



FACULTY MANUAL

—————2005 - 2006—————

ACADEMY *of* ART UNIVERSITY
FOUNDED IN SAN FRANCISCO 1929

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For all faculty related information and resources, go to:

faculty.academyart.edu



THE ACADEMY

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ACADEMY *of* ART UNIVERSITY
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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 is a private, proprietary institution of higher education offering professional study at the undergraduate and graduate levels in the fields of art and design. The Academy operates at the intersection of life and art in preparing working artists and designers within a creative environment that is at once supportive and challenging. The curriculum integrates the talents of students with their personal visions and aspirations *with the overarching goal of preparing them for professional employment in art and design careers*. Lives of students are advanced for inventive accomplishment and service to society through institutional dedication to superior learning and career preparation. The Academy of Art University emphasizes excellent personalized teaching and provides services that address the needs of students of diverse ages and backgrounds.

The Objectives of the Academy of Art University are to:

- Maintain an open admission policy that affords all persons who wish to obtain an education in the visual arts access to an institute of higher education.
- Teach a disciplined approach to the study of art and design.
- Maintain a faculty of professional artists and designers whose success as educators comes from their ability to impart the wisdom they have amassed from years of experience.
- Be an urban institution that both draws upon and contributes to the cultural wealth of the community in which it resides.

Statement of Accreditation

The Academy of Art University has been approved by the Bureau for Private Postsecondary and Vocational Education of the State of California to grant the degrees of Bachelor of Fine Arts (BFA), Associate of Arts (AA), Master of Fine Arts (MFA) and Certificates. The Academy is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) located at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780, and the National Association of Schools of Art and Design (NASAD) located at 11250 Roger Bacon Drive, Suite 21, Reston, Virginia

20190, (703) 437-0700, to offer degrees of Associate of Art, Bachelor of Fine Arts, Master of Fine Arts and Certificates. The university is also accredited by the Foundation of Interior Design Education and Research (FIDER) for its Interior Architecture and Design BFA program.

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

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

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

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

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

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

Know Your School

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

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

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

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

Please note that all information in the Faculty Manual is current as of Summer 2005. For the most up-to-date information, please always refer to faculty.academyart.edu.



FACULTY RESOURCES

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Faculty Resources:

New Faculty Orientation

At the beginning of each semester, a New Faculty Orientation is held for all new instructors at the Academy of Art University. The New Faculty Orientation is also available at <http://online.academyart.edu/nfo>. All new faculty members are required to either attend the on campus orientation, or complete the online orientation. Paychecks for new faculty members will be kept at the Curriculum Office for pickup until the faculty member attends an on campus New Faculty Orientation or completes the online New Faculty Orientation.

Faculty Website – faculty.academyart.edu

All faculty members are expected to utilize the Academy's faculty website at 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:

- Faculty Email Login
- Teaching Tips
- Teaching Library
- In-Class Faculty Support
- Academy Resource Center
- Teaching Seminar Information
- Documents & Forms
- And more!

Faculty Email

All faculty members are provided a free Academy faculty email address. You will get a letter at the start of the semester from the Curriculum office that has your login information on it. If you lose your password or login name, please call the Faculty Hotline at 415.263.7778 and they will get back to you with your information.

1. LOG IN

You may log on to your free email account with any web browser by going to the following URL: **<http://faculty.art.edu>**

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

2. MAIN MENU

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

3. READ MAILS

Once you are in your Inbox Folder, you will be notified at the top of how many message(s) you have and the # of New message(s). Click on the Subject heading of the Email to open and read the individual Email. You will have a sub-menu within the

opened email that will give you the option to: “Go Back” to your Inbox, “Next” to read the next email, “Reply”, “Reply All” to reply to all recipients in the email, “Forward”, “Delete” or Move To” to move the Email to a folder that you’ve created.

4. COMPOSE

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

5. SEARCHABLE DIRECTORY

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

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

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

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

Faculty Hotline

Faculty members should go to their department for academic and classroom related matters. Faculty members may call the Faculty Hotline at (415) 263-7778 for questions or concerns about paychecks, faculty contracts, and other general issues.

