

FACULTY H A N D B O O K

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Introduction

1.1 Vision

CCAD's vision is to be a student-centered, financially stable, globally respected institution of higher learning dedicated to changing the world through the advancement of art and design. CCAD will continue to pioneer progressive programs, approaches, and technologies that distinguish CCAD from all others, integrating quality and excellence, and high levels of critical thinking and individuality.

1.2 Mission Statement

Columbus College of Art & Design, a private, four-year, degree-granting institution of higher education, prepares tomorrow's creative leaders for professional careers. With a history of commitment to fundamentals and quality, CCAD advances a distinct, challenging and inclusive learning culture that supports individual development in arts, design, and humanities.

1.3 College Governance

CCAD is a nonprofit organization under the laws of the State of Ohio, and is governed and managed under the direction of the Board of Trustees, which is responsible for appointing the college's President.

The President appoints the Provost, who is responsible for oversight of all faculty and academic programs. Academic divisions within the college are managed by Deans appointed by the Provost. Deans meet together regularly as the Deans' Council, which serves as the college's academic governance board, convened by the Provost or the President and attended by the Chief Fiscal Officer, ex officio. Chairs or Coordinators may be designated by the Deans to oversee specific departments or programs. Faculty are represented through supervising Deans, the Faculty Council, and the Faculty Council President who convenes Faculty Assembly and represents faculty at regular Deans' Council meetings convened by the Provost, and in various other advisory or ad hoc groups, such as the Provost, the President, or Board of Trustees may convene from time to time. (An organizational chart is available in the Human Resources Office.)

Shared Governance: CCAD is committed to shared governance through participation of its constituents at many levels. The college has made such a commitment in a variety of ways ranging from preparation of operating budgets to advisory committees. The administration and board are committed to broadening the decision-making process to receive input from many sources, including but not limited to faculty, staff, and students. In college operations, shared governance at CCAD is a process where each person takes responsibility and professional pride in successfully performing a specific set of duties, while respectfully offering counsel on the performance of others.

Shared governance is not rule by consensus. The fiduciary responsibilities of the Board of Trustees and its role in establishing college policy will not be abrogated. Similarly, the administration of the college has responsibility and is held accountable for a variety of managerial, legal, and operational matters. Still, CCAD believes that the best decisions come from open discussion and by welcoming input and counsel from others. Thus, the governance of the college is shared with its stakeholders in a variety of ways.

Faculty members contribute to decision making by attending and participating in meetings of divisions and departments and by serving on standing or ad hoc committees and councils. Faculty interests are also served through the Deans' Council, the Faculty Assembly, and the Faculty Council and its representative, the Faculty Council President. Individual faculty are always welcome to discuss any issue with the college's administration, including the Division Deans, Provost, and President.

1.4 Accreditation

CCAD is accredited by the National Association of Schools of Art and Design and The Higher Learning Commission, North Central Association of Colleges and Schools. The Interior Design program is accredited by the Council for Interior Design Accreditation (formerly FIDER).

CCAD is affiliated with many academic organizations, including the Association of Independent Colleges of Art and Design, the Association of Independent Colleges and Universities of Ohio, the National Association of Foreign Student Affairs, and the New Media Consortium, which has designated the college a New Media Center.

1.5 Function of this Handbook

The Faculty Handbook provides general information on benefits, policies, and procedures for operations and decision making within the college community. This Faculty Handbook does not contain contractual commitments of any nature. Instead, an annual contract states all conditions of the contractual relationship between each faculty member and the college. The college reserves the right to change, modify, or eliminate any policy, condition of employment, plan, program, or benefit described in this handbook. The timing of changes will not always coincide with Faculty Handbook revisions and re-publication.

In addition to reading the Faculty Handbook, faculty are encouraged to talk with the Provost, the Deans, or a human resources representative for guidance on college policies and procedures. Further detailed information about academic policies and procedures is available in the Student Handbook and from the Provost. Faculty Council may review this handbook annually, seek faculty opinion on any proposed changes, and recommend amendments or changes to the Provost. Likewise, the Provost may bring proposed changes to Faculty Council for consultation. CCAD policies will be revised as needed. An online version of the handbook will reflect changes between reprintings.

