



**BLACK HILLS**

STATE UNIVERSITY

Where *Anything* is possible

# Faculty Handbook

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# Faculty Handbook

## 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**

*Black Hills State University is a regional, comprehensive, public institution that provides access to a higher education for aspiring students. BHSU offers a generous number of baccalaureate and select master's degrees, generates new knowledge, promotes excellence in teaching and public engagement, and serves as a regional economic leader. Graduates make significant contributions to the workforce and the betterment of their community.*

BHSU is statutorily authorized to offer academic programs as outlined in SDCL § 13-59-1 in the preparation of elementary and secondary teachers, and a secondary purpose is to offer preprofessional, one-year and two-year terminal and junior college programs. BHSU has the authority to credential certificates, associate degrees, baccalaureate degrees, and master's degrees provided formal approval by the Board of Regents. SDCL § 13-59-2.1 designated BHSU to provide the western regional Native American studies center.

### **Vision Statement**

*Black Hills State University will innovate to provide cutting-edge education, promote student success, be a sustainable campus, and serve as an economic engine for western South Dakota.*

### **Strategic Goals**

1. Enhance the student experience through innovative engagement, holistic support, and a vibrant student-centered spirit.
2. Prepare students for lifelong success through academic experiences that provide the knowledge and skills to make a difference in their communities and add value to the world.
3. Promote a culture of excellence that will ensure pride in the institution and retain employees.
4. Extend the reach and reputation of the University by employing effective marketing and communication strategies.

Additional information about the university may be found on the Black Hills State University website. <https://www.bhsu.edu/>

## 2. Black Hills State University Organization

### Administrative Team

President ..... Dr. Laurie Nichols  
Administrative Assistant (Jacky Easton – 605-642-6111)

Provost/Vice-President for Academic Affairs ..... Dr. Jon Kilpinen  
Administrative Assistant (Jodi Gabriel – 605-642-6262)

Vice-President for Enrollment and Student Affairs ..... Dr. John Allred  
Administrative Assistant (Jacky Easton – 605-642-6599)

Vice-President for Finance and Administration ..... Ms. Kathy Johnson  
Administrative Assistant (Donna VandenHoek-Wiles – 605-642-6512)

Vice-President for Institutional Advancement ..... Mr. Steve Meeker  
Administrative Assistant (Christy Couch – 605-642-6385)

### Academic Affairs Organization

The University is composed of three colleges and with two schools in each college. The Provost oversees programs offered at BHSU-RC and the Center for Hospitality and Business, located in Rapid City. The Dean of Students also reports directly to the Provost.

### College of Business & Natural Sciences

Interim Dean: Dr. Cynthia Anderson (Natural Sciences) (605-642-6212)  
[Cynthia.Anderson@bhsu.edu](mailto:Cynthia.Anderson@bhsu.edu)

Program Assistant (April Yenglin – 605-642-6212)  
[April.Yenglin@bhsu.edu](mailto:April.Yenglin@bhsu.edu)

Senior Secretary (Kellie Hatch – 605-642-6912)  
[Kellie.Hatch@bhsu.edu](mailto:Kellie.Hatch@bhsu.edu)

#### School of Business

Chair: Dr. Pat Mackin (605-642-6869)  
[Pat.Mackin@bhsu.edu](mailto:Pat.Mackin@bhsu.edu)

#### School of Natural Sciences

Chair: Dr. Dan Asunskis (605-642-6516)  
[Dan.Asunskis@bhsu.edu](mailto:Dan.Asunskis@bhsu.edu)

## **College of Education and Behavioral Sciences**

Dean: Dr. Betsy Silva (605-642-6112)

[Betsy.Silva@bhsu.edu](mailto:Betsy.Silva@bhsu.edu)

Program Assistant (Dawn Hunter – 605-642-6112)

[Dawn.Hunter@bhsu.edu](mailto:Dawn.Hunter@bhsu.edu)

Senior Secretary (Abigail Bristol – 605-642-6550)

[Abigail.Bristol@bhsu.edu](mailto:Abigail.Bristol@bhsu.edu)

School of Behavioral Sciences

Chair: Dr. Emilia Flint (605-642-6514)

[Emilia.Flint@bhsu.edu](mailto:Emilia.Flint@bhsu.edu)