Faculty Development Office

The AAU Faculty Development Team offers a number of opportunities for onsite and online instructors to develop their teaching skills. Academy of Art University instructors are encouraged to take advantage of the wide range of services and resources available. The Faculty Development Office is located at 180 New Montgomery on the 6th floor. You may contact Faculty Development at (415) 263-5502 or at facultydevelopment@academyart.edu

Academy Resource Center (ARC)

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

Student Academic Support
Writing Lab
Academy Resource Center FAQ’s

Disabilities Information
Classroom Services
English as a Second Language (ESL)
ESL In-Class Support
One-on-one Tutoring available from the ARC
Online Academic Support
Online Language Support
Online Writing Lab

Library

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

Course Catalog

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

Documents & Forms

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



THE CLASSROOM

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The Classroom:

This section contains information you need to know, such as procedures for reporting attendance and grades, as well as information you will want to know, such as facts about paydays and campus services. Your Department Director should be able to help with any questions that are not covered here.

Classroom Teaching Materials

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

Models

Models for classroom use are booked school-wide by our Model Coordinator's office at (415) 274-2261.

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

Art Supplies

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

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

Class Time Periods

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

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

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

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

Teaching By Example

- Be there
- Be on time
- Stay there the entire time

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

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

Syllabus & Lesson Plan

The syllabus functions as your contract with the student. It should be very clear as to what is expected, and under what conditions. The ramifications for not meeting expectations should also be made very clear.

The information listed below will be provided by the Curriculum Office and should appear on all course syllabi. The Academy must keep this information accurate and consistent in order to adhere to accreditation standards and to prevent any confusion among students. You may not alter or change this information in any way unless you first speak with your Department and get a change approved through the Curriculum Office.

- Current Term
- Current Course Subject, Number and Title
- Current Course Description
- Current Course Fee
- Current Course Prerequisites

The rest of the information that should appear on course syllabi is listed below. Please work with your Department to ensure that this information is complete.

- An explanation of how the course will accomplish the objectives stated in the course description
- Specific course requirements
- The grading policy, including the interpretation of what each letter grade means
- The tardiness and absence policy and how it affects grades
- A week-by-week schedule of in-class activity and homework assignments
- A clear description of all assignments

It is recommended that you go over all syllabus information with your students and make it clear to them at the beginning of the semester.

Substitutes

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

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

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

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

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.

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. 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 faculty.academyart.edu to download a Make-up Class Form, or ask your Department)

Off-Campus Class Meetings

The Academy's insurance does not cover regular off-campus activities so any planned off-campus activities should be kept to a minimum. Field trips must be approved in advance (plan 3 to 4 weeks in

advance) by completing a Transportation Request Form and submitting it to your Department Director (go to faculty.academyart.edu and click on Forms under Campus Resources to download a Transportation Request Form, or ask your Department).

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

Attendance must be taken on all field trips.

Curriculum Changes

In some cases students at the Academy of Art University may be required to satisfy changes in departmental curriculum requirements. If necessary, substitutions and equivalencies are published in the class schedule or are agreed upon in consultation with Department Directors. Students with questions regarding the applicability of changes in curriculum requirements should make an appointment with a Student Services Advisor or their Department Director.



GRADING & ATTENDANCE ROSTERS

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Grading & Attendance Rosters:

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

Grade Scale

Here is a description of the quality of work that should be reflected by a specific grade:

A – Work that receives an “A” is truly exceptional. An “A” reflects outstanding work.
Please run your “A’s” past your Department Director.

B – Work that receives a “B” is good – it is above and beyond the average.

C – Work is average/acceptable. This student shows up, does the work and performs decently – will probably get an entry-level job.

D – Work is below average. This student may have come to every class and worked very hard, but just could not get it. Attendance and/or effort may be contributing factors.
This student struggles.

F – This student misses a lot of classes, does not do the work, and has a bad attitude.

W – Withdrawal (see the Academic Calendar for the “Drop Without W/F Penalty” deadline)

W/F – Failure due to withdrawal (applies to withdrawals after “Drop Without W/F Penalty” deadline)

An Incomplete grade (I) is given only in unusual circumstances. More information on Incomplete grades may be found below.

GPA (Grade Point Average) Requirements

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

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

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

NOTES:

Grades of Incomplete (I) will be given credit only when they are converted to a letter grade.
Grades of F are computed as zero (0) points towards the Grade Point Average.

