



ACADEMY of ART UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

FACULTY MANUAL

————— 2015 - 2016 —————

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THE ACADEMY of Art University

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The Academy of Art University

About the Academy of Art University:

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 of Art University 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 of Art University has followed that philosophy by developing a program of study that successfully combines academic excellence with career preparation in a number of fields in the visual arts. We ask you to consider the mission of the University as you prepare your lessons, teach your classes, and critique student work.

Mission & Accreditation

The Academy of Art University prepares aspiring professionals in the fields of design, communication and the arts by delivering excellent undergraduate and graduate degrees and certificate and portfolio development programs.

To achieve its mission the Academy of Art University:

- maintains an inclusive admissions policy for all persons who meet basic requirements for admission and instruction and who want to obtain higher learning in a wide spectrum of disciplines in art and design;
- teaches a disciplined approach to the study of art and design that encourages students to develop their own styles that blend their talents, technical skills and creative aspirations with professional knowledge;
- enlists a dedicated and very able full-time and part-time faculty of career artists, designers and scholars who are professionals and whose success as educators comes from their ability to teach students through the wisdom and skill they have amassed through years of experience and study;
- operates in an urban context so that academic programs can draw upon and contribute to the cultural wealth of those communities that are served;
- provides a creative environment that is at once supportive and challenging and underpinned by excellent personalized teaching and support services that address the needs of students of diverse ages and backgrounds;
- offers an undergraduate general education program designed to stimulate development of critical thinking, and communications skills, and to encourage emerging artists to draw upon a variety of disciplines to look at issues from multiple perspectives and to cultivate the ability to function as educated global citizens;
- manages in an ethical and efficient manner and administers the finances in a prudent fashion; and
- fosters optimum quality in all aspects of programs and services.

Statement of Accreditation

The Academy of Art University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WSCUC) located at 985

Atlantic Avenue #100, Alameda, California, 94501, (510) 748-9001 and the National Association of Schools of Art and Design (NASAD) located at 11250 Roger Bacon Drive, Suite 21, Reston, Virginia 20190, (703) 437-0700, to offer degrees of Associate of Art, Bachelor of Fine Arts, Bachelor of Arts, Master of Fine Arts, Master of Arts and Certificates. The university is also accredited by the Council for Interior Design Accreditation (CIDA) for its on campus and online Interior Architecture and Design BFA and MFA programs.

CTC Accreditation

The California Commission on Teacher Credentialing Accreditation

The California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government. It was created in 1970 by the Ryan Act and is the oldest of the autonomous state standards boards in the nation. The major purpose of the agency is to serve as a state standards board for educator preparation for the public schools of California, the licensing and credentialing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California.

The mission of CTC is to ensure integrity, relevance, and high quality in the preparation, certification, and discipline of the educators who serve all of California's diverse students.

NAAB Accreditation

The National Architectural Accrediting Board

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 degree 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.

Doctor of Architecture and Master of Architecture 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 Academy of Art University, Department of Architecture offers the following NAAB-accredited programs:

M.Arch (pre-professional degree + 63 graduate credits)

M.Arch (non-pre-professional degree + 87 graduate credits)

Next accreditation visit for all programs: 2021

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. In order to meet the education requirement set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB

Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

Academy of Art University, School of Architecture was granted candidacy for the following professional degree program in architecture:

B.Arch. (162 undergraduate credits): 2012

Projected year of initial accreditation: 2015

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 of Art University does not discriminate on the basis of race, color, age, gender, religion, disability, sexual orientation, or national or ethnic origin in administration of its educational policies, scholarship and loan programs and other school-administered programs.

Know Your School

You are the most direct link between the student and the Academy of Art University and consequently, will likely be the recipient of student inquiries, concerns and complaints. The Academy of Art University is committed to excellent customer service, and we ask that you be our good will ambassadors. For questions about:

- The curriculum and online classes, please refer students to their advisor, department director, or department administrator.
- Academic assistance, please refer students to the Academy Resource Center 415.618.3917.
- Student concerns/complaints beyond your own classroom please refer students to their department director or department administrator.
- The grievance process, see the Student Appeals and Grievances section of this manual or refer students to the office of Executive Vice President Sue Rowley at 415.618.6477.
- Campus safety, please refer students to Campus Safety: 415.618.3911.
- Students who require accommodations in order to access the curriculum, or a physical space, due to a disability, contact Classroom Services at 415.618.3775 or accessibility@academyart.edu/

It is important for you to be familiar with the Academy of Art University facilities, programs and resources. If you have not already contacted the Campus Tour Department, we suggest that this would be the best way to discover for yourself what the Academy of Art University 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 of Art University to sign up for a tour.

Please note that all information in the Faculty Manual is current as of Summer 2015. For the most up-to-date information, please always refer to <http://faculty.academyart.edu>. Do NOT use “www” to go to this site.

FERPA (Family Educational Rights and Privacy Act)

When a student reaches 18 years of age in the United States or attends a postsecondary institution, he or she becomes an “eligible student,” and all rights formerly given to parents under FERPA, a school is required to provide certain privacy protections for education records.

A student must sign a written release before we can discuss the issues of concern. The release may be signed in the Records Office at 79 New Montgomery Street in San Francisco.

If you are contacted by a parent, do not disclose any information about your student. You may refer parents to the Academy Resource Center: arc@academyart.edu or 415.618.3917.



FACULTY RESOURCES

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Faculty Resources:

New Faculty Orientation (NFO)

All new faculty members will be enrolled in New Faculty Orientation at the onsite of hire. Orientation is intended to provide valuable information that will help to ensure your teaching experience is enjoyable and successful. Onsite faculty will be enrolled in “**New Faculty Orientation for Onsite Instructors Web Training**” with Faculty Development and online faculty will be enrolled in “**Teaching Online**” with Online Education.

Instructions for orientation will be provided to all newly hired faculty within the first thirty days of employment. Additional orientation and training may be provided by contacting Faculty Development at 415-618-3855 or facultydevelopment@academyart.edu.

