



ACADEMY *of* ART UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

FACULTY MANUAL

2008 - 2009

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For all faculty related information and resources, go to:

faculty.academyart.edu



THE ACADEMY

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The Academy

About the Academy:

Welcome to the Academy of Art University. As faculty, you constitute one of the most vital components of the university. You are joining a select group of art and design educators that, collectively, assist the students of today in becoming the artists and designers of the future. We hope that your experience here proves to be a rewarding one for both you and your students.

Not just Another Art School

The Academy of Art University is not a typical art school. The Academy was founded on the belief that students who learn from top professionals will receive an education that will enable them to become top professionals themselves. For over 75 years, the Academy has followed that philosophy by developing a program of study that successfully combines academic excellence with career preparation in a number of fields in the visual arts. We ask you to consider the mission of the University as you prepare your lessons, teach your classes, and critique student work.

Mission & Accreditation

The Academy of Art University prepares aspiring artists and designers for careers in the fields of art and design by delivering excellent undergraduate and professional degree and certificate programs.

To achieve its mission the Academy of Art University:

- Maintains a no-barrier admissions policy for all persons who meet basic requirements for admission and instruction and who want to obtain higher learning in a wide spectrum of disciplines in art and design;
- Teaches a disciplined approach to the study of art and design that encourages students to develop their own styles that blend their talents, technical skills and creative aspirations with professional knowledge;
- Enlists a dedicated and very able full-time and part-time faculty of career artists, designers and scholars who are professionals and whose success as educators comes from their ability to teach students through the wisdom and skill they have amassed through years of experience and study;
- Operates in an urban context so that academic programs can draw upon and contribute to the cultural wealth of those communities that are served;
- Provides a creative environment that is at once supportive and challenging and underpinned by excellent personalized teaching and support services that address the needs of students of diverse ages and backgrounds;
- Provides an undergraduate general education program designed to stimulate development of critical thinking, articulation and communication skills, and appreciation of contemporary cultural issues;
- Manages in an ethical and efficient manner, administers the finances in a prudent fashion, and returns value to the shareholders;
- Fosters optimum quality in all aspects of programs and services.

Statement of Accreditation

The Academy of Art University has been approved by the Bureau for Private Postsecondary and Vocational Education of the State of California to grant the degrees of Bachelor of Fine Arts (BFA), Associate of Arts (AA), Master of Fine Arts (MFA) and Certificates. The Academy is accredited by the

Accrediting Council for Independent Colleges and Schools (ACICS) located at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780, and the National Association of Schools of Art and Design (NASAD) located at 11250 Roger Bacon Drive, Suite 21, Reston, Virginia 20190, (703) 437-0700, to offer degrees of Associate of Art, Bachelor of Fine Arts, Master of Fine Arts and Certificates. The university is also accredited by the Council for Interior Design Accreditation for its Interior Architecture and Design BFA program.

The Academy is also an institutional member of the Career College Association (CCA), the Council for Higher Education Accreditation (CHEA), and a member of the International Council of Design Schools (ICDS) and the College Art Association (CAA).

The Academy of Art University admits students of any race, color, age, religion, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. The Academy does not discriminate on the basis of race, color, age, sex, religion, physical handicap, sexual preference, or national or ethnic origin in administration of its educational policies, scholarship and loan programs and other school-administered programs.

The Academy of Art University has been granted candidacy status by the National Architecture Accrediting Board (NAAB) to offer a two year Master of Architecture degree.

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit U.S. professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards.

Master's degree programs may consist of a pre-professional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the pre-professional degree is not, by itself, recognized as an accredited degree.

The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program should be accredited within 6 years of achieving candidacy, if its plan is properly implemented.

Know Your School

You are the most direct link between the student and the Academy and consequently, will likely be the recipient of student inquiries, concerns and complaints. For some students you are not just the link, but also the actual representative of the Academy. We ask that you be our good will ambassadors.

It is important for you to be familiar with the Academy's facilities, programs and resources. We expect our faculty to be able to respond to queries from students, family and friends. Please feel free to consult the Department Director or Administrative Assistant, if you do not know the answer yourself. We offer degree programs at both the undergraduate and graduate level. Undergraduate faculty in particular must be prepared to answer students' questions regarding our Graduate Studies offerings. The Graduate School is currently experiencing a period of significant growth and development. Consequently, we advise all faculty to review the graduate offerings each semester or contact the Graduate Office.

If you have not already contacted the Campus Tour Department, we suggest that this would be the best way to discover for yourself what the Academy offers. We are a very large, widespread institution and many people have found the tour greatly beneficial. Campus tours are offered Monday through Saturday at 10 a.m. and 2 p.m. To sign up for a tour of the campus call (415) 263-4179 or stop by the reception desk, located at 79 New Montgomery on the 4th floor. The tour visits academic buildings, studios, labs, classrooms, galleries, and student housing. Please encourage persons expressing an interest in the Academy to sign up for a tour.

We offer degree programs at both the undergraduate and graduate level. Undergraduate faculty in particular must be prepared to answer students' questions regarding our Graduate Studies offerings. The Graduate School is currently experiencing a period of significant growth and development. Consequently, we advise all faculty to review the graduate offerings each semester or contact the Graduate Office.

It is also important that you take the time to become familiar with the catalog and current class schedule. The Course Catalog is available from all campus locations; you may also view course descriptions and course schedules on the Academy website at www.academyart.edu.

Please note that all information in the Faculty Manual is current as of Summer 2006. For the most up-to-date information, please always refer to www.faculty.academyart.edu.

Student Appeals and Grievances

The Academy is committed to the ideal that, in the pursuit of development, a student should be free of unfair and improper actions on the part of any member of the academic community. If a student feels that she or he has been subject to unjust actions or denied her or his rights, redress may be sought by filing an appeal or grievance within the framework of the Academy's policies and procedures, outlined below.

Step 1

Students are encouraged to resolve concerns or complaints informally by personal contact with the individual in question.

- a) Academic concerns should first be discussed with the instructor.
- b) For financial concerns or complaints, the students should first contact Accounts Receivable or the Financial Aid Office, as appropriate.
- c) For complaints related to other matters, the students should seek out a faculty or staff member for assistance.

Step 2

If a satisfactory solution cannot be arranged through Step 1:

- a) For academic concerns or complaints, the students should contact their Department Director.
- b) For financial concerns or complaints, the students should contact a manager within Accounts Receivable or Financial Aid.
- c) For complaints related to other matters, the student should seek out a manager in the appropriate area for assistance.

Step 3

If a satisfactory solution cannot be arranged through Step 2:

- a) Student should submit a letter of grievance to the Grievance Committee:

Grievance Committee

Attn: Executive Vice President Sue Rowley

Academy of Art University

79 New Montgomery Street

San Francisco, CA 94105

The Grievance Committee shall investigate grievance claims and hold formal hearings as necessary. Formal hearings deal primarily with serious student problems and complaints, especially those involving student discipline, allegations of discrimination, or other improper conduct. The Grievance Committee will consider all grievances in a timely manner upon formal written notice of a grievance and attempt to resolve them directly. All parties will be notified in writing of the Grievance Committee's decision within a reasonable time after the meeting date. Decisions of the Grievance Committee are final and binding, and are not appealable internally.

Complaints will be maintained as confidentially as possible. Grievances that affect a student's academic or financial status must be received by the Grievance Committee one month prior to the start of the semester in order to be considered by the Committee.

For further information concerning the grievance procedure, call the office of Executive Vice President Sue Rowley at (415) 618-6477.



FACULTY RESOURCES

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Faculty Resources:

New Faculty Orientation

All new faculty members are required either to complete the online New Faculty Orientation or to attend the on campus orientation. The New Faculty Orientation is available at <http://online.academyart.edu/nfo>. There is an additional orientation for new online faculty members.

Faculty Development Office

You are an expert in your field. Our job is to help you communicate that expertise effectively in the classroom. The AAU Faculty Development Team offers a wide range of opportunities and resources for onsite and online instructors to develop their teaching skills. The Faculty Development Office is located at 180 New Montgomery in Room 159. You may contact Faculty Development at (415) 618-3855 or at facultydevelopment@academyart.edu

Faculty Website – faculty.academyart.edu

All faculty members are expected to utilize the Academy’s faculty website at www.faculty.academyart.edu. Faculty may access the website at computer terminals on campus or from home. The faculty website is a portal to all faculty related resources and information, including:

- New Faculty Orientation (NFO)
- Faculty Manual
- About the Faculty Development Team
- In-Class Faculty Support
- Teaching Resources
- Weekly Teaching Tips
- Teaching Seminars
- Support for Online Faculty
- Getting Help for Students
- Campus Resources
- Maps and Schedules

Faculty Email

Faculty members should go to their department for academic and classroom related matters. Faculty members may call the Faculty Hotline at 415.618.6244 for questions or concerns about paychecks, faculty contracts, and other general issues.

1. LOG IN

You may log on to your free email account with any web browser by going to the following URL:

<http://faculty.art.edu>

You will be asked to log into your Faculty Email with the “User Id” and “Password” that was sent to you by mail.

2. MAIN MENU

Once logged in, you will be at the Main Menu page. You will be able to go into your “Inbox” to view your E-mails by clicking on it or by clicking on the “View Mail” menu tab at the top of the page. At the Main Menu Page, you will also be able to go into your Sent, Deleted, Draft and any other folders that you’ve created to store your Emails.

3. READ MAILS

Once you are in your Inbox Folder, you will be notified at the top of how many message(s) you have and the # of new message(s). Click on the Subject heading of the Email to open and read the individual Email. You will have a sub-menu within the opened email that will give you the option to: “Go Back” to your Inbox, “Next” to read the next email, “Reply”, “Reply All” to reply to all recipients in the email, “Forward”, “Delete” or Move To” to move the Email to a folder that you’ve created.

4. COMPOSE

If you wish to send out a new message, click the “Compose” menu tab at the top of the page. You will have the option of typing in the recipient’s email address in the “To” box or you may choose your recipient(s) from your Address Book. You also have the option to send Attachments with your email and Spell Check option.

5. SEARCHABLE DIRECTORY

This email system features a searchable directory of your fellow students, instructors and general email addresses to departments such as Housing and Financial Aid.

>You may also add in your own contact(s) and their Email addresses(s) into the existing **Address Book**.

>You may also search the messages in your Inbox or Folders by clicking on the “Search” tab at the top of your Menu Page. You can search your messages by whom it was from, whom it was to or the subject of the message in the subject heading or in the body of the message.

>A comprehensive “**Help**” feature is available. Click on the “**Help**” tab at the top of the page to access the Help Menu. The “Help” window pops up on top of the current page and will display the “**Help**” subject relevant to the current page that your are on. You may also search for other “Help” topic by clicking on the “**Content**” Button within the “**Help**” menu pop up.

Faculty Hotline

Faculty members should go to their department for academic and classroom related matters. Faculty members may call the Faculty Hotline at (415) 618-6244 for questions or concerns about paychecks, faculty contracts, and other general issues.

Faculty Development Office

The AAU Faculty Development Team offers a number of opportunities for onsite and online instructors to develop their teaching skills. Academy of Art University instructors are encouraged to take advantage of the wide range of services and resources available. The Faculty Development Office is located at 180 New Montgomery on the 6th floor. You may contact Faculty Development at (415) 618-3855 or at facultydevelopment@academyart.edu

Academy Resource Center (ARC)

The Academy offers a wide variety of educational support services. Faculty members are invited to contact the Academy Resource Center at (415) 618-3917 for any and all issues concerning their students' learning needs. All information about the ARC is also available at the faculty website at faculty.academyart.edu. The Academy's educational support services include:

Student Academic Support

- Midpoint Review Workshops for graduate students
- Speaking Lab (presentation, pronunciation, and conversation)
- Writing Lab

Classroom Services

Classroom Services facilitates reasonable accommodations and equal access to educational programs for students with disabilities.

- English as a Second Language (ESL) language classes
- ESL in-class language support for international students
- One-on-one ARC Tutoring for art and design classes
- Online Academic Support
- Online ESL Classes
- Online English as a Second Language Support
- Online Writing Lab

Library

The Academy of Art University Library is located at 180 New Montgomery. For information on the Library's resources and faculty borrowing privileges, go to library.academyart.edu (follow the Library link).

Course Catalog

All faculty members should have their own copy of the Academy of Art University Course Catalog. Faculty members should use the Course Catalog for course description information, degree requirements, as well as a reference Employees for academic policies and procedures. The Course Catalog is available from every campus building or from your department. Course Catalog information is also available on the Academy website at www.academyart.edu. The Academy website is the best place to go to for the latest course descriptions and course information updates.

Documents & Forms

Any documents or forms that you need for grading, copy requests, transportation requests, and any other administrative needs may be found at www.faculty.academyart.edu (go to Campus Resources and click on Forms).

