of pay, wages, hours of employment, and other conditions of employment for all system faculty. A copy of the BOR/COHE agreement is located online at http://sdcohe.org/SDBOR_COHE_Agreement_2013-2016_Final.pdf. For details concerning these items, refer to the [BOR/COHE contract](#).

Faculty Senate

The Black Hills State University Faculty Senate is an elected body through which the faculty express its concern for the welfare of the university and university improvement, stimulates communication, contributes to the formation of general university policy, and performs those duties and functions especially allocated to or assumed by the faculty, subject to the limitations imposed by the laws of the state of South Dakota, the president of the university, and the Council of Higher Education (COHE)-Board of Regent (BOR) contract.

The Board of Regents charge the presidents of the university with full responsibility for the operation of the university. It is only through their willingness to delegate certain authority that the faculty can enter into administrative areas. For this reason, the faculty and the Faculty Senate recognize that the president must necessarily retain veto powers over faculty and Faculty Senate jurisdiction in order to carry out his/her responsibilities to the Board of Regents of the State of South Dakota. Faculty participation in administrative policy formulation and decision-making is accomplished through representation on the Faculty Senate. All colleges are represented by elected representatives. The Senate through its recommendations advises Academic Affairs and the President, particularly on matters of instructional programming.

The Faculty Senate operates under a [constitution and bylaws](#), which have been ratified

by the faculty as a whole.

Graduate Faculty

A new or non-graduate faculty member may apply for graduate faculty status at any time. Membership in the graduate faculty may be achieved in the following manner:

Step 1 - Faculty applicants should assemble a packet of materials indicating why he/she should be granted graduate faculty status and whether he/she meets the following minimum requirements, as follows:

- a. Holds an earned doctorate or an earned terminal degree from an accredited educational institution or possesses exceptional expertise;
- b. Evidence of teaching and/or research capability;
- c. Other evidence which would substantiate the request to be granted graduate status.

Step 2 - This packet, with a letter of interest, shall be forwarded to his/her college dean. If the dean approves the request, then he/she shall forward it with a letter of recommendation to the Provost & Vice President of Academic Affairs who oversees graduate studies.

Step 3 - The VPAA shall review the packet and may ask for recommendation from the membership of the Graduate Council. Once this has been done, a recommendation will be made and the complete package will be forwarded to the President for final action.

Graduate Council

The graduate council is composed of elected faculty representatives, graduate students, and administration. It is charged with representing graduate issues on the BHSU Campus. Dr. Amy Fuqua serves as Dean of Graduate Programs.

Private Consulting

Faculty members who wish to engage in private practice, private consulting, additional teaching or research, or other activities for which additional compensation is received during the faculty member's contract period, shall be limited to four days per month.

These days are cumulative to a maximum of six days, with all accumulated time to terminate at the end of the faculty member's contract period. The request for this release must be submitted in advance to the Dean of the appropriate college and the activity must be substantially and significantly related to assigned duties. Final approval must be granted in advance by the President. The absence must not interfere with assigned responsibilities. Reimbursement must be provided to the institution for all institutional space, institutional equipment, and institutional materials used for the activities. If the activity is not for additional compensation, the consulting form need not be filed – only a travel request is needed.

Search and Screen Policies and Procedures

The President (or appropriate designee) appoints search and screen committees to fill faculty and exempt staff vacancies. The constituency of these committees are conducted by the appropriate supervisor under the guidance of the office of Human Resources.

The appointed committee members locate the job description and the applications online using SNAP at <http://snap.sdbor.edu/cp/home/loginf>. Contact the committee chair for instructions on how to access this information.

Salary Policy

Salary policy procedures are outlined in the [BOR/COHE](#) agreement. Depending on the type of employment, percentages are specified for market adjustments, performance, and institutional priorities.

Sabbaticals

A faculty unit member may be granted sabbatical leave after six (6) or more consecutive years of full-time employment in the system. The total number of sabbaticals granted for the semester and/or the year by the institution may not exceed 5% of the total FTE faculty for that year. BHSU's sabbatical policies and procedures are located at <https://www.bhsu.edu/Portals/0/facultystaff/policy/sabbatical.pdf>. Specific procedures are also provided in Section XXI.21.6 of the COHE agreement.

8. The University

Accreditation and Program Review

Accreditation is a status granted to an educational institution or a program that has been found to meet or exceed stated criteria of educational quality. In the United States, accreditation is voluntarily sought by institutions and programs, and it is conferred by non-governmental bodies. Accreditation has two fundamental purposes: to assure the quality of the institution or program and to assist in the improvement of the institution or program. Accreditation, which applies to institution or programs, is to be distinguished from certification and licensure, which apply to individuals.

The Higher Learning Commission, the North Central Association of Colleges and Secondary Schools, has accredited Black Hills State University at the associates, the bachelor's, and master's degree levels. The last accreditation visit of the HLC was in 2013. The fourth year review is scheduled for July 2017.