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

All faculty members are expected to utilize the Academy of Art University faculty development website is at <http://faculty.academyart.edu>. Faculty may access the website at computer terminals on campus or from home. The faculty website is a portal to all faculty related resources and information, including:

TEACHING RESOURCES

- Weekly Teaching Tip Archives and Subscription Information
- Teaching Resources Library
- Faculty Development Videos and Tutorials
- Resources for Online Teaching

Class Visits and Consultations

EVENTS AND TRAININGS

- New Faculty Orientation (NFO)

GETTING HELP FOR STUDENTS

CAMPUS RESOURCES

- Academic Policies and Procedures—Faculty Manual
- Maps and Schedules

ABOUT THE FACULTY DEVELOPMENT TEAM

Faculty Email

1. Log In

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

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

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

2. Main Menu

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

3. Read Emails

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

4. Compose

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

5. Searchable Directory

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

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

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

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

Faculty Hotline

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

CAMPUS RESOURCES

Faculty Development Department

The AAU Faculty Development Team offers a number of opportunities for onsite and online instructors to develop their teaching skills. Academy of Art University instructors are encouraged to take advantage of the wide range of services and resources available. Additional faculty resources are also available at the faculty development website at <http://faculty.academyart.edu>. Do NOT use “www” to go to this site. The Faculty Development Department is located at The Cannery, 2801 Leavenworth Street, Suite 305.

Services provided include:

- » Biannual teaching conferences (January & August)
- » Weekly Teaching Tips via email (to sign up, email faculty development at facultydevelopment@academyart.edu)
- » Individual consultations and observations
- » Assistance with Easy Grade Pro, rubric development and lesson planning and other teaching related issues
- » Assistance with onsite and online course development

You may contact Faculty Development at 415.618.3855 or at facultydevelopment@academyart.edu

Academy Resource Center (ARC)



The Academy of Art University offers a wide variety of educational support services for both our campus based and online students. Faculty members are invited to contact the Academy Resource Center at 415.618.3917 for information about how to get help for their students. All information about the ARC is also available at the ARC website at <http://arc.academyart.edu>. **Do NOT use “www” to go to this site.** Online and Onsite educational support services include:

Student Academic Support (SAS)/Online Academic Support (OAS)

Provides one-on-one academic support to students in need including time management, study skills, and project planning. Academic Coaches can also help students seek out community resources.

Tutoring & Training

Provides small group tutoring for all majors and courses in the form of on-campus and online labs.

Classroom Services

Facilitates accommodations and equal access for students with disabilities.

Writing Lab

Offers writing tutoring for class assignments. Tutors help students with writing skills such as structure, clarity, brainstorming, and grammar.

Classroom Services

Facilitates equal access and individualized support to students with disabilities. Consultations are also available to faculty, should questions arise about teaching students with disabilities.

Parent Coordinator

The Campus Life and Leadership department has a Student Affairs Coordinator who looks over Parent Services:

Travis Valentine

Parent Services Hotline: 415-618-8628

Email: parentservices@academyart.edu

EAP Program

The English for Art Purposes Program consists of EAP classes, EAP Support and Labs focused on language acquisition in an art context. There are five levels of EAP classes focusing on all four skills of reading, writing, listening and speaking. EAP Support is the part of our program where we assign ESL teachers to assist international students in their art and design classes. There are over 550 sections of art and design classes at AAU that are designated EAP. We also have a Speaking Lab, EAP Lab and Midpoint Review Lab. Information about the EAP Program is available at this website: <http://arc.academyart.edu/esl/index.html>

EAP Classes

Highly qualified English instructors prepare international students to succeed in their art and design classes by teaching art vocabulary, presentation, writing, listening and conversation skills.

EAP Art Support Program

English teachers attend specified art and design classes and work with international students to review lectures and demonstrations, comments from critiques, new vocabulary, and instructions for assignments.

Speaking Lab

English instructors help international students improve their speaking skills through individual presentation practice, group pronunciation workshops, and conversation groups.

EAP Lab

English instructors in the EAP Lab provide one-to-one tutoring and language learning assistance to students enrolled in all EAP (English for Art Purposes) classes. Students should utilize the EAP lab (not Writing Lab or OWL) for assistance with their EAP-related writing assignments.

Online Language Support

Online Language Support offers language-related support to international and at-risk domestic students. Our services include:

In-class support for designated sections of language-intensive classes. The Online Language Support instructor maintains a topic on the class discussion board called Language and Writing Support.

Online Writing Lab: <http://arc.academyart.edu/writing/owl.html>

All Academy of Art University students may submit up to 1,000 words of text once per week for feedback from Online Writing Lab tutors.

Online Speaking Lab: <http://arc-web.academyart.edu/ols/speaking/osl.html>

All Academy of Art University students may schedule a synchronous appointment in the Online Speaking Lab to practice presentations, pronunciation, or conversation skills with an Online Speaking Lab tutor.

Online Language Support Website: arc-web.academyart.edu/ols

Students can find answers to many language-related questions, practice some of their language skills, and access the OWL and Online Speaking 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 <http://library.academyart.edu> (follow the Library link).

Course Catalog

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

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

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

Documents & Forms

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

Employee Tuition Remission

The Academy of Art University has a program which allows eligible classifications of employees to take one Undergraduate course (on-site or online) at the Academy of Art University free of tuition charge every semester. **All employees are limited to taking only one (1) online course per semester, whether paid for by the employee or covered under this tuition remission policy.** Academy of Art University students will always have first priority to enroll in courses each semester.

Requirements:

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

Employee Termination

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

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



THE CLASSROOM

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THE CLASSROOM

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

- For questions about your class or your syllabus, please contact your Department Director or your department's administrative assistant.
- For assistance with your teaching skills, please call Faculty Development at 415.618.3855 or email facultydevelopment@academyart.edu.
- To get help for your students, call the Academy Resource Center at 415.618.3917. Information about ARC services is also available at <http://arc.academyart.edu/> (Do NOT use "www" to go to this site).

Syllabus & Lesson Plan

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

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

Some departments require you to use a standardized weekly course outline, assignments, and grading formula. Other departments allow you to individualize these elements, with prior director/departmental review and approval. Please work with your Department to ensure that this information is approved, accurate and complete for your class section:

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

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

Teaching By Example

- Be there
- Be on time

- Stay there the entire time - and make sure your students are engaged and productive. Do not waste 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 (such as a quick demonstration or activity) in case a lesson plan unexpectedly runs short. Your Department Director or the Faculty Development Office can help with ideas and teaching aids. Always keep something “up your sleeve” for such occasions.

Students Arriving Late or Leaving Early – Please familiarize yourself with the AAU attendance policy with regard to absences and tardiness.

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 of Art University.

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. Avoid getting in the habit of starting class with announcements of administrative items.

