



ACADEMY *of* ART UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

FACULTY MANUAL

2009 - 2010

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THE ACADEMY

————— 2009 - 2010 —————

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 professionals in the fields of design, communication and the arts by delivering excellent undergraduate and graduate 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 is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC) located at 985 Atlantic Avenue #100, Alameda, California, 94501, (510) 748-9001 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, Bachelor of Arts (WASC only), Master of Fine Arts, Master of Arts (WASC only) and Certificates. The university is also accredited by the Council for Interior Design Accreditation for its on campus and online Interior Architecture and Design BFA program.

The Master of Architecture Program is also accredited by the National Architectural Accrediting Board (NAAB). **NAAB Accreditation:** 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 US 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 preprofessional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

The Academy is also an institutional member of the Career College Association (CCA), 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.

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. The Academy is committed to excellent customer service, and we ask that you be our good will ambassadors. For questions about:

- The curriculum and online classes, please refer students to their advisor, department director, or department administrator.
- Academic assistance, please refer students to the Academy Resource Center 415.618.3917.
- Student concerns/complaints beyond your own classroom please refer students to their department director or department administrator.
- The grievance process, see the Student Appeals and Grievances section of this manual or refer students to the office of Executive Vice President Sue Rowley at 415.618.6477.
- Campus safety, please refer students to Campus Safety: 415.618.3911.

It is important for you to be familiar with the Academy's facilities, programs and resources. 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.

Please note that all information in the Faculty Manual is current as of Summer 2009. For the most up-to-date information, please always refer to <http://faculty.academyart.edu>. Do NOT use “www” to go to this site.



FACULTY RESOURCES

————— 2009 - 2010 —————

Faculty Resources:

Electronic Resources

New Faculty Orientation (NFO)

All new faculty members are required to complete the online New Faculty Orientation or to attend the New Teacher session at the Academy Teaching Conference, offered the week before the Fall and Spring semesters. Both orientations contain valuable information to make your teaching experience successful and enjoyable. It is advisable to do both. The New Faculty Orientation is available at <http://online.academyart.edu/nfo>. There is an additional, mandatory orientation for new online faculty members that is administered by CyberCampus.

Faculty Website – <http://faculty.academyart.edu>. (Do NOT use “www” to go to this site.)

All faculty members are expected to utilize the Academy’s faculty website at <http://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 Library
- Weekly Teaching Tips Archives and Subscription of Information
- Teaching Seminars
- Support for Online Faculty
- Getting Help for Students
- Campus Resources
- Maps and Schedules

Faculty Email

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.

If you need your username and password, please contact the Curriculum Office at 415.618.6244.

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 you 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.

CAMPUS RESOURCES

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. Additional faculty resources are also available at the faculty website at <http://faculty.academyart.edu>. Do NOT use “www” to go to this site. The Faculty Development Office is located at 180 New Montgomery, Room 159.

Services provided include:

- » Biannual teaching conferences (January & August)
- » Weekly Teaching Tips via email (sign up at <http://faculty.academyart.edu>)
- » Individual consultations and observations
- » Assistance with Easy Grade Pro, rubric development and lesson planning

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 for both our campus based and online students. Faculty members are invited to contact the Academy Resource Center at 415.618.3917 for information about educational support services, or to request support in their class(es) or for individual students. All information about the ARC is also available at the ARC website at <http://arc.academyart.edu>. **Do NOT use “www” to go to this site.** Online and Onsite educational support services include:

Student Academic Support

Provides individual academic support to students in need including time management, study skills, and project planning.

Midpoint Review Workshops for graduate students

Speaking Lab (presentation, pronunciation, and conversation)

Writing Lab

One-on-one, remedial ARC Tutoring for art and design and Liberal Arts/Graduate Study classes

Classroom Services

Facilitates reasonable accommodations and equal access to educational programs for students with disabilities.

English as a Second Language (ESL) classes for artists and designers

ESL in-class language support for international students

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 <http://library.academyart.edu> (follow the Library link).

Course Catalog

The Academy website is the best place to go to for course and program descriptions as well as detailed academic policies and procedures. Go to

<http://catalog.academyart.edu/catalogBrowsing>.

Or just go to the website www.academyart.edu. Then click on Degrees and Classes, and from the pop down menu select Course Catalog and Schedule.

Documents & Forms

Any documents or forms that you need for grading, copy requests, transportation requests, and any other administrative needs may be found at <http://faculty.academyart.edu/> (go to Campus Resources and click on Forms. Do NOT use “www” to go to this site).

Employee Tuition Remission

The Academy has a program which allows eligible classifications of employees to take one Undergraduate course (on-site or online) at the Academy free of tuition charge every semester.

All employees are limited to taking only one (1) online course per semester, whether paid for by the employee or covered under this tuition remission policy. Academy students will always have first priority to enroll in courses each semester.

Requirements:

- The program allows eligible classifications of employees to waive tuition for one 3-unit undergraduate course every semester.
- All application fees, registration fees, and additional materials/course fees are the responsibility of the employee.
- The following classification of employees are eligible to participate in this program:
 - Full time staff employees working 40 hours per week
 - Full time and part time faculty teaching at least one course for the entire semester
 - Part time lab technicians who work for the entire semester
 - Part time Educational Support staff and faculty working a minimum of 20 hours per week for the entire semester
- Only one 3-unit course tuition waiver will be granted in any given semester.
- 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. This means that:
 - 1) There are no 'credits' given for future semesters in which the employee will not be working full time.
 - 2) The 3-unit course tuition waiver does not roll over from one semester to another. Employees may not 'save up' course credits for future semesters.
 - 3) Employees must register for the course at least two working days prior to the semester start but no sooner than one week prior to the start of the semester.
- The 3-unit course may only be used by the employee. The course may not be assigned, sold or transferred to another individual.

Employee Termination

Employees will not be reimbursed for out of pocket expenses related to the course if prior to completing coursework they terminate voluntarily or are terminated for not fulfilling job responsibilities or for violating expected rules of conduct.

We hope that you will take advantage of this program and experience some of the Academy's wonderful course offerings first-hand. To enroll in a course, please contact the Student Services Department.



THE CLASSROOM

2009 - 2010

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 assistance with your teaching skills, 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 <http://arc.academyart.edu/> (Do NOT use "www" to go to this site).

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)
- Topics

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 are not 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 (such as a quick demonstration or activity) in case a lesson plan unexpectedly runs short. 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 415.618.6115.

For Illustration contact Dax Santi 415.618.3680 and for Fine Arts 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.

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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 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.

Utrecht locations:

- 149 New Montgomery, located between the Academy buildings at 79 New Montgomery and 180 New Montgomery
- 1930 Van Ness Avenue
- AAU 60 Federal St campus, 4th floor (supplies for Advertising, Painting and Printmaking departments)
- AAU 466 Townsend campus, 3rd floor (supplies for Foundation department)

Class Time Periods

Most courses are three hours long. Foundation classes are five hours in length and other studio classes are six 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 <http://faculty.academyart.edu/> to download a Make-up Class Form, or ask your Department. Do not use “www” to go to this site).

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 <http://faculty.academyart.edu> to download a Faculty Substitution Form, or ask your Department. Do not use “www” to go to this site.)

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.