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

Progress Grades

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

The Progress Grades are collected on the Attendance Rosters for weeks 4 and 11. The progress grades need to be completed along with class attendance and turned in immediately after class. Please note that it is best to get help for students that are struggling before the last half of the semester. Typically, week 4 (the first progress grade point) and week 7 (Midterm Grades week) are the best times to refer students to the Academy Resource Center.

Midterm Grades

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

Final Grades

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

Grades of Incomplete

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

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

Converting an Incomplete Into a Letter Grade

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

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

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

Changing Letter Grades

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

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

Homework

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

Late Submissions of Projects / Assignments

Students should be expected to meet deadlines. Grades should be lowered for assignments that are turned in late. Remember, these students are at the Academy to learn professional, as well as artistic, skills. The consequences of a missed deadline in the business world are usually more severe than a grade reduction.

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

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

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

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

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

Attendance markings are as follows:

A Absent

P Present

NOTE: You should also be aware that on the newest attendance rosters, your name should be listed first. On days when you teach class, you **MUST** mark yourself present and sign and date at the bottom of the roster. If you, as the instructor, fail to mark yourself present, payroll will not know to pay you for that

day. Be sure to mark yourself present for each and every class. When a substitute instructor covers your class, he/she should write his/her name on the roster marked as present and you (the regular instructor) should be marked absent. Again, the substitute should sign and date the bottom of the roster.

Attendance Roster Procedure

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

- The Academy of Art University is meeting accreditation requirements,
 - Students receive credit for their course,
 - You, as an instructor, get recognition and payment for the course.
1. Instructors must turn in their Attendance Roster (s) to their department's Administrative Assistant immediately after completing classes each day. If your department is not in the same building, please submit them to the department administrator for that building.
 2. On the roster, each instructor must mark themselves present and then take student attendance. Fill in one circle completely per day of attendance with a pen or pencil. P = Present, A = Absent. Please only list a student as either Absent or Present. If a mistake is made and corrections are needed, mark X on the original roster(s) and make the corrections.
 3. Instructors should not write over or cross out a student's name on an Attendance Roster. If a student is not listed on the attendance roster because he/she registers late, the Instructor should write the student's name and AAU ID# on the class roster and mark the student Present.
 4. If a roster is missing for a specific day of the week, please contact the Administrative Assistant or call the IT-PS Dept for a re-print (415-263-4178). 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.

If you have any further questions, please contact your department's Administrative Assistant or contact the Curriculum office at (415) 263-7778.

Student Absences

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

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

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

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



THE STUDENTS

—————2005 - 2006—————

The Students:

Academic Policies & Procedures

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

Student Conduct

We expect all students to conduct themselves professionally in the classroom, on Academy transportation, in the dormitories, in all University facilities and during all Academy activities and events.

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 Academy Resource Center or Vice President of Education.

Academic Honesty & Plagiarism

The Academy community, in order to fulfill its purposes, must maintain high standards of academic behavior. All members of the community (i.e. students, faculty, etc.) are expected to exhibit honesty in their work. The purpose of academic study is to enable students to present an individual contribution to assignments. The principle of academic honesty is understood to include the writing of papers, reports, quizzes and examinations, as well as artwork, both onsite and online.

The Academy of Art University will deal with academic honesty violations on an individual basis. If the Academy is convinced of the individual's intent to deceive, the student or faculty member may be suspended or dismissed.

The consequences for academic dishonesty are as follows:

- For the **first** offense on an **art & design project**: F in the class
- For the **first** offense on a **writing project, test, or quiz**: F on the assignment
- For the **second** offense on a **writing project, test, or quiz**: F in the class
- Any serial plagiarists (e.g. copying & cheating in more than one class, or doing so every semester) will be dismissed.

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 fifth week or beyond during the Fall and Spring semesters (after attending the first session, but not beyond the first week for the Summer semester) 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 fifth 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 CyberCampus.

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 will be administratively withdrawn from courses if they fail to attend classes for three successive weeks.