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 Coordinators. If you wish to book a model for your classroom, please contact:

For Fine Art Painting: 415-618-6115

For Illustration: 415-618-3680

For Foundations: 415-618-3644

For Fashion: 415-618-3874

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, you will be able to locate art supply lists required for your class by logging into the LMS (Learning Management System). It is expected that your students utilize the materials listed. Do not revise the supply list for your class(es). If no supply list is posted for your class, please contact your department director.

Blick Art Supplies is contracted with the Academy of Art University. Students can purchase their supplies on the first day of class or over the course of the term as the supplies are needed. Blick can also assist you with your own art supply needs.

Blick locations:

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

Class Time Periods

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

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

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

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

Make-up Classes

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

Substitutes

You are expected to teach every class session. However, if it becomes necessary for you to use a substitute, you must contact and arrange for your substitute. Notify the administrative assistant in your department in advance that a substitute will be handling your class.

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 of Art University will compensate the substitute instructor directly for all class sessions that you have missed. All substitutes must be approved by the department. The Academy of Art University 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 will be able to access the attendance roster on their Dashboard to enter attendance online during or right after class. Please notify your Department in advance so that the substitute can be set up in the online system.

Off-Campus Class Meetings

Off-campus activities that consist of class activities or other activities specifically sponsored by the Academy of Art University are covered by the Academy of Art University's liability insurance subject to the terms of the insurance policies.

The Academy of Art University does not have enough buses or drivers to cover all field trip requests. Faculty need to instruct their students to meet directly at the field trip destination. Faculty members are not allowed to transport students in their own personal vehicles due to insurance restrictions. The following types of field trips are an exception to this policy:

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

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

All field trip transportation requests must be submitted by department administrative assistants at least 96 hours in advance at <http://www.easytriprequest.com>. Paper request forms will not be accepted or processed.

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

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

Online Programs & Courses

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

All online courses receive the same credit as other Academy of Art University classes, allowing students to study online toward their degree. Students may also take entire degree programs online.

Course Evaluations

Each semester, students are asked to evaluate their classes and instructors during week 5 and week 14 (week 7 only in summer) for all online and onsite courses.

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

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

Course Evaluation Process:

- A reminder will be emailed to the faculty notifying them to direct their students to fill out their course evaluations online.
- Students can find the course evaluations by logging on to: <http://online.academyart.edu> to find a list of their classes. For each class there will be an indicator stating either (Submit Evaluation), if the evaluation has not yet been submitted or (Evaluation Submitted) when the evaluation has been submitted for the particular class.
- The students will have an option to bypass the Course Evaluations, however we ask instructors to encourage students to conduct their course evaluations online as soon as possible.
- Once the Course Evaluations have been submitted by students, the Department Director will be able to view the results for all class sections within the department each semester.
- A report may be generated and sent to the Executive Office and the Curriculum Office.
- Instructors should review their course evaluations after Week 5 and again at the end of the semester, after the evaluation period closes.



GRADING & ATTENDANCE ROSTERS

————— 2015 - 2016 —————

Grading & Attendance Rosters:

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

Please follow this link to view a training demonstration on how to enter your grades online (includes instructions on entering grades after the deadline):

<http://live4.academyart.edu/grading/>

Course Grades:

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

Coursework is evaluated according to the following grading scale:

Excellent work

(Course outcomes are met at an exceptionally high level)

| | | |
|----|-------------|------------------|
| A | Exceptional | 4.0 grade points |
| A- | Excellent | 3.7 grade points |

Very good work

(Course outcomes are met at a high level)

| | | |
|----|-----------|------------------|
| B+ | Very Good | 3.3 grade points |
| B | Good | 3.0 grade points |

Above average work

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

| | | |
|----|-----------|------------------|
| B- | Competent | 2.7 grade points |
|----|-----------|------------------|

Acceptable work

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

| | | |
|----|---------------|------------------|
| C+ | Above Average | 2.3 grade points |
| C | Average | 2.0 grade points |

Below average (not passing for graduate courses)

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

| | | |
|----|---------------|------------------|
| C- | Below Average | 1.7 grade points |
|----|---------------|------------------|

Unsatisfactory (not passing for graduate courses)

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

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

| | | |
|----|---------------------|------------------|
| D+ | Marginal | 1.3 grade points |
| D | Weak | 1.0 grade points |
| D- | Minimal Achievement | 0.7 grade points |

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

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

* No credit to GPA

Progress Grades

Progress grades are 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 spring and fall. This ensures that students are receiving continuous assessment on their progress in class. In the summer session only, Midterm and Final grades are submitted online. 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. To access the instructor Dashboard, login to: <http://online.academyart.edu/login.html> where, during the grading period, you will find a link to enter their Progress Grades online. If you are having trouble logging into your instructor Dashboard, please contact the Online Help Desk.

Online Help Desk

Email: online@academyart.edu

Phone: 1.415.618.3545

Toll-Free Phone: 1.888.431.2787

Help Desk Hours

24 hours a day, 7 days per week

The progress grades must be completed by the deadline provided to instructors through the online Dashboard and Academic Calendar.

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 8 (Midterm Grades week) are the best times to refer students to the Academy Resource Center.

Remember: Grades are not used to punish or encourage. They are a marker for the quality of the students work. Please assess your students honestly.

Midterm Grades

Instructors are required to complete midterm grades for all students. Midterm grades are due during the Midterm Grading Period by the deadline provided to instructors through the online Dashboard and Academic Calendar. All instructors will need to go to: <http://online.academyart.edu/login.html> to enter their grades online.

Final Grades

During the Final Grading period, all instructors must login to: <http://online.academyart.edu/login.html> to enter their Final Grades online. Final grades must be submitted online by the deadline provided to instructors through the online Dashboard and Academic Calendar. Instructors should never initiate a grade of Incomplete. If the work has not been done in a timely or acceptable manner, the available grades are D or F.

Grades of Incomplete

At the end of a semester, only in special and unusual circumstances, may a student request a grade of "Incomplete." Students must submit a "Petition for Incomplete" form 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.

*Go to <http://faculty.academyart.edu> to view a sample of the Petition for Incomplete.
(Do NOT use "www" to go to this site.)*

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 completed by the Friday prior to the start of the following semester. Failure to make up the Incomplete within this time frame results in an automatic conversion to a grade of F. Any unusual circumstances must be routed through the Executive Vice President of Education.

If the work is completed competently before the start of the following term, the student is to present a "Change of Grade" form to the instructor to sign and date. The Department Director should then countersign and forward the form to the Records Office.