Also, please be advised that currently, the Academy does not have enough buses or drivers to cover all field trip requests. Faculty need to instruct their students to meet directly at the field trip destination. The following types of field trips are an exception to this policy:

- Field trips requiring transportation of bulky or heavy equipment
- Evening field trips
- Field trip to areas difficult to reach by public transportation
- Field trips to areas that are potentially unsafe

The Academy will also try to combine field trips with the same destination.

All field trip transportation requests must be submitted ONLINE. Paper request forms will not be accepted or processed. Go to <http://faculty.academyart.edu> and click on Forms under Campus Resources to download a Transportation Request Form, or ask your Department. (Do not use “www” to go to this site). 48-hours after submitting your request, you can check the status on the Academy Intranet under "Track Transportation Requests".

The purpose of any field trip should be to enhance the students' education beyond what is possible in the classroom. Attendance must be taken on all field trips.

Please refer any questions about field trips to your department administrator.

Online Programs & Courses

Most courses at the Academy of Art University are offered online as well as on-campus. The online curriculum is designed and taught by the same professional faculty that teach on-campus courses.

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.

Course Evaluations

Every Spring and Fall semester, students are asked to evaluate their classes and instructors during week 5 and week 14 (week 7 only in summer).

These responses help the administration evaluate the curriculum and recognize excellence in teaching. The evaluations provide a direct and important means of communication on classroom exercises. This is a responsibility we ask our students to take seriously and respond to with thoughtfulness.

The Department Director reviews course evaluations each semester to anticipate problems or make changes regarding curriculum or in faculty decisions. This is particularly important for any new instructors who would benefit from anonymous feedback. If there are consistent complaints, the Department Director will discuss immediately with the instructor and plan options to address the issues.

Course Evaluation Process:

- It is required that instructors submit their week 4 progress grades on time. During week 5 students will login to view their grades and conduct the course evaluations online.
- A memo to instructors notifying them to direct their students to conduct their course evaluations will be sent to their faculty mailbox (Cyber Campus posts this message in online classes).
- Encourage students to view their progress grades during the week 5 Course Evaluation period.
- Students should log on to: <http://online.academyart.edu> to find a list of their classes. For each class there will be an indicator stating either (Submit Evaluation), if the evaluation has not yet been submitted or (Evaluation Submitted) when the evaluation has been submitted for the particular class.
- The students will have an option to bypass the Course Evaluations, but we ask instructors to help promote the students to conduct their course evaluations online as soon as possible.
- Once all of the Course Evaluations have been submitted, the Department Director will be able to view the results of the Course Evaluations for a specific class section or by semester.

Both Online and Onsite classes are evaluated. Cybercampus administers the online and onsite evaluations and a report is generated and sent to the Executive Office as well as a copy to the Curriculum Office.



GRADING & ATTENDANCE ROSTERS

————— 2009 - 2010 —————

ACADEMY *of* ART UNIVERSITY
FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

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:

Excellent work

(Course outcomes are met at an exceptionally high level)

A	4.0 grade points
A-	3.7 grade points

Very good work

(Course outcomes are met at a high level)

B+	3.3 grade points
B	3.0 grade points

Above average work

(Course outcomes are met at a better than average level)

B-	2.7 grade points
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Acceptable work

(Course outcomes are met at an average level; student is ready to progress)

C+	2.3 grade points
C	2.0 grade points

Below average (not passing for graduate courses)

(Course outcomes are slightly below average; however, student is ready to progress in undergraduate courses. In graduate courses, this is a failing grade.)

C-	1.7 grade points
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Unsatisfactory (not passing for graduate courses)

(Course outcomes are not fully met. Within the major, student is not ready to progress.

A low but passing grade outside the major and for Liberal Arts. In graduate courses, this is a failing grade.)

D+	1.3 grade points
D	1.0 grade points
D-	0.7 grade points

Failing (course outcomes are not met. Student needs to retake the course.)

F	0 grade points
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I	Incomplete*	0 grade points
IP	In Progress*	0 grade points
P	Pass	0 grade points

* No credit to GPA

Progress Grades

Progress Grades are submitted online during weeks 4 and 11 of spring and fall semesters and week 4 for the summer semester. All instructors will need to go to:

<http://online.academyart.edu/login.html> to enter their Progress Grades online. 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 week 4 the Progress, midterm and final grades are submitted online.

The Progress Grades are submitted online for weeks 4 and 11. The progress grades need to be completed online as soon as possible. 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 during the Midterm Grading Period (dates can be found in the Academic Calendar). Grade rosters will not be provided. All instructors will need to go to: <http://online.academyart.edu/login.html> to enter their grades online. Completed midterm grade rosters must be submitted by the end of the grading period.

Final Grades

During the Final Grading period, all instructors must login to: <http://online.academyart.edu/login.html> to enter their Final Grades online. Final grades must be submitted online 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 request a grade of Incomplete at the end of a semester. Students must submit a Petition for Incomplete form (go to <http://faculty.academyart.edu> to view a sample of the Petition for Incomplete. Do NOT use "www" to go to this site.) 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 <http://faculty.academyart.edu> to download a Change of Grade Form, or ask your Department. Do NOT use "www" to go to this site.) 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 <http://faculty.academyart.edu> to download a Change of Grade Form, or ask your Department. Do NOT use "www" to go to this site.) 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 <http://faculty.academyart.edu> to download an Attendance Correction Form, or ask your Department. Do NOT use “www” to go to this site.). 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 Administrative Support Department 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 <http://faculty.academyart.edu> to view a sample of the Attendance Pre-Roster. Do NOT use “www” to go to this site.). 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 <http://faculty.academyart.edu> to view a sample Attendance Roster. **Do NOT use “www” to go to this site.**).

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 roaster. 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 roaster 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 Administrative Support Department (ASD) for a re-print (415.618.6474). 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 officially excused. Officially excused absences apply to:

- Students with a medical or family emergency (self or immediate family)
- Students too ill to attend class
- Student-athletes engaged in official AAU athletics games/game-related travel (note: practices are never an excuse for absence from class)

How to Handle Excused Absences in Grading

With an officially excused absence, a student may not be penalized simply for not being able to attend class. However, a student's grade would suffer if he/she did not turn in work due in or assigned at the class that was missed. Students with excused absences should be held to the same performance standards as every other student.

Focus on the Work (projects, tests, etc.)

Students with excused absences should be proactive in arranging with their instructors to make up work. Instructors should set a firm deadline for submission of missing work; one week is suggested. At grading periods, the grade should reflect whether or not the student has made up the work from an excused absence.

How to Handle Participation Points for Excused Absences

If you give participation/critique/discussion points for each class, you can arrange for the students with excused absences to make up the points via some other method (e.g., half a page written critique).

Alternatively, for students with excused absences, you can reduce the total number of points possible (e.g., instead of 150 possible points in 15 sessions, there might be 130 possible points in 13 sessions); that way, you are not penalizing the student for excused absences. In Easy Grade Pro, simply do not enter anything for a week in which a student was officially excused.

Applying the Officially Excused Absence Policy

It is important to understand that by adhering to the AAU's excused absence policy, instructors are not bending the rules. These are the rules.

The intent of the policy is to hold all students accountable for producing work that meets the quality standards for that class, while not unfairly penalizing students who through no fault of their own must miss occasional classes.