School of Education

Chair: Dr. Faye LaDuke-Pelster (605-642-6627)

[Faye.LaDuke@bhsu.edu](mailto:Faye.LaDuke@bhsu.edu)

## **College of Liberal Arts**

Interim Dean: Dr. Daluss Siewert (605-642-6221)

[Daluss.Siewert@BHSU.edu](mailto:Daluss.Siewert@BHSU.edu)

Program Assistant (Justin Cameron – 605-642-6133)

[Justin.Cameron@bhsu.edu](mailto:Justin.Cameron@bhsu.edu)

Senior Secretary (Jennifer Holz – 605-642-6420)

[Jennifer.Holz@bhsu.edu](mailto:Jennifer.Holz@bhsu.edu)

School of Arts and Humanities

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

[Gina.Gibson@BHSU.edu](mailto:Gina.Gibson@BHSU.edu)

School of Mathematics and Social Sciences

Chair: Dr. Nicholas Drummond (605-642-6246)

[Nicholas.Drummond@BHSU.edu](mailto:Nicholas.Drummond@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.

<https://www.bhsu.edu/Academics/Academic-Catalog>

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 SDBOR.

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. When advising, faculty should know the student's correct catalog.

## **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 webpage: [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.

### **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 were 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](#).

### ***Pre-General Education Courses***

For students who are not academically prepared for College Algebra and/or English Composition, 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.

### **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 2:11](#).

### **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 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.

### ***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 participant 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 could receive financial support to attend. Contact the Black Hills Research Symposium Committee for more information on both events.

### **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. 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 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. Katrina Jensen, at 605-642-6247 or [Katrina.Jensen@bhsu.edu](mailto:Katrina.Jensen@bhsu.edu) for more information.

## **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.

## **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 of guidelines for faculty involvement and student work. Internship coordinators in the Colleges include the following:

#### College of Education and Behavioral Sciences

##### School of Education

Jami Kesling (Education) (605-642-6077)

[Jami.Kesling@bhsu.edu](mailto:Jami.Kesling@bhsu.edu)

##### School of Behavioral Sciences

Michael Huxford (HMS, PSYC, & SOC) (605-642-6156)

[Michael.Huxford@BHSU.edu](mailto:Michael.Huxford@BHSU.edu)

Emilia Flint (interim OE) (605-642-6514)

[Emilia.Flint@BHSU.edu](mailto:Emilia.Flint@BHSU.edu)

Craig Triplett (EXS) (605-642-6169)

[Craig.Triplett@BHSU.edu](mailto:Craig.Triplett@BHSU.edu)

#### College of Business and Natural Sciences

##### School of Business

Laura Prosser (605-642-6212)

[Laura.Prosser@BHSU.edu](mailto:Laura.Prosser@BHSU.edu)

##### School of Natural Sciences

Dan Asunskis (605-642-6212)

[Dan.Asunskis@bhsu.edu](mailto:Dan.Asunskis@bhsu.edu)

#### College of Liberal Arts

Students in the College of Liberal Arts consult with their faculty mentors.

Some internships in COLA are run through Career Services. Contact the Career Development Office at 605-642-6269 or at

[Careers@BHSU.edu](mailto:Careers@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.

## 4. Academic Policies and Procedures

### Absence from Class/Weather/Faculty Sick Days

[BHSU policy 2:3](#) sets forth the process for absence from class and sick days for BHSU faculty. Inform the college office of any absences, including sick leave or attendance at conferences. Weather related cancellations are official notifications delivered by designated University personnel via the emergency alert system, phone, email, and text message. Faculty must communicate with their school chair regarding travel during inclement weather to Rapid City.

Benefit-eligible faculty earn 9.34 hours of sick leave each month, and when not used, these hours accumulate. For additional information, contact the Department of Human Resources at 605-642-6549.

### 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. [SDBOR Policy 1:11](#) and [BHSU Policy 2:4](#) sets forth the process regarding academic freedom and responsibility at BHSU.

*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 to initiate a review of the evaluation.*

### Academic Misconduct

Procedures for addressing student academic misconduct (cheating or plagiarism) are addressed in [BOR Policy 2:33](#) and [BHSU Policy 2:5](#). The BHSU policy statement on academic misconduct must be included on each course syllabus. Refer to BHSU Policy 2:12. Faculty members will use the BHSU Maxient program to document all forms of academic misconduct and upload all supporting evidence. The link is provided on the BHSU Academic Affairs webpage, under faculty resources.