Employee Tuition Remission

The Academy has a program, Employee Tuition Remission, which allows eligible employees to take one course at the Academy free of tuition charge every semester.

Please note the following:

- All full-time staff employees, all faculty teaching at least one course and all lab technicians are eligible to participate in the program.
- The program allows eligible employees to waive tuition for one 3-unit undergraduate course every semester. Any tuition charges above the designated 3-unit course are the responsibility of the employee.
- All registration fees and additional materials/course fees are the responsibility of the employee. All first time enrollees will pay a one time \$100 application fee and a \$20 registration fee. A \$20 registration fee is required for every semester thereafter for enrollment in a course.
- Only one 3-unit course tuition waiver will be granted in any given semester. All course prerequisites must be met or a portfolio must be submitted to the appropriate department director for placement.
- In order to have tuition waived, the 3-unit course must be taken in the same semester in which the employee is working at the Academy.
 - There are no ‘credits’ given for future semesters in which the employee will not be working full time.
 - The 3-unit course tuition waiver does not roll over from one semester to another.
 - may not ‘save up’ course credits for future semesters.
- The 3-unit course may only be used by the employee. The course may not be assigned, sold or transferred to another individual.
- Academy students will always have first priority to enroll in courses each semester. Eligible employees may begin enrolling in a course one week prior to the start of the semester.

To enroll in a course, please contact the Student Services Department at 415.618.6500. Please contact Ray Chan, Executive Vice President of Enrollment, Denise Mackiewicz, Director of Student Services or Michael Robertson, Associate Director of Student Services.

These policies apply to all Academy Faculty and Staff who wish to participate in this program. In order to be able to continue this beneficial program for all Academy employees, the Academy will not be able to grant exceptions of any kind.

Thank you for your attention to these policies. We hope that you will take advantage of this program and experience some of the Academy’s wonderful course offerings first-hand.



THE CLASSROOM

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The Classroom:

This section contains policies and procedures you need to know, such as how to report attendance and grades, as well as information you will want to know, such as facts about paydays and campus services.

- For questions about your class or your syllabus, please contact your Department Director or your department's administrative assistant.
- For teaching assistance, please call Faculty Development at (415) 618-3855 or email facultydevelopment@academyart.edu.
- To get help for your students, call the Academy Resource Center at (415) 618-3917. Information about ARC services is also available at faculty.academyart.edu.

Syllabus & Lesson Plan

The syllabus functions as your **contract** with the student. For onsite classes, the elements listed below will be provided by your department's administrative assistant and must appear on all course syllabi. You may not alter or change the following information in any way:

- Current Term
- Current Course Subject, Number and Title
- Current Course Description
- Current Course Fee
- Current Course Prerequisites
- Program Learning Outcomes: Skills, Knowledge, Behavior (What students who graduate from the program should know and be able to do, including professional behavior)
- Course Learning Outcomes: Skills, Knowledge, Behavior (What students who pass the course should know and be able to do, including professional behavior)

The rest of the information that should appear on course syllabi is listed below. Some departments require you to use a standardized weekly course outline, assignments, grading formula, and tardiness/absence policy. Other departments allow you to individualize these elements. Please work with your Department to ensure that this information is accurate and complete for your class section.

- A course outline of in-class activities and homework assignments
- A clear description of all assignments (additional information may be given in the form of handouts)
- The grading policy: how will you evaluate student performance?
- The tardiness and absence policy and how it affects grades

Go over all syllabus information with your students at the beginning of the semester. In both onsite and online classes, students should always be clear about what they need to learn in the class, what the requirements of your assignments are, the level of quality you expect, and deadlines.

Teaching By Example

- Be there
- Be on time
- Stay there the entire time - and make sure you aren't wasting anyone's time (including your own)

All classes must begin promptly and meet for the full period scheduled. Please consider that our students have paid for your instruction and expect to receive a full class period of instruction.

Be prepared with material to use in case a lesson plan unexpectedly runs short (such as a quick demonstration, activity, or slides of personal or professional work in progress). Your Department Director or the Faculty Development Office can help with ideas and teaching aids. Always keep something “up your sleeve” for such occasions.

Students Arriving Late or Leaving Early

It is your responsibility to create an atmosphere that discourages tardiness. Tardy students tend to disrupt class, infringe on fellow students and miss classroom instruction. Chronically tardy students frequently demand extra time to learn what they missed. Remember, a part of your mission is to teach professional skills; promptness is required in the working world and must be expected at the Academy.

It is important to establish from the beginning that you are not going to wait for tardy students. You should arrive before class starts to set up and be ready to proceed on time. Your class lessons should be interesting and challenging from start to finish. Avoid getting in the habit of starting class with announcements of administrative items. Utilize the time before or after break to take care of business.

Classroom Teaching Materials

Materials for classes are budgeted by each department. All requests for materials must be placed through Department Directors.

Models

Models for classroom use are booked school-wide by our Model Coordinator’s office at (415) 274-2261. For ILL contact Dax Santi (415) 618-3680 and for FA contact Dana Sornstein (415) 618-6115

If models are more than 15 minutes late, please contact the Model Coordinator’s office in order to ensure that you will receive a model, and also to facilitate the enforcement of a no tardy policy with the models.

Art Supplies

When your teaching assignment is confirmed, immediately select or revise the current supply list for your class(es). You will need to specify which supplies will be needed for the first day of class so that students may purchase these supplies in advance. A “generic” first day supply list for your class may have already been provided by your Department Director, and you may modify this list if you wish.

Utrecht Art Supplies (149 New Montgomery, located between the Academy buildings at 79 New Montgomery and 180 New Montgomery) is contracted with the Academy of Art University and will display your class supply list so students can purchase the remainder of their supplies on the first day of class or over the course of the term as the supplies are needed. This allows students to distribute the cost of the supplies over a period of time and minimizes the inconvenience to students if the Supply List cannot be updated prior to the start of classes. Utrecht can also assist you with your own art supply needs.

Class Time Periods

Foundation classes are five hours in length and other studio classes are six hours long. Lecture courses are three hours long.

Class times and lab times are scheduled separately. See the Academy of Art University “Schedule of Classes” for specifics on course scheduling. For scheduling purposes, the days of the week are abbreviated as follows:

M	-	Monday
T	-	Tuesday
W	-	Wednesday
R	-	Thursday
F	-	Friday
S	-	Saturday
SU	-	Sunday

Classes that meet for two periods a week may meet at the same time on two different days or the same day at two different times.

Make-up Classes

Classes that are regularly scheduled on a holiday must be rescheduled and made up (except for the Thanksgiving holiday). You should review the holidays set forth each semester for any potential conflicts with scheduled classes. Instructors are responsible for scheduling make-up classes. The make-up time and date should be satisfactory for all students enrolled in your class. Selected dates and times for make-up classes must be submitted on a Class Make-up Form to your director for approval. If this form is not received, you will not be paid for the class. (Go to www.faculty.academyart.edu to download a Make-up Class Form, or ask your Department)

Substitutes

You are expected to teach every class session. However, if it becomes necessary for you to use a substitute, you must contact and arrange for your substitute. Notify your Department Director in advance that a substitute will be handling your class and make sure to complete the Faculty Substitution Form (go to faculty.academyart.edu to download a Faculty Substitution Form, or ask your Department).

You should also prepare a list of qualified substitutes that can be used in unusual circumstances. Please provide your Department Director with a list of your substitutes at the earliest possible date. Be sure to include names, resumes and phone numbers where they can be reached. If an emergency arises on the day of class and you have been unable to locate a substitute, notify your Department Director immediately.

Please note that you will not be compensated for missed class sessions. The Academy will compensate the substitute instructor directly for all class sessions that you have missed. All substitutes must be approved by the department. The Academy does not allow part-time faculty members to subcontract their duties under any circumstance.

Important note on attendance rosters: when a substitute instructor covers your class, he/she should write his/her name on the roster marked as present, and you (the regular instructor) should be marked absent. The substitute should sign and date the bottom of the roster. The substitute cannot be paid for the class unless the Academy receives an attendance roster with his/her signature.

Off-Campus Class Meetings

The Academy's insurance does not cover regular off-campus activities so any planned off-campus activities should be kept to a minimum. Field trips must be approved in advance (plan 3 to 4 weeks in advance) by completing a Transportation Request Form and submitting it to your Department Director (go to faculty.academyart.edu and click on Forms under Campus Resources to download a Transportation Request Form, or ask your Department).

The purpose of the field trips should be to enhance the students' education beyond what is possible in the classroom.

Attendance must be taken on all field trips.

Online Programs & Courses

Many courses at the Academy of Art University are offered online as well as on-campus. All online courses receive the same credit as other Academy classes, allowing students to study online toward their degree. Students may also take entire degree programs online. The online curriculum is designed and taught by the same professional faculty that teach on-campus courses.



GRADING & ATTENDANCE ROSTERS

—————2008 - 2009—————

Grading & Attendance Rosters:

Check with your Administrative Assistant to obtain a copy of Easy Grade Pro software, or contact the Faculty Development Office for assistance in setting up a grade management system.

Course Grades:

The Academy uses an A-F letter grading system, with the option of “plus” or “minus” grades to indicate students’ performance slightly above or slightly below a letter category. For example, a “C+” indicates a slightly above average performance, though not to the level of a “B”, while a “C-” indicates that the performance was on the weak side of average, though still above a “D”. Please note that pluses and minuses do affect the student’s grade point average.

Coursework is evaluated according to the following grading scale:

A	Outstanding	4.0 grade points
A-	Excellent	3.7 grade points
B+	Above Average	3.3 grade points
B	Above Average	3.0 grade points
B-	Good	2.7 grade points
C+	Acceptable	2.3 grade points
C	Acceptable	2.0 grade points
C-	Below Average	1.7 grade points
D+	Below Average	1.3 grade points
D	Below Average	1.0 grade points
D-	Below Average	0.7 grade points
F	Failing	0 grade points
I	Incomplete*	0 grade points
IP	In Progress*	0 grade points
P	Pass	0 grade points
T	Transfer	0 grade points

* No credit to GPA

Administrative Grades:

W:	Withdrawal*	0 grade points
WD:	Retro-withdrawal*	0 grade points
WF:	Withdrawal Failure after 8th week	0 grade points
AW:	Attendance Withdrawal*	0 grade points
NR:	No Grade Reported	0 grade points

* No credit to GPA

Minimum GPA Requirement:

At the end of each evaluation period, the student’s cumulative grade point average will be determined. If the student has less than the cumulative GPA specified below at the end of each evaluation period, he/she will be placed on probation for one evaluation period. During the evaluation period, the student may receive financial aid, but if the student fails to achieve the required minimum cumulative grade point average and required completion rate (see below) at the end of the next evaluation period, the student will be withdrawn or placed in the extended enrollment program. Students in extended enrollment are not eligible for financial aid.

Total Semester Credits Earned (including transfer credits):	0-30	31-60	61+
Minimum GPA-Undergraduate- BFA, Certificate	1.70	1.85	2.0
Minimum GPA-Graduate- MFA, M.ARCH	2.0	2.0	2.0

Total Semester Credits Earned (including transfer credits):	0-15	16-30	31+
Minimum GPA-Undergraduate- Associate of Arts	1.70	1.85	2.0

Academic Probation and Financial Aid Eligibility:

Any class that is dropped after the student attends the eighth class session will be counted as a “WF” (Withdrawal Failure) and computed as a grade of “F”. In addition, the failed credits will be counted as credits attempted when determining the required completion rate for financial aid eligibility. In order to remain eligible for financial aid, students must complete a minimum of 67% of the cumulative credits attempted. For example, if a student attempted a total of 15 units in one semester, he/she must successfully complete at least 10 units ($15 \times .67$) or be placed on academic probation. Students must also maintain the minimum cumulative GPA requirements to maintain satisfactory progress at the Academy of Art University. (Note: a completion rate of 50% is accepted for the first two semesters in attendance.). If a student fails to meet either the minimum required GPA or the required completion rate, he/she will be placed on academic probation for one semester. Students may receive financial aid while they are on probation. If a student does not raise his/her cumulative GPA to at least the required minimum or meet the required completion rate after the probationary term, he/she will be dismissed from school or placed in the extended enrollment program.

Students who wish to be considered for re-entry into the school must wait a period of at least one semester and meet with the Grievance Committee to determine if they will be allowed to re-enter the Academy. If it is decided that reinstatement is allowed, the student will not be eligible for financial aid until he/she has successfully completed a full term and only if he/she meets the cumulative GPA minimum requirements and the required completion rate percentage.

GPA (Grade Point Average) Requirements

The GPA Scale is as follows: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0. A student will be placed on Academic Probation if his/her cumulative GPA falls below a 2.0. The student will remain on Academic Probation until his/her cumulative GPA rises above a 2.0. If at any time while on Academic Probation the semester GPA also falls below 2.0, the student will be dismissed. Students on Academic Probation with a semester GPA of 2.0 or above will not be dismissed but will remain on Academic Probation. If a student maintains an acceptable GPA for two semesters, yet is unable to bring their cumulative GPA above 2.0, he/she will lose financial aid eligibility.