You can request a copy of the form from your Department Administrator

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 to the Records Office. Again, any unusual circumstances must be routed through the Executive Vice President of Education.

You can request a copy of the form from your Department Administrator

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 of Art University to learn professional, as well as artistic, skills. The consequences of a missed deadline in the business world are usually more severe than a grade reduction. Please speak with your Department Director if you have any questions about this.

Attendance Reporting

Timely and accurate attendance reporting is of the utmost importance to the overall mission and daily operations of the Academy of Art University. Attendance data is a key component of Academy of Art University 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. **With these in mind, please submit your attendance immediately after class ends and no later than 24 hours.**

On the rare occasion that a correction of past attendance is necessary, you will need to sign an Attendance Correction Form. Your department's administrative assistant can help you with accessing the Attendance Correction Form. 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. Instructors are encouraged to use the Class Record form that is given to instructors the first week of the semester.

All attendance is recorded online. During class or right after class, instructors should log on to their Dashboard: <http://online.academyart.edu/login>. An attendance roster for each class will be listed there. Each roster is generated 30 minutes prior to the start of the class session. All students in attendance are marked present. Students who attend class but are not on the roster can be added manually and marked present.

Students who add a class late will not immediately appear on the attendance roster. These students should provide you with a "Registration Statement" as proof that they are registered for the class. For any student not listed on the attendance roster, you will be able to add them manually online.

*Go to <http://faculty.academyart.edu> to view a sample of the Attendance Pre-Roster.
(Do NOT use "www" to go to this site.)*

All student attendance records listed on the Pre-Roster will be manually entered into PeopleSoft. Please direct students who do not appear on your roster or 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). If a student adds a class beyond the third week, please write the student's name on your weekly attendance roster. Also, if the student does not appear on the class roster after the third week, the student must verify with their advisor if they have been registered for the course. **Remember that students who are not registered for the course and are not listed on your roster should not be permitted to remain in class.**

It is also important to note that because the manually mark attendance rosters are coded for specific date and class meeting times, each instructor should be aware of the dates/time on the printed roster and only use the rosters for the actual date/time during which the attendance is taken.

NOTE: *It is not acceptable to use a roster from the previous week for the current week, nor is it acceptable to use a roster generated for a future week for the current week*
 Go to <http://faculty.academyart.edu> to view a sample Attendance Roster.
 (Do NOT use "www" to go to this site.)

On the first day of class you will receive the hard copy 15 session "Class Attendance/Grade Record" that you can keep for your reference throughout the term. You will also have access to all previous attendance rosters that you entered online through your Dashboard.

It is very important that attendance is entered online during or right after class 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

Follow these links to view short demo videos on how to enter attendance online, how to access rosters through class sessions, and how to enter attendance for a past due roster:

<http://media.academyart.edu/attendance/current.mp4>
<http://media.academyart.edu/attendance/reports.mp4>
<http://media.academyart.edu/attendance/past-due.mp4>

If you have any questions during the semester please contact your department Administrative Assistant.

Student Absences

Absences do not lower semester grades if they are officially excused. Officially excused absences apply to:

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

How to Handle Excused Absences in Grading

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

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

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

How to Handle Participation Points for Excused Absences

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

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

Applying the Officially Excused Absence Policy

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

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

To be clear:

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

Handling Excused Lateness in Online Classes

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

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

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

- a medical or family emergency (affecting the student or her/his immediate family)
- serious or sustained illness (sufficient to prevent a student from completing work on time)
- late registration

- games/game-related travel for student-athletes engaged in official AAU athletics (Note: Athletic practices are never an excuse for lateness.)

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

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

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

How to Handle Participation Grades for Excused Lateness

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

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

Recap of Key Points:

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

Official Athletics-Related Absences

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

- You should not penalize student-athletes simply for being absent due to official, game-related absences. The University recognizes game-related absences as “officially excused”.

- Students are accountable for all work missed due to the excused absence. Students are responsible for arranging to make up missed work in a timely manner, as agreed with the instructor. A deadline of one week from the class missed is suggested.
- The Athletics Department requires student-athletes to complete a plan for making up missed work, in consultation with their instructors. This is to encourage a more proactive and professional approach on the student's part.
- As an instructor, you will know which absences are official and game-related. Student-athletes who miss classes due to game-related absences are required to show their instructors an official form from the AAU Athletics Department verifying the dates of these absences.
- Practices are never cause for excused absences. If you are in doubt about how to handle a particular absence, or have any other questions, please contact Darrell Hayden, the Faculty Athletic Representative: dhayden@academyart.edu (415) 618- 3851. Darrell liaises between the faculty and the Athletics Department to make sure that academic integrity is being upheld.

Administrative Drops

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

Following Up with Students Who Are Absent

When a student does not attend your class it can easily escalate to falling behind, receiving a lower grade, or dropping or failing the course. We ask that all instructors take the time to email every student after an absence to help get them back on track. AAU offers free academic support through department/course workshops, ARC tutoring, and general assistance with things such as time management through the Academy Resource Center. This is important information that you can share with your students. You are the main point of contact for them and your outreach is invaluable in helping them succeed.



THE STUDENTS

————— 2015 - 2016 —————

The Students:

Fast Facts

Students come from more than 112 different countries to study at the Academy of Art University. For Fall, 2015, over 15,000 students were enrolled, making the Academy of Art University the largest private art and design school in the United States. Students are enrolled in 21 different art, design, and communications majors.

Academic Policies & Procedures

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

Policy on Academic Freedom & Academic Responsibility

Academy of Art University values the pursuit of meaningful creative expression and truthful inquiry as essential elements of the artist and scholar's contribution to culture and society. Faculty members are expected to promote these values while maintaining a classroom environment conducive to learning and responsible academic behavior. Academy of Art University's expectations of responsible academic behavior include but are not limited to:

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

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

- Encourage open dialogue as appropriate to the curriculum;
- Do not introduce material that has no relation to course objectives;
- Place imagery, words, and symbols in their context and ensure their appropriate presentation in open and closed forums including classrooms and exhibition spaces.

Academic freedom is both a right and a responsibility – it is not a license to violate the law or the rights of others. Academy of Art University reminds its members that they must abide by federal and state laws governing:

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

In addition, Academy of Art University will investigate expressions of violent intent that indicate a faculty or student may be endangering himself or others. Please review the Academy of Art University Handbook for employment policies governing inappropriate workplace conduct including but not limited to unlawful discrimination, harassment, retaliation and workplace violence.