The following policy statement on academic misconduct 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 provided in BHSU Policy 2:5 and SDBOR Policy 2:33. Additional information can be found in the BHSU Student Handbook section on the BHSU webpage.*

### **ADA Statement**

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

*Black Hills State University strives to ensure that physical resources, as well as information and communication technologies, are accessible to users in order to provide equal access to all. If you encounter any accessibility issues, you are encouraged to immediately contact the instructor of the course and the Office of Disability Services, (contact Jennifer Lucero, Coordinator, at [Jennifer.Lucero@bhsu.edu](mailto:Jennifer.Lucero@bhsu.edu) or by phone at (605) 642-6099), who will work to resolve the issue as quickly as possible. The office is in the E.Y Berry Library, Room #240. Additional information can also be found at: <https://www.bhsu.edu/Student-Life/Student-Services/Disability-Services/>*

### **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](mailto:brad.buchholz@bhsu.edu) or 605-642-6287.

Textbooks can be shipped to BHSU-RC at no cost or picked up at the Spearfish campus bookstore. BHSU-RC does not stock textbooks.

### **Computers**

Computers are provided to the faculty that are connected to the University's network. For assistance with computing problems, contact the Help Desk at 605-642-6580. For other computer problems, contact Mr. Fred Nelson, Director

of Technical Support Services, at 605-642-6848.

Faculty teaching at BHSU-RC can visit Computer Support Services in Room 121 at the BHSU-RC campus. You may also call or email Richard Woodworth at (605) 718-4052 or [Richard.Woodworth@bhsu.edu](mailto:Richard.Woodworth@bhsu.edu)

### **Disruptive Behavior**

[BHSU Policy 2:7](#) sets for the policy and process for addressing 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 or immediate threat, call BHSU security: Spearfish Campus at 605-642-6297 or BHSU-RC Security at 605-718-4220, or call 911.

Additional information can be found in [BHSU Policy 3:1 Student Code of Conduct](#).

### **E-mail**

All students, faculty, and staff are assigned e-mail accounts. Faculty and staff email accounts are [firstname.lastname@BHSU.edu](mailto:firstname.lastname@BHSU.edu) and student email accounts are [firstname.lastname@YellowJackets.BHSU.edu](mailto: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 “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 605-642-6580 or via email at [BHSU.NCS@BHSU.edu](mailto: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.

Schools must have written permission from the eligible student 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 Hall).

### ***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 hometown. 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**

The policy for holding final examinations for courses at BHSU is set forth in [BHSU Policy 2:9](#). 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 Dean.

### **Grading**

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

To briefly summarize, the University uses the SDBOR 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 in Banner Self-Service using the SNAP link. The Registrar's Office provides training for faculty to enter their grades. Faculty are responsible for assigning a "DEF" notation on the Midterm grading screen in Banner Self-Service 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 BHSU Academic Catalog. A “Notice of In Progress or Incomplete Form” must be prepared by the faculty member and submitted to the Records Office. Contact the Registrar at 605-642-6567 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 [BOR 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**

[BHSU Policy 2:11](#) sets forth the expectations for faculty 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.

### **Online Course Management**

Currently, BHSU faculty members teach online courses using Desire2Learn. Support for the platform is offered by Administrative Information Management Services. Training for its use is provided by the Instructional Design Department. For more information with online delivery support, contact Anne Stevens at 605-642-6064. For assistance in developing an online course, contact Dr. Prasanthi Pallapu at 605-642-6936. (BOR Policies on Distance Education are located at <https://www.sdbor.edu/policy/Pages/Policy-Manual.aspx>)

### **Prohibited Conduct for Students**

The [BHSU Student Handbook](#) presents a variety of information including a section on prohibited conduct. 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.

Faculty are expected to post a syllabus for each class on D2L before the start of classes each semester, regardless of whether the class is online or face to face.

[BHSU Policy 2:12](#) sets forth the process for the uniform framework of syllabi for courses. A template is provided to faculty for each semester.

