

FACULTY HANDBOOK

Partners in educational success



South Dakota School for the Deaf

Dear State of South Dakota Employees,

Public service is essential to maintaining our democratic society, providing services to our citizens, and helping the state and country prosper. Thank you for your dedication to the State of South Dakota and its citizens.

Beyond day-to-day duties, each State employee, regardless of title or pay grade, is responsible to help maintain the public trust. Any misappropriation of resources, conflict of interest or other illegal activity, undermines the confidence citizens have in our State government. It overshadows the otherwise good work being done for society.

In addition to reading and abiding by the personal responsibility policies outlined here, you are asked to report acts that you believe violate these policies. If you see something, please say something. To create a comfortable atmosphere for recounting such concerns, an internal control officer has been appointed in each department. If you do not feel comfortable discussing your concerns with the internal control officer in your department, you may reach out to an internal control officer from another department or contact your human resources manager.

Thank you in advance for representing yourself and your fellow State employees with integrity.

Sincerely,

Governor Dennis Daugaard

Dear Board of Regents Employees,

Integrity. Ethics. Transparency. Protecting the public trust. You and I not only have the responsibility to maintain the very highest standards in these areas, but also to pass these values along to our students. Our society has long depended on higher education to enhance the ability of our democracy to function effectively and fairly for all of the people that call our nation and state home. We must assist students in their search for knowledge, in understanding themselves and their cultural and physical environments, and in developing the wisdom and skills necessary to function as responsible citizens in society.

As a Regental system employee, you play an integral role in carrying out that mission. Each and every employee has a responsibility to demonstrate to each other, our students, and the citizens of the State of South Dakota, a commitment to making stewardship and ethical behavior a part of our everyday activity. Thank you for representing the Board of Regents and your institution with honesty and integrity, and leading by example for the future leaders of South Dakota.

Sincerely,

A handwritten signature in cursive script that reads "Mike Rush".

Mike Rush
Executive Director and CEO

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INTRODUCTION

IF A STUDENT CANNOT LEARN THE WAY I TEACH, THEN I SHOULD TEACH THE WAY HE/SHE CAN LEARN.

Teachers have a tremendous responsibility and obligation to provide each student with appropriate learning experience so that he/she has the opportunity to develop his/her abilities and skills to the fullest. This presents a tremendous challenge to every teacher but one that can be met fully through maximum effort, a positive attitude, and dedication.

We have a special challenge at the Special Schools, because we work with children with special needs and each child is definitely unique. Not only must we address the academic and vocational needs, but skills to develop independence and a positive self-concept must be addressed with equal importance. The rewards are great when we are able to address a student's needs successfully. What we do today directly effects what our students do tomorrow.

This section is intended to provide information necessary for teachers to carry out their duties and responsibilities successfully. The administration has the responsibility to assist teachers so they can do their jobs effectively and efficiently.

There are policies and procedures that must be adhered to by all teachers. Many policies are part of the BOR/COHE Contract and each teacher has the responsibility to read the contract. Other policies and procedures are those of the administration.

Information in this section will need to be revised from time to time, and suggestions are welcomed from all teachers.

COHE CONTRACT

The terms and conditions of employment are detailed in the negotiated contract between the Council on Higher Education (COHE) and the South Dakota Board of Regents. All faculty members are expected to familiarize themselves with the contract. The contract can be accessed on the Board of Regents website (www.sdbor.edu).

To assist in administering the contract, there will be a designated COHE representative on staff. In addition, the Internal Agreement Management (IAM) Committee, with designated faculty and administration representatives, will meet at least every 90 days to identify and discuss problems of agreement language and implementation.

WORKDAY

Please refer to BOR/COHE Contract, BOR Policy Manual (www.sdbor.edu) for more information.

Outreach Consultants – These faculty members will have a flexible schedule to accommodate the needs of school districts, students, and their families. Weekly workload hours will remain comparable to those of other faculty.

Leave Request and Time Reporting in SNAP - The Leave Request system allows employees to request leave online and the Time Reporting system allows employees to submit their monthly time card. Leave requests and time reporting are approved online by the supervisor and then sent electronically to Payroll for processing. It is critical that the employee submits their timesheet by the deadline set by HR each month.

TERMINATION OF STATE EMPLOYEES

Please refer to BOR/COHE Contract, BOR Policy Manual (www.sdbor.edu).

LAYOFF PLAN AND REEMPLOYMENT PROCEDURES

Please refer to BOR/COHE Contract, BOR Policy Manual (www.sdbor.edu).

STEPS FOR PROCESSING A FORMAL GRIEVANCE

Please refer to BOR/COHE Contract, BOR Policy Manual (www.sdbor.edu).

EVALUATIONS

Faculty evaluations will be conducted in accordance with the negotiated contract between the BOR and COHE. Please refer to BOR/COHE Contract, BOR Policy Manual (www.sdbor.edu).

JOINT POSITION STATEMENT ON ETHICAL JOB SEARCH PRACTICES

The members of the Professional Teachers Practices and Standards Commission and the Professional Administrators Practices and Standards Commission (PAPSC) encourage the growth and professional advancement of all certified educators. The following are the recommended ethical criteria for job search.

- A. **Prior to signing the contract** the teacher or administrator is free to look for other employment.
- B. **After a contract has been signed for the upcoming school year** and other employment is being sought, at the point of interview the **present** administrator and/or board needs to be informed of the job search.
- C. **After a contract has been signed for the upcoming school year** and other employment is being sought, at the point of interview the **prospective** administrator and/or board needs to be informed of the existing contract.

The PAPSC can be contacted at the Department of Education and Cultural Affairs at 700 Governors Drive; Pierre, SD 57501 or by phone (605) 773-4705.

REPORT, REQUIRED

1. If an ACCIDENT, INCIDENT OR UNSAFE CONDITION occurs, the standard state form should be completed with copies distributed or e-mailed to the Business Officer (Risk Manager), Physical Plant Director, Director of Outreach, and Superintendent. This form is also available in SNAP under SDSD Groups Outreach Forms.
2. Only the ACCIDENT, INCIDENT OR UNSAFE CONDITION Form is used when the accident, incident, or unsafe condition is not related to a student's behavior.

FACULTY MEETINGS

COHE (III-6.4) -- The administration at the Special Schools bears the responsibility for determining the necessity for general teachers' meetings. Teachers are encouraged to contribute items to the agenda.

Faculty meetings will be conducted by the Director of Outreach. The meetings will be held once a month. If necessary, an additional meeting will be scheduled. Unless prior approval is granted by the administration, all teachers are expected to attend these meetings.