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

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

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

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

Involuntary Withdrawal

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

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

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

Student Appeals and Grievances

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

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

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

Confidentiality

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



THE CAMPUS

—————2005 - 2006—————

ACADEMY *of* ART UNIVERSITY
FOUNDED IN SAN FRANCISCO 1929

The Campus:

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

Academic Calendar

FALL 2005	
First day to petition to graduate for Summer & Fall 2005	February 7, 2005
Registration for Summer & Fall 2005 begins	February 28, 2005
Last day to petition to graduate for Summer & Fall 2005	March 18, 2005
Financial Aid initial paperwork deadline (to guarantee timely award letter by end of January)	July 28, 2005
Installment payment plan contract deadline	August 12, 2005
Locker sales begin	August 22, 2005
Tuition due for Fall 2005	August 27, 2005
Installment plan deadline: 1 st payment due	August 27, 2005
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	August 27, 2005
New Student Orientation	August 30, 2005
Fall classes begin	September 1, 2005
Labor Day (All Buildings Closed)	September 5, 2005
Last day to register for Fall 2005 without a late fee	September 10, 2005
Last day for course changes	September 10, 2005
Last day for late registration (extra fee added)	September 12, 2005
First day to petition to graduate for Spring 2006	September 12, 2005
Last day to submit "Incomplete" for Summer 2005	September 19, 2005
Financial Aid file complete deadline	September 19, 2005
Saturday Art Experience classes begin	TBD – October 2005
Drop without "W/F" penalty deadline	October 3, 2005
Installment plan deadline: 2 nd payment due	October 3, 2005
Registration for Spring 2006 begins	October 10, 2005
Midterm grading period	October 17-29, 2005
Last day to petition to graduate for Spring 2006	October 21, 2005
Daylight savings time ends (set clocks one hour back)	October 30, 2005
Installment plan deadline: 3 rd payment due	November 1, 2005
Saturday Art Experience classes end	November TBD, 2005
Thanksgiving Break (All Buildings Closed)	Nov 24-27, 2005
Installment plan deadline: 4 th payment due	December 1, 2005
Final grading period	December 5-17, 2005
Fall classes end	December 17, 2005
Winter Holiday (All Buildings Closed)	December 24-26, 2005
New Years Holiday (All Buildings Closed)	December 31, 2005- January 2, 2006
Final grades for Fall 2005 to students	January 9, 2006

SPRING 2006	
First day to petition to graduate for Spring 2006	Sept 12, 2005
Registration for Spring 2006 begins	October, 3, 2005
Last day to petition to graduate for Spring 2006	October 21, 2005
New Years Holiday (All Buildings Closed)	Dec. 31, 2005-Jan. 1, 2006
Financial Aid initial paperwork deadline (to guarantee timely award letter by end of January)	January 2, 2006
Winter Intersession begins	January 3, 2006
Installment payment plan contract deadline	January 13, 2006
Martin Luther King, Jr. Day (All Buildings Closed)	January 16, 2006
Winter Intersession ends	January 20, 2006
Locker sales begin	January 23, 2006
New Student Orientation	January 26, 2006
Tuition due for Spring 2006	January 28, 2006
Installment plan deadline: 1 st payment due	January 28, 2006
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	January 28, 2006
Spring classes begin	January 30, 2006
Last day to register for Spring 2006 without a late fee	February 4, 2006
Last day for course changes	February 4, 2006
Saturday Art Experience classes begin	February 4, 2006
Last day to register for Spring 2006 (late fee will apply)	February 6, 2006
First day to petition to graduate for Summer & Fall 2006	February 6, 2006
Last day to submit "Incomplete" for Fall 2005	February 10, 2006
Financial Aid file complete deadline	February, 13, 2006
Drop without "W/F" penalty deadline	February 19, 2006
Registration for Summer & Fall 2006 begins	February 27, 2006
Installment plan deadline: 2 nd payment due	March 1, 2006
Midterm grading period	March 6-18, 2006
Saturday Art Experience classes end	March, 11, 2006
Last day to petition to graduate for Summer & Fall 2006	March 17, 2006
Spring Recess (Academic Buildings Closed, Administrative Buildings Open Mon-Fr 9-5)	March 20-25, 2006
Daylight savings time begins (set clocks one hour forward)	April 2, 2006
Installment plan deadline: 3 rd payment due	April 3, 2006
Easter Sunday (All Buildings Closed)	April 16, 2006
Installment plan deadline: 4 th payment due	May 1, 2006
Final grading period	May 8-20, 2006
Spring classes end	May 20, 2006
Fashion Show	May 23, 2006
Spring Show Reception	May 25, 2006
Spring Show Exhibition	May 25, 2006
Academy of Art University Commencement	May 26, 2006
Memorial Day (All Buildings Closed)	May 28-29, 2006
Final grades for Spring 2006 to students	June 12, 2006