Faculty Appointments & Policies

2.1 Faculty Privileges & Responsibilities

In general, the Faculty, Deans, and the Provost, with the approval of the President, formulate and implement educational programs consistent with the educational policies of the college. Faculty responsibilities include the teaching of curriculum, recommending degree requirements, determining methods of instruction, encouraging creative and scholarly activities of faculty members, assisting in the creation of an environment that will facilitate teaching and learning, advising students and dealing with those aspects of student life directly related to the learning process, and maintaining a concern for the general welfare of the faculty.

Faculty members contribute to the shared governance of the college by attending meetings of the academic divisions and departments, and by serving on college committees and councils. Faculty interests are also served through the Deans, the Faculty Assembly, and the Faculty Council and its representative the Faculty Council President. CCAD faculty members have certain rights associated with their roles as teachers: to be promptly and fairly notified of college policies in writing; to participate in decisions that affect their role as teachers; and to be provided good, appropriate, and safe working spaces.

Faculty responsibilities fall into three categories: teaching, creative and scholarly activity and service to the college.

Teaching: The heart of CCAD is the interaction of excellent faculty with motivated students. Therefore, the primary responsibility of a faculty member is to teach and advise students. The full-time studio faculty load is 18 contact hours per week; liberal arts, 12 contact hours per week. Details are specified in the annual contract and available in the Provost's Office. Faculty have a contractual obligation to attend and teach all classes assigned to them for the full time allotted to the class, every day the class is scheduled (refer to section 3.2 for further information on absence policies).

In addition, faculty are expected to meet all college deadlines, be available for signatures when required, and turn in grade sheets and roll books as required by the One Stop. Faculty members are a vital part of our processes for students. Often, missing a deadline may affect a student's graduation, financial aid, or degree progress.

Keeping "office hours" or times and a specific place where students can find a faculty member is important. The minimum requirement is one office hour per week per class. Faculty are expected to check and respond to voice mail and e-mail every weekday during the term. All faculty are expected to maintain professional behavior in interaction with students, staff, and colleagues (refer to section 4.12 for details on CCAD's harassment policy).

Creative & Scholarly Activity: Faculty who are working artists and scholars create a richer environment for the development of our students and enhance the reputation of CCAD. Therefore, the college encourages faculty members' creative and scholarly work, whether for professional advancement, personal satisfaction, or profit, provided these activities do not conflict with faculty duties at CCAD.

Service: This category includes all support work done for the college and, sometimes, in the larger community. Examples include committee activities, administrative assignments, consulting, and special projects and professional contributions. In addition, all regular faculty are required to attend faculty meetings, meetings of their assigned divisions and departments, faculty/staff in-service days, convocations, graduation, and any other meetings or special events as required by the Provost or the President.

2.2 Faculty Appointments

Authority to hire and retain regular faculty members is vested in the Provost. CCAD gives notice of employment opportunities by appropriate publication and follows regular procedures in the evaluation of applicants. Annual contracts are issued by the Provost, under the authority of the President and Board of Trustees and in consultation with the appropriate Deans. Appointments are made on the basis of class availability, scheduling needs, faculty expertise, teaching quality, and other general factors that the college must take into consideration when offering a balanced, consistent program and maintaining excellence.

CCAD does not have a tenure system. Appointment to the faculty carries with it no assurance of future appointment beyond the term of appointment in effect. After seven years of service, and depending upon the needs of the college and the faculty's member performance evaluations, the Division Dean may recommend a faculty member be offered a three-year contract.

CCAD faculty consists of regular full-time appointments of one-to-three years, as well as adjunct appointments.

2.3 Regular Faculty

Regular faculty are hired on annual contracts, normally full time, and are eligible for rank and promotion according to the policies outlined in this handbook. Specific contractual terms of employment are outlined in the annual contract.

When searching for a new part-time or full-time faculty member, a consultative search committee is formed. This ad hoc search committee is headed by the Division Dean and composed of three full-time ranked faculty members—two from the division for which the hire is being made and one from outside the division. The Search Committee makes recommendations to the Provost, who then approves the terms of appointment and hiring.