Disputes will be adjudicated through the Academy of Art University's grievance procedure (described in the Student Appeals and Grievances section of this Manual) or the Academy of Art

University's Human Resources department, as appropriate. The Board of Directors and President are ultimately responsible for protecting and overseeing standards of academic freedom and responsibility at Academy of Art University.

Student Conduct Policy (abridged version)

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

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

What to Do if Disciplinary Issues Arise

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

Academic Honesty & Plagiarism Policies

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

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

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

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

Add/Drop Procedures

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

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

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

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

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

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

Withdrawal

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

A withdrawal is effective the date it is personally delivered to the appropriate office of the Academy of Art University (if hand delivered) or the postmark date (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 based on the refund policy set forth on the Enrollment Agreement signed by the student at the time of registration.

Administrative Withdrawal

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

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

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

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

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

Involuntary Withdrawal

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

- I. Student fails to attend classes for three successive weeks;
- II. Student 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 of Art University 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 of Art University policies and procedures, outlined below.

This grievance procedure should be used by any student or applicant who believes that there is an uncorrected violation of the University's policies against discrimination on the basis of disability, race, color, national origin, ancestry, age, gender, sexual orientation or any basis under law and in these instances, the student may initiate the matter at Step 3.

STEP 1

Students are encouraged to resolve concerns or complaints informally by personal contact with the individual responsible for the concern or complaint.

1. Academic concerns should first be discussed with the instructor.
2. For financial concerns or complaints, the student should first contact Accounts Receivable or the Financial Aid Office, as appropriate.
3. For complaints related to other matters, the student should seek out for assistance the administrator, faculty or staff member who is responsible for the division or department where the complaint or concern arose.

STEP 2

If a satisfactory solution cannot be arranged through Step 1:

1. For academic concerns or complaints, the student should contact their Department Director.
2. For financial concerns or complaints, the student should contact a manager within Accounts Receivable or Financial Aid.
3. For complaints related to the other matters, the student should appeal to the administrator next in line above the administrator, faculty or staff member to whom the Step 2 level was addressed.

STEP 3

If a satisfactory solution cannot be arranged through Step 2 **or in the case of a grievance of perceived discrimination:**

Student should submit a letter of grievance addressed to:

Grievance Committee
 Attn: Executive Vice President of Educational Services, Sue Rowley
 Academy of Art University
 79 New Montgomery Street
 San Francisco, CA 94105

The Grievance Committee shall be appointed by the Executive Vice President of Educational Services or her designee from among senior administrators. The Committee will conduct an investigation by requesting relevant information from the grievant and from those others at the University with important knowledge. Please note that in limited circumstances, a determination

of the grievance may be made immediately upon review and without convening of the Committee.

The Grievance Committee may, at its option choose to investigate, upon due notice, with a formal hearing where the grievant and other witnesses may present testimony and other evidence in informal fashion.

Formal hearings deal primarily with serious student problems and complaints, especially those involving student discipline, allegations of discrimination, or other improper conduct.

The Grievance Committee shall assess the grievance in an equitable manner and transmit a written determination within a reasonable period not usually beyond 45 days from receipt of the grievance by Office of Educational Services. The written determination shall provide a response to the primary assertions of the grievance.

Decisions of the Grievance Committee are final and binding, and are not appealable internally. Complaints will be maintained as confidentially as possible. Grievances that affect a student's academic or financial status must be received by the Grievance Committee one month prior to the start of the semester in order to be considered by the Committee.

For further information concerning the grievance procedure, call the office of Executive Vice President of Educational Services, Sue Rowley, at 800.544.2787 or 415.274.2222.

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.

Responding To A Student in Crisis

Who might be a student in crisis?

A student in crisis may exhibit the following signs:

- depression or mood changes
- confused thoughts
- irritability or aggression
- verbal or written statements about hopelessness or worthlessness, which could include remarks about suicide, self-harm, or intention to harm others

Students may outwardly show these signs, communicate them verbally, write an email, post about them, or show signs in their behavior. When it comes to safety, getting help is a priority. **Any mention of harming oneself or others must be taken seriously and must be reported.**

Is a student's safety or the safety of others at risk?

**Call Campus Safety immediately
(415) 618-3911**

Is a student injured and in need of medical attention?

**Call 9-1-1 (Emergency Response)
Then call Campus Safety at: (415) 618-3911**

If you are unable to get through to 911, call or email the Campus Safety Department @ SecurityOfficer@academyart.edu.

This reporting procedure must be followed for students taking classes on-campus and online. As a faculty member, it is your responsibility to report all safety concerns regardless of a student's request for confidentiality. Campus Safety will respond professionally and sensitively when students need help and support.

If your concerns about a student are not urgent but help may be needed, contact Student Academic Support at 415.618.3917 or ARC@academyart.edu.



THE CAMPUS

————— 2015 - 2016 —————

The Campus:

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

Academic Calendar

| SUMMER 2015 | <u>DATES</u> |
|--|-------------------------|
| First day to petition to graduate for Summer & Fall 2015 | February 16, 2015 |
| Registration for Summer & Fall 2015 begins | February, 23, 2015 |
| Last day to petition to graduate for Summer 2015 | April 3, 2015 |
| Financial Aid initial paperwork deadline (to guarantee timely award letter by mid Jun.) | May 18, 2015 |
| Summer Intersession begins | May 26, 2015 |
| Locker sales begin | June 8, 2015 |
| New Student Move In | June 9, 2015 |
| Summer 2015 Welcome Week | June 10-12, 2015 |
| President's Welcome | June 10, 2015 |
| Meet Your Department Directors | June 11, 2015 |
| Last day to submit "Incomplete" for Spring 2015 | June 12, 2015 |
| Summer Intersession ends | June 12, 2015 |
| Continuing Student Move In | June 12, 2015 |
| Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees | June 13, 2015 |
| Tuition due for Summer 2015 | June 13, 2015 |
| Summer classes begin (including Portfolio Grant & Teacher Grant recipients) | June 15, 2015 |
| Last day to register for Summer 2015 without a late fee | June 20, 2015 |
| Last day for course changes without a late fee | June 20, 2015 |
| Financial Aid file complete deadline | June 22, 2015 |
| Summer Pre-College Art Experience classes begin | June 22, 2015 |
| Last day to register for Summer 2015 (late fee will apply) | June 22, 2015 |
| Independence Day (All Buildings Closed) | July 4, 2015 |
| Midterm grading period for Summer 2015 | July 5-15, 2015 |
| Drop without "W/F" penalty deadline | July 8, 2015 |
| Final grading period for Summer 2015 | July 30-August 14, 2015 |
| Summer Pre-College Art Experience classes end | July 31, 2015 |
| Summer Pre-College Art Experience Final Exhibition | August 1, 2015 |
| Summer classes end | August 5, 2015 |
| Residence Halls Close | August 5, 2015 |
| Final grades for Summer 2015 to students | August 17, 2015 |