SUMMER 2006	
First day to petition to graduate for Summer & Fall 2006	February 6, 2006
Registration for Summer & Fall 2006 begins	February 27, 2006
Last day to petition to graduate for Summer & Fall 2006	March 17, 2006
Financial Aid initial paperwork deadline (to guarantee timely award letter by mid June)	May 22, 2006
Summer Intersession begins	May 30, 2006
Locker sales begin	June 12, 2006
New Student Orientation	June 15, 2006
Summer Intersession ends	June 16, 2006
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	June 17, 2006
Tuition due for Summer 2006	June 17, 2006
Summer classes begin (including Portfolio Grant & Teacher Grant recipients)	June 19, 2006
Summer Art Experience classes begin	June 19, 2006
Last day to register for Summer 2006 without a late fee	June 24, 2006
Last day for course changes	June 24, 2006
Drop without "W/F" penalty deadline	June 24, 2006
Last day to register for Summer 2006 (late fee will apply)	June 26, 2006
Financial Aid file complete deadline	June 26, 2006
Last day to submit "Incomplete" for Spring 2006	June 30, 2006
Independence Day (All Buildings Closed)	July 4, 2006
Midterm grading period	July 10-15, 2006
Summer Art Experience classes end	July 29, 2006
Final grading period	August 7-9, 2006
Summer classes end	August 9, 2006
Final grades for Summer 2006 to students	August 28, 2006

FALL 2006	
First day to petition to graduate for Summer & Fall 2006	Feb 6, 2006
Registration for Summer & Fall 2006 begins	February 27, 2006
Last day to petition to graduate for Summer & Fall 2006	March 17, 2006
Financial Aid initial paperwork deadline (to guarantee timely award letter by the end of August)	July 24, 2006
Installment payment plan contract deadline	August 18, 2006
Locker sales begin	August 28, 2006
New Student Orientation	Aug. 29, 2006
Tuition due for Fall 2005	September 2, 2006
Installment plan deadline: 1 st payment due	September 2, 2006
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	September 2, 2006
Fall classes begin	September 7, 2006
Labor Day (All Buildings Closed)	September 4, 2006
Last day to register for Fall 2006 without a late fee	September 16, 2006
Last day for course changes	September 16, 2006
Last day to register for Fall 2006 (late fee will apply)	September 18, 2006
First day to petition to graduate for Spring 2007	September 18, 2006
Last day to submit "Incomplete" for Summer 2006	September 18, 2006
Drop without "W/F" penalty deadline	September 23, 2006
Financial Aid file complete deadline	September 25, 2006
Installment plan deadline: 2 nd payment due	October 2, 2006
Registration for Spring 2007 begins	October 2, 2006
Saturday Art Experience classes begin	October 7, 2006
Last day to petition to graduate for Spring 2007	October 20, 2006
Midterm grading period	Oct. 23-Nov. 4, 2006
Daylight savings time ends (set clocks one hour back)	October 29, 2006
Installment plan deadline: 3 rd payment due	November 1, 2006
Saturday Art Experience classes end	November 11, 2006
Thanksgiving Break (All Buildings Closed)	November 23-26, 2006
Installment plan deadline: 4 th payment due	December 1, 2006
Final grading period	December 11-23, 2006
Fall classes end	December 23, 2006
Winter Holiday (All Buildings Closed)	December 24-25, 2006
New Years Holiday (All Buildings Closed)	Dec. 31, 2006-Jan. 1, 2007
Final grades for Fall 2006 to students	January 8, 2007

Faculty ID Cards

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

To Obtain a Badge:

- Photographs for faculty ID badges can be taken at the Registration Office located on the 3rd Floor of the 79 New Montgomery Building.
- Once a new faculty has been entered into the AAU Database, they can obtain an ID Badge. New Faculty will be entered into the system after they have had a second interview with an Executive Administrator and completed all the necessary paperwork. You may want to call the Registration Office at 415.263.4157 to check if you are in the system before going to get your badge.
- The hours to obtain a badge are:
M-F 8 a.m. – 6:30 p.m.
SAT 10 a.m. – 3 p.m.
- Until you have obtained your ID badge, you will need to sign in at the security desk upon entering any AAU building. Inform the security guard on duty that you are an instructor.
- Staff and Faculty ID badges will be processed on a walk-in basis at no charge.