2.4 Adjunct Faculty

Adjunct faculty are temporary employees of CCAD, compensated on a per-course basis. Adjunct employees are limited to no more than 24 total contact hours for studio classes or 18 for liberal arts classes (including equivalent noncredit teaching) in a 12-month period, and are not eligible for benefits. Adjuncts are hired upon recommendation of the Division Dean to the Provost and, upon approval of the hire, receive a one-term contract. Deans and Chairs are encouraged to regularly seek candidates for a pool of eligible adjunct instructors who can be contacted when adjunct teaching in their area of expertise is needed.

2.5 Deans' & Chairs' Administrative Designation

The position of Dean is an administrative appointment with faculty rank. Deans are appointed by the Provost. The Provost may convene a search committee, and consult the Dean's Council. Deans may choose to appoint leadership for departments within a division, such as Chairs or Program Coordinators.

2.6 Staff/Faculty Appointments

Employees hired on staff appointments who are also teaching as adjunct faculty are also subject to the rules of staff employment outlined in the Staff Handbook, including staff holiday and vacation schedules, as appropriate to their staff status. If otherwise qualified, full-time staff may teach up to than six contact hours per week (studio) or three contact hours per week (liberal arts) in one term, with documented permission of their supervisor. Employees hired as regular faculty through the annual contract process are considered faculty even if some portion of their contracts includes release time for staff or administrative duties, and are not subject to the holiday and vacation schedules of regular staff. However, faculty holding such appointments must satisfy the hourly and calendar schedule required of their staff or administrative duties.

2.7 Other Faculty Designations

Part-time Faculty: Refers to a prorated regular faculty appointment on an annual contract of a less than full time basis. Part-time faculty may or may not be eligible for some benefits.

Professor Emeritus: This rank may be granted to associate professors or professors who have retired from full-time responsibilities as a ranked faculty member, after 10 or more years of distinguished service at the college. Emeritus status is granted by the President, upon recommendation of the Provost and Deans Council, or nomination by the Faculty Assembly. Benefits granted to those of emeritus status include: access to events and facilities open to regular faculty, college e-mail and business cards, and participation in CCAD's graduation ceremonies with appropriate academic regalia.

Temporary Full-time Instructor: A qualified teacher hired full time for one year, not eligible for rank. The contract may be renewed for up to three years. The instructor is not eligible for re-hire after the third contract year; however, he/she may apply for an open regular faculty position during a search process.

Visiting Artist: A highly qualified artist or scholar who is appointed for a period of one year or less to teach and/or pursue other projects at the college.

2.8 Faculty Rank

The faculty ranks are as follows: instructor, assistant professor, associate professor, and professor. Adjunct faculty are generally not ranked, but referred to as adjunct instructors.

Minimum Qualifications

Assistant Professor: advanced degree appropriate to the teaching area, or professional equivalent,* plus two or more years teaching or professional experience.

Associate Professor: M.F.A. or Ph. D., or advanced degree appropriate to teaching area, and/or professional equivalent;* six years full-time teaching experience at CCAD or another academic institution, with at least three years at the rank of assistant professor; significant professional activity, including publications and/or exhibitions.

Professor: M.F.A. or Ph.D., or advanced or terminal degree appropriate to teaching area, or professional equivalent;* three or more years of outstanding professional accomplishments as indicated in publication, creative achievement, and/ or exhibition records; extensive teaching experience (a total of 12 years full-time experience at CCAD or another academic institution, six years at the rank of associate).

**The college reserves the right to consider extraordinary professional experiences or expertise in lieu of terminal advanced degrees, when considering credentials for rank. In most cases, substitution of “professional equivalent” for advanced degrees would require documentation of systematic progressive learning and practice reflecting advancement of knowledge and expertise.*

2.9 Faculty Evaluations

Faculty evaluation at CCAD is based on written self evaluations and evaluations by students and Deans and/or supervisors. Evaluation is based on the expectation that the faculty member fulfills teaching responsibilities, maintains and seeks new knowledge and skills as necessary to serve the needs of the college and its students, and continues active creative work and participation in his/her profession.