Students who have been academically dismissed may apply for reinstatement but must first sit out the following Spring or Fall semester (whichever is next). Requests for reinstatement should be submitted in writing to the Executive Vice President of Education. In this letter, the student should explain his/her poor academic record and explain how he/she plans to be successful upon return to the Academy. A final decision will be reached by a review board.

Students must achieve a cumulative Grade Point Average of 2.0 or better in order to graduate.

NOTES:

Grades of Incomplete (I) will be given credit only when they are converted to a letter grade.

Grades of F are computed as zero (0) points towards the Grade Point Average.

Students must achieve a grade of C or better in any major required course.

Progress Grades

Progress Grades are collected during weeks 4 and 11 of spring and fall semesters. The progress grades are an opportunity for faculty to give each student an idea of how they are doing as of week 4 and as of week 11. In addition to the Midterm Grades and Final Grades (weeks 7 and 15 respectively) that the students receive, the progress grades ensure that students are receiving continuous assessment on their progress in class. In Summer, only the midterm and final grades are collected.

The Progress Grades are collected on the Attendance Rosters for weeks 4 and 11. The progress grades need to be completed along with class attendance and turned in immediately after class. Please note that it is best to get help for students that are struggling before the last half of the semester. Typically, week 4 (the first progress grade point) and week 7 (Midterm Grades week) are the best times to refer students to the Academy Resource Center. **Remember: Grades are not used to punish or encourage. They are a marker for the quality of the students work. Please assess your students honestly.**

Midterm Grades

Instructors are required to complete midterm grades for all students. Midterm grades are due the first day of the eighth week of the Fall and Spring semesters and the first day of the fourth week for Summer classes. Grade rosters will be provided to all instructors by the Student Records Office (go to faculty.academyart.edu and click on Forms under Campus Resources to view a sample of the Midterm Grade Roster). Completed midterm grade rosters must be posted by the due date and copies must be sent to the Director of Student Records and the Department Director.

Final Grades

Final grade rosters will also be provided to instructors (go to faculty.academyart.edu to view a sample of the Final Grade Roster). Final grades must be handed in to the records office within the week after classes are over. Instructors should never initiate a grade of Incomplete. If the work has not been done in a timely way, or in an acceptable manner, the available grades are D or F.

Grades of Incomplete

Only in special and unusual circumstances, may a student may request a grade of Incomplete at the end of a semester. Students must submit a Petition for Incomplete form (go to faculty.academyart.edu to view a sample of the Petition for Incomplete) before the end of the term to the relevant instructor and Department Director. These forms can be picked up from Student Services for undergraduate students and from the Graduate School for graduate students. The Academic Advisor will assist the student with these forms and advise them on the next step in the process. Do not issue a grade of "I" unless you have signed the form and your Department Director has approved it. Authorization for an Incomplete is not automatic and approval will depend on the circumstances leading to the request.

Students will generally be required to demonstrate that they are unable to complete the required class assignment because of a personal emergency, an illness or a documented family emergency. All other work must be completed and up-to-date with only the final project or test incomplete.

Converting an Incomplete Into a Letter Grade

A grade of Incomplete must be made up in accordance with the instructor's requirements within the first two calendar weeks of the following term (Summer DOES count as a term, so Spring grades of Incomplete must be taken care of within 2 weeks of the Summer term). Failure to make up the Incomplete within this time frame results in an automatic conversion to a grade of F.

If the work is completed competently by the second week of the following term, the student is to present a Change of Grade form (go to faculty.academyart.edu to download a Change of Grade Form, or ask your Department) to the instructor for signature and dating. The Department Director should then countersign and forward the form to the Records Office.

Grades may be converted from Incomplete to a letter grade only during the next term (for Spring classes, the "next" term is Summer). Any unusual circumstances must be routed through the Executive Vice President of Education.

Changing Letter Grades

Changing a letter grade to another letter grade is strongly discouraged. Please make every effort to have accurate records for every project, assignment and/or test. Maintain accurate compilations including tardiness, absences, participation, etc.

On the very rare occasion that you determine that there was an error in grading, the same procedure as for converting an Incomplete to a letter grade must be followed. Grades may only be changed within the semester following the one in which they are given and should be submitted on a Change of Grade form (go to faculty.academyart.edu to download a Change of Grade Form, or ask your Department) to the Records Office. Again, any unusual circumstances must be routed through the Executive Vice President of Education.

Homework

All classes have homework. Generally, it is expected that each three-unit, three-hour class will require six or more hours of homework per week. Three-unit, six-hour classes will require three hours of homework per week.

Late Submissions of Projects / Assignments

Students should be expected to meet deadlines. Grades should be lowered for assignments that are turned in late. Remember, these students are at the Academy to learn professional, as well as artistic, skills. The consequences of a missed deadline in the business world are usually more severe than a grade reduction. Please speak with your Department Director if you have any questions about this.

Attendance Reporting

Timely and accurate attendance reporting is of the utmost importance to the overall mission and daily operations of the Academy of Art University. Attendance data is a key component of Academy retention programs designed to keep students from abandoning their education due to lack of confidence, lack of study support, or lack of discipline. Accurate attendance data is also used in the calculation of student refunds based on the last date of attendance and can impact financial aid refunds and availability. Inaccurate attendance data results in loss of students due to insufficient support and also has serious budgetary ramifications. Failure to submit accurate attendance data in a timely fashion will reflect negatively on instructor job performance.

On the rare occasion that a correction of past attendance is necessary, you will need to sign an Attendance Correction Form (go to faculty.academyart.edu to download an Attendance Correction Form, or ask your Department). Again, accuracy of attendance records is crucial and many other areas are affected by attendance reporting including student financial aid, International student status, faculty pay, and more.

The Academy has an automated attendance system. All instructors receive a scan-tron attendance roster for each week of classes. Immediately following each class session, the roster should be either submitted to the department's Administrative Assistant or the central Administrative Assistant at the building in which the class was held. Evening instructors should leave their rosters in the Attendance Roster Drop Box in the Department or central administrative office. The Administrative Assistant will forward rosters to Roster Production Support for scanning on a daily basis.

Because Academy rosters are scanned, students who add a class after the roster is generated will not appear on the roster for a given week. These students, who should have a registration statement as proof that they have indeed registered for your class, must be written on a separate document, the Attendance Pre-Roster, which will be distributed with your automated roster for the first three weeks of classes (go to faculty.academyart.edu to view a sample of the Attendance Pre-Roster). Pre-Roster will be processed manually. Please direct students who do not appear on your roster and do not have proof of registration to Admissions (for new undergraduates), Student Services (for continuing undergraduates), the International Office (for new international students), or the Graduate School (for all graduate students). Remember that students who are not listed on your roster should not be permitted to remain in class. If a student adds a class beyond the third week, please write the student's name on your weekly attendance roster.

It is also important to note that because attendance is kept by date, the dates on the roster are the actual dates during which the attendance is taken. It is not acceptable to use a roster from the previous week for the current week, nor is it acceptable to use a roster generated for a future week for the current week (go to faculty.academyart.edu to view a sample Attendance Roster).

In addition to your weekly automated roster, on the first day of class you will receive a long-term roster that you can keep for your reference throughout the term. However, these rosters do not serve as formal attendance records and are in no way a substitute for the automated roster.

Attendance markings are as follows:

A Absent

P Present

NOTE: You should also be aware that on the newest attendance rosters, your name should be listed first. On days when you teach class, you **MUST** mark yourself present and sign and date at the bottom of the roster. If you, as the instructor, fail to mark yourself present, payroll will not know to pay you for that day. Be sure to mark yourself present for each and every class. When a substitute instructor covers your class, he/she should write his/her name on the roster marked as present and you (the regular instructor) should be marked absent. Again, the substitute should sign and date the bottom of the roster.

Attendance Roster Procedure

It is very important that these procedures are completed as directed to ensure:

- The Academy of Art University is meeting accreditation requirements,
 - Students receive credit for their course,
 - You, as an instructor, get recognition and payment for the course.
1. Instructors must turn in their Attendance Roster (s) to their department's Administrative Assistant immediately after completing classes each day. If your department is not in the same building, please submit them to the department administrator for that building.
 2. On the roster, each instructor must mark himself or herself present and then take student attendance. Fill in one circle completely per day of attendance with a pen or pencil. P = Present, A = Absent. Please only list a student as either Absent or Present. If a mistake is made and corrections are needed, mark X on the original roster(s) and make the corrections.
 3. Instructors should not write over or cross out a student's name on an Attendance Roster. If a student is not listed on the attendance roster because he/she registers late, the Instructor should write the student's name and AAU ID# on the class roster and mark the student Present.
 4. If a roster is missing for a specific day of the week, please contact the Administrative Assistant or call the Roster Production Support (RPS) for a re-print (415-618-6151). When calling, please have ready your dept, course, section# and day of the week. (For example, CANM 101 01 on Monday 09/05/05).
 5. If an instructor's name, course days, building, room or mailbox are listed incorrectly on the attendance roster, please notify your Administrative Assistant, who in turn should notify the Curriculum Office.
 6. Instructors are required to print and sign their name on the roster for each day. If the name of the instructor is listed incorrectly, you must mark the instructor "Absent" and put your name down and mark yourself "Present". Furthermore, please print and sign your name at the bottom of the roster(s). This applies to instructors substituting for a day or the rest of the semester. Your signature signifies that you have taught the class for the specific day and will be paid accordingly.
 7. After your roster is completed, be sure to make a copy of it for your records.

If you have any further questions, please contact your department's Administrative Assistant or contact the Curriculum office at (415) 618-6244.

Student Absences

Absences do not lower semester grades if they are excused. Absences are excused on the following grounds only: illness, injury or other medical necessity accompanied by a doctor's note, or death in the student's immediate family. An excused absence does not mean that a student does not need to make up the missed work.

Occasionally there is a student who will have multiple excused absences for reasons of health or personal trauma. Instructors are requested to work closely with these students.

See your director for your department's policy on unexcused absences and their impact on student grades.

After 3 unexcused absences in a row, a student will be administratively dropped from the class, receiving a WF.



THE STUDENTS

—————2008 - 2009—————

The Students:

Academic Policies & Procedures

Please refer to the Academy of Art University Course Catalog for official academic policies and procedures. You may contact your department, the Faculty Development Office, or the Academy Resource Center with any specific questions or concerns.

Policy on Academic Freedom & Academic Responsibility

The Academy of Art University values the pursuit of meaningful creative expression and truthful inquiry as essential elements of the artist and scholar's contribution to culture and society. The University recognizes its commitment to upholding these pursuits in the event they should be challenged.

The Academy of Art University expects all members of its community to promote free expression as appropriate to the curriculum, while maintaining an environment conducive to learning and responsible academic behavior. The University's expectations of responsible academic behavior include, but are not limited to:

- Engagement in learning in a tolerant, respectful, and informed manner;
- Professional behavior in all aspects of work.

The University encourages a spirit of open inquiry as students develop their creative processes and intellectual positions. Intellectual and imaginative openness in itself, however, cannot sustain the educational process. The University expects faculty and directors to identify teachable moments and to cultivate habitual opportunities for learning. Faculty and administrators thus have the following responsibilities:

- Encourage free expression as appropriate to the curriculum;
- Avoid introducing material that has no relation to the course objectives;
- Place imagery, words, and symbols in their context and ensure their appropriate presentation in open and closed forums including classrooms and exhibition spaces.

Academic freedom is both a right and a responsibility—it is not a license to violate the law or the rights of others. The University reminds its members that they must abide by United States and California laws addressing:

- Discrimination against any demographic category;
- Harassment of any individual on any grounds;
- Obscenity, incitement, and slander.

While members of the Academy of Art University community will not be disciplined for activities that are protected under the law as free speech, they can be disciplined for sexual harassment if their activities are viewed as creating a hostile environment for others. The University will investigate expressions of violent intent that indicate the person may be endangering himself or others.

Any disputes will be adjudicated through the University's grievance procedure. The Board of Directors and President are ultimately charged with protecting and overseeing standards of academic freedom and responsibility at the Academy of Art University.

Student Conduct Policy (abridged version)

Students are expected to refrain from conduct that injures persons or property, impedes in any way the orderly operations of the University, including classroom instruction, or otherwise prevents the work of its faculty, staff or students. Conduct that is unbecoming of an Academy of Art University student in violation of the Code will result in disciplinary action, up to and including summary dismissal from the University.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Student Conduct Code regardless of whether the conduct occurs on or off campus. For a list of conduct violations, see the course catalog.

What to Do if Disciplinary Issues Arise

If any of your students ever exhibit unprofessional behavior or violate any of the Academy's academic or other policies, you should report the incident to your Department Director immediately. It is the responsibility of the Department to review these issues and take necessary action, or to decide if the issue requires the involvement of the Executive Vice President of Educational Services or the Academy Resource Center.