## 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 SDBOR policy to report any information they have concerning possible sexual harassment or sexual misconduct (which are defined in the following SDBOR 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.*

To report in person, please visit the BHSU Title IX Office located on the upper level of the Young Center, DYC Academic Office 206. Alternatively, you may contact the [Title IX Coordinator by email](#) or by phone (605-642-6590).

Additional information can be found on the University webpage at:  
<https://www.bhsu.edu/president/title-ix/>

### **University Sponsored Activities Policy**

[BHSU Policy 2:13](#) sets forth the process and procedures for university sponsored activities to promote safe travel by students and members of BHSU's student organizations for certain student activities or trips. Faculty who wish to take students on a university sponsored activity must obtain prior approval and submit the required paperwork. Students must notify those instructors where attendance in the class will be affected. Students may not be penalized for missing activities or assignments during the university sponsored activity.

The faculty member will work with the Dean's Office staff for required paperwork and retain all necessary forms for the term for accountability purposes.

## 5. Advising by Faculty

While professional advisors now help students with course schedules, faculty serve as mentors for students with more than 60 hours of completed credit. Faculty mentors are expected to provide education and career guidance and to meet regularly with their assigned students.

As part of faculty workload, most BHSU faculty are assigned advisees. Advisement is an 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

### 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 professional advisor for assistance.

### 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 [Board of Regents](#). 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 self-service. Self-Service 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. Contact the Registrar's Office for additional information (605-642-6567).

### **Library Collections**

The E.Y. Berry Library-Learning Center provides materials and services to support research by students and faculty. The general collection includes approximately 95 databases, US. Government e-documents, e-books, historical documents in microfilm, and a collection of materials for K-12 teachers. The Leland D. Case Library of Western Historical Studies houses an extensive archive including manuscripts, photograms, maps, and other documents including those provided by the U.S. Forest Service.

Library Services include bibliographical instruction, reference help, and inter-library loan.

### **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 webpage at <http://www.bhsu.edu/Academics/The-Colleges/College-of-Education-and-Behavioral-Sciences>

### **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, 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 to appear in the student's program evaluation. For assistance in accessing degree audits for advisees, please contact the Registrar's office at 605-642-6567.

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 two semesters prior to graduation with the Registrar's Office.

### **Professional Advisors**

To supplement the advisement activities of the faculty, there are professional advisors within the Student Success Center (SSC). The advisors at the Spearfish Campus are located in the SSC in the E.Y Berry Library. These individuals work closely with students, encompassing first and second-year student advising, particularly with those whose situations are complex or who may be having some academic difficulty. These individuals are as follows:

#### *Student Success Center, Spearfish*

Janette Hettick-Walz, Director (605-642-6934)

[Janette.Hettick@BHSU.edu](mailto:Janette.Hettick@BHSU.edu)

Ezekiel Bucks, Advisor (605-642-6277)

[Ezekiel.Bucks@bhsu.edu](mailto:Ezekiel.Bucks@bhsu.edu)

Samantha Gill, Advisor (605-642-6272)

[Samantha.Gill@bhus.edu](mailto:Samantha.Gill@bhus.edu)

Shannon McKinzie, Advisor (605-642-6270)

[Shannon.McKinzie@bhsu.edu](mailto:Shannon.McKinzie@bhsu.edu)

Cassy Medigovich, Advisor (605-642-6159)

[Cassy.Medigovich@bhsu.edu](mailto:Cassy.Medigovich@bhsu.edu)

#### *BHSU-RC; Suite 114, Rapid City*

Heather Maier, Advisor (605-718-4197)

[Heather.Maier@bhsu.edu](mailto:Heather.Maier@bhsu.edu)

### **Student Course Load**

Students who wish to enroll for more than 18 credits in a 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 on the first floor of Woodburn Hall. Contact: Lori DuBry (605-642-6739) [Lori.DuBry@bhsu.edu](mailto: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 [bhsbuzzcardoffice@bhsu.edu](mailto:bhsbuzzcardoffice@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: 9-911 if calling from a campus phone  
Spearfish Police Department: 605-642-1300  
Spearfish Fire Department: 9-911 if calling from a campus phone  
Ambulance Service: 9-911 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  
BHSU-RC Security: 605-718-4220 or 911 in an emergency

## **Faculty Professional Organizations**

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, the American Association of University Women maintains an organization in South Dakota 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.