To be clear:

- Do not penalize students with excused absences simply for being absent.
- Do require students to make up the work.
- Do evaluate the work according to the same standards you always use.

Handling Excused Lateness in Online Classes

Even in the flexible environment afforded by online classes, there may be occasions where serious life/health crises affect students' work. As an instructor, you must accommodate students who are late in completing their work due to such special circumstances. In addition, AAU student athletes may occasionally require accommodation, if their official game schedules prevent them from completing work on time.

The intent of this policy is to hold all students accountable for producing work that meets the quality standards for a class, while not unfairly penalizing students who through no fault of their own must occasionally submit work late.

Approved reasons for lateness (i.e., excused lateness) include:

- a medical or family emergency (affecting the student or her/his immediate family)
- serious or sustained illness (sufficient to prevent a student from completing work on time)
- late registration
- games/game-related travel for student-athletes engaged in official AAU athletics (Note: Athletic practices are never an excuse for lateness.)

Under the above circumstances, you may not penalize students simply for late work, provided they contact you in a timely manner (see below). However, if a student does not meet the deadline for submitting the late work, her/his grade will suffer. Students with excused lateness must be held to the same performance standards as all other students.

Here are some guidelines for managing late submissions from students with approved reasons for lateness:

- Post your "Late Homework" policy at the start of the semester, and explain clearly to students the circumstances under which late work will and will not be accepted. This policy must include the officially approved reasons for lateness outlined above; however, whether or not you accept late work under *other* circumstances is left to your individual discretion (and to the policies of your academic department).
- In general, students should *anticipate* circumstances that will make for late work and communicate with their instructors about making up work *before* the original deadline. (Please include this stipulation in your "Late Homework" policy.) Obviously, if a student is undergoing a medical emergency and cannot communicate with you in advance, you will need to make allowances for this.
- When a student contacts you about excused late work, agree with her/him on a firm deadline for submission of missing work: we suggest an extension of one week.
- At grading periods, the grade should reflect whether or not the student has made up the work from an excused absence.

How to Handle Participation Grades for Excused Lateness

Obviously, participation in online discussions or critiques cannot be made up once the deadline has passed. However, you can arrange for students with excused absences to make up participation points in some other way (e.g., writing a half-page written critique or a short essay on the topic of the missed discussion).

Alternatively, for students with excused lateness, you can reduce the total number of points that can be earned for this activity (e.g., instead of 150 possible points in 15 modules, there might be 130 possible points in 13 modules); this way, you are not penalizing the student for excused absences. In Easy Grade Pro, simply leave a blank in a week in which a student was officially excused.

Recap of Key Points:

- Do not penalize students with excused lateness simply for submitting their work late.
- Do require students to make up the missed work.
- Do evaluate the work according to the same standards you always use.

Official Athletics-Related Absences

As a faculty member, here are the university policies you need to know relating to official athletics-related absences:

- You should not penalize student-athletes simply for being absent due to official, game-related absences. The university recognizes game-related absences as “officially excused”.
- Students are accountable for all work missed due to the excused absence. Students are responsible for arranging to make up missed work in a timely manner, as agreed with the instructor. A deadline of one week from the class missed is suggested.
- The Athletics Department requires student-athletes to complete a plan for making up missed work, in consultation with their instructors. This is to encourage a more proactive and professional approach on the student’s part.
- As an instructor, you will know which absences are official and game-related. Student-athletes who miss classes due to game-related absences are required to show their instructors an official form from the AAU Athletics Department verifying the dates of these absences.
- Practices are never cause for excused absences. If you are in doubt about how to handle a particular absence, or have any other questions, please contact Melissa Sydeman, the Faculty Athletic Representative: 618-6510. Melissa liaises between the faculty and the Athletics Department to make sure that academic integrity is being upheld.

Administrative Drops

Occur after 3 unexcused absences in a row, a student will be administratively dropped from the class.



THE STUDENTS

2009 - 2010

The Students:

Fast Facts

Students come from more than 98 different countries to study at the Academy of Art University. For Fall, 2008, over 13,000 students were enrolled, making the Academy of Art University the largest private art and design school in the United States. Students are enrolled in 14 different art, design, and communications majors.

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, 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.

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

2009 - 2010

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 2009</u>	<u>NEW 2009 DATES</u>
First day to petition to graduate for Summer & Fall 2009	December 1, 2008
Registration for Summer & Fall 2009 begins	February 23, 2009
Last day to petition to graduate for Summer & Fall 2009	April 3, 2009
First day to petition to graduate for Spring 2010	July 6, 2009
Chicago Admissions Overview & Application Workshop	July 11, 2009
New York Admissions Overview & Application Workshop	July 18, 2009
Southern California Admissions Overview & Application Workshop	July 18, 2009
Austin Admissions Overview & Application Workshop	July 25, 2009
Financial Aid initial paperwork deadline (to guarantee timely award letter by the end of August)	August 3, 2009
New Orleans Admissions Overview & Application Workshop	August 8, 2009
Locker sales begin	August 24, 2009
Installment payment plan contract deadline	August 29, 2009
Tuition due for Fall 2009	August 29, 2009
Installment plan deadline: 1 st payment due	August 29, 2009
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	August 29, 2009
<u>New Student Orientation</u>	<u>September 1, 2009</u>
<u>Fall classes begin</u>	<u>September 3, 2009</u>
<u>Labor Day (All Buildings Closed)</u>	<u>September 7, 2009</u>
Last day to register for Fall 2009 without a late fee	September 12, 2009
Last day for course changes without a late fee	September 12, 2009
Late Registration Period for Fall 2009 (late fee will apply)	September 14-19, 2009
Last day to submit "Incomplete" for Summer 2009	September 18, 2009
Fall Pre-College Art Experience classes begin	October 10, 2009
Last day to register for Fall 2009 (late fee will apply)	September 19, 2009
Financial Aid file complete deadline	September 21, 2009
Registration for Spring 2010 begins	September 28, 2009
Installment plan deadline: 2 nd payment due	September 29, 2009
Midterm grading period	October 19-31, 2009
Drop without "W/F" penalty deadline	October 21, 2009
Daylight savings time ends (set clocks one hour back)	<u>November 1, 2009</u>
Installment plan deadline: 3 rd payment due	October 29, 2009
Fall Pre-College Art Experience classes end	December 12, 2009
<u>Thanksgiving Break (All Buildings Closed)</u>	<u>November 26-29, 2009</u>

Installment plan deadline: 4 th payment due	November 29, 2009
Last day to petition to graduate for Spring 2010	December 4, 2009
Final grading period	December 7 – 19, 2009
Fall classes end	December 19, 2009
Winter Holiday (All Buildings Closed)	December 25, 2009
New Years Holiday (All Buildings Closed)	January 1, 2010
Final grades for Fall 2009 to students	January 4, 2010