Specific programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP), the Association to Advance Collegiate Schools of Business (AACSB), South Dakota Department of Education and Cultural Affairs (DECA), and the National Association of Schools of Music (NASM). In addition, the Health Sciences program is in the process of applying for accreditation by the Commission on Accreditation of Allied Health Education Programs.

Black Hills State University Accreditation Status

Accrediting Agency	Program/Type of Accreditation	Last Visit	Next Visit
Higher Learning Commission	Regional	2013	2017
Association to Advance Collegiate Schools of Business	International	2014	2018
Council for the Accreditation of Educator Preparation (CAEP)	B.S. Ed. M.S. C. & I.	2010	2017
National Association Schools of Music	B.S., B.A.	2010	2020
National Association for Sports and Physical Education (NASPE)		2009	2015
American Chemical Society (ACS)	Certification only	In process	
Commission on Accreditation of Allied Health Education Programs		In process	

Academic Centers

Center for the Advancement of Mathematics and Science Education

The Center for the Advancement of Mathematics and Science Education (CAMSE) at Black Hills State University is a statewide Center of Excellence. Established in 1997, the mission of CAMSE is to improve the teaching and learning of mathematics and science at all levels, K-16 and beyond. Areas of emphasis include:

- Professional development for K-12 teachers
- Recruitment and preparation of future teachers
- Evaluation and dissemination of instructional materials
- Research on teaching and learning
- Enrichment opportunities for K-12 students

Center for American Indian Studies

The Center currently administers four academic programs: the Major in American Indian Studies, leading to the Bachelor of Arts degree; a general Minor in American Indian Studies; the Minor in American Indian Studies - Teaching; and an American Indian Studies Minor, Emphasis in Communications. The Major in American Indian Studies was first offered in the Fall of 1997; it is cooperatively offered by Black Hills State University and the University of South Dakota, and is the only such cooperative program in the United States.

The Center for Indian Studies actively supports two student organizations: Lakota Omniciye ("a gathering, assembly"), and the American Indian Science and Engineering Society (AISES). Lakota Omniciye is currently the largest student organization on the BHSU campus, in terms of both membership and budget. This organization promotes fellowship among Indian and non-Indian students, and organizes an annual Cultural Awareness Week and Wacipi (pow-wow) in early April that is now in its eighteenth year. Last year's Wacipi attracted an estimated 3500 persons, making it one of the larger pow- wows in the state. AISES assists and

supports Indian students who are preparing for careers in the areas of science, engineering, and technology.

The Center for Indian Studies has traditionally coordinated and supported outreach activities between Black Hills State University and tribal governments, tribal colleges and universities, and other American Indian organizations. The Center will continue in this role, and will maintain our tradition of offering quality institutes, seminars, and other educational programs for dealing with such issues as language teaching and maintenance; tribal law; government and politics; tribal economic development, and American Indian history, art, music and literature.

South Dakota Center for Economic Opportunity (SD CEO)

The SD CEO (Women's Business Center) provides training and business assistance to current and aspiring entrepreneurs from start-up to expansion. Special areas of focus include:

- *Training*- developing, providing and/or recommending training, seminars, and workshops to meet the needs of startup and existing businesses.
- *Counseling*- facilitating how Small Business Administration might best serve client needs and encourage the best direction in pursuit of a successful business.
- *Technical Assistance*- identifying resources for comprehensive training, mentoring and counseling to help entrepreneurs reach business goals.

While services are available to anyone interested in business, the center has a special emphasis on assisting women.

Center for the Conservation of Biological Resources

The Center for the Conservation of Biological Resources (CCBR) has been established in Spearfish, South Dakota in association with the Science Department at Black Hills State University. Black Hills State University has a strong program in conservation biology and the focus of the CCBR will be on priority problems and needs expressed by various agencies and organizations in the region. The establishment of CCBR allows us to expand our research potential, and provide important scientific infrastructure for the region. We seek to build on past accomplishments and strengthen the capacity of the state to preserve biodiversity. Faculty and staff associated with CCBR will provide expertise and leadership that will facilitate research collaborations, educational outreach, and genomic services to various agencies and organizations region-wide. WestCore, which is housed within CCBR facilities, will provide DNA sequencing and genotyping services. The long-range plan for CCBR involves the following:

Primary Research Objectives:

- Monitoring of sensitive species and the development of indicator organisms Biodiversity management
- Genomics and ecological monitoring

Secondary Objectives:

- Undergraduate research training
- Community outreach

Long-term Objectives:

- Apply modern scientific technology to basic and applied scientific research on species of ecological and/or economic importance to South Dakota and the western plains region
- Develop and maintain collaborative research efforts with state and regional agencies
- Build the human and physical infrastructure that would enhance the capabilities and reputation of CCBR by acquisition of equipment, implementation of standard operating procedures (SOP) and good laboratory practices (GLP) to ensure accountability, and by maintaining appropriate staffing to allow timely processing of samples
- Develop partnerships with research collaborators to provide expertise and service in order to strengthen the research of others, as well as to utilize the strengths of other faculty to strengthen the research interests of CCBR
- Promote technology transfer

WestCore

The Western South Dakota DNA core facility, WestCore, has been established at Black Hills State University as a result of the partnership with the University of South Dakota School of Medicine's INBRE program (NIH Grant Number 2 P20 RR016479 from the INBRE Program of the National Center for Research Resources). This is a continuation of a partnership started in September 2001 under the NIH-NCRR-BRIN.