Information considered in both the self-evaluations and supervisory evaluations should include courses taught during the review period, student evaluations, class visitations, service to the college, professional activity during the evaluation period, and community.

Student Evaluations: Student evaluation forms are distributed near the end of each term. These evaluations are returned to the One Stop Student Services for distribution to the appropriate Dean. Faculty may not have access to their students’ evaluations until grades are submitted. After grades are recorded, copies are available to faculty members for their records. Selected course evaluations may be requested by the Provost to assist in on-going assessment of programs and faculty.

Self-Evaluations & Supervisory Evaluations: Each faculty member completes a self-evaluation in the fall of a contract renewal year, or in preparation of a dossier for promotion. In the final year of a contract cycle, the faculty member presents for review by their supervisor a package consisting of the following: the self evaluation form, a selection of recent student evaluations, and a current resume or curriculum vitae. After reviewing the material, the supervisor completes a supervisor’s evaluation form (each division may create their own format for documentation and review, following the college guidelines) and gives a copy to the faculty member. The faculty member may respond to any part of the supervisor’s evaluation. If there is no response from the faculty member, the evaluation is forwarded to the Human Resources Office, and the self-evaluation is filed in the Dean’s office. If the faculty member makes a written response, that response will be included with the evaluation and all materials forwarded to the Human Resources office. A Dean may delegate conducting evaluations to the supervising Chair, but must review all evaluations after they are completed. A faculty member dissatisfied with a Chair’s evaluation may appeal to the Dean in writing. In cases of serious disagreement between the Dean and a faculty member, each should note points of disagreement in writing, and forward the letters to the Provost and to the Human Resources Office. The Director of Human Resources may monitor and/or mediate a meeting to resolve differences.

Deans are evaluated annually by the Provost. Faculty are encouraged to forward pertinent comments regarding the Deans' performance to the Provost, in relation to the annual evaluation. Job descriptions for the Deans, detailing the college's expectations, are available in the Human Resources office.

For further information, consult the "General Promotion/Evaluation Timeline" below and also on the CCAD web site at <http://fs.ccad.edu/resources/pdf/promotion-eval-timeline.pdf>, for more information on deadlines for the evaluation and promotion processes.

2.10 Faculty Contracts

Annual Contracts are issued by the Provost, under the authority of the President and Board of Trustees and in consultation with the appropriate Deans.

Annual Contracts are issued for the duration of the appointment, either a one (1) year or a three (3) year contract, beginning July 1st and ending June 30th. Newly appointed faculty will begin August 15th and end July 30th.

General Timeline of Contract Process

October/November: Deans or appointed Chair review faculty on one year or those ending a three year contract and decide whether to recommend renewal to those faculty members.

After seven years of service, and depending on the needs of the College and the faculty member's performance evaluations, the Division Dean may recommend a faculty member be offered a three year contract. Eligible faculty members may also request three year appointments for the next contract cycle.

November: Deans submit recommendations for faculty merit increases to the Provost.

January: Cost of Living adjustments and any other increases are implemented, in accordance with the budget approved by the Board of Trustees.

April: Following the conclusion of the Faculty review process and the announcement of promotions and appointments, annual contracts are issued.

May: Signed faculty contracts are due into the Human Resources Office before the end of the Spring Semester.

2.11 Promotion Process

Candidates for promotion must possess the minimum qualifications established for the rank for which they are being considered. In addition, they must have served full-time at least three years at the assistant professor level to be considered for associate professor (new rank to be assumed in the fourth year), and at least six years full-time at the associate professor level to be considered for professor (new rank to be assumed in the seventh year). Qualifying years of full-time service at other institutions shall be entered at the discretion of the Provost at the time of the faculty member's hire. Teaching prior to a regular appointment, or during summers, is not included.

In addition to the needs of the college and the minimum faculty position qualifications, the fundamental criteria considered in awarding rank and promotions are the following: ability and effectiveness as a teacher, professional status and contributions, service to the college, and community service. To be eligible for promotion, a faculty member must demonstrate, through annual reviews and the promotion review, a high degree of excellence in each of these categories.