Academic Honesty & Plagiarism Policies

The Academy community, in order to fulfill its purposes, must maintain high standards of academic honesty and model clear standards of professional behavior for its students. All members of the University community are expected to exhibit honesty in their academic work. The principle of academic honesty is understood to include the writing of papers, reports, quizzes and examinations, as well as the creation of art and design work. Students are expected to participate fully in their academic studies by contributing their own ideas and understanding to each assignment. All material submitted for credit must be original work created for a specific assignment. Students may not resubmit work created for previous or concurrent courses taken at the Academy of Art University or any other institution unless permission is given by the instructor or department.

All art and design work, and all written work, must be the original work of the student. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material must be properly cited according to university, departmental, and/or instructor policy. Any student who plagiarizes will receive a grade of "F" for that assignment, with no opportunity to do the assignment again. All plagiarism offenses will be reported to the student's Department Director and to Executive Vice President Sue Rowley. Plagiarism is a violation of the University's Academic Honesty Policy and may be grounds for suspension or dismissal from the University. This policy constitutes an official warning to each student.

Please note that it is the **instructor's** responsibility to confront the student who has cheated as soon as possible and report the violation to the Department Director. You should also inform the Department Director of any and all incidents of academic dishonesty in your classroom. The director is available to help if you have questions on how to approach this topic with the student.

For strategies on how to help students avoid plagiarism, please visit the teaching tips section of the Faculty Resources website at <http://faculty.academyart.edu>

Add/Drop Procedures

Students may add classes through the first week without a fee. A student who wishes to add or drop a class may drop in to see an Admissions Advisor (for new undergraduates), a student Services Advisor (for continuing undergraduates), an International Advisor (for new international students), or a Graduate Advisor (for graduate students). At this point the student should complete an add/drop form and have it signed. Students will be charged additional tuition if applicable.

Students who wish to drop a class after the first day of classes must obtain written permission from the instructor and have a completed Add/Drop form signed by the advisor. A \$25 fee will be charged for each class dropped starting the second week of school. Calculation of tuition refunds are based on the refund policy set forth on the Enrollment Agreement signed by the student at the time of registration.

Students who drop a course or withdraw from school, voluntarily or involuntarily, will receive one of the following notations on their official records:

- I. A student who does not attend beyond the first week of class during the Fall and Spring semesters (the first class session for the Summer Semester) will receive no notation on his or her official record to indicate enrollment in the course;
- II. A student who drops or withdraws after attending the first week of class but before attending the fourth week or beyond during the Fall and Spring semesters (or third class session/end of the first week in Summer) will receive a “W” on his or her official record. A “W” grade will not be counted in computing grade point averages;
- III. A student who drops or withdraws after attending the fourth week of class or beyond during the Fall and Spring semesters (beyond the first week of class for the Summer semester) will receive a “WF” on his or her official record. A “WF” will be counted the same as an F in computing grade point averages.

For purposes of counting weeks, the first week of class instruction begins the first class session held at the Academy of Art University for the particular term, regardless of holidays or actual class meetings for a particular class.

Financial aid recipients must notify the Financial Aid office of any schedule change affecting the total units a student is enrollment in for that semester.

Withdrawal

Students who must withdraw from the Academy of Art University during the semester are required to do so in writing. Written notice of withdrawal must be mailed or personally delivered to the Admissions Department (for new undergraduates), Student Services (for continuing undergraduates), International Admissions (for new international students), or the Graduate School (for all graduate students). Continuing International students should notify the International Department or their continuing academic advisor so that proper procedure can be followed for INS purposes. Responsibility for filing a notice of withdrawal rests entirely with the Student. Any money owed to the Academy of Art University is due on the official date of the withdrawal. All withdrawals must be done in writing. Telephone withdrawals are not encouraged except for students who are out of the area and are studying through our Cyber Campus.

A withdrawal is effective the date it is personally delivered to the appropriate office of the Academy of Art University (if hand delivered) or the dated of postmark (if mailed). Applicable refund, if any, will be issued within 30 days of the effective date of withdrawal. All refunds are based upon the amount of tuition of the courses being dropped, minus non-refundable fees and are calculated from the last date of attendance.

Refunds will be issued on the basis of the refund policy set forth on the Enrollment Agreement signed by the student at the time of registration.

Administrative Withdrawal

Students who fail to follow formal drop or withdrawal procedures may be administratively withdrawn from courses if they fail to attend classes for three successive weeks.

Students are advised that they are still required to complete the formal procedures set forth above if they wish to drop a course or withdraw from school. Although failure to attend will ultimately result in a withdrawal from a course, it could have serious adverse consequences on a student's permanent scholastic record. Many times students can avoid adverse consequences by meeting with their advisor prior to dropping a course or withdrawing from school. Additionally, failure to follow the rules and procedures of the Academy of Art University is grounds for academic discipline, including dismissal from the university.

Students who are having unusual difficulties or find themselves in circumstances where they are unable to attend courses should contact their advisor at the earliest possible time to avoid academic sanctions.

In most instances, students will be contacted prior to any Administrative Withdrawal action. Students should ensure that the Student Records Office has an accurate local address and phone number on file.

Students who feel they have been Administratively Withdrawn from a course or courses in error should contact a Student Services or Graduate Advisor immediately. Students are responsible for promptly reviewing final semester grades when received. A student will only be permitted to petition for a change of grade during the semester immediately following the completion of course work for the questioned grade.

Involuntary Withdrawal

The Academy may withdraw a student under any of the following circumstances:

- I. Student fails to attend classes for three successive weeks;
- II. Students fails to reconcile accounts in a timely manner;
- III. Student fails to comply with the policies rules, and standards of the Academy of Art University; or
- IV. Student fails to register for classes before attendance – auditing a class is grounds for dismissal.

The Academy of Art University reserves the right to involuntarily withdraw any student whose contact reflects discredit on the professional or ethical standards of the Academy of Art University.

Student Appeals and Grievances

The Academy is committed to the ideal that, in the pursuit of development, a student should be free of unfair and improper actions on the part of any member of the academic community. If a student feels that she or he has been subject to unjust actions or denied her or his rights, redress may be sought by filing an appeal or grievance within the framework of the Academy's policies and procedures.

Students are encouraged to make every effort to resolve the grievance informally by personal contact with the individual in question. Academic concerns should first be discussed with the instructor and Department Director, if necessary. If a satisfactory solution cannot be arranged, the student should submit a letter of grievance to the Executive Vice President of Education.

Complaints will be maintained as confidential as is possible. If the grievance is sufficiently serious it may necessitate a formal review by the Grievance Committee. The committee deals primarily with serious student problems and complaints, especially those involving student discipline, allegations of discrimination, or other improper conduct. The Grievance Committee will consider all grievances and attempt to resolve them directly. The Committee may hold hearings or investigate complaints as is necessary. All parties involved are notified in writing of the Grievance Committee's decision within a reasonable time after the meeting date.

Confidentiality

Certain information included in student records and files, as well as faculty records, must be maintained confidential by law. The Family Education Rights and Privacy Act (FERPA), also known as the *Buckley Amendment*, governs federal privacy rights pertaining to student records. In addition to the standards imposed on educational institutions, California guarantees each individual a right to privacy that may be implicated by a release of information. All persons are advised to be cautious in revealing information about other persons. Faculty is often asked to write letters of recommendation for their students. Faculty is advised that privacy and confidentiality issues often arise in conjunction with letters of recommendation. Any questions regarding the applicability of the *Buckley Amendment*, or the release of student information, should be addressed to President Elisa Stephens in the Executive Office.



THE CAMPUS

—————2008 - 2009—————

The Campus:

To view a campus map and for information on all Academy buildings, facilities, and their locations, please go to www.academyart.edu, or refer to the Academy of Art University Course Catalog.

Academic Calendar

<u>FALL 2007</u>	
First day to petition to graduate for Summer & Fall 2007	December 4, 2006
Registration for Summer & Fall 2007 begins	February 26, 2007
Last day to petition to graduate for Summer & Fall 2007	March 16, 2007
Installment payment plan contract deadline	August 17, 2007
Locker sales begin	August 27, 2007
Tuition due for Fall 2007	September 1, 2007
Installment plan deadline: 1 st payment due	September 1, 2007
New Student Orientation	September 4, 2007
Fall classes begin	September 6, 2007
Labor Day (All Buildings Closed)	September 3, 2007
Last day to register for Fall 2007 without a late fee	September 15, 2007
Last day for course changes	September 15, 2007
Last day to register for Fall 2007 (late fee will apply)	September 17, 2007
First day to petition to graduate for Spring 2008	July 2, 2007
Last day to submit "Incomplete" for Summer 2007	September 19, 2007
Drop without "W/F" penalty deadline	September 29, 2007
Installment plan deadline: 2 nd payment due	October 1, 2007
Registration for Spring 2008 begins	October 1, 2007
Saturday Art Experience classes begin	October 6, 2007
Last day to petition to graduate for Spring 2008	October 26, 2007
Midterm grading period	October 22 – November 3, 2007
Installment plan deadline: 3 rd payment due	November 1, 2007
Daylight savings time ends (set clocks one hour back)	November 4, 2007
Saturday Art Experience classes end	November 10, 2007
Thanksgiving Break (All Buildings Closed)	November 22-25, 2007
Installment plan deadline: 4 th payment due	December 3, 2007
Final grading period	December 10-22, 2007

<u>SPRING 2008</u>	
First day to petition to graduate for Spring 2008	July 2, 2007
Registration for Winter Intersession 2008 & Spring 2008 begins	October 1, 2007
First day to petition to graduate for Summer & Fall 2008	December 3, 2007
Last day to petition to graduate for Spring 2008	December 7, 2007
New Years Holiday (All Buildings Closed)	January 1, 2008
Financial Aid initial paperwork deadline (to guarantee timely award letter by end of January)	January 7, 2008
Winter Intersession begins	January 7, 2008
Locker sales begin	January 21, 2008
Martin Luther King, Jr. Day (All Buildings Closed)	January 21, 2008
New Student Orientation	January 24, 2008
Winter Intersession ends	January 25, 2008
Tuition due for Spring 2008	January 26, 2008
Installment payment plan contract deadline	January 26, 2008
Installment plan deadline: 1 st payment due	January 26, 2008
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	January 26, 2008
Spring classes begin	January 28, 2008
Last day to register for Spring 2008 without a late fee	February 2, 2008
Last day for course changes without a late fee	February 2, 2008
Saturday Art Experience classes begin	February 2, 2008
Late Registration Period for Spring 2008 (late fee will apply)	February 4-8, 2008
Last day to register for Spring 2008 (late fee will apply)	February 8, 2008
Last day to submit "Incomplete" for Fall 2007	February 8, 2008
Financial Aid file complete deadline	February 11, 2008
Drop without "W/F" penalty deadline	February 16, 2008
Registration for Summer & Fall 2008 begins	February 25, 2008
Installment plan deadline: 2 nd payment due	March 3, 2008
Midterm grading period	March 3-15, 2008
Daylight savings time begins (set clocks one hour forward)	March 9, 2008
Spring Recess (Academic Buildings Closed, Administrative Buildings Open Mon-Fr 8:30am-5:30pm)	March 17-22, 2008
Easter Sunday (All Buildings Closed)	March 23, 2008
Installment plan deadline: 3 rd payment due	April 1, 2008
Last day to petition to graduate for Summer & Fall 2008	April 4, 2008
Saturday Art Experience classes end	April 5, 2008
Fashion Show	April 25, 2008
Installment plan deadline: 4 th payment due	May 1, 2008
Final grading period	May 5-17, 2008
Spring classes end	May 17, 2008
Spring Show Reception	May 22, 2008
Spring Show Exhibition	May 22, 2008
Academy of Art University Commencement	May 23, 2008
Memorial Day (All Buildings Closed)	May 26, 2008
Final grades to all students for Spring 2008	June 2, 2008

SUMMER 2008	
First day to petition to graduate for Summer & Fall 2008	December 3, 2007
Registration for Summer & Fall 2008 begins	February 25, 2008
Last day to petition to graduate for Summer & Fall 2008	April 4, 2008
Financial Aid initial paperwork deadline (to guarantee timely award letter by mid June)	May 26, 2008
Summer Intersession begins	May 27, 2008
Locker sales begin	June 9, 2008
New Student Orientation	June 12, 2008
Summer Intersession ends	June 13, 2008
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	June 14, 2008
Tuition due for Summer 2008	June 14, 2008
Summer classes begin (including Portfolio Grant & Teacher Grant recipients)	June 16, 2008
Summer Art Experience classes begin	June 21, 2008
Financial Aid file complete deadline	June 21, 2008
Last day to register for Summer 2008 without a late fee	June 21, 2008
Last day for course changes	June 21, 2008
Last day to register for Summer 2008 (late fee will apply)	June 23, 2008
Drop without "W/F" penalty deadline	July 2, 2008
Last day to submit "Incomplete" for Spring 2008	July 3, 2008
Independence Day (All Buildings Closed)	July 4, 2008
First day to petition to graduate for Spring 2009	July 7, 2008
Midterm grading period	July 10-15, 2008
Summer Art Experience classes end	August 2, 2008
Final grading period	August 4-9, 2008
Summer classes end	August 6, 2008
Final Grades for Summer 2008 to all students	August 20, 2007

Faculty ID Cards

All faculty members must have a current photo ID each semester. ID's will be checked by security in each building. A schedule is posted at the beginning of each semester outlining the dates, times, and location for obtaining an ID card.