| FALL 2015 | DATES |
|--|---|
| First day to petition to graduate for Summer & Fall 2015 | February 16, 2015 |
| Registration for Summer & Fall 2015 begins | February, 23, 2015 |
| First day to petition to graduate for Spring 2016 | September 21, 2015 |
| Financial Aid initial paperwork deadline (to guarantee timely award letter by the end of August) | August 3, 2015 |
| Locker sales begin | August 24, 2015 |
| New Students Under 21 Move In | August 25, 2015 |
| New Students Over 21 Move In | August 26, 2015 |
| Fall 2015 Welcome Week | August 26-28, 2015 |
| President's Welcome & Parent's Orientation | August 26, 2015 |
| Meet Your Department Directors | August 27, 2015 |
| Continuing Student Move In | August 27, 2015 |
| Last day to submit "Incomplete" for Summer 2015 | August 28, 2015 |
| Installment payment plan contract deadline | August 29, 2015 |
| Tuition due for Fall 2015 | August 29, 2015 |
| Installment plan deadline: 1 st payment due | August 29, 2015 |
| Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees | August 29, 2015 |
| Fall classes begin | September 3, 2015 |
| Labor Day (All Buildings Closed) | September 7, 2015 |
| Last day to register for Fall 2015 without a late fee | September 12, 2015 |
| Last day for course changes without a late fee | September 12, 2015 |
| Late Registration Period for Fall 2015 (late fee will apply) | September 14, 2015 |
| Last day to petition to graduate for Fall 2015 | September 19, 2015 |
| Last day to register for Fall 2015 (late fee will apply) | September 19, 2015 |
| Last Registration Period for Fall 2015 (late fee will apply) | September 14, 2015 - TBA |
| Financial Aid file complete deadline | September 21, 2015 |
| Registration for Spring 2016 begins | September 28, 2015 |
| Installment plan deadline: 2 nd payment due | September 29, 2015 |
| Fall Pre-College Art Experience classes begin | October 10, 2015 |
| Midterm grading period for Fall 2015 | October 19-November 2, 2015 |
| Drop without "W/F" penalty deadline | October 21, 2015 |
| Installment plan deadline: 3 rd payment due | October 29, 2015 |
| Daylight savings time ends (set clocks one hour back) | November 1, 2015 |
| Thanksgiving Break (All Buildings Closed) | November 26-29, 2015 |
| Installment plan deadline: 4 th payment due | November 29, 2015 |
| Fall Pre-College Art Experience classes end | December 5, 2015 |
| Final grading period for Fall 2015 | December 14, 2015 - January 3, 2016 |
| Fall Pre-College Art Experience Final Exhibition | December 12, 2015 |
| Fall classes end | December 19, 2015 |
| Residence Halls Close for Winter Break | December 19, 2015 |
| Winter Holiday (All Buildings Closed) | December 24-25, 2015 |
| New Year's Holiday (All Buildings Closed) | January 1, 2016 |
| Final grades for Fall 2015 to students | January 4, 2016 |
| Last day to petition to graduate for Spring 2016 | February 6, 2016 (or last day of SP16 registration) |

| SPRING 2016 | Dates |
|--|-------------------------------------|
| First day to petition to graduate for Spring 2016 | September 21, 2015 |
| Registration for Spring 2016 begins | September 28, 2015 |
| Financial Aid initial paperwork deadline (to guarantee timely award letter by end of January 2016) | January 11, 2016 |
| Last day to petition to graduate for Spring 2016 | February 6, 2016 |
| First day to petition to graduate for Summer & Fall 2016 | February 15, 2016 |
| New Year's Holiday (All Buildings Closed) | January 1, 2016 |
| Winter Intersession begins | January 11, 2016 |
| Martin Luther King, Jr. Day | January 18, 2016 |
| Locker sales begin | January 26, 2016 |
| New Student Move in | TBA |
| Spring 2016 Welcome Week | TBA |
| Parent's Orientation | TBA |
| President's Welcome | TBA |
| Meet Your Department Director | TBA |
| Continuing Student Move In | TBA |
| Last day to submit "Incomplete" for Fall 2015 | January 29, 2016 |
| Winter Intersession ends | January 29, 2016 |
| Tuition due for Spring 2016 | January 30, 2016 |
| Installment payment plan contract deadline | January 30, 2016 |
| Installment plan deadline: 1 st payment due | January 30, 2016 |
| Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees | January 30, 2016 |
| Spring classes begin | February 1, 2016 |
| Last day to register for Spring 2016 without a late fee | February 6, 2016 |
| Last day for course changes without a late fee | February 6, 2016 |
| Spring Pre-College Art Experience classes begin | |
| Late Registration Period for Spring 2016 (late fee will apply) | February 8, 2016 |
| Last day to register for Spring 2016 (late fee will apply) | February 13, 2016 |
| Financial Aid file complete deadline | February 15, 2016 |
| Registration for Summer & Fall 2016 begins | February 22, 2016 |
| Installment plan deadline: 2 nd payment due | March 1, 2016 |
| Midterm grading period for Spring 2016 | March 7-19, 2016 |
| San Francisco Open Studio | TBA |
| Daylight savings time begins (set clocks one hour forward) | March 13, 2016 |
| Spring Break Week (no classes this week) | March 20-March 26, 2016 |
| Drop without "W/F" penalty deadline | March 20, 2016 |
| Installment plan deadline: 3 rd payment due | March 30, 2016 |
| Last day to petition to graduate for Summer 2016 | April 2, 2016 |
| Spring Pre-College Art Experience classes end | TBA |
| Easter Sunday (All Buildings Closed) | March 27, 2016 |
| Spring Pre-College Art Experience Final Exhibition | TBA |
| Installment plan deadline: 4 th payment due | April 30, 2016 |
| Fashion Show | TBA |
| Final grading period for Spring 2016 | May 9-21, 2016 |
| Academy Film Festival | TBA |
| Spring classes end | May 21, 2016 |
| Residence Halls Close | |
| Spring Show Reception & Exhibition (Location TBA) | Week of May 23, 2016 (tentative) |
| Spring 2016 Academy of Art University Graduate Commencement | Week of May 23, 2016 (tentative) |
| Spring 2016 Academy of Art University Undergraduate Commencement | Week of May 23, 2016 |

| | |
|--|--------------|
| | (tentative) |
| Memorial Day (All Buildings Closed) | May 30, 2016 |
| Final grades for Spring 2016 to students | June 6, 2016 |