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 605-642-6385 and [Steve.Meeker@bhsu.edu](mailto: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 call 605-642-6038 for assistance or information. BHSU-RC should call Richard Woodworth at 605-718-4052 or at [Richard.Woodworth@bhsu.edu](mailto:Richard.Woodworth@bhsu.edu)

### **Mailboxes**

Faculty members have a mailbox to receive mail and university information. The box is set up for each faculty member in the college work area. Support staff in the college office can direct you to your mailbox area.

BHSU-RC faculty mailboxes are located in the Faculty Offices in Room 217.

### **Network and Computer Services (NCS)**

#### ***Service Desk***

Online support is available at <https://www.bhsu.edu/IITS/Services/Help-Desk>. Walk-in support is available Monday through Friday 8:00 am – 5:00 pm. 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 assigned to a technician. When an email is sent to [BHSUhelpdesk@BHSU.edu](mailto: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 is limited to university-owned technology. They do not work on personal computers but may provide guidance.

#### ***Instructional Technology Support***

Support is available for classroom audio-visual technology; digitizing audio cassettes, HI8, MiniDV, and VHS videocassettes; adding non-copy-righted material to the streaming server for the use on D2L or the classroom; video capturing and editing for instructional content; assistance with Zoom Flex classes and Zoom lecture capture; setup or lending of public address systems for on-campus events. Please get in touch with Jesse Shelbourn at 605-642-6240 or via email at [Jesse.Shelbourn@BHSU.edu](mailto:Jesse.Shelbourn@BHSU.edu) for assistance or information.

### ***Student Technology Fellows (STF)***

The STF program offers a select number of students each year the unique opportunity to support departments or individual faculty/staff to expand the capacity for instructional technology in the educational experience. Through the program, STFs develop professional-level skills in a wide variety of information technology areas, via both online and hands-on training methods and by working “in the field” for the department to which they are assigned. If you would like more information about the STF program, please get in touch with [Garrett.Stevens@BHSU.edu](mailto:Garrett.Stevens@BHSU.edu).

### **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.

### **Online Course Management**

Currently, BHSU faculty members teach online courses using Desire2Learn. Support for the platform is offered by Administrative Information Management Services. Training for its use is provided by the Instructional Design Department. For more information with online delivery support, contact Anne Stevens at 605-642-6064. For assistance in developing an online course, contact Dr. Prasanthi Pallapu at 605-642-6936. (BOR Policies on Distance Education are located at <https://www.sdbor.edu/policy/Pages/Policy-Manual.aspx>

### **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 Public Safety in Woodburn Hall. 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 Public Safety in 126 Woodburn Hall. Parking at BHSU-RC is at no cost to faculty and staff.

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 Public Safety.

For additional information, contact the Office of Public Safety in Woodburn 126. Mr. Phil Pesheck, Director of Public Safety, can be reached at 605-642-6297 or by email at [Philip.Pesheck@bhsu.edu](mailto:Philip.Pesheck@bhsu.edu) .

### **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 605-642-6549.

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.

### **Purchasing on behalf of the University**

Faculty should check with college staff prior to making any purchases. Staff will help guide the faculty through the purchasing process. BHSU is a tax-exempt organization and purchases should be tax exempt.

A requisition request form needs to be completed and signed by the Dean or Chair prior to any purchases. All purchases require a detailed receipt and/or invoice.

All contracts will follow BHSU policies [5.5-Consulting-Contracts](#) and [5.6-Contract-Agreement-and-MOU](#). All contracts must be signed by the Vice President for Finance and Administration prior to any services rendered. A copy of the contract should be attached to the request to pay and submitted to your college office for payment.

For any software or hardware purchases, you must follow BHSU policies to purchase. [BHSU 5.8-Purchasing](#)

For any purchases that include a membership, you must follow BHSU policies. [BHSU 5:4 Membership and Licensure](#)

Purchases must first be made with vendors who are contracted with BHSU. Please work with your college secretary/purchasing agent prior to submitting a requisition for funds to make sure the dollar amount requested reflects the cost of the items to be purchased. Be sure to check with the BHSU bookstore to see if the item can be purchased from the bookstore.