To Obtain a Badge:

- Photographs for faculty ID badges can be taken at the Registration Office located on the 3rd Floor of the 79 New Montgomery Building.
- Once a new faculty has been entered into the AAU Database, they can obtain an ID Badge. New Faculty will be entered into the system after they have had a second interview with an Executive Administrator and completed all the necessary paperwork. You may want to call the Registration Office at 415.618.6500 to check if you are in the system before going to get your badge. Each semester you will receive a new sticker indicating that your ID is valid for the current semester.
- The hours to obtain a badge are:
M-F 8 a.m. – 6:30 p.m.
SAT 10 a.m. – 3 p.m.
- Until you have obtained your ID badge, you will need to sign in at the security desk upon entering any AAU building. Inform the security guard on duty that you are an instructor.
- Staff and Faculty ID badges will be processed on a walk-in basis at no charge.

AAU Lockers

Faculty members are allowed use of two lockers per building. For instance, if an instructor is teaching classes at Northpoint and at 180 NM, he or she can request two lockers in each of these buildings. If additional lockers are needed, they may be rented for a \$10 locker fee per semester. You may be allowed to renew the same locker if you are scheduled to teach for the next semester. Renewal starts the first day of registration and you must renew before the last three weeks of the semester that you currently have a locker. Remember that these lockers are for faculty as well as students and that they are issued on a first-come, first-serve basis. Assess your need for a locker early to assure that you can obtain one.

There is a lock provided by the Academy already on the locker. You must use this lock. Personal locks are not allowed. Any personal lock found on a locker will be cut off and replaced by security.

The lock on the locker belongs to the Academy and is not yours to keep. At the end of the semester leave it on the locker. If you take it, a replacement fee of \$25 will be charged to your account.

Questions – call the Registration Office at 415-618.6500.

Shuttle Buses

The Academy owns and operates 22 shuttle buses that provide service to all Academy facilities. Persons with current ID badges may ride for free. Bus schedules are posted in the reception areas of each building, and can also be found at www.academyart.edu.

Copy Facilities

Business Services has a manual on copy requests and other business procedures. It can be obtained from your department Administrator. Copy Request Forms can also be downloaded from the faculty website (go to faculty.academyart.edu and click on Forms under Campus Resources to download a Copy Request Form). The IKON Copy Center is located in the basement of 79 New Montgomery. Their hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.

Building Access & Hours

Buildings are open to all students and employees during formal hours of operation. At other times, all doors are locked and must remain locked.

Building hours will be posted in all buildings at the start of the term. All doors are locked 30 minutes after closing time.

Lost & Found

Lost and Found items are kept at the reception desk of each building or with the Administrative Assistant of the department.

Issue Rooms

Issue rooms are equipped with equipment and tools that may be checked out by students. They are located in the following buildings:

Photography: 740 Taylor; 625 Sutter (Basement & 4th Floor); 1835 Van Ness (4th Floor)

Fine Art Sculpture: 410 Bush

Motion Pictures & Television: 79 New Montgomery

Industrial Design: 1835 Van Ness (3rd Floor)

Audio-Visual Equipment

Audio-visual equipment is available for use in the classroom. Please speak with your Department Director regarding your audio-visual needs, or call the A/V Issue Room at (415) 618-3828.

Emergency Procedures

If you hear an alarm, immediately evacuate the building in an orderly manner, using the nearest safe exit. **TREAT ALL ALARMS SERIOUSLY. NEVER ASSUME IT IS A FALSE ALARM OR A TEST. Please follow the directions of your floor warden and the building safety officer.** A verbal evacuation order may be issued instead of an alarm. After exiting move away from the building and await instructions from a member of the administration.

In the event of an earthquake, take shelter under a table, chair, counter, or interior doorway. **DO NOT PANIC AND DO NOT RUN OUTSIDE DURING AN EARTHQUAKE.** Earthquakes generally last only a matter of seconds. After the trembling ceases, cautiously exit the building and await further instruction from the administrative staff.

Maintenance Services

All Academy buildings have maintenance personnel. Contact your Department Director with any maintenance requests.



EMPLOYMENT POLICIES

————— 2008 - 2009 —————

Employment Policies:

Employee Manual

A full description of all the Academy's employment policies may be found in the Employee Manual, available from the Human Resources Department at 79 New Montgomery on the 6th floor. The sections below outline important parts of the Employee Manual most relevant to faculty, as well as other faculty employment information.

Faculty Documentation

The Academy of Art University is required by its accrediting bodies to maintain faculty files that document the faculty member's educational and professional qualifications. In order to be eligible for employment as a faculty member, all faculty must complete all accreditation forms required by the Academy. All faculty will be expected to complete a professional development form and provide the necessary backup documentation for all major professional activities. In addition, all faculty will be provided with a faculty development plan and will be asked to attend seminars and other events to support and enhance their teaching skills.

Part-Time Faculty Contract Procedures

All instructors must sign a contract in order to teach at the Academy of Art University. These contracts are generated three weeks before each semester. No contracts are generated for the intersession.

All Part-Time Instructors are required to log onto <https://apply.academyart.edu/HRContracts/> to electronically sign their contracts. In order to access your electronic contract, instructors will need their Academy Email Login and Password. The login and passwords for each instructor will be sent via email to the email address that is currently on file with Academy. Login and password information will be sent along with instructions on how to access their contracts. A similar letter will also be sent via USPS. Please make sure that the Academy receives any updated information regarding your email address and/or mailing address. All instructors are asked to review and sign their contracts as soon as possible. The deadline for signing Part-Time Contracts is the first day of the semester. The Executive Office will be contacting all instructors who have not signed their contracts by the first day of the semester.

If you do not feel comfortable signing your contract online, please contact the Curriculum Office at curriculum@academyart.edu or your Department Administrative Assistant for alternatives. You may also stop by the Curriculum Office in room 616 at 79 New Montgomery Street to pick up a hard copy of your contract.

Once you have signed your contract with the Curriculum Office, your paychecks (or pay stubs for Direct Deposit) will be mailed out by the first Pay Day. Please note that once you receive Direct Deposit, this service will continue for future semesters. If you would prefer to pick up your paychecks, please notify the Curriculum Office at curriculum@academyart.edu

Should you have any questions about your contract or paychecks at any point in the semester, please contact your Department Administrative Assistant, or you may call the Curriculum Faculty Hotline at 415.618.6244. Questions regarding general employment issues should be referred to the Executive Office or the Human Resources Department at 415.618.6339.

Hiring Policies

The Academy's faculty hiring policy is designed to serve the Mission of the University. Faculty members may have expectations based on policies in use at other universities and colleges. The Academy was founded on a simple philosophy ...

When the top professionals of a given field of art train the young artists of the future, those young artists will then become top professionals themselves.

This concept continues to be an essential tenet of the mission of the Academy of Art University. We promise our students that they will learn from practicing artists and designers. It is for this reason, to support one of the essential ingredients of the mission of the school, that the individuals that make up the faculty body at the Academy of Art University are hired **each term**, *depending on the needs of the school*.

The Academy has a proud tradition of providing its students with the instruction and educational programs that prepare them for entry into the work force. In order to uphold this tradition, it is crucial that the school maintain the flexibility necessary to keep pace with the changing conditions of the marketplace. As a part of that flexibility, the Academy reassesses its faculty needs each term.

The Academy is also committed to providing students with instruction that reflects a diversity of ideas. This ideal is often achieved by a continual influx of new instructors. The faculty hiring policy ensures that, each term, consideration is given to hiring new individuals to fulfill the Academy's faculty needs.

All faculty members should be aware that it is the Academy's educational mission to hire professionals to teach future professionals. We expect our faculty to be working artists and designers who spend a majority of their time in the industry. The Academy is a private institution that does not receive any kind of public funding or alumni donations, and all faculty compensation comes out of an operating budget based on student tuition. It is the Academy's goal to offer students an affordable education and to keep tuition costs as low as possible. The majority of the Academy's faculty is part-time, whose primary occupation is in the industry; the Academy does not typically recruit faculty who seek to make a living by being instructors. Faculty members are compensated very competitively, and find the Academy to be a dynamic place that complements and enhances their professional work.

Compensation & Raise Policies

We seek to provide fair, competitive wages and salaries that recognize each individual's unique contribution to the overall goals of the organization. Salary increases, when granted are based on merit, job performance, position, market conditions, and the Academy's financial health. We also seek to provide timely and accurate payment to employees in compliance with all applicable laws. Employees who have questions or concerns regarding any compensation programs or policies are encouraged to contact their Manager or Human Resources. Salary policies and procedures are made in the Company's sole discretion and may be unilaterally modified or revoked at any time.

Starting salaries for Part-time Faculty members range from \$90 per three-hour class to \$120 per three-hour class, dependent on experience and a portfolio review. Part-time Faculty members are eligible for pay increases once per year. Faculty must teach for the Academy for one full academic year before becoming eligible for a pay increase. Pay increases of up to 10% are considered by recommendation of the Department Director, and are subject to review by the Executive Office. To be eligible for a raise, faculty members must have excellent evaluations and a history of exceptional performance in the classroom.

Full-time Faculty Positions

A majority of the Academy's full-time faculty were recruited from the respective department's part-time faculty members. Part-time faculty may be considered for full-time faculty positions by recommendation of the Department Director only. The Department Director must make a formal written proposal to the Executive Office for the addition of any full-time faculty members to the department. All full-time faculty proposals are carefully reviewed by the Executive Office; the full-time faculty member must meet a significant need in the department and the department must be able to support another full-time faculty position. If you are interested in a full-time faculty position, we encourage you to see your Department Director.

Payday

Payday is every other Friday. Contact your department's Administrator for payroll details. If the regular payday falls on a holiday, paychecks will be distributed the preceding workday. Paychecks will be mailed to your home. All employees must have a current resume, a W-4 and an I-9 on file with the Payroll Office and your Department Director.

Paycheck Distribution

All paychecks will be mailed on the pay date to the most current address on the payroll record. You may request to have your paycheck held for pickup at the Curriculum Office, or sent to your Department, by calling the Faculty Hotline at (415) 618-6244. Under no circumstances will the Company release a paycheck early or make advance payments on future payrolls.

Lost Checks

Requests for stop payment and reissue of lost payroll checks must be made in writing to the payroll department. Payroll will attempt to stop payment and reissue a check as soon as possible. This process can take several days. However, the Academy is not responsible for a lost check if payment cannot be stopped. Stop payment processing fees are the responsibility of the employee and may be deducted from payroll checks. Due to mail delivery difficulties and lost checks, the Academy provides for the direct deposit of paychecks at no cost into personal checking accounts on pay day.

Observed Holidays

The Academy observes the following holidays:

New Year's Day	Martin Luther King Day
President's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day
Friday & Saturday after Thanksgiving	

Full-time faculty members receive holiday pay but do not receive additional compensation for conducting make-up classes. Part-time faculty members are not compensated for time not worked due to an observed holiday. Part-time faculty will be paid at their regular rate of pay for any make-up classes held.

ACADEMY OF ART UNIVERSITY EMPLOYEE/FACULTY ETHICS & CODE OF CONDUCT

Guidelines

The employee Ethics and Code of Conduct is applicable to all employees and faculty employed at the Academy of Art University (AAU). The purpose of the Code of Conduct is to provide guidelines for appropriate behavior essential to the ACADEMY OF ART UNIVERSITY community and its educational mission.

The Academy of Art University expects employees to display honesty, integrity and professionalism in every aspect of their behavior and work at the University. The University expects employees to respect themselves, other members of the University community and the Institution itself. The Academy of Art University Ethics and Code of Conduct is the code by which we put University values into practice. This document is meant for public consumption, but its most important audience is within our own walls. This code isn't merely a set of rules for specific circumstances, but an intentionally expansive statement of principles meant to inform all our actions. We expect all Academy of Art University employees, faculty, temporary workers, consultants, contractors and directors to study these principles and do their best to apply them to any and all circumstances that may arise.

The core message is simple: as a University we strive toward the highest possible standard of ethical business conduct. This is a matter as much practical as ethical; we hire great people who work hard, but our most important asset is our reputation as a University that warrants our students' faith and trust. That trust is the foundation upon which our success and prosperity rests, and it must be re-earned every day, in every way, by every one of us. Always bare in mind that each of us has a personal responsibility to do everything we can to incorporate these principles into our work, and our lives.