The faculty member choosing to apply for promotion should consult the following timeline:

May 15th: Faculty seeking to go through the promotion process in the following Fall semester should notify their Dean.

Summer: Candidates for promotion compile dossiers.

September: Deans appoint Promotions Committee to review candidates for promotion.

October 15th: Faculty seeking promotions submit dossiers to Deans. The dossier should be in the form of a 3-ring binder and include the following items, neatly organized:

- current resume or curriculum vitae
- selected student evaluations
- comprehensive self-evaluation covering the years at current rank
- statement of teaching philosophy
- artist's statement
- at least 10 (but no more than 20) slides of the faculty member's studio work or copies of published work
- at least 10 (but no more than 20) slides of student work
- list identifying each slide by number, title, dimensions, medium, date completed, and any other information the faculty member deems appropriate
- CCAD colleagues or outside persons may offer letters of reference to be included in the candidate's dossier.

In place of slides, digital work can be submitted on CD-ROM. Images must be saved in common, cross-platform formats (.JPEG or .PDF for still images, .MPEG or .MOV for video). The CD must be readable on both a Windows PC and a Macintosh; the faculty member is responsible for testing the disc on both systems to ensure compatibility before submitting the dossier.

October/November: The appropriate Dean, as a non-voting member, will convene a promotions committee, to include two regular ranked faculty from the division, and one ranked faculty from outside the division. The division promotion committee may request letters of reference. The candidate may submit suggestions for the outside member.

February: The promotions committee will review dossiers of candidates for promotion and make a recommendation to the Provost no later than February 1. The Provost will bring recommendations to the Deans' Council in a designated meeting. The Deans' Council will make recommendations to the Provost, who makes the final decision. A candidate who wishes to appeal the Provost's decision may make the appeal in writing to the President, whose decision is final.

March 15th: Promotions are announced.

2.12 Sabbaticals

CCAD offers sabbatical leaves to eligible faculty in the belief that a substantial block of time uninterrupted by teaching and other duties allows for development of professional strengths and renewal, thereby contributing to the quality of teaching and to the reputation of the college.

Eligibility: All regular, ranked, full-time faculty, or unranked full-time faculty who have served at CCAD in their full-time position for a minimum of seven years are eligible for sabbatical.

Compensation & benefits: A faculty member granted sabbatical retains an annual contract for the year of the sabbatical. The sabbatical is for one term's duration, at full pay and no change in benefits. During the sabbatical, the faculty member retains all benefits under his or her annual contract and is eligible for any cost of living adjustments applied to other full-time faculty. Administrative stipends are not included in the compensation. The stipend will be used to compensate colleagues who assume administrative duties during the leave.

CCAD reserves the right to determine the number of sabbaticals that will be budgeted each year based on enrollment and fiscal situation. Faculty who decide not to go on sabbatical will not be additionally compensated. The college and the faculty community support sabbaticals. They work as a result of reciprocal sharing of workloads, and are not a financial benefit. The sabbatical plan is a benefit extended to full-time eligible faculty,

and does not relate to or affect other forms of leave-of-absence or faculty enrichment/development programs or budget items.

Senior administrative faculty: Deans will be considered separately from other faculty sabbaticals allocated; their sabbaticals will be approved by the Provost based on the needs of the college.

Application process: Eligible faculty may apply for sabbatical through their Division Dean. CCAD will establish deadlines for application that allow adjustments in the class schedule to accommodate the faculty member(s) leave, or for hiring adjuncts or temporary replacements.

The Division Dean reviews the application and may shift the timing of a sabbatical if necessary in order to ensure adequate programming. If a faculty member teaches in more than one division, the primary supervisor will consult with other Division Deans.

The Provost approves all sabbaticals, upon recommendation of the Division Dean, and in consultation with the Deans' Council.

Expectations of faculty on sabbatical: Sabbaticals are extended by the college for the purpose of enriching the professional lives of our faculty, and thereby supporting our mission. Faculty returning from sabbatical may be asked to share their experiences with their colleagues in a method of their choice, such as a presentation, report, or exhibition of work.