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 Security located in the basement of the 180 New Montgomery Building.
- Once a new faculty has been entered into the AAU Database, they can obtain an ID Badge. New Faculty will be entered into the system after they have had a second interview with an Executive Administrator and completed all the necessary paperwork. You may want to call the Registration Office at 415.618.6460 to check if you are in the system before going to get your badge.
- The hours to obtain a badge are:
M-F 8 a.m. – 7:00 p.m.
- Until you have obtained your ID badge, you will need to sign in at the security desk upon entering any AAU building. Inform the security guard on duty that you are an instructor.
- Staff and Faculty ID badges will be processed on a walk-in basis at no charge.

AAU Lockers

Faculty members are allowed use of two lockers per building. For instance, if an instructor is teaching classes at Northpoint and at 180 NM, a request can be made for two lockers in each of these buildings. If additional lockers are needed, they may be rented for a \$10 locker fee per semester. You may be allowed to renew the same locker if you are scheduled to teach for the next semester. Renewals are easy. All that is needed is to post a sign on the locker indicating the locker is for Faculty. Do not forget to put your name on the sign and "DO NOT REMOVE." Remember that these lockers are for faculty as well as students and that they are issued on a first-come, first-serve basis. Assess your need for a locker early to assure that you can obtain one.

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

Questions – call the Registration Office at 415.618.6460.

Shuttle Buses

The Academy of Art University provides 6 courtesy shuttle bus routes that provide service to all Academy of Art University facilities. Persons with current ID badges may ride for free. Bus schedules are posted in the reception areas of each building, and can also be found at www.academyart.edu.

Copy Facilities

For more than two years we have been partnering with IKON to offer Academy of Art Copying and Finishing Services. The qualified staff are willing to answer questions you may have while assisting with projects. Copy Request Forms can also be downloaded from the faculty website (go to faculty.academyart.edu and click on Forms under Campus Resources to download a Copy Request Form). The IKON Copy Center is located in the basement of 79 New Montgomery. Their hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.

Building Access & Hours

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

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

Lost & Found

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

Issue Rooms

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

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

Fine Art Sculpture: 410 Bush

Motion Pictures & Television: 79 New Montgomery

Industrial Design: 1835 Van Ness (3rd Floor)

Audio-Visual Equipment

Audio-visual equipment is available for use in the classroom. Please speak with your Department Director regarding your audio-visual needs, or call the A/V Issue Room at 415.618.3828.

Emergency Procedures

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

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

Maintenance Services

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



EMPLOYMENT POLICIES

2015 - 2016

Employee Handbook

Faculty members must adhere to all policies contained in the Academy of Art University Employee Handbook, a copy of which is available for review on the Academy of Art University intranet. You may also request a hard copy of the Employee Handbook by emailing the Human Resources Department at hr@academyart.edu or by visiting the Human Resources office located on the 6th floor of 79 New Montgomery.

Reporting Violations of Academy Policies

To report a concern or possible violation of the Academy of Art University's Employee Handbook or Faculty Manual, please contact the Human Resources department by calling 415.618.6525 or send an email to hr@academyart.edu.

The following employment policies apply to Academy of Art University Faculty members:

Hiring Policies

Academy of Art University has a proud tradition of providing its students with the instruction and educational programs necessary to prepare them for entry into the workforce. This tradition is consistent with the philosophy on which Academy of Art University was founded: *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.*" We promise our students that they will learn from practicing artists and designers. As such, we expect our faculty to be working artists and designers who spend a majority of their time in the industry.

Part-time Instructors at Academy of Art University are hired **each term**, *depending on the school's needs*. To maintain the flexibility necessary to keep pace with changing marketplace conditions, Academy of Art University reassesses its faculty needs each term. A continual influx of new instructors also enables Academy of Art University to honor its commitment to providing students with instruction that reflects a diversity of ideas.

Part-Time Instructor Employment Agreement Procedures

All Part-time Instructors must sign an employment agreement each term in order to teach at Academy of Art University. These employment agreements are generated one week before each semester.

All Part-Time Instructors are required to log on to <https://apply.academyart.edu/HRContracts/> to electronically sign their employment agreement. All Part-time Tutors are required to log onto <https://apply.academyart.edu/TutorContracts/> to electronically sign their employment agreement. You will receive an email from Academy of Art University with instructions for accessing and signing your online employment agreement.

All instructors must review and sign their employment agreement no later than the first day of each new semester. The Curriculum and/or Human Resources Office will contact all instructors who have not signed their employment agreements by that time.

If you do not wish to sign your employment agreement online, please contact the Curriculum Office at curriculum@academyart.edu for alternatives. You may also stop by the Curriculum Office in room 401 at 150 Hayes Street to pick up a hard copy of your employment agreement.

Instructor paychecks and pay stubs (for direct deposit) are sent via US mail on each pay date to the address on record with the Payroll Department. If you prefer to pick up your paycheck or pay stub, please notify the Payroll Department at Payroll@academyart.edu.

Should you have any questions about your employment agreement or paychecks at any point in the semester, please contact the Curriculum Hotline at 415.618.6244 or Human Resources at 415.618.6339. Questions regarding general employment issues should be referred to the Human Resources Department at 415.618.6339 or HR@academyart.edu.

Full-time Faculty Positions

A majority of our full-time faculty are 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.

Faculty Documentation

Academy of Art University is required by its accrediting bodies to maintain faculty files that document the faculty member's educational and professional qualifications. To be eligible for employment as a faculty member, faculty must complete all accreditation forms required by Academy of Art University. All faculty is expected to complete a NASAD (National Association of Schools of Art and Design) form and Transcript Request form. In addition, instructors are required to submit a list of any professional organization memberships

Personal Information

Records and information regarding each employee and former employee are kept to ensure compliance with government requirements and to support benefit programs and employment actions. It is important that records are accurate and current. Therefore, employees are asked to notify Human Resources of any changes in:

- Name and/or marital status/domestic partnership status
- Address and/or telephone number
- Personal email address
- W-4 (dependent information)
- Emergency contact person
- U.S. work authorization status

Faculty Evaluation Processes

Review by Department: Department Directors or other department administrators may conduct informal performance evaluations, such as class visits, to evaluate teaching skills and the quality of student work. Directors may also request teachers to submit samples of student work to evaluate teaching effectiveness and to ensure that instructors are grading accurately within department standards.