<u>SPRING 2010</u>	<u>Dates</u>
First day to petition to graduate for Spring 2010	July 6, 2009
Registration for Spring 2010 begins	September 28, 2009
First day to petition to graduate for Summer & Fall 2010	November 30, 2009
Last day to petition to graduate for Spring 2010	December 4, 2009
New Years Holiday (All Buildings Closed)	January 1, 2009
Financial Aid initial paperwork deadline (to guarantee timely award letter by end of January)	January 11, 2010
Winter Intersession begins	January 11, 2010
Martin Luther King, Jr. Day (All Buildings Closed)	January 18, 2010
Locker sales begin	January 25, 2010
New Student Orientation	TBD
Winter Intersession ends	January 29, 2010
Tuition due for Spring 2010	January 30, 2010
Installment payment plan contract deadline	January 30, 2010
Installment plan deadline: 1 st payment due	January 30, 2010
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	January 30, 2010
<u>Spring classes begin</u>	<u>February 1, 2010</u>
Last day to register for Spring 2010 without a late fee	February 6, 2010
Last day for course changes without a late fee	February 6, 2010
Spring Pre-College Art Experience classes begin	February 6, 2010
Late Registration Period for Spring 2010 (late fee will apply)	February 8, 2010
Last day to submit "Incomplete" for Fall 2009	February 12, 2010
Last day to register for Spring 2010 (late fee will apply)	February 13, 2010
Financial Aid file complete deadline	February 15, 2010
Registration for Summer & Fall 2010 begins	February 22, 2010
Installment plan deadline: 2 nd payment due	March 1, 2010
Midterm grading period	March 8 - 12, 2010
Daylight savings time begins (set clocks one hour forward)	March 14, 2010
Drop without "W/F" penalty deadline	TBA
Spring Recess (Academic Buildings Closed, Administrative Buildings Open Mon-Fr 8:30am-5:30pm)	March 22 - 27, 2010
Installment plan deadline: 3 rd payment due	April 1, 2010
Last day to petition to graduate for Summer & Fall 2010	April 2, 2010
Easter Sunday (All Buildings Closed)	April 4, 2010
Spring Pre-College Art Experience classes end	April 10, 2010

Fashion Show	TBA
Installment plan deadline: 4 th payment due	May 3, 2010
Final grading period	May 10 – 22, 2010
Spring classes end	<u>May 22, 2010</u>
Academy of Art University Commencement	Week of May 24, 2010
Spring Show Reception	Week of May 24, 2010
Spring Show Exhibition	Week of May 24, 2010
Memorial Day (All Buildings Closed)	May 31, 2010
Final grades for Spring 2010 to students	June 7, 2010
<u>SUMMER 2010</u>	<u>DATES</u>
First day to petition to graduate for Summer & Fall 2010	November 30, 2009
Registration for Summer & Fall 2010 begins	February 22, 2010
Last day to petition to graduate for Summer & Fall 2010	April 2, 2010
Financial Aid initial paperwork deadline (to guarantee timely award letter by mid June)	May 31, 2010
Summer Intersession begins	June 1, 2010
Locker sales begin	June 14, 2010
New Student Orientation	TBD
Summer Intersession ends	June 18, 2010
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	June 19, 2010
Tuition due for Summer 2010	June 19, 2010
<u>Summer classes begin</u> (including Portfolio Grant & Teacher Grant recipients)	<u>June 21, 2010</u>
Last day to register for Summer 2010 without a late fee	June 26, 2010
Last day for course changes without a late fee	June 26, 2010
Financial Aid file complete deadline	June 28, 2010
Summer Pre-College Art Experience classes begin	June 28, 2010
Last day to register for Summer 2010 (late fee will apply)	June 28, 2010
Last day to submit "Incomplete" for Spring 2010	July 2, 2010
Independence Day (All Buildings Closed)	July 4, 2010
First day to petition to graduate for Spring 2011	July 6, 2010
Midterm grading period	July 12 – 14, 2010
Drop without "W/F" penalty deadline	July 14, 2010
Final grading period	August 5 – 11, 2010
Summer Pre-College Art Experience classes end	August 6, 2010
Summer classes end	<u>August 11, 2009</u>
Final grades for Summer 2010 to students	August 23, 2010

<u>FALL 2010</u>	<u>DATES</u>
First day to petition to graduate for Summer & Fall 2010	November 30, 2009
Registration for Summer & Fall 2010 begins	February 22, 2010
Last day to petition to graduate for Summer & Fall 2010	April 2, 2010
First day to petition to graduate for Spring 2011	July 6, 2010
Financial Aid initial paperwork deadline (to guarantee timely award letter by the end of August)	August 9, 2010
Installment payment plan contract deadline	August 28, 2010
Tuition due for Fall 2010	August 28, 2010
Installment plan deadline: 1 st payment due	August 28, 2010
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	August 28, 2010
Locker sales begin	August 30, 2010
<u>New Student Orientation</u>	<u>TBA</u>
<u>Fall classes begin</u>	<u>September 2, 2010</u>
<u>Labor Day (All Buildings Closed)</u>	September 6, 2010
Last day to register for Fall 2010 without a late fee	September 11, 2010
Last day for course changes without a late fee	September 11, 2010
Late Registration Period for Fall 2010 (late fee will apply)	September 13, 2010
Last day to submit "Incomplete" for Summer 2010	September 17, 2010
Last day to register for Fall 2010 (late fee will apply)	September 20, 2010
Financial Aid file complete deadline	September 20, 2010
Registration for Spring 2011 begins	September 27, 2010
Installment plan deadline: 2 nd payment due	October 1, 2010
Fall Pre-College Art Experience classes begin	October 9, 2010
Midterm grading period	October 14 – 20, 2010
Drop without "W/F" penalty deadline	October 20, 2010
Installment plan deadline: 3 rd payment due	November 1, 2010
Daylight savings time ends (set clocks one hour back)	<u>November 7, 2010</u>
<u>Thanksgiving Break (All Buildings Closed)</u>	November 25-28, 2010
Installment plan deadline: 4 th payment due	December 1, 2010
Last day to petition to graduate for Spring 2011	December 3, 2010
Final grading period	December 6 – 18, 2010
Fall Pre-College Art Experience classes end	December 11, 2010
<u>Fall classes end</u>	<u>December 18, 2010</u>
<u>Winter Holiday (All Buildings Closed)</u>	December 24-December 26, 2010
<u>New Years Holiday (All Buildings Closed)</u>	
Final grades for Fall 2010 to students	January 3, 2011

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 415.618.6460 to check if you are in the system before going to get your badge. Stickers are automatically mailed to the AA of each department prior to the start of each semester.
- The hours to obtain a badge are:
M-F 8 a.m. – 7:00 p.m.
During the first 2 weeks each term the Registration Office is open Saturdays 10:00 a.m.-3:00 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, a request can be made for 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. Renewals are easy. All that is needed is to post a sign on the locker indicating the locker is for Faculty. Do not forget to put your name on the sign and "DO NOT REMOVE." 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.

Locks are not provided by the university. Once you have found a locker you like you need to notify the campus host of the building so they may log your information. This will ensure nothing is removed from your locker.

Questions – call the Registration Office at 415.618.6460.

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

————— 2009 - 2010 —————

Employment Policies:

Employee Handbook

A full description of all the Academy's employment policies may be found in the Employee Handbook, available from the Human Resources Department at 79 New Montgomery on the 6th floor. The sections below outline important parts of the Employee Handbook 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.

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.

Part-Time Faculty Employment Agreement Procedures

All Instructors must sign an employment agreement in order to teach at the Academy of Art University. These employment agreements are generated three weeks before each semester. No employment agreements are generated for the intersession.