Faculty who are granted sabbatical are expected to return to teaching at the college for at least one year after the sabbatical period. The sabbatical is treated as a period of contract, and does not jeopardize, or insure continuing employment. All other personnel policies continue in effect.

2.13 SMAC, CE, Summer Term or Other Teaching Assignments

Teaching in the BFA degree summer programs, as well as Continuing Education classes, Saturday Morning Art Classes, children's programs and other outreach teaching opportunities are not included in annual contracts and are therefore paid separately. Faculty who wish to teach in these courses should contact the Associate Provost, the appropriate Division Dean or program director.

2.14 Standing Committees with Faculty Representation

Elected term of committee Chairs is one year. Committees should meet as early in Fall Term as convenient to elect or re-elect a Chair. Please inform Faculty Council of the results.

The intent of the committee election process is not to exclude faculty who want to serve the college. Faculty members interested in contributing to one of the standing committees should contact their Faculty Council Representative.

Below is a brief summary of the standing committees and councils on campus:

Curriculum committee: reviews and makes recommendations to the Deans' Council on all final course proposals (courses that have been taught for two terms if scheduled every other academic year; or three terms if scheduled every single academic year or every term), on course and new program proposals, and curricular changes that impact college learning objectives. The curriculum committee may review additional issues and projects effecting curricular goals at its discretion (e.g. Web learning), offering suggestions and/or making recommendations to the Deans' Council, Provost, and college President. In addition, the curriculum committee convenes every spring to review and provide comments to the Deans' Council and Provost on divisional self-assessment reports.

Environmental Health and Safety Committee: consists of volunteer staff and faculty, chaired by a faculty member elected by the committee, to promote and maintain a safe and secure environment for students, employees, and visitors through active involvement in safety, accident prevention, and environmental health issues.

Faculty Council: the executive committee of Faculty Assembly and is authorized to act as a trustee thereof. The council is authorized to make recommendations concerning matters that directly affect the faculty of the College. The Council will report its recommendations to the Faculty Assembly and the Dean's Council. Faculty council acts on the behalf of the faculty at large and provides a channel of communication among the faculty, administration and staff. This role aids in the development and implementation of policies that affect the College as a whole. Further, Faculty Council members receive and make recommendations to the Provost concerning faculty enrichment grants. Faculty Council consists of members serving two year terms, with one full-time faculty member elected from each of the College's major divisions and three elected by the faculty-at-large, one adjunct and two full-time.

Grievance Review Committee: consists of three impartial senior faculty members who hear each and every grievance brought through the voluntary faculty grievance procedure. Each May, two members will be elected by the faculty at large and shall serve a two year term. The member receiving the lesser number of votes in that election shall serve as the committee alternate during the first year of his/her term, but shall become a full member of the committee in the second year of his/her committee term. The committee alternate shall serve when the Faculty Council President determines that one of the three full committee members has a significant personal conflict or could have a bias concerning a particular Claimant or Respondent in a grievance being brought before the committee. The Committee Alternate will serve during only that particular hearing, in the event more that one grievance is being presented during his/her term as Committee Alternate. The two-year terms of committee members will be extended in the event a particular grievance begun during a member's expiring term extends beyond its conclusion, but those members' terms will end upon completion of a finding in that particular grievance. Any new grievances filed with the committee during that extension period will devolve to the newly elected committee members.

Library Committee: The Library committee serves as an advisory body to the Head Librarian, helping to assess the needs of students and faculty in the use of the library, and advising the Head Librarian on general library policy. The committee also serves as a communicating bridge between the Head Librarian, and students and faculty. The committee is composed of the Head Librarian, faculty members appointed by Faculty council and a student representative selected by the Student Council. Additionally, at the request of the Head Librarian, to represent the library, certain Library Staff may attend committee meetings as Advisory Members.

2.15 Faculty Academic Freedom & Responsibility

Each faculty member is entitled to full freedom in research and creative work, and in the publication and exhibition of the results. Faculty are entitled to freedom in the classroom and studio in discussion of course subject matter.