The facility is fully staffed and is equipped with state of the art instrumentation such as two ABI 3130 Genetic Analyzers, two ABI 9800 Fast Thermal Cyclers and six ABI 9700 Thermal Cyclers. WestCore provides sequencing and genotyping services to researchers at the INBRE partner and outreach institutions free of charge. For researchers at non-participating institutions, government agencies (research and wildlife forensics), and private organizations (cattle and bison purity testing services) a fee is charged to cover the cost of processing the samples. The faculty and staff of this facility work closely with researchers to ensure the data collected is the highest quality possible.

Center for Business, Entrepreneurship, and Tourism (CBET)

The Center for Business, Entrepreneurship, and Tourism (CBET) seeks to provide the University, the community and the region with practical assistance and experiences in business consultation, entrepreneurship, and tourism research. CBET responds to individual, business, organization, faculty, staff and student needs to collaborate with various stakeholders in economic development initiatives, the State of South Dakota, and the tourism industry. As such, CBET seeks to provide marketing research, professional development and training for the workforce, and business consultation services to the Spearfish community, the Black Hills region,

the state of South Dakota, and surrounding geographical areas into Wyoming.

Center for Economic Education (CEE)

The Center for Economic Education (CEE) which promotes economic literacy for South Dakota K-12 teachers and students. The center's main economic education program is South Dakota Stock Market Game program, an online 10-week stock market simulation conducted each Fall and Spring. The Center also provides teacher training workshops and economic education resources to integrate economic lesson plans in a variety of grade levels and subject areas.

Campus Committees

University and college committees are advisory in nature and make recommendations for policy and procedures in their designated areas. The Faculty Senate appoints Senate committees. Membership on the remaining committees is typically by administrative appointment.

Faculty Senate Committees

Membership on these committees is by selection by the senate appointments committee. Each is charged by and reports through the faculty senate.

- Appointments Committee
- Distinguished Faculty Award Committee
- General Education Requirements Committee
- Library Committee
- University Curriculum Committee

Jointly Appointed Agreement Committees

Membership on these committees is determined by the Council on Higher Education (COHE) and the campus president according to the current BOR-COHE agreement.

- College Promotion and Tenure Committees
- Institutional Workload Committee
- Institutional Agreement Management Committee
- University Promotion and Tenure Committee – Campus-wide

Presidential Committees/Councils

Membership on these committees/councils is generally by selection of the President. These committees are advisory in nature and receive their specific charge from the President.

- Administrative Team
- Black Hills State University Alumni Association
- Black Hills State University Foundation
- Black Hills State University Yellow Jacket Foundation

- Chiesman Committee
- Commencement/Awards Committee
- Emergency Planning Committee
- Madeline Young Speaker Series Committee
- Scholarship Committee
- Strategic Planning Committee
- Yellow Jacket Club

Provost & Vice President for Academic Affairs Committee/Councils

Membership on these committees/councils is generally by selection of the Vice President for Academic Affairs. These committees/councils are advisory in nature and receive their specific charge from the academic vice president.

- Academic Council
- Assessment Committee
- Academic Planning Committee
- Council of Chairs
- Council of Deans
- Enrollment Management Team (joint with Student Life)
- Graduate Council
- Honors Advisory Committee
- Institutional Biosafety Committee
- Distance Education Council
- Institutional Research Board (Animal Care and Human Subjects Committee)
- International Studies Advisory Committee
- Research Symposium Committee
- University Multicultural Committee
- University Research Council

Vice President for Finance and Administration Committee

Membership on this committee is generally by selection of the Vice President for Finance and Administration. This committee is advisory in nature and receives its specific charge from the vice president.

- Campus Safety and Facilities Committee
- Career Service Advisory Council
- Employee Recognition Committee
- Equal Education/Employment Opportunities Committee
- Financial Aid Appeals Committee
- Sustainability Committee
- Tree Advisory Committee

Vice President for Student Affairs Committees/Boards

Membership on these committees/boards is generally by selection of the Vice President for Student Life. These committees/boards are advisory in nature and receive their specific charge from the vice president for student life.

- Title IX Steering Committee
- Student Conduct Formal Review
- Alcohol and Substance Abuse Committee
- Child Care Advisory Committee
- Freshman Orientation Committee
- Health Awareness Committee
- Student Activities Committee
- Swarm Day Committee

Emergency Telephone Numbers

Emergency Calls: 911 if calling from a campus phone Spearfish

Police Department: 642-1300

Spearfish Fire Department: 911 if calling from a campus phone

Ambulance Service: 911 if calling from a campus phone Lookout

Spearfish Regional Hospital: 605-644-4004

Phil Pesheck: 605-269-1477

Security-Safety (cell phone): 605-641-6988