All Part-Time Instructors are required to log onto <https://apply.academyart.edu/HRContracts/> to electronically sign their employment agreement. 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 the Curriculum Office. Login and password information will be sent along with instructions on how to access their employment agreement. 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 employment agreement as soon as possible. The deadline for signing Part-Time Employment agreements is the first day of the semester. The Executive Office will be contacting all instructors who have not signed their employment agreements 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. 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.

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.

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 Academy's sole discretion and may be unilaterally modified or revoked at any time.

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 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.

San Francisco Paid Sick Leave

It is critical to our operations that every employee be dependable and have regular attendance. However, Management recognizes that an employee or immediate family member may occasionally be temporarily injured or ill. The sick leave policy is designed to provide protection to eligible employees against loss of income during unavoidable absences.

All employees working in San Francisco, including full-time, part-time and temporary staff and faculty are eligible for paid sick leave. Part-Time Instructors performing work in the city of San Francisco are eligible for paid sick leave 90 days after the date of hire. Paid sick leave accrues at a rate of one hour of sick leave for each 30 hours worked in San Francisco. Employees may only accrue a maximum of 72 hours of leave.

Paid sick leave only accrues on hours worked in San Francisco; it does not accrue while an employee is on unpaid leave of absence, off work on paid sick leave or in paid vacation status. Accrued, unused sick leave will not be paid out upon separation of employment with the Academy. When there is a separation of employment after an employee began to accrue paid sick leave and is rehired within one year of separation, the employee is not subject to the 90 calendar day eligibility period prior to accruing paid sick leave. Part-Time Instructors that perform work outside of San Francisco are not eligible for paid sick leave.

Payday

Payday is every other Friday. Contact your department 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 W-4 on file with the Payroll Office and valid I-9 form with the Human Resources Department.

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. 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.

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 representatives 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.

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.

Observed Holidays

The Academy of Art University recognizes the importance of leisure time and will observe holidays as annually designated by the President of the Academy of Art University. Yearly Holiday schedules will be posted and announced in advance by the Human Resources department.

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.

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.

EMPLOYMENT AT-WILL

Although the Academy hopes our employment relationship will be a long and rewarding one, our policy provides that all employees who do not have individual, written employment agreements signed by the President for specific, fixed terms are considered employees-at-will. Employment may be ended by the Academy without notice, at any time, and for any reason, with or without cause. Employees, likewise, may terminate employment at any time, for any reason (although we do ask that employees provide at least two weeks notice to permit us to locate a replacement).

With the exception of employment at will, terms and conditions of employment with the Academy may be modified at the sole discretion of the President 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 Academy 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.

EQUAL EMPLOYMENT OPPORTUNITY RELATING TO DISABILITIES

Equal Employment Opportunity Relating to Disabilities

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

Reasonable Accommodations

To comply with applicable laws ensuring equal employment opportunities to individuals with disabilities, we will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation. The individual with the disability should specify in writing what barriers or limitations make it difficult for him or her to perform the job. The Academy will conduct an investigation regarding these barriers or limitations and will then identify possible accommodations, if any, that will help to eliminate the barrier(s) or limitation(s). If the accommodation is reasonable and will not impose an undue hardship on the Academy and/or a direct threat to the health and/or safety of the individual or others, the Academy will make the accommodation. The Academy may also propose an alternative accommodation(s). It is very important that you communicate with Human Resources regarding accommodation issues and equally important that you respond to any requests from Human Resources for additional information regarding your needs.

The Academy will also consider requests for 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.

ANTI-HARASSMENT & NON-DISCRIMINATION

The Academy is committed to maintaining a workplace that is free of harassment and discrimination. Therefore any form of harassment or unlawful discrimination against employees, visitors, vendors, and/or customers is prohibited. As part of our commitment we will not tolerate verbal, visual, or other communication (such as e-mail, voice mail or internet), physical conduct or other actions by anyone, including supervisors, employees, visitors, vendors or customers

which harasses or interferes with another's job performance or which creates a hostile working environment.

We seek to provide a professional work environment in an atmosphere of mutual respect. Actions, words, negative stereotypes, ridicule, or other forms of harassment based on an individual's age, Aids or HIV positive status, marital status, domestic partnership, medical condition or genetic characteristics, race or national origin, pregnancy, religion, sex, gender identity, gender or sexual orientation, name change, citizenship, physical or mental disability, veteran status or any other legally protected characteristic is prohibited and will result in corrective action up to and including termination.

All Harassment Prohibited

All Academy employees have the right to work in an organization free of discrimination, harassing conduct, and unwelcome sexual advances or requests for sexual favors. The Academy is committed to providing a work environment free of unlawful harassment. Therefore, in accordance with applicable law, the Academy prohibits sexual harassment and harassment because of age, Aids or HIV positive status, marital status, domestic partnership, medical condition or genetic characteristics, race or national origin, pregnancy, religion, sex, gender identity, gender or sexual orientation, name change, citizenship, physical or mental disability, veteran status or any other basis protected by federal, state or local law. Verbal, physical, or other communication or conduct by an employee, Manager, customer, or supplier which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment will not be tolerated. The Academy also prohibits harassment based upon the perception that a person has, or is associated with a person who has, any of these characteristics. All such harassment is unlawful and will not be tolerated. The Academy's policy prohibits harassment of employee, applicants, and persons providing services pursuant to a contract. The Academy is committed to taking all reasonable steps to prevent harassment from occurring.

All employees are expected to behave in a professional manner and avoid behavior that might suggest or be interpreted as harassing or discriminatory.

Sexual Harassment Defined

Federal Law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list:

- Offering employment benefits in exchange for sexual favors.
- Unwelcome sexual conduct or advances.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.

- Verbal and written conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assaulting, impeding or blocking movements.
- It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor or manager, or by persons doing business with or for the Academy.
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Reporting Procedures

The Academy's reporting procedure provides for a timely, thorough and objective investigation of any harassment claim, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies to any victim of harassment.

All employee complaints will be taken seriously, treated as confidentially as possible, and investigated. Employees are required to cooperate in any investigation (except as may be prohibited by law).

Any employee who believes that he/she has experienced or witnessed harassment or discrimination in our workplace should immediately report the incident to the appropriate Manager, Human Resources or another member of Management. The report should include details of the incident(s), the names of individuals involved, the names of any witnesses, direct quotes when relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

There will be no retaliation against anyone who makes a good faith charge of harassment or who assists in an investigation. Retaliation against any employee by another employee or by the Academy for reporting, filing, testifying, assisting or participating in any investigation, proceeding or hearing conducted by the Academy or a federal or state enforcement agency is also prohibited by this policy. Please report any retaliation to your Manager, Human Resources or any other member of management. Any report of retaliatory conduct will be immediately, objectively and thoroughly investigated. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

Corrective Action

An employee found to have participated in any inappropriate conduct prohibited by law or this policy will be subject to corrective action up to and including termination. Inappropriate behavior which may not be unlawful or violate this policy may still constitute "conduct unbecoming an employee" and will also be subject to corrective action.

Liability for Sexual Harassment

Any Academy employee, including any supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including termination from employment. An employee who engages in harassment may be held personally liable for monetary damages. The Academy will not pay damages assessed personally against an employee.