AAU Lockers

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

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

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

Questions – call the Registration Office at 415-263.4157.

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 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).

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: 180 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) 263-4119.

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

————— 2005 - 2006 —————

ACADEMY *of* ART UNIVERSITY
FOUNDED IN SAN FRANCISCO 1929

Employment Policies:

Employee Manual

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

Faculty Documentation

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

Part-Time Faculty Contract Procedures

All instructors must sign a contract in order to teach at the Academy of Art University. These contracts are generated in the third week of classes, when all class schedules and other semester issues are final.

All Part-Time Instructors are required to pick up their contract and their first paycheck from the Curriculum Office on or after the first pay date of the semester – this date is indicated on the Payroll schedule. All instructors are asked to review and sign their contracts while in the Curriculum Office. The Curriculum Office is located at 79 New Montgomery on the 6th Floor.

Once you have signed your contract with the Curriculum Office, your future paychecks (or pay stubs for Direct Deposit) will be released as usual. Please note that once you receive Direct Deposit, this service will continue for future semesters. You will still be required to pick up your contract and first day pay stub from the Curriculum Office.

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 415.263.7778. Questions regarding general employment issues should be referred to the Executive Office or the Human Resources Department at 415.263.7705.

Hiring Policies

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

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

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

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

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

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

Compensation & Raise Policies

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

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

Full-time Faculty Positions

A majority of the Academy's Full-time Faculty were recruited from the respective department's Part-time Faculty members. Part-time Faculty may be considered for Full-time Faculty positions by recommendation of the Department Director only. The Department Director must make a formal written proposal to the Executive Office for the addition of any Full-time Faculty members to the department. All Full-time Faculty proposals are carefully reviewed by the Executive Office; the Full-

time Faculty member must meet a significant need in the department and the department must be able to support another Full-time Faculty position. If you are interested in a Full-time Faculty position, we encourage you to see your Department Director.

Payday

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

Paycheck Distribution

All paychecks will be mailed on the pay date to the most current address on the payroll record. You may request to have your paycheck held for pickup at the Curriculum Office, or sent to your Department, by calling the Faculty Hotline at (415) 263-7778. Under no circumstances will the Company release a paycheck early or make advance payments on future payrolls.

Lost Checks

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

Observed Holidays

The Academy observes the following holidays:

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

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

Employment At Will

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

No manager, supervisor, or employee of the Academy of Art has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment

other than at will. Only the president of the Academy of Art University has the authority to make any such agreement and then only in writing.

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

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

Personal Contact Information

The Curriculum Office maintains a faculty contact list that is used by academic departments and Academy staff. The information printed on the faculty contact list includes: home, business and mailing addresses; personal and Academy email addresses; home, business and other telephone numbers; faculty ID numbers; and faculty home departments. The faculty contact list is an essential tool used by academic and administrative departments to maintain contact with you throughout the semester. However, if you prefer not to have your personal contact information shared, you may request privacy by giving notice to the Curriculum Office by calling 415.263.7778 or emailing curriculum@academyart.edu. Please note that if you restrict your personal contact information, you must take responsibility for checking your faculty mailbox or Academy email address on a daily basis.

Faculty Evaluations

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

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

In addition, students are regularly asked to evaluate their classes and instructors (go to faculty.academyart.edu to view the Student Evaluation form). These responses help the administration evaluate the curriculum and recognize excellent teaching. The evaluations provide a direct and important means of communication on classroom exercises. This is a responsibility that we ask our students to take seriously and respond with thoughtfulness.

Personal Relations

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

Arbitration for Employees

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

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

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

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

Americans With Disabilities Act (ADA)

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

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

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

Equal Employment Opportunity (EEO)

The Academy of Art University is an Equal Opportunity Employer and selects employees on the basis of ability, experience, training, and character. We want to have the best available person in every job. In addition to applicable law, Company policy prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin, ancestry, disability, or any other consideration made unlawful by federal, state, or local laws.