2.16 Faculty-Created Intellectual Property

CCAD affirms its commitment to the personal ownership of creative and intellectual property rights to works by its faculty members. CCAD supports the full and complete property rights of its faculty in any and all materials related to faculty academic work—including but not limited to, art objects and such materials as lecture notes, lecture transcripts and recordings (audio or visual), works of original authorship (including literary and artistic works, and including documentation of these, such as photographs of artworks), compilations of information such as databases, and any other research, scholarly or creative work and its derivatives unless the work has been specifically assigned to or commissioned by CCAD, or created by agreement to create such works. Intellectual property rights arising out of such academic and artistic work ordinarily belong to the individual faculty members.

Except for works that have been specifically commissioned or created pursuant to an agreement to create such works, the college does not claim copyright ownership of faculty created artwork, textbooks, monographs, scholarly works, publications in professional, trade, or popular journals or periodicals, creative artistic works, and instructional materials, including courseware, multimedia products and materials prepared for telecommunication or other technologically assisted delivery of instruction ("intellectual property").

The college may use faculty-owned intellectual property created or used by the faculty member in the course of instruction, by whatever means now in existence or developed in the future, for educational and research purposes in perpetuity.

The right of the college to use such property arises automatically and no additional formality shall be required. No royalty shall be payable for the use, since mutual benefit is realized by CCAD and the faculty member. The right to use includes the right of CCAD to offer the course, or to develop and offer derivative courses of instruction, in both conventional and non-conventional settings (including courses intended for use in Internet distance-education projects), whether at CCAD or elsewhere, even if the faculty member in whom the individual rights otherwise vest should leave CCAD. CCAD at its discretion may alter, add to, or otherwise change the intellectual property.

Faculty Benefits

3.1 General Information

In addition to regular pay, college-sponsored employee benefits plans are a very important part of CCAD's total compensation package. They represent both a valuable asset to the employee and their family and a significant financial investment in CCAD's employees.

The college reserves the right to unilaterally modify or amend any plan or portion thereof, or to add, change or eliminate any benefit at any time.

Some of the benefits of employment may include the following:

3.2 Attendance

During short approved absences (not to exceed two twice-a-week classes, or one once-a-week class, per term) for illness or emergencies, the faculty member will be paid his or her regular salary. The Dean of the division concerned must approve payment to any substitute instructor hired for these missed classes. If the absence is longer than two class sessions, the Dean will consult with the faculty member and recommend a longer-term solution to the Provost.

3.2.1 Faculty Sick Leave - Eligible full-time regular faculty are allowed up to five days of paid sick leave, awarded at the beginning of each academic year. Absence from campus for one week of classes is calculated as five days. Unused sick leave may be accumulated up to 130 days (six calendar months), but such accumulated sick time may only be utilized for documented family and medical leave.

3.2.2 Attendance Procedures for Faculty

Pre-arranged Absence

1. the faculty member will e-mail or call the Dean to report when class will be missed
2. the faculty member will consult the Dean or Chair to arrange for a substitute instructor for the class
3. the instructor should call One Stop to report the absence:
 - a. the One Stop will complete an attendance form for the class in question
 - b. copies of this form are sent to: Provost, Dean, instructor, human resources and file
4. the substitute should call the One Stop to report their substitute status

Unscheduled Absence

1. the faculty member should call the One stop to report the absence or, in the event the One Stop is closed, contact the Security office
 - a. the One Stop will complete an attendance form for the class in question
 - b. the One Stop, if no substitute was arranged, will pass along any homework assignments
2. the faculty member should also call the Dean to report when class will be missed
3. the faculty member should attempt to arrange a substitute instructor
4. if a substitute was arranged, that instructor should call the One Stop to report substitute status

There is no compensation for unused accumulated sick leave.

Employees are expected to report for work during inclement weather conditions unless the college declares a closing. The following is where the latest information on any delays or cancellations that CCAD might have can be found:

- Television stations: 4 NBC, 6 ABC, 10 CBS, and 28 Fox.
- Radio stations: 1460 WBNS and 610 WTVN.
- Employees must sign up for CCAD's Alert Notification Service, which advises students and employees of emergencies, closings, delays, etc by cell phone, email, and/or text messaging. To enroll, please see the Safety & Security page on the college's website.