Mandatory Supervisor Training

All California based supervisors must complete two (2) hours of sexual harassment training every two (2) years. All new supervisors must complete two (2) hours of sexual harassment training within the first six (6) months of becoming a supervisor. The Human Resources Department will schedule this mandatory training and notify supervisors that need to complete the training. Failure to complete this mandatory training may result in disciplinary action.

Additional Enforcement Information

In addition to the Academy's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of harassment in employment. Employees who believe that they have been harassed may file a complaint with either of these agencies. For more information, you may contact the appropriate agency as listed in the telephone directory.

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. 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 matter is 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.

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, and 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 Academy will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Reporting Violation of Academy 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 Academy 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 of the Human Resources Department. 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

The Academy's confidential and proprietary information is an invaluable asset that all AAU employees must take great care to protect. Academy 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, but is not limited to: financial information, product information, student information, employee information, customer information, vendor information, etc. The first rule is simple: it is your responsibility to exercise all due care to ensure that confidential Academy 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 Human Resources 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 have concerns or need more information, please see your Human Resources 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 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 that has dealings with the Academy.
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 they are of nominal value).

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 Human Resources 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 age, Aids or HIV positive status, marital status, domestic partnership, medical condition or genetic characteristics, race or national origin, pregnancy, religion, sex, gender identify, gender or sexual orientation, name change, citizenship, physical or mental disability, veteran status or other status protected by federal, state, local or other law;
- Encourage employees to voice their opinions freely in a professional manner about the policies and practices of the Academy by communicating and practicing the Academy of Art University's open door policy;

- Provide a workplace free of harassment on the basis of age, Aids or HIV positive status, marital status, domestic partnership, medical condition or genetic characteristics, race or national origin, pregnancy, religion, sex, gender identity, gender or sexual orientation, name change, citizenship, physical or mental disability, veteran status or other status protected by federal, state, local or other law;
- Keep employees generally informed of the policies, plans and progress of the Academy through regular communications;
- Afford employees a reasonable opportunity, consistent with the needs of the Academy, for training to become better skilled in their jobs;
- Encourage promotion from within, consistent with the needs of the Academy, whenever qualified employees are available;
- Provide and maintain a safe, healthy and orderly workplace.

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 policy regardless of whether the conduct occurs on or off the campus.

Academy Contracts

Signing a contract on behalf of the Academy is serious. Only the President and the Vice President of Finance are authorized to sign contracts on behalf of the Academy. Please be sure never to enter into any contract unless you are authorized to do so by the President of the Academy of Art University.

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 Academy 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 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, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the Academy, we must direct all media inquiries to 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 Academy 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 the Human Resources department by calling 415.618.6525 or via email at hr@academyart.edu.

DRUG & ALCOHOL-FREE WORKPLACE

This Drug and Alcohol-Free Workplace Policy is to notify all employees that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, the Academy of Art University prohibits the use, possession or sale of drugs in the workplace and/or on Academy property. In addition the Academy of Art University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity.

For the purpose of this statement, the site for performance of work done in connection with grants, and thus the drug & alcohol-free workplace, consists of all locations where The Academy of Art University does business. This includes, but is not limited to all lecture classrooms, computer labs, editing/video labs, software labs, parking lots, athletic facilities, all administrative offices, corridors, storage rooms, and any space to be added in the future.

Dangers and Health Risks

The use of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the use of the previously mentioned drugs include, but are not limited to: convulsions, coma, paralysis, irreversible brain damage, uncontrollable tremors, fatigue, paranoia, insomnia, possible death and loss of control. Drug and alcohol use is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee under the influence and fellow workers, faculty, students and the public. A list of drug and alcohol treatment facilities and hot lines that are available to assist employees in the treatment of an alcohol or drug related problem are available in the Human Resources office or by contacting the Employee Assistance Program (toll free: 877.757.7587).

Drug & Alcohol Prohibitions

The Academy has a strong commitment to maintaining a drug & alcohol-free, healthy, and safe workplace. Consequently the following are examples of acts, which are strictly prohibited while on Academy property or work sites, while conducting Academy business off-site, or while operating any vehicle while on Academy business. These activities are serious violations of Academy policy and will subject employees to corrective action up to and including termination of employment.

- The use, possession, purchase, sale, or distribution of any illegal drug, alcohol, or non-prescribed controlled substance;
- Being under the influence of alcohol, illegal drugs, or controlled substances which impair judgment, job performance, or behavior or which threaten employee safety;
- The use, possession, purchase, sale, or distribution of any legal prescription or over-the-counter drug in a manner inconsistent with the law or being under the influence of such drugs if behavior, performance, or safety are impaired;
- Driving a vehicle on Academy business while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance;
- Testing positive on a required or requested drug or alcohol test or screen; and
- Refusing either to take or to release information regarding a required or requested drug or alcohol test or screen.

Off-the-job use, possession, sale, purchase, manufacture and distribution of alcohol, illegal drugs, or controlled substances may also subject an employee to corrective action if such actions impact job performance, workplace safety, or Academy interests.

Alcohol Consumption at University Events

Alcohol may be served at select University events. At these events employees are expected to consume responsibly and not drink and drive. The Academy of Art University and/or vendors will not knowingly sell alcohol to an individual under the legal drinking age. Furthermore, individuals under the legal drinking age are prohibited from consuming alcohol. In an effort to control alcohol consumption at University events, individuals appearing intoxicated may be asked to stop drinking and requested not to drive home.

Employees are expected to behave professionally and comply with Academy policies and procedures. Displays of unprofessional behavior and/or policy and procedure violations may result in appropriate disciplinary action up to and including termination of employment.

Corrective Action

The following disciplinary and rehabilitation guidelines have been established for first-time violators of the Drug & Alcohol-Free Workplace Policy.

1. Employees who violate this policy may be subject to disciplinary action up to and including expulsion or termination of employment and referral for prosecution and/or;
2. Employees who violate this policy may be required to participate satisfactorily in a drug and/or alcohol abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement, or other appropriate agency. Refusal to enroll in and complete such rehabilitation program shall be grounds for termination of employment.

Drug Conviction Notification Requirements

In connection with the Academy's drug-free workplace compliance efforts, please note the following requirements.

- Employees must, as a condition of employment, report any conviction under a criminal drug statute for violations occurring on Academy premises or while conducting Academy business. A report of a conviction must be made to Human Resources within five days of the conviction.
- The Academy of Art University will then notify the government contracting office of the reported violation within 10 days after receiving notice from the employee.
- Within 30 days after receiving notice of an employee conviction, the Academy of Art University will impose corrective action as outlined above on the employee convicted of drug abuse violations in the workplace.

Drug Rehabilitation

The Academy of Art University will make a good-faith effort to reasonably accommodate an employee with a chemical dependency (alcohol or drugs), if they voluntarily wish to seek treatment and/or rehabilitation, provided the reasonable accommodation does not impose undue hardship on the Academy of Art University and/or a direct threat to the health and/or safety of the individual or others.

Employees desiring assistance must request an unpaid treatment or rehabilitation leave of absence by contacting the Human Resources department and completing the required leave of absence paperwork. The employee shall be required to utilize whatever accrued unused vacation, sick and/or medical leave benefits necessary to participate in the program. The provisions of the Leave of Absence policy 5020 may apply. The Academy of Art University will take reasonable measures to safeguard the privacy of the employee concerning enrollment in an alcohol or drug rehabilitation program.