Mission

The Academy of Art University prepares aspiring artists and designers for careers in the fields of art and design by delivering excellent undergraduate and professional degree and certificate programs.

Achievement of Mission

To achieve its mission, the Academy of Art University:

1. Maintains a no-barrier admissions policy for all persons who meet basic requirements for admission and instruction and who want to obtain higher learning in a wide spectrum of disciplines in art and design;
2. Teaches a disciplined approach to the study of art and design that encourages students to develop their own styles that blend their talents, technical skills and creative aspirations with professional knowledge;
3. Enlists a dedicated and very able full-time and part-time faculty of career artists, designers, and scholars who are professionals and whose success as educators comes from their ability to teach students through the wisdom and skill they have amassed through years of experience and study;
4. Operates in an urban context so that academic programs can draw upon and contribute to the cultural wealth of those communities that are served;

5. Provides a creative environment that is at once supportive and challenging and underpinned by excellent personalized teaching and support services that address the needs of students of diverse ages and backgrounds;
6. Offers an undergraduate general education program designed to stimulate development of critical thinking and communications skills and to encourage emerging artists to draw upon a variety of disciplines, to look at issues from multiple perspectives, and to cultivate the ability to function as educated global citizens;
7. Manages in an ethical and efficient manner and administers the finances in a prudent fashion; and
8. Fosters optimum quality in all aspects of programs and services

Code of Conduct

The Academy of Art University is committed to promoting integrity and maintaining the highest standard of ethical conduct in all of its activities. Our success is dependent on trusting relationships, which are built on this foundation of integrity. Our reputation is founded on the personal integrity of the University's personnel and our dedication to:

Compassion in our relationships with our employees and the communities affected by our University

Fairness to our fellow employees, faculty and students through adherence to all applicable laws, regulations and policies, and a high standard of behavior

Honesty in communication

Quality in our classrooms, offices, and services

Respect for our fellow employees, faculty and students while showing willingness to solicit their opinions and value their feedback.

Responsibility for our words and actions, confirms our commitment to do what we say

Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. Academy of Art University is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone's talents go to waste.

Academy of Art University is an equal opportunity employment employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources immediately. For more information please see our anti-harassment/discrimination policy.

Create a Culture of Open and Honest Communication

At the Academy of Art University everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when

employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

The Academy of Art University will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Dress Code and Hygiene

Instructors should maintain a professional appearance. Attire should be neat, clean and appropriate. Service and professionalism are what separate the Academy from its competition. The nature of our business demands that an employee's appearance reflects an appropriate professional image and be consistent with an employee's particular duties. Dress, presentation, and hygiene should be appropriate to the nature of work, degree of customer contact, expected business standards, and the need to maintain job safety. Employees with special needs or questions or concerns regarding dress and hygiene standards should contact Human Resources. Lack of hygiene or improperly dressed employees will be subject to corrective action.

Employees With Public Contact - Employees who frequently interact with the public are expected to be professionally dressed and to convey a positive Company image.

Appropriate dress for women includes:

- Have your faculty badge available at all times.

- Wear clothes that are neat and clean every day of the week.

- Wear enough clothing: no bare midriff, no tank/spaghetti strap/halter tops

Appropriate dress for men includes:

- Have your faculty badge available at all times.

- Wear clothes that are neat and clean every day of the week.

- Wear a shirt and tie.

Employees Without Public Contact - Appropriate dress for employees who do not regularly interact with customers or members of the public includes:

- Have your faculty badge available at all times.

- Wear clothes that are neat and clean every day of the week.

- Wear clothes needed to maintain job safety appropriate to the nature of the work.

Prohibited Attire - Extreme, immodest, or revealing attire is not permitted. Jeans are not appropriate attire for the workplace for either men or women in contact with the customer/student or the public.

Hygiene - Good personal hygiene and presentation are absolutely essential. Hair, beards, and moustaches must be neatly trimmed and appropriate to our business.

Special Dress Standards - As designated by Management, specific dress standards may be required of employees in some positions. Employees who travel outside the office on Academy business are expected to adhere to all established dress standards.

Reporting Violations of Company Policies

There are no easy answers to many ethical issues we face in our daily business activities. In some cases the right thing to do will be obvious, but in other more complex situations, it may be difficult for an employee to decide what to do. When an employee is faced with a tough ethical decision or whenever they have any doubts as to the right thing to do, they should talk to someone else such as their supervisor, another manager, or the Human Resources Department.

Set Tone at the Top

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethical concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At the Academy of Art University, we want the ethics dialogue to become a natural part of our daily work.

Uphold the Law

The Academy of Art University's commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or Academy of Art University policy, we should seek the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

Because of the nature of our business, some legal requirements warrant specific mention here.

Preserving Confidentiality

Our company's confidential and proprietary information is an invaluable asset that all AAU employees must take great care to protect; company information that leaks into the press or to competitors can hurt our reputation, eliminate our competitive advantage, and prove costly in any number of other ways.

The key to exercising proper vigilance in safeguarding confidential material is to be sure you know the proper rules of conduct in advance. To whatever extent your particular job involves dealing with confidential information, please be sure you've read the following guidelines, and bear them in mind in the course of your business dealings.

"Confidential information" may include financial information, product information, student information, etc. The first rule is simple: it is your responsibility to exercise all due care to ensure that confidential company material stays that way.

Selective Disclosure

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to Academy of Art University, its securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material nonpublic information. As always, your own judgment is likely to be your best barometer – but you have to use that judgment. If you need additional advice please contact a member of management or the HR department.

Health and Safety

Academy of Art University is dedicated to maintaining a healthy environment. An ergonomic program and ergonomic trainers and floor wardens have been designated to educate you on safety in the workplace. If you do not have concerns or need more information, please see your HR Department.

Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of the Academy of Art University may conflict with our own personal or family interests because of the course of action that is best for us personally may not also be the best course of action for Academy of Art University. We owe a duty to the Academy of Art University to advance its legitimate interests when the opportunity to do so arises. We must never use Academy of Art University property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with the Academy of Art University.

Here are some other ways in which conflicts of interest could arise:

1. Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with Academy of Art University.
2. Hiring or supervising family members or closely related persons
3. Serving as a board member for an outside commercial company or organization
4. Owning or having a substantial interest in a competitor, supplier or contractor
5. Having a personal interest, financial interest or potential gain in any Academy of Art University transaction
6. Placing company business with a firm owned or controlled by a Academy of Art University employee or his or her family
7. Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all Academy of Art University employees.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict of interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR department.

Employee Relations

All employees and supervisors, regardless of level, shall endeavor to meet the following objectives:

- Respect each employee as an individual, showing courtesy and consideration and fostering personal dignity. Members of the management team shall use good judgment and exercise appropriate use of their influence and authority in their interactions with employees, faculty, contractors and partners;
- Make a commitment to and demonstrate equal treatment of all employees without regard to race, color, gender, religion, age, national origin, citizenship status, veteran status, sexual orientation or disability;
- Encourage employees to voice their opinions freely about the policies and practices of the company by communicating and practicing the Academy of Art University's open door policy;
- Provide a workplace free of harassment on the basis of race, color, gender, religion, age, national origin, citizenship status, veteran status, sexual orientation or disability;
- Keep employees generally informed of the policies, plans and progress of the company through regular communications;
- Afford employees a reasonable opportunity, consistent with the needs of the company, for training to become better skilled in their jobs;
- Encourage promotion from within, consistent with the needs of the company, whenever qualified employees are available;
- Provide and maintain a safe, healthy and orderly workplace.

Equal Employment Opportunity

It is the policy of the Academy of Art University to ensure equal treatment for all employees regardless of race, color, religion, national origin, age, sex, sexual orientation, or mental/physical capacity, and to comply voluntarily with the concept and practice of affirmative action. This policy applies to all company activities, including, but not limited to, recruiting, hiring, training, transfers promotions and benefits.

Non-Harassment and Sexual Harassment

It is company policy to provide a workplace free from tensions involving matters that do not relate to the University's business. In particular, an atmosphere of tension created by ethnic, racial, sexual or religious remarks, unwelcome sexual advances, or requests for sexual favors, will not be tolerated.

Harassment of employees, applicants, customers, contractors or suppliers by other employees is a violation of company policy. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (hitting, pushing or other aggressive physical contact) and visual harassment (posters, cartoons, drawings).

Harassment may be unlawful and is prohibited whether it occurs in the workplace, or at other employment related events or activities. However, the objectionable conduct need not be unlawful to violate company policy. Company policy prohibits all inappropriate harassing conduct, whether or not the conduct is so severe as to be considered a violation of law.

While it is not possible to provide an exhaustive list of conduct that violates the company's sexual harassment policy, what follows are examples of conduct which may constitute policy violations, regardless of intent:

- Sexual advances
- Requests for sexual favors
- The exchange of sexual favors for actual or promised job benefit or salary enhancement
- Use of sexual epithets
- Inappropriate references to male or female anatomy
- Written or verbal references to sexual conduct
- Gossip regarding one's sexual activities or prowess
- Repeated requests for dates
- Leering, whistling or touching
- Inquiries or comments about another's sex life
- Assault or coerced sexual activity
- Displaying sexually suggestive objects, pictures, cartoons
- Telling sexual jokes

Employees who observe, learn of, or are subjected to harassment, are responsible immediately to report the conduct to their supervisor, manager, or human resources representative.

Retaliation against individuals who report such violations of policy, or against those who provide information in an investigation of such violations, is also a violation of policy.

The company will act promptly and vigorously to take corrective action and appropriate discipline with respect to any harassment or retaliation, up to and including termination of offending individuals. Due to the important nature of this topic we have a stand-alone anti-harassment/discrimination policy, please refer to it for additional information.

Prohibited Conduct

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Student Code of Conduct regardless of whether the conduct occurs on or off the campus.

Company Equipment

Academy of Art University employees should always take care to conserve company assets and equipment. All employees are provided with every possible tool we need to do our jobs effectively and comfortably, which makes it even more incumbent on all of us to avoid needless waste. As a general rule, company funds, equipment and other assets should not be requisitioned for purely personal use. If you aren't sure whether or not a given usage of company assets is okay, please ask your manager or Human Resources.

The Academy of Art University's computer, telephone and other communications resources are a crucial aspect of our company's property, both physical and intellectual. Please take all due care to maintain the security and privacy of these resources – if, for instance, you have reason to believe that your password may have been compromised – please promptly report the incident to the IT Department.

Company Contracts

Signing a contract on behalf of the company is a big deal. Please be sure never to enter into any contract unless you are authorized to do so (and if you are unsure if you are authorized, ask human resources). Even with these rules in mind, be careful never to sign a contract without first taking the time to study it yourself until you fully understand its terms.

Drug and Alcohol Use

Our position on substance abuse is quite simple: we consider it to be incompatible with our employee's health and safety, not to mention their chances of long-term success with this University. Employees who are under the influence of alcohol or drugs while on the job can endanger themselves and others and create serious disruptions. We wish also to make it clear that the Academy of Art University strictly prohibits the use, manufacture, possession, purchase, sale or distribution of any illegal drug or controlled substance while performing company business. It also goes without saying that while performing business or attending a University-sponsored event, alcohol consumption is only allowed to the extent that it is appropriate to the situation and its use does not lead to impaired performance or inappropriate behavior, endanger the safety of anyone or violate the law.

In cases where an employee's manager has reasonable suspicion to believe that the employee is under the influence of drugs and/or alcohol and such influence may adversely affect the employee's job performance, safety or the safety of others in the workplace, the employee's manager may request an alcohol and/or drug screening for the employee. A reasonable suspicion is based on objective symptoms such as factors relating to the employee's appearance, behavior, speech, etc.

As a condition of employment, the Academy of Art University requires each employee to abide by the terms of this policy. Employees who violate the University's substance abuse policy will be disciplined including potential determination and, in certain situations, may be subject to civil or criminal penalties. Due to the important nature of this topic we have a stand-alone anti-drug and alcohol policy, please refer to it for additional information.

Weapons and Workplace Violence

The Academy of Art University's commitment to providing all our employees with a completely safe work environment extends to any and all forms of weapons and workplace violence. The University will not tolerate any level of violence, or the threat of violence, in our workplace. Under no circumstances should any employee bring any sort of weapon to work or threaten violence of any kind, and violations of this policy will result in appropriate disciplinary action, up to and including dismissal. As with other elements of this Code, if you become aware of any violation of the University's weapons and workplace policy, you should report them to the Human Resources department immediately.