- Also, call CCAD’s main number (224.9101) and listen to the greeting for any closing or delay information.

3.2.3 Bereavement Policy

Upon request to the Dean, faculty will be granted a paid leave of absence in the event of the death of an immediate family member or other relative. “Immediate family members” include parents (including step and in-law), spouse, domestic partner, child (including step, grand, foster, and in-law), siblings (in-law), grandparents, or any relative residing in the employee’s home. “Other relatives” include aunt, uncle, cousin, nephew, niece, and great grandparent. The maximum duration of the paid bereavement leave is as follows:

- Death of Immediate Family Member 3 days
- Death of Other Relative 1 day

For purposes of this bereavement policy, a domestic partner will be considered equivalent to and afforded the same rights and privileges as a spouse.

3.2.4 Family & Medical Leave

The Family and Medical Leave Act (FMLA) is a federal law that allows eligible employees to take up to 12 weeks of leave during any 12-month period for the birth of a child; or the placement of a child for adoption or foster care; or a serious health condition that makes an employee unable to perform the essential functions of the job; or a serious health condition affecting a spouse, domestic partner, child, or parent for which the employee is needed to provide care; because of “any qualifying exigency” arising from the fact that a spouse, domestic partner, child or parent is on active duty/notified of an impending call to active duty status, in support of a contingency operation.

Eligibility: To be eligible for FMLA leave, the faculty member must have been employed for at least 12 months by CCAD, and be employed on an annual faculty contract with benefits. Couples who both work for CCAD are restricted to a combined total of 12 weeks family medical leave within any 12-month period for situations of childbirth, adoption, or placement of a foster child.

The 12-Month Period: The 12-month period during which FMLA leave is calculated and during which FMLA leave may be taken is calculated on a rolling calendar basis. Under this method of calculation, a faculty member may take up to 12 weeks of FMLA leave during a 12-month period determined from the date he/she first takes FMLA leave, and measured forward. For example, if a faculty member takes FMLA leave for the first time on February 1 of any given year, his/her 12-month period will run through January 31 of the following year and this will establish his/her 12-month period.

Military Caregiver Leave Entitlement: An eligible employee who is the spouse, domestic partner, child, parent or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12 month period to care for the servicemember. This military caregiver leave is available during “a single 12 month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Faculty Responsibility: Faculty must notify their Dean, the Provost, and the Human Resources Office 30 days prior to the date that the leave is to begin, when the need for leave is foreseeable (if possible, prior to the start of the academic term during which the leave will be necessary). When the need for leave is unforeseeable, the faculty member must give notice to their Dean, Provost, and the Human Resources Office as soon as possible. Any FMLA leave of absence requests should be directed first to the Division Dean, approved by the Provost, and then sent to the Human Resources Office. Any questions regarding the FMLA should be directed to the Human Resources Office.

Deans’ Responsibilities: Upon approval of the leave, the Dean will need to approve and assist with arrangements for class coverage by other full-time or adjunct faculty. The Dean may recommend, and the Provost may approve, a co-teaching arrangement, if the faculty member on leave will be out for less than a term, to reduce the impact on student evaluation in the classes.

Paid Time: When approving FMLA, the college will require the faculty member to use all accrued sick leave, prior to approving FMLA without pay. Upon exhaustion of paid leave time, any portion of the remaining leave will be unpaid.

Return to work: Prior to returning to work from a medical leave of absence, it will be necessary to provide documentation from the healthcare provider certifying your ability to return to work and satisfactorily perform the essential functions of the position. Failure to return to work when released may be considered voluntary resignation.

Benefit Continuation: The college will continue to contribute toward group health coverage (including dental and vision, if applicable) at the same level and under the same conditions that existed while the employee was working. Employees will be required to continue to pay any portion of the premium that they were paying prior to taking the leave. Arrangements for this must be made with the Business Office. The employee will not lose any benefits accrued prior to the start of the leave.

If the leave is for the birth or adoption of a child, paperwork regarding medical benefits for the new dependent must be filed within 31 days of the birth or legal adoption with the Business Office. Failure to complete the