If an employee enters into a state approved rehabilitation program, whether voluntarily or involuntarily due to corrective action, the employee shall sign an agreement with the Academy of Art University which will include the following:

1. Enroll in and complete the Academy approved rehabilitation program at the employee's expense.
2. Execute the appropriate release of medical information forms to the Academy in order to monitor the compliance with the rehabilitation program.
3. Ensure the treatment facility provides the Academy with the necessary documentation to establish compliance.
4. Abstention from any illegal drug and/or alcohol misconduct.
5. Acknowledge that any future violation of Academy drug prohibitions shall result in immediate termination of employment.
6. Failure to comply with any provision of the agreement shall result in immediate termination of employment.

The Academy's support for treatment and rehabilitation does not obligate the Academy to employ any person who violates the Academy's drug and alcohol-free workplace policy or whose job performance is impaired because of substance abuse. The Academy is also not obligated to re-employ any person who has participated in treatment or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are

given the opportunity to seek treatment and/or rehabilitation and are involved in any further violations of this policy will not be given a second opportunity to seek treatment or rehabilitation.

Reinstatement

Upon successful completion of an approved rehabilitation program, the Academy will comply with all federal and state reinstatement rights.

Resources for Assistance

The Academy of Art University encourages employees to seek assistance for drug and alcohol problems. The Academy also maintains an Employee Assistance Program (EAP) to help employees and their dependents with alcohol and/or drug related problems [Confidential Telephone 1-877-757-7587]. Additionally, the Yellow Pages of the telephone directories under the headings Alcoholism Information & Treatment Centers or Drug Abuse & Addiction Information & Treatment Centers contain numerous agencies and practitioners specializing in the treatment of alcohol and drug problems.

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|--|------------------------------|
| ▪ Harm Reduction Therapy Center | 415.863.4282 |
| ▪ National Treatment Referrals | 888.762.3750 |
| ▪ National Institute on Drug Abuse | 888.644.6432 |
| ▪ Alcohol Abuse | 800.356.9996 |
| ▪ Alcoholics Anonymous World Services | 212.870.3400 |
| ▪ National Institute of Alcohol Abuse and Alcoholism | 415.292.3241 |
| ▪ Rapid Detox | 800.996.3784 |
| ▪ Treatment Access Services | 415.522.7100 or 800.750.2727 |
| ▪ Alcoholics Anonymous (AA) | 415.674.1821 |
| ▪ ACOA (Adult Children of Alcoholics) | 415.442.7998 |
| ▪ AL-NON (Family & Friends of Alcoholics) | 415.626.5633 |

The Academy will make ongoing good-faith efforts to maintain a drug & alcohol-free workplace. Our failure to comply with the provisions of the drug-free workplace statues may subject the Academy to loss of payments under a government contract, loss of grants, termination of contracts and debarment as a contractor. Any questions regarding our drug-free workplace compliance efforts should be directed to the Human Resources Department.

WORKPLACE VIOLENCE

Statement of Policy

The Academy recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. Therefore, the Academy has adopted this policy regarding workplace violence.

The safety and security of Academy employees is of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the Academy, or which occur on Academy property, will not be tolerated. Under no circumstances should any employee bring any sort of weapon to work.

This prohibition against threats and acts of violence applies to all persons involved in the operation of the Academy, including, but not limited to, Academy personnel, contract and

temporary workers and anyone else on Academy property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

Definitions

Workplace violence is any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several Academy employees. Examples of workplace violence include, but are not limited to, the following:

- Threats or acts of violence occurring on Academy premises, regardless of the relationship between the Academy and the parties involved in the incident.
- Threats or acts of violence occurring off Academy premises involving someone who is acting in the capacity of a representative of the Academy.
- Threats or acts of violence occurring off Academy premises involving an employee of the Academy if the threats or acts affect the business interests of the Academy.
- Threats or acts of violence occurring off Academy premises of which an employee of the Academy is a victim if the Academy determines that the incident may lead to an incident of violence on Academy premises.
- Threats or acts resulting in the conviction of an employee or agent of the Academy, or of an individual performing services for the Academy on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate business interests of the Academy.

Specific examples of conduct which may be considered threats or acts of violence under this policy include, but are not limited to the following:

- Threatening physical or aggressive contact directed toward another individual.
- Threatening an individual or his/her family, friends, associates or property with physical harm.
- The intentional destruction or threat of destruction of Academy property or another's property.
- Harassing or threatening phone calls, letter or e-mails.
- Surveillance.
- Stalking.
- Veiled threats of physical harm or like intimidation.
- Communicating an endorsement of the inappropriate use of firearms or weapons of any kind.
- Possessing weapons.
- Domestic violence where the abuser's tactics include conduct on Academy premises.

Enforcement

Employees who believe threats or acts of violence have been made against them or others should report the details of the incident(s) to their supervisor and/or the Human Resources Department as soon as possible. All incidents of violence and threats of violence that are reported will be investigated.

Retaliation against anyone for reporting an actual or suspected violation of this policy in good faith will not be tolerated and will subject the individual engaging in the retaliation to discipline up to termination of employment. Any complaints about retaliation may be reported in the same manner as violations of this policy are to be reported.

Any person who engages in a threat or violent action on Academy property may be removed from the premises as quickly as safety permits and may be required, at the Academy's discretion, to remain off Academy premises pending the outcome of an investigation into the incident.

When threats are made or acts of violence are committed by an Academy employee, a judgment will be made by the Academy as to what actions are appropriate, including disciplinary action up to termination of employment.

Once a threat has been substantiated, it is the Academy's policy to put the threat-maker on notice that he/she will be held accountable for his/her actions and then follow through with the implementation of a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing Academy policy or procedure should be interpreted in a manner that prevents the above from occurring.

Important Note: the Academy will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the Academy. In making this determination, the Academy may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at the Academy.

APPEARANCE AND HYGIENE

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 is 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 may be sent home to change into acceptable attire. Such employees may also be subject to disciplinary action.

Employees with Public Contact

Employees who interact with the public (students, visitors, vendors, etc.) are expected to be professionally dressed and to convey a positive Academy image.

Appropriate dress for women includes:

- Wearing the AAU name badge at all times
- Wearing clothes that are neat and clean every day of the week
- Wearing enough clothing: no bare midriff, no tank/spaghetti strap/halter tops
- Wearing dress-shoes

Appropriate dress for men includes:

- Wearing the AAU name badge at all times
- Wearing clothes that are neat and clean every day of the week
- Wearing slacks, a shirt and tie
- Wearing dress-shoes

Employees without Public Contact

Appropriate dress for employees who do not regularly interact with customers or members of the public includes:

- Wearing the AAU name badge at all times.
- Wearing clothes that are neat and clean every day of the week.
- Wearing clothes & shoes needed to maintain job safety appropriate to the nature of the work.

Prohibited Attire

Jeans are not appropriate attire for the workplace for either men or women in contact with customers, students, or the public. Extreme, immodest, or revealing attire is not permitted. Employees are prohibited from wearing/displaying visible tattoos and body piercings with the exception of modest ear piercings.

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.

Corrective Action

Appropriate corrective action, commensurate with the severity of the offense, will be taken against any employee found to have violated this policy.