Hospitality items cannot be purchased and reimbursed without prior approval from the Dean or Chair. Per contractual agreement, efforts will be made to use on-campus dining services first. [BHSU 5:1 Institutional Representation](#)

Any purchases with personal credit cards and subsequent reimbursement must be pre-approved by the Dean of your college. Purchases should be done by the university as BHSU usually can obtain a better price point.

## **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 (065-642-6788)
- Student Union rooms (Student Union Information Desk at 605-642-6062 or 605-642-6102)
- Donald E. Young Center (605-642-6862)
- E.Y. Berry Library (605-642-6956)
- All other Spearfish campus buildings (605-642-6082)
- BHSU-RC (605-718-4261) or [BHSURCEvents@bhsu.edu](mailto:BHSURCEvents@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 605-642-6385 and [Steve.Meeker@bhsu.edu](mailto:Steve.Meeker@bhsu.edu) .

## **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 the Office of Sponsored Programs at 605-642-6371 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 Facilities Services at 605-642-6244 with any questions or to check on the availability of a vehicle for last minute requests.

### **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 sent to the faculty during the first month or so 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 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 an 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: <https://www.bhsu.edu/faculty-staff/marketing-and-communications/> by 8:30 a.m. to be included in that day's E-Update. Submit ideas for news articles and feature stories to the University and Community Relations office. (605)-642-6215

The office also provides oversight for the university's web presence. If you have questions about the website, contact the office at 605-642-6215 or email [web@bhsu.edu](mailto:web@bhsu.edu)

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](http://www.BHSU.edu/logos) for details, official logos, artwork, and the University's visual identity standards. Contact the office of Marketing and Communications at 605-642-6215 for assistance.

### **University Dining**

[University dining services](#) offer students, faculty, staff, and visitors to the university campus a variety of dining options. Einstein Bagels is available as well in the library.

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 Sodexo at 605-642-6896.

### **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](http://www.BHSU.edu/info) and

the weather line at 605-642-6059.

Weather related class cancellations are reported on the BHSU-RC weather line and the BHSU-RC website. The weather line number is 605-718-4118. The website is: <https://www.bhsu.edu/rapid-city/Current-Students/>

## 7. Faculty Concerns

### **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. Honoraria in excess of \$250 must be approved in advance by the BOR and no Honoraria 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. 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.” [BOR 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. The annual evaluation (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: <https://www.ideaedu.org>

### ***Faculty Leaves***

Several [BOR policies](#) address the issue of faculty leave including those for medical reasons, sabbaticals, military service or leaves of absence.

### ***Grievance Procedures***

Grievance procedures for faculty are specified in [BOR Policy 4:7](#). This sets forth the procedures for 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. One award shall be given each school year when there is a qualified nominee. Previous winners of the award are not eligible.

Request for nominations will be sent out to the BHSU faculty by the Faculty Senate vice president six weeks before the recommendation due date.

**Drug Free Workplace**

The South Dakota Board of Regents is committed to providing a drug free workplace ([SDBOR policy 4:27](#)). The SDBOR 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 202 or at 605- 642-6549.

**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, and the president of the university.

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 [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. The request should be submitted to the college Dean, who will initiate the approval process.

### **Graduate Council**

The graduate council is composed of graduate program coordinators 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.

### **Sabbaticals**

A faculty unit member may request a sabbatical leave after six (6) or more consecutive years of full-time employment in the system. BHSU's sabbatical policies are located at: [BHSU Policies and Procedures](#)



## 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 has accredited Black Hills State University at the associates, the bachelor's, and master's degree levels.

Accreditations are as follows:

- The Higher Learning Commission (HLC)
- The Council for the Accreditation of Educator Preparation (CAEP)
- The Association to Advance Collegiate Schools of Business (AACSB)
- The National Association of Schools of Music (NASM).
- BHSU is recognized by the National Association for Sport and Physical Education (NASPE).
- Its education programs are approved by the South Dakota Department of Education

### **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.

### ***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.

### ***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.

### ***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.

## **Emergency Telephone Numbers**

Emergency Calls: 9-911 if calling from a campus phone Spearfish Police

Department: 605-642-1300

Spearfish Fire Department: 9-911 if calling from a campus phone

Ambulance Service: 9-911 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