Student Course Evaluations: Students are asked to evaluate their courses and instructors twice a semester by completing course evaluations. These responses help the administration evaluate the curriculum, facilities, course technology and recognize excellent teaching skills. The student evaluations provide a direct and important means of communication on the course experience, including instruction. This is a responsibility that we ask our students to take seriously and respond with thoughtfulness. Instructors are required to review their course evaluations after week five and again at the end of each semester, through the link found on their online system dashboards.

Faculty Observation Program: Faculty are evaluated through a formal peer review program (AAU Faculty Observation Program) approximately every two years by department representatives comprised of full-time and/or part-time faculty. During this assessment, instructors will meet with their department reviewers and receive oral and written feedback on their classroom teaching and management skills. A Faculty Observation Guide will be filled out, shared with the instructor and copies sent to the Department Director and placed in the personnel file of the instructor.

Compensation and Raise Requests

We seek to provide fair, competitive wages and salaries that recognize each faculty member's unique contribution to the organization's overall goals. Salary increases, when granted are based on job performance, position, market conditions and Academy of Art University's financial health. Employees who have questions or concerns regarding any compensation programs or policies are encouraged to contact their Department Director or Human Resources. Salary policies and procedures are made at Academy of Art University's sole discretion and may be unilaterally modified or revoked at any time.

- Faculty must teach for the Academy of Art University for one full academic year before becoming eligible for a pay increase.
- Part-time and full-time faculty members may be eligible for pay increases once per year.
- Pay increases are considered twice yearly, prior to Fall and Spring semesters, by recommendation of the Department Director, and are subject to review by the Executive Office for approval.
- To be eligible for a raise, faculty members must have excellent evaluations and a history of highly skillful performance in the classroom. Department Directors may provide supporting documentation such as Faculty Observation Program data and letters of personal recommendation with raise requests.

Statement on Academic Freedom and Academic Responsibility

Academy of Art University values the pursuit of meaningful creative expression and truthful inquiry as essential elements of the artist and scholar's contribution to culture and society.

Faculty members are expected to promote these values while maintaining a classroom environment conducive to learning and responsible academic behavior. Academy of Art University's expectations of responsible academic behavior include but are not limited to:

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

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

- Encourage open dialogue as appropriate to the curriculum;
- Do not introduce material that has no relation to course objectives;
- Place imagery, words, and symbols in their context and ensure their appropriate presentation in open and closed forums including classrooms and exhibition spaces.

Academic freedom is both a right and a responsibility – it is not a license to violate the law or the rights of others. Academy of Art University reminds its members that they must abide by federal and state laws governing:

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

In addition, Academy of Art University will investigate expressions of violent intent that indicate a faculty or student may be endangering himself or others. Please review the Academy of Art University Handbook for employment policies governing inappropriate workplace conduct including but not limited to unlawful discrimination, harassment, retaliation and workplace violence.

Disputes will be adjudicated through the Academy of Art University's grievance procedure (described in the Student Appeals and Grievances section of this Manual) or the Academy of Art University's Human Resources department, as appropriate. The Board of Directors and President are ultimately responsible for protecting and overseeing standards of academic freedom and responsibility at Academy of Art University.

PERSONAL AND PROFESSIONAL RELATIONSHIPS

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

We require all members of the university community to use good judgment and to uphold professional ethics and university policies in the office and classroom. This specifically requires that all employees exercise care and sensitivity not to compromise themselves or be compromised by sexual relationships, romantic entanglements, or situations with others at

Academy of Art University where favoritism, harassment or any improper conduct might be perceived.

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

This policy applies to:

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

Personal Relationships Between Staff/Faculty and Students

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

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

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

Personal Relationships Between Members of Staff/Faculty

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

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

steps, up to and including termination of employment. Failure to disclose the existence of such a relationship may result in disciplinary action.

EXHIBIT "A"**FOR FACULTY REVIEW: OBSERVATION CRITERIA**

Below is basic criteria which may be assessed during classroom observations. Please use this as a guide to prepare for classes each week.

| | |
|--|--|
| <p>SELF ASSESSMENT <i>Do you do this?</i></p> <p>Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No</p> | <p>INTRODUCTION TO THE SESSION <i>Do you...</i></p> <p>1) Begin on time? 2) Take attendance at the beginning of the class? 3) Provide an introduction to the session? 4) Explain what would be covered? 5) Explain how it related to past sessions? 6) Place it on the overall context of the course? 7) Identify the goals/learning outcomes for the session verbally? 8) Write the goals/outcomes on the board? 9) Come prepared? 10) Have all props and equipment in the class ready for immediate use? 11) Have a professional appearance appropriate for the class session?</p> |
| <p>SELF ASSESSMENT <i>Do you do this?</i></p> <p>Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No Yes No</p> | <p>LECTURE / VERBAL COMMUNICATION <i>Do you...</i></p> <p>1) Speak clearly? 2) At an appropriate pace and volume? 3) Present the concepts in an organized fashion? 4) Follow the syllabus? 5) Explain how it related to past sessions? 6) Place it on the overall context of the course? 7) Identify the goals/learning outcomes for the session verbally? 8) Write the goals/outcomes on the board? 9) Come prepared? 10) Have all props and equipment in the class ready for immediate use? 11) Have a professional appearance appropriate for the class session?</p> <p><i>Are you paying attention to the level of student interest during your lectures?</i></p> |
| <p>SELF ASSESSMENT <i>Do you do this?</i></p> <p>Yes No Yes No Yes No Yes No</p> <p>Yes No Yes No</p> | <p>DEMONSTRATIONS / STUDIO TECHNIQUES <i>Do you...</i></p> <p>1) Make sure that all students can hear and see? 2) Pace the demo appropriately? 3) Conduct the demo in an orderly fashion? 4) Break the demo down into short segments? Require the students immediate practice steps introduced before moving on to the next segment of the demo? 5) Explain concepts and technical approaches while doing the demo? 6) Ask for feedback to make sure that students understand?</p> <p><i>Do you pay attention to how the students respond to the demo?</i></p> |

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