PERSONAL PROPERTY, ACADEMY PROPERTY AND INSPECTIONS**Protecting Personal Property**

Employees will be assisted in protecting their personal property while at work; however, the Academy does not assume responsibility for theft, damage, or disappearance of such property. Consequently, employees should not keep valuable property or large amounts of cash at work. Good judgment should also be used when displaying personal items. Employees should ensure that such items are professional and do not hamper Academy of Art University functions.

Academy Property

Upon termination of employment with the Academy of Art University, employees will return all property, including but not limited to any Academy documents and files, belonging to the Academy in the same operating order, repair, condition, and appearance as when received, less normal depreciation and wear and tear. Employees must return all Academy issued property to his/her manager or the Human Resources department no later than five (5) business days from the date of employment separation. Employees will be held responsible for the cost of damaged Academy property beyond normal wear and tear and the cost of replacing any lost or stolen items.

Searches and Inspections

To ensure workplace security and safety, and compliance with all Academy policies, all Academy facilities, Academy property (including desks, work stations, lockers, files, etc.), and employee's personal property on Academy premises are subject to inspection without notice and upon request.

In addition, in order to ensure the safety and security of employees and customers, and to protect the Academy's legitimate business interests, the Academy reserves the right to question and inspect or search any employee or other individual entering onto or leaving the Academy premises. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, et cetera. These items are subject to inspection and search at any time, with or without prior notice. The Academy also may require employees while on the job or on the Academy's premises to agree to reasonable inspection of their personal property and/or persons. The individual may be requested to self-inspect his or her personal property or person by displaying the contents of any packages and/or turning out his or her pockets, et cetera, in the presence of a representative of the Academy, typically a management employee of the same gender. The Academy will not tolerate any employee's refusal to submit to a search.

Academy Mail & Receiving Services

The Academy of Art University's mail and receiving services are for Academy-related business only, and not for personal use. Employees are not permitted to have personal mail and/or packages delivered to an Academy building address. Furthermore, personal mail and/or packages may not be shipped using the Academy's mail services.

All mail and packages sent and received through the Academy's mail and receiving services are subject to inspection. If any personal mail is found, it will immediately be refused and returned to the sender. An employee violating this policy may be subject to disciplinary action up to and including termination of employment.

Employee Responsibilities

All employees are responsible for assisting with the security of Academy property and work areas and any related investigations. Employees should immediately notify Management of any unfamiliar or suspicious persons in their work areas and offer assistance or escort such persons as is appropriate.

EMPLOYEE INVENTIONS

Some employees may develop or invent new products, software, processes or other intellectual property during employment or arising out of the employment relationship. As a condition of employment, the Academy retains exclusive ownership of such inventions, improvements, software, and other work created during employment or which arises out of our business.

Employees must promptly inform their managers of each invention, software development, improvement, discovery, related documentation or other work creation. They are also obligated to assist the Academy in obtaining patent, copyright or other legal protection under the terms and conditions of all federal and applicable state laws. However, such inventions remain Academy property whether or not they are otherwise legally protected.

The Academy and the Employee acknowledge that this Policy does not require assignment of any Invention which qualifies fully for protection under Section 2870 of the California Labor Code (hereinafter "Section 2870"), which provides as follows:

(a) Any provision in an employment agreement/policy which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in this Policy purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

CUSTOMER SERVICE & 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, students and business contacts. Employees will exhibit customer friendly service skills, be knowledgeable, and demonstrate optimal effort to meet needs and solve problems. Non-work related activities such as personal phone calls, text messages, use of portable electronic devices, and other non-work related tasks that could impact the quality of customer service are unacceptable.

Public relations concerns must be reported to Managers who may assist and provide suggestions for resolving problems. All calls from outside the University from state, government, or federal agencies such as the EEOC (Equal Employment Opportunity Commission), EDD (Employment Development Department), DFEH (Department of Fair Employment & Housing), etc. must be directed to the Director of Human Resources. Under no circumstances, may an employee answer questions from such agencies on behalf of the University.

The Academy of Art University always welcomes employee input or suggestions regarding customer service, public relations, and improvement of total quality.

PERSONAL AND PROFESSIONAL RELATIONSHIPS

The Academy of Art University demands the highest standards of our students, faculty, and staff. The University recognizes the importance of preserving the integrity of professional relationships between staff/faculty and students and between members of staff and faculty.

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 office and classroom. This specifically requires that all employees 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.

For the purposes of this policy, a personal relationship means a sexual or other intimate relationship, or a close family relationship.

This policy applies to:

- Personal relationships between a member of staff or faculty and a student or potential student with whom they also have a professional relationship (i.e. where the member of staff or faculty is involved in the student's admission, assessment, supervision, teaching and/or other care).
- Personal relationships between members of staff or faculty, or between a member of staff/faculty and a person applying to be a member of staff/faculty, where there is also a line management, supervisory or other professional relationship whose integrity could be compromised, or be perceived to be compromised, by the existence of the personal relationship.

Personal Relationships Between Staff/Faculty and Students

Staff and faculty are strongly advised not to enter into a sexual or other intimate relationship with a student. Such a relationship could compromise, or be perceived to compromise, the relationship of trust and confidence which strengthens the learning experience.

Where a personal relationship does exist between a member of staff or faculty and a student, the member of staff or faculty is responsible for informing their direct supervisor and the Director of Human Resources immediately.

The Human Resources department will evaluate the scope of the relationship and if necessary ensure that appropriate alternative arrangements are made with respect to the student's admission, assessment, supervision, teaching and/or other care. If it is found that a conflict of interest or inappropriate conduct exists, the Academy of Art University will take appropriate action steps, up to and including termination of employment, in the best interest of the student's learning experience. Failure to disclose the existence of such a relationship will result in disciplinary action against the member of staff or faculty concerned.

Personal relationships Between Members of Staff/Faculty

Where a personal relationship exists between members of staff or faculty who also have a line management, supervisory or other professional relationship whose integrity could be compromised, or be perceived to be compromised, by the personal relationship, the existence of that personal relationship must be disclosed to the Director of Human Resources immediately.

The Human Resources department will evaluate the scope of the relationship and if necessary ensure that appropriate alternative arrangements are made with respect to recruitment, selection, appraisal, promotion or other processes whereby unfair advantage may be gained, or be perceived to be gained, over another member of staff or faculty. If it is found that a conflict of interest or inappropriate conduct exists, the Academy of Art University will take appropriate action steps, up to and including termination of employment. Failure to disclose the existence of such a relationship may result in disciplinary action.

TERMINATION OF EMPLOYMENT

In the absence of a specific written agreement, employees may resign at any time. The Academy 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

All employees should provide advance written notice of their intention to leave the Academy. The notice should state the reason for the resignation and give the date of departure. All employees are requested to provide at least two (2) weeks notice. In order to provide a proper transition, employees may not request vacation during the resignation notice period. 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 Academy property and to answer employee questions regarding benefits and other issues. Such interviews are generally conducted on the last day of employment.

Paychecks

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

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.
ILL2D*WKSP*01

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:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> By:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATED

Academy of Art University:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> By: Dr. Elisa Stephens, President Academy of Art University

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 determine 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> <p>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>
<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> <p>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> <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> <p>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> <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