If you believe that you have been subjected to any form of unlawful discrimination, report the incident immediately, preferable in writing, to your supervisor or an officer of the company who will investigate and attempt to resolve the situation.

Equal employment opportunity has been, and will continue to be, a basic principle at the Academy of Art University. Employment at our Company is based upon merit, ability and qualifications. No qualified applicant or employee is to be discriminated against because of race, color, religion, sex, age, national origin, citizenship, disability, veteran status or other status protected by federal, state, local or other law. All such discrimination is unlawful. The Company's commitment to equal opportunity employment applies to all persons involved in the operations of the Company and prohibits unlawful discrimination by any employee of the Company, including supervisors and coworkers.

Scope of EEO

Our equal employment opportunity commitment applies to all areas of employment including hiring, training, placement, promotion, compensation, and benefits. Employees who feel they are victims or witnesses of any possible violation of this policy should immediately report this fact to their Manager, Human Resources, or any other member of management. Any report should be specific and include the names of individuals involved and the names of any witnesses. Questions and complaints will be investigated promptly and as confidentially as possible under the circumstances. Employees should feel free to raise such concerns without fear of retaliation. Retaliation against any employee by another employee or by the Company for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the Company 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 in accordance with the procedure outlined above. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

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

Harassment

The Academy of Art University policy prohibits sexual harassment, unlawful discrimination because of any race, religion, creed, color, national origin, ancestry, disability, medical condition, marital status, age, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment and discriminations is unlawful. The Academy of Art University anti-harassment / discrimination policy applies to all persons involved in the operations of the Academy and prohibits unlawful harassment by any employee of the company including supervisors and co-workers.

Prohibited unlawful harassment because of sex, race, ancestry, physical handicap, mental condition, marital status, age, or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or physical interference with work.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.

If you believe that you have been unlawfully harassed, provide a written complaint to your supervisor or to the Academy of Art University Human Resources Department as soon as possible after the incident. Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. Supervisors will refer all harassment complaints to an H.R. Representative at the Academy of Art University. The Academy will immediately undertake an investigation of the harassment allegations.

Sexual Harassment

All Company employees have the right to work in an organization free of discrimination, harassing conduct, and unwelcome sexual advances or requests for sexual favors. 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. All types of harassment, whether based on sex, race, color, religion, age, disability, or other status protected by federal, state, local or other law, are unacceptable work behavior and expressly prohibited. Same sex as well as heterosexual harassment are prohibited.

The Company is committed to providing a work environment free of unlawful harassment. Therefore, in accordance with applicable law, the Company prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, marital status, sexual orientation, age, or any other basis protected by federal, state or local law. The Company 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 Company's policy prohibits harassment of employee, applicants, and persons providing services

pursuant to contract. The Company is committed to taking all reasonable steps to prevent harassment from occurring.

Sexual Harassment Defined

- Offering employment benefits in exchange for sexual favors.
- 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 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 Company.

Sexual Harassment is a form of discrimination based on one's sex and will not be tolerated. This type of harassment may be blatant, but is often subtle. Unwelcome sexual advances, requests for sexual favor, and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual Assault or Harassment should be reported immediately to a Department Director, and administrative person, or the security officers housed in each building.

Reporting Procedures

All Sexual Assaults must be reported immediately to the police, as the federal, state or local laws require. This includes making accurate verbal and written reports. The Company's reporting procedure provides for an immediate, 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. An employee may have a claim of harassment even if he or she has not lost a job or some economic benefit.

An employee who believes that he/she has been subjected to inappropriate conduct or who has questions regarding this policy is strongly encouraged to immediately contact his/her Manager, Human Resources or any other 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.). Questions and complaints will be investigated promptly and as confidentially as possible under the circumstances. Employees should feel free to raise their concerns or make complaints without fear of retaliation. Retaliation against any employee by another employee or by the Company for reporting, filing, testifying, assisting or participating in any investigation, proceeding or hearing conducted by the Company 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 in accordance with the procedure outlined above. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

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.