Avoiding Conflicts of Interest

A conflict of interest occurs when, because of your role at the Academy of Art University, you are in a position to influence a decision or situation that may result in personal gain for you or your friends or family at the expense of the company or our students. All of us at the University should avoid situations that present potential conflicts of interest, either real or perceived; it is our responsibility to act at all times with the best interests of the University and our students. In no way should you personally profit from transactions based on your relationship with the Academy of Art if it harms the University. If you're ever

in doubt about whether a given action or decision would or wouldn't represent a conflict of interest, please consult your manager or Human Resources beforehand.

Openness

You should consider it your responsibility to promptly disclose any interest you may have that could conflict with the interests of the Academy of Art University. For example, if one of your family members (including your parents, siblings, children or in-laws) is or becomes a University student, or competitor, that may not necessarily represent a conflict of interest, but the right thing to do nonetheless is to let your manager know about the situation immediately.

Media Inquiries

Academy of Art University is a high-profile company in our community, and from time to time, reporters and other members of the media may approach employees. In order to ensure that we speak with one voice and provide accurate information about the company, we should direct all media inquiries to the Public Relations Department. No one may issue a press release without first consulting with the Public Relations Department.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I'm doing comply with the Academy of Art University guiding principles, Code of Conduct and company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

Reporting Instructions

To report a concern or possible violation of the Academy of Art University's Ethics and Code of Conduct please contact AAU's Human Resources department by calling 263-7709 or via email at hr@academyart.edu.

Employment At Will

Employment at the Academy of Art University is EMPLOYMENT AT WILL. This means that employment can be terminated at the will of either the employer or the employee with or without cause and with or without notice at any time for any reason.

No manager, supervisor, or employee of the Academy of Art has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at will. Only the president of the Academy of Art University has the authority to make any such agreement and then only in writing.

Although the Company hopes our employment relationship will be a long and rewarding one, our policy provides that all employees who do not have individual, written employment contracts signed by the President for specific, fixed terms are considered employees-at-will. Employment may be ended by the Company without notice, at any time, and for any reason, with or without cause. Employees, likewise, may terminate employment at any time, for any reason.

With the exception of employment at will, terms and conditions of employment with the Company may be modified at the sole discretion of the Company with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the Company include, but are not limited to, the following: promotions; demotions; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoffs or recalls; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions.

Personal Contact Information

The Curriculum Office maintains a faculty contact list that is used by academic departments and Academy staff. The information printed on the faculty contact list includes: home, business and mailing addresses; personal and Academy email addresses; home, business and other telephone numbers; faculty ID numbers; and faculty home departments. The faculty contact list is an essential tool used by academic and administrative departments to maintain contact with you throughout the semester. However, if you prefer not to have your personal contact information shared, you may request privacy by giving notice to the Curriculum Office by calling 415.618.6244 or emailing curriculum@academyart.edu. Please note that if you restrict your personal contact information, you must take responsibility for checking your faculty mailbox or Academy email address on a daily basis.

Faculty Evaluations

The Academy of Art University provides an employment agreement (contract) between the institution and each employee. This agreement includes the terms and conditions under which the employee is hired. Included in this contract is a job description on which each employee is evaluated (See Sample Employment Agreement below). Ongoing, informal performance evaluations are administered by the immediate manager of each employee (in this case, the director of each department). All directors have an open Door Policy and employees may discuss issues of concern at any time. In this way, directors may also address issues of concern as they arise.

From time to time, department representative or Academy of Art University administrators may visit your classroom to check up on your in-class skills. Please grant them access to your classroom and go about your normal classroom procedures. During this visit they may complete an Instructor Observation Guide to be placed in your personnel file (go to faculty.academyart.edu to view the Instructor Observation Guide form).

In addition, students are regularly asked to evaluate their classes and instructors (go to faculty.academyart.edu to view the Student Evaluation form). These responses help the administration evaluate the curriculum and recognize excellent teaching. The evaluations provide a direct and important

means of communication on classroom exercises. This is a responsibility that we ask our students to take seriously and respond with thoughtfulness.

Personal Relations

The Academy demands the highest standards of our students, faculty, and staff. We require all members of the university community to use good judgment and to uphold professional ethics and university policies both inside and outside the classroom. This specifically requires those affiliated with the Academy to exercise care and sensitivity not to compromise themselves or be compromised by sexual relationships, romantic entanglements, or situations with others at the Academy where favoritism, harassment or any improper conduct might be perceived. This includes relationships between faculty and students. Any employee or student who believes he or she has been harassed by a co-worker, supervisor, employee, student, instructor or agent of the Academy should immediately report the facts of the incident to Human Resources. The Academy will investigate all such claims and take appropriate corrective action. Incidents of sexual harassment may result in immediate dismissal from employment or attendance at the university.

Arbitration for Employees

In any organization, disputes will arise from time to time. Occasionally, these disputes require resolution through a formal proceeding.

Traditionally, this proceeding has been conducted through our court system. However, our court system too often has proven to be an exceedingly costly and time-consuming process, thus failing to provide the parties involved with an acceptable resolution of the dispute.

With this in mind, the Company has developed and implemented an Arbitration Program. We believe that this program will provide an efficient and equitable means for resolving certain types of major employment disputes that all too often become unnecessarily protracted. The procedures in our Arbitration Program ensure that all parties have an opportunity to meet and see if there is a mutually satisfactory basis for resolving their dispute. Failing to reach an amicable resolution, these procedures provide for a hearing before an impartial, objective individual – called an arbitrator – who has been selected by both sides. The neutral arbitrator will have the full authority to resolve the dispute.

We hope that your employment will be free of major disputes and that you will not need to use the Arbitration Program. However, in the event that a dispute should arise, this program is in place to resolve such issues (with the help of an arbitrator, if necessary).

Americans With Disabilities Act (ADA)

As part of our Equal Employment Opportunity commitment we will implement all applicable provisions of the Americans with Disabilities Act (ADA), as well as corresponding state law. We do not discriminate against any qualified applicant or employee with a known physical or mental disability in any employment practice including hiring, promotion, job assignment, compensation, discipline, training, and termination. Ability, not disability, is the basis of all of our employment decisions.

As required under applicable law, we will provide reasonable accommodations for qualified individuals with known disabilities to assist them in performing the essential functions of the job unless the accommodation would create an undue hardship on the Company. Any applicant, employee or Manager with disability

related questions or concerns or anyone seeking an accommodation is encouraged to contact Human Resources.

The Company will also make reasonable accommodations for conditions related to pregnancy, childbirth or related medical conditions, if requested with the advice of the employee's health care provider, as required by law.

Termination of Employment

In the absence of a specific written agreement, employees may resign at any time. The Company also has the right to end an employment relationship at any time, with or without notice or cause and for any legal reason. No Manager (except the President using a written employment contract) has authority to enter into an employment agreement for any specified time period.

Resignation Notice: All employees should provide advance written notice of their intention to leave the Company. The notice should state the reason for the resignation and give the date of departure. Managers and other exempt employees should provide at least three weeks' notice. All other employees are requested to give at least two weeks' notice. A withdrawal of resignation may not be allowed without the permission of Human Resources.

Exit Interviews

Management may determine that it would be helpful to conduct an exit interview with a departing employee to determine the employee's reasons for leaving and opinions regarding the workplace. The time is also used to arrange for the return of Company property and to answer employee questions regarding benefits and other issues. Such interviews are generally conducted during the last week of employment.

Paychecks for Terminated Employees

Terminated employees and those who resign will be paid as is required by State law. Payment for accrued vacation will be provided at termination. However, no payment will be made for accrued sick or other leave days.

Public Relations

The Academy's goal is to provide unequalled customer and business service. Employees are expected to be professional and to interact politely and patiently with all customers and business contacts. Employees should always attempt to satisfy customers' needs or questions and to build goodwill. Public relations problems should be reported to Managers who may assist and provide suggestions for resolving problems. The Academy of Art College always welcomes employee input or suggestions regarding customer service, public relations, and improvement of total quality.

Statement on Academic Freedom and Academic Responsibility

The Academy of Art University values the pursuit of meaningful creative expression and truthful inquiry as essential elements of the artist and scholar's contribution to culture and society. The Academy recognizes its commitment to upholding these pursuits in the event they should be challenged.

The Academy expects all members of its community to promote free expression as appropriate to the curriculum, while maintaining an environment conducive to learning and responsible academic behavior. The Academy's expectations of responsible academic behavior include, but are not limited to:

- Engagement in learning in a tolerant, respectful and informed manner;
- Professional behavior in all aspects of work.

The Academy encourages a spirit of open inquiry as students develop their creative processes and intellectual positions. Intellectual and imaginative openness in itself, however, cannot sustain the educational process. The Academy expects faculty and directors to identify teachable moments and to cultivate habitual opportunities for learning. Faculty and administrators thus have the following responsibilities:

- Encourage free expression as appropriate to the curriculum;
- Avoid introducing material that has no relation to the course objectives;
- Place imagery, words, and symbols in their context and ensure their appropriate presentation in open and closed forums including classrooms and exhibition spaces.

Academic freedom is both a right and a responsibility – it is not a license to violate the law or the rights of others. The Academy reminds its members that they must abide by United States and California laws addressing:

- Discrimination against any demographic category;
- Harassment of any individual on any grounds;
- Obscenity, incitement, and slander

While members of the Academy of Art University community will not be disciplined for activities that are protected under the law as free speech, they can be disciplined for sexual harassment if their activities are viewed as creating a hostile environment for others. The Academy will investigate expressions of violent intent that indicate the person may be endangering himself or others.

Any disputes will be adjudicated through the Academy's grievance procedure. The Board of Directors and President are ultimately charged with protecting and overseeing standards of academic freedom and responsibility at the Academy of Art University.

Sample Part-time Faculty Employment Agreement

EMPLOYMENT AGREEMENT

1. This document sets forth the entire agreement between the Academy of Art University and _____ at _____, for part-time employment as an instructor. The Academy hereby employs _____ and _____ hereby accepts part-time employment with the Academy for the compensation, duration and other terms and conditions set forth in this agreement. The term of this agreement will commence on _____ and continue until **December 20, 2003**, subject to the provisions of Paragraph 3 below. Instructor shall serve as a **part-time instructor** and duties shall include, but not be limited to, commencing class on time, instructing for the entire class period, assisting with student collections, maintain accurate attendance rosters, enforcing non-audit policies. Instructor is also required to attend no more than two hours of annual safety training as required by State law and a faculty orientation meeting. If an 800 numbered Directed Study is listed in clause 2 below, duties will include, but are not limited to, performing the duties of a MFA Directed Studies Advisor and adhering to the Academy's Directed Study Advisor Guidelines.

2. _____ will be compensated at the gross amount of _____ per three (3) hour class session conducted for the course load listed below (combined classes shall be treated as a single class session). The exception is for 490 and 800 numbered classes where a compensation rate of _____ per hour is applicable, dependent on one-on-one instruction for **one (1) hour per week** for each three (3) units of credit registered. Compensation for five (5) hour classes can be calculated by multiplying the three hour rate by 1.67.
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The Academy shall withhold all appropriate deductions from this compensation. At the conclusion of this agreement, the Academy will determine whether other employment opportunities are available for _____ at the Academy. If new employment opportunities exist, _____ may be contacted to discuss entering into a new agreement. There is no guarantee that employment opportunities will be available, or that _____ will be offered other employment opportunities.

3. The Academy reserves the right to cancel, consolidate or substitute for any of the above classes in its sole discretion for any reason. The Academy may exercise this right at any time during the **Fall Semester**. The Academy also reserves the right to alter or change the classes to be taught or job responsibilities.

4. This agreement terminates on **December 20, 2004** or upon one week's written notice from the Academy to _____ with or without cause, whichever occurs first. In the event that the Academy terminates this agreement by providing written notice, the Academy reserves the right to pay one-week's salary in lieu of notice.

5. The Academy retains the exclusive right to establish and determine all educational requirements and standards, including but not limited to curriculum, content of courses, methodology of teaching, course materials, attendance rosters, and grade rosters.
Academy correspondence will be forwarded to his or her assigned Academy mailbox.

6. By accepting employment with the Academy, _____ agrees to be bound by the Academy's Arbitration Program. _____ is required to sign a separate document entitled Agreement to Arbitrate, attached hereto, as "Exhibit A" and incorporated by reference. Exclusive Services; No Competing Activity. During the term of this agreement, Employee agrees not to be employed by or associated with, render services or advice to, invest in, own, manage, operate or control, or participate in the ownership, operation, management or control of any business or enterprise or activity in the nine counties surrounding the Bay Area that is competitive with the services provided by the Academy. If any covenant of this section 6 is held to be unenforceable, such covenant will be considered to be divisible with respect to scope, time or geographic area, or all of them.

7. With the exception of the Academy's handbooks, directed study guidelines, and other manuals, this agreement contains the sole and entire agreement between the parties and sets forth all the terms and conditions of employment between the Academy and Instructor. This agreement supersedes all prior agreements, promises or representations, whether oral or written between the parties. The agreement may not be modified except by mutual agreement of the parties in writing and signed by the President on behalf of the Academy of Art University and _____.