Liability For Sexual Harassment

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

Additional Enforcement Information

In addition to the Company's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) 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. Both the EEOC and the DFEH serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

For more information, contact the Human Resources Department. You may also contact the nearest office of the EEOC or DFEH, as listed in the telephone directory.

Termination of Employment

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

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

Exit Interviews

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

Paychecks for Terminated Employees

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

Dress Codes and Hygiene

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

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

Appropriate dress for women includes:

- Have your faculty badge available at all times.

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

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

Appropriate dress for men includes:

- Have your faculty badge available at all times.

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

- Wear a shirt and tie.

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

- Have your faculty badge available at all times.

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

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

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

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

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

Drugs & Alcohol

The Academy of Art University, in compliance with the Federal Drug-Free Schools and Communities Act Amendment of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances, as defined by California statutes, on Academy property or at any student-attended function sponsored by the Academy.

Faculty found to be in violation of the drug-free campus policy are subject to disciplinary measures up to and including possible dismissal from the Academy of Art University.

Students may obtain information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs from the Student Services Office.

The Academy Resource Center will also assist in referring students to recovery and/or treatment programs.

Our Company has a strong commitment to maintaining a drug-free, healthy, and safe workplace. Consequently the following are examples of acts, which are strictly prohibited while on Company property or work sites, while conducting Company business off-site, or while operating any vehicle while on Company business:

- 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 Company 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.

These activities are serious violations of Company policy and will subject employees to corrective action up to and including termination. Off-the-job use, possession, sale, etc. of alcohol, illegal drugs, or controlled substances may also subject an employee to corrective action if such actions impact job performance, workplace safety, or Company interests. Additionally, the Academy of Art college reserves the right to conduct drug and medical tests on any employee or applicant at any time, unless prohibited by law. A copy of the Academy's drug policy is available for employee review in Human Resources.

The Company will attempt to reasonably accommodate employees with chemical dependencies (alcohol or drugs), if they voluntarily wish to seek treatment and/or rehabilitation. Employees desiring assistance should request an unpaid treatment or rehabilitation leave of absence. The Company's support for treatment and rehabilitation does not obligate the Company to employ any person who violates the Company's drug and alcohol abuse policy or whose job performance is impaired because of substance abuse. The Company is also not obligated to reemploy 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.

Drug-Free Workplace: The Academy is covered by the Federal Drug-Free Workplace Act and the California Drug-Free Workplace Act, and provides a drug-free workplace. As a covered employer, the Academy must certify to the contracting government agencies that it will provide a drug-free workplace in connection with the performance of its government contracts. All employees will be given and will be required to sign an Employee Notification Statement. The Academy will include drug-free awareness information in its programs and will comply with the requirements that the government be notified of any employee's workplace-related drug conviction.

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. Within ten days of learning about an employee's conviction, the Academy must notify any governmental agency with which it contracts or subcontracts of the employee's criminal drug statute conviction.
- Within 30 days of the date the Academy learns of an employee's conviction, the employee will be disciplined, up to and including termination. Any employee not terminated will be required to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program.
- Each employee, as a condition of employment, shall sign an Employee Notification Statement which sets forth the requirements of the Drug-Free Workplace Act.

The Academy will make ongoing good-faith efforts to maintain a drug-free workplace by implementing the above requirements. Our failure to comply with the provisions of the drug-free workplace statutes may subject the Academy to loss of payments under a government contract, termination of the contract, and debarment as a contractor for up to five years. Any questions regarding our drug-free workplace compliance efforts should be directed to the Human Resources Department.

Public Relations

The Academy's goal is to provide unequalled customer and business service. Employees are expected to be professional and to interact politely and patiently with all customers and business contacts. Employees should always attempt to satisfy customers' needs or questions and to build goodwill. Public relations problems should be reported to Managers who may assist and provide suggestions for resolving

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

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: _____

DATE: _____

Sample Agreement to Arbitrate

EXHIBIT "A"
AGREEMENT TO ARBITRATE

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

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

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

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

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

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

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

INSTRUCTOR SIGNATURE 2:

By: _____

DATED _____

Academy of Art University:

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

ATTACHMENT 1
ACADEMY OF ART UNIVERSITY'S ARBITRATION POLICY AND PROCEDURES

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

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

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

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

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

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

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

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

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

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

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