8. Signatures This Agreement is not enforceable by either Party without the signatures of _____ and the President of the Academy of Art University. By your signature below you acknowledge that you have had the opportunity to consult with an attorney, if you wish to do so, prior to executing this agreement. **YOUR SIGNATURE BELOW ALSO CONFIRMS THAT YOU AGREE TO ABIDE BY THE POLICIES IN THE 2004-2005 AAU FACULTY MANUAL AND THE DIRECTED STUDY GUIDELINES.**

Academy of Art University:

By: Dr. Elisa Stephens, President
Academy of Art University

INSTRUCTOR SIGNATURE 1:

By: _____

DATED _____

Sample Agreement to Arbitrate

EXHIBIT "A"
AGREEMENT TO ARBITRATE

If a dispute, which concerns the employment relationship and which constitutes a claim or cause of action that is cognizable in a court of competent jurisdiction, arises between the Academy of Art University (“the Academy”) and its employees, the parties involved will make all efforts to resolve these disputes through informal means. If these informal attempts at resolution fail, the complaining party involved may submit the dispute, including any dispute arising out of, or related to, termination of employment, alleged unlawful discrimination, and alleged unlawful harassment, to final and binding arbitration pursuant to the Academy’s Arbitration Policy and Procedures.

and the Academy agree that arbitration is the exclusive remedy for all such disputes; no other action may be brought in court or any other forum (except actions to compel arbitration or to obtain an injunction to enforce any covenants or statutes regarding unfair competition, trade secrets or confidentiality). THIS AGREEMENT IS A WAIVER OF ALL RIGHTS TO A CIVIL COURT ACTION FOR THE EMPLOYMENT DISPUTES COVERED BY THE ACADEMY’S ARBITRATION POLICY AND PROCEDURES. ALL RIGHTS TO A CIVIL COURT ACTION FOR EMPLOYMENT DISPUTES COVERED BY THIS POLICY ARE WAIVED BY BOTH THE EMPLOYEE AND THE ACADEMY. ONLY THE ARBITRATOR, AND NOT A JUDGE OR JURY, WILL HEAR SUCH DISPUTE.

Employment disputes arising out of or related to termination of employment or involving allegations of unlawful harassment or discrimination include, but are not limited to, the following: alleged violations of federal, state and/or local constitutions, statutes or regulations, including applicable anti-discrimination laws; claims based on any purported breach of contractual obligation, including breach of the covenant of good faith and fair dealing; and claims based on any purported breach of duty arising in tort, including violations of public policy. However, disputes related to workers’ compensation, unemployment insurance and wage and hour issues within the jurisdiction of the California Labor Commissioner are not subject to mandatory arbitration under this policy.

Nothing in this policy shall be construed as precluding any employee from filing a charge with a state or federal administrative agency, such as the U.S. Equal Employment Opportunity Commission (“EEOC”), the National Labor Relations Board (“NLRB”), or parallel state and local agencies, seeking administrative assistance in resolving employment claims. It also does not prevent employees from participating in any investigation or proceeding conducted by an agency. However, if one of these agencies issues a right to sue notice, binding arbitration will be the sole remedy. In addition, any relief obtained through this policy will be the exclusive individual remedy, and will constitute an accord and satisfaction of all individual damage claims.

This Agreement to Arbitrate does not change the fact that employment at the Academy is “at-will” and can be terminated at any time, with or without cause or notice, unless the Instructor is covered by a written Employment Agreement that specifies otherwise and is signed by Elisa Stephens, President of the Academy.

A copy of the Academy’s Arbitration Policy and Procedures is attached hereto as ATTACHMENT 1 and is incorporated by reference into the Agreement to Arbitrate.

We have read and understand all of the above and agree to be bound by this Agreement to Arbitrate and the Academy’s Arbitration Policy and Procedures.

INSTRUCTOR SIGNATURE 2:

By: _____

DATED _____

Academy of Art University:

By: _____
 Dr. Elisa Stephens, President
 Academy of Art University

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ACADEMY OF ART UNIVERSITY'S ARBITRATION POLICY AND PROCEDURES

Initiation of Arbitration. To initiate arbitration, the party desiring arbitration, whether the employee or the Academy, must submit a written request for arbitration to **The Human Resources Department, Academy of Art University** (where the employee is initiating arbitration) and to the employee (where the Academy is initiating arbitration) within the time limits that would apply to the filing of a civil complaint in court. If the request for arbitration is not submitted within those time limitations, the initiating party will not be able to raise the claim in arbitration or any other forum. The request for arbitration must include all of the following information:

- A detailed description of the dispute;
- The date when the dispute first arose;
- The names, work locations and telephone numbers of any individuals, including employees or supervisors, with knowledge of the dispute; and
- The relief requested.

The responding party may submit counterclaim(s) in accordance with applicable state or federal law.

Selection of the Arbitrator. A single Arbitrator will resolve all disputes. The Arbitrator will be mutually selected by the Academy and the employee. If the Parties cannot agree on an Arbitrator, then a list of seven (7) arbitrators, experienced in employment matters, shall be provided by the American Arbitration Association (AAA) or another mutually agreed upon qualified arbitrator referral service. If a list of Arbitrators is provided, the parties will select the Arbitrator by alternately striking names from the list, with the employee striking the first name. The last name remaining on the list will be the Arbitrator selected to resolve the dispute. Upon selection, the Arbitrator shall set an appropriate time, date and place for the arbitration, after conferring with the parties.

Hearing Procedure. Except as provided herein, the arbitration shall be conducted in accordance with the existing National Rules for the Resolution of Employment Disputes of the American Arbitration Association; provided, however, that the Arbitrator shall allow the discovery authorized by the Federal Rules of Civil Procedure or any other discovery required by applicable law in arbitration proceedings. Also, to the extent that any of the National Rules for the Resolution of Employment Disputes or anything in this Agreement conflicts with any arbitration procedures required by applicable law, the arbitration procedures required by applicable law shall govern. The employee and the Academy also agree that nothing in this Agreement relieves either of them from any obligation they may have to exhaust certain administrative remedies before arbitrating any claims or disputes under this Agreement.

The Arbitrator shall issue a written award that sets forth the essential findings and conclusions on which the award is based. The Arbitrator shall have the authority only to determining the issue(s) submitted to him/her and/or any motions or discovery issues that arise during arbitration due to the issues identified in the "Request for Arbitration". The issue(s) must be identifiable in the "Request For Arbitration" or counterclaim(s). Except as required by law, any issue(s) not identifiable in those documents is outside the scope of the Arbitrator's jurisdiction and any award involving such issue(s), upon motion by a party, shall be vacated. The Arbitrator's award shall be subject to correction, confirmation, or vacation, as provided by any applicable law setting forth the standard of judicial review of arbitration awards.

Remedies. The Arbitrator may award either party any remedy at law or in equity to which the prevailing party would otherwise have been entitled if the matter been litigated in court. These remedies include general, special and punitive damages, injunctive relief, recoverable costs, and attorney's fees, where provided by contract or statute.

Substantive Law. The applicable substantive law will be the law of the state where the employee works or worked, or federal law. If both federal and state law apply to a cause of action, the aggrieved party will have the right to elect the choice of law. However, the choice of law will not affect the procedural aspects of the arbitration, which are exclusively governed by this policy.

Costs of Arbitration. The Academy will bear the arbitrator's fee and any other type of expense or cost that the employee would not be required to bear if he or she were free to bring the dispute or claim in court as well as any other expense or cost that is unique to arbitration. However, if the employee so desires, the employee can voluntarily choose to pay 1/2 of these fees, expenses and costs. The Academy and the employee shall each pay their own attorneys' fees incurred in connection with the arbitration, and the arbitrator will not have authority to award attorneys' fees unless a statute or contract at issue in the dispute authorizes the award of attorneys' fees to the prevailing party, in which case the arbitrator shall have the authority to make an award of attorneys' fees as required or permitted by applicable law. If there is a dispute as to whether the Academy or the employee is the prevailing party in the arbitration, the Arbitrator will decide this issue.

Severability And Impact On Other Policies. This policy may be modified from time to time to ensure that it is consistent with applicable law. If any provision of this policy is determined by a court of competent jurisdiction to be illegal, invalid or unenforceable to any extent, the term or provision will be enforced to the extent permissible under the law, and all remaining terms and provisions will continue in full force and effect.

Nothing in the Academy's Arbitration Policy and Procedures changes the "at-will" employment relationship between the Academy and its employees, unless an employee is covered by a written Employment Agreement that specifies otherwise and is signed by Elisa Stephens, President of the Academy.

For Faculty Review: Observation Criteria

Please review the following pages: The items listed represent basic criteria which may be covered in classroom observations.

It is our hope that all faculty use this as a guide to prepare for your classes each week. Our goal is to provide a useful checklist of points for you to consider when conducting your lectures, demos, critiques and other classroom activities.

<p>SELF ASSESSMENT <i>Do you do this?</i></p> <p>Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No</p>	<p>INTRODUCTION TO THE SESSION <i>Do you...</i></p> <ol style="list-style-type: none"> 1) Begin on time? 2) Take attendance at the beginning of the class? 3) Provide an introduction to the session? 4) Explain what would be covered? 5) Explain how it related to past sessions? 6) Place it on the overall context of the course? 7) Identify the goals/learning outcomes for the session verbally? 8) Write the goals/outcomes on the board? 9) Come prepared? 10) Have all props and equipment in the class ready for immediate use? 11) Have a professional appearance appropriate for the class session?
<p>SELF ASSESSMENT <i>Do you do this?</i></p> <p>Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No</p>	<p>LECTURE / VERBAL COMMUNICATION <i>Do you...</i></p> <ol style="list-style-type: none"> 1) Speak clearly? 2) At an appropriate pace and volume? 3) Present the concepts in an organized fashion? 4) Follow the syllabus? 5) Explain how it related to past sessions? 6) Place it on the overall context of the course? 7) Identify the goals/learning outcomes for the session verbally? 8) Write the goals/outcomes on the board? 9) Come prepared? 10) Have all props and equipment in the class ready for immediate use? 11) Have a professional appearance appropriate for the class session? <p><i>Are you paying attention to the level of student interest during your lectures?</i></p>
<p>SELF ASSESSMENT <i>Do you do this?</i></p> <p>Yes No Yes No Yes No Yes No</p> <p>Yes No Yes No</p>	<p>DEMONSTRATIONS / STUDIO TECHNIQUES <i>Do you...</i></p> <ol style="list-style-type: none"> 1) Make sure that all students can hear and see? 2) Pace the demo appropriately? 3) Conduct the demo in an orderly fashion? 4) Break the demo down into short segments? Require the students immediate practice steps introduced before moving on to the next segment of the demo? 5) Explain concepts and technical approaches while doing the demo? 6) Ask for feedback to make sure that students understand? <p><i>Do you pay attention to how the students respond to the demo?</i></p>

<p>SELF ASSESSMENT <i>Do you do this?</i></p> <p>Yes No Yes No Yes No Yes No Yes No Yes No Yes No</p>	<p>CRITIQUES <i>Do you...</i></p> <ol style="list-style-type: none"> 1) Review the requirements of the assignment at the start of the critique? 2) Present clear, succinct and comprehensive feedback? 3) Discuss positive and negative aspects of work? 4) Provide balanced feedback that is honest and accurate? 5) Pace the critique appropriately in a time sensitive manner? 6) Illuminate the common class successes and weaknesses? 7) Encourage student involvement in some way? (Require that they take notes? Lead the critique?) <p><i>Do you pay attention to how students are responding and their level of interest?</i></p>
<p>SELF ASSESSMENT <i>Do you do this?</i></p> <p>Yes No Yes No Yes No Yes No</p>	<p>ENCOURAGING PARTICIPATION: USE OF QUESTIONS, WORKING IN GROUPS etc. <i>Do you...</i></p> <ol style="list-style-type: none"> 1) Pose questions in a way that could engage student participation? (Example: "Why is this important to know?") 2) Pose questions that gauge their understanding of the material? (Example: "What factors make this a good / bad practice?") 3) Pose questions to a variety of individuals? Call on them by name? 4) Provide an appropriate wait time before providing the answer? <p><i>How do you encourage student participation? Do you put students in groups / pairs for activities, critiques, etc? How do you involve international students? Students with special needs?</i></p>
<p>SELF ASSESSMENT <i>Do you do this?</i></p> <p>Yes No Yes No Yes No Yes No Yes No</p>	<p>VISUAL AIDS USE OF VISUAL EXAMPLES, CHALKBOARD, WHITEBOARD, SLIDES, TRANSPARANCIES, COMPUTERS, VIDEOS ETC. <i>Do you...</i></p> <ol style="list-style-type: none"> 1) Use well-produced visual aids that contribute effectively to the session? 2) Use handouts that are easy to read? 3) Utilize the chalkboard / whiteboard effectively? 4) Speak facing the class when using the chalkboard? 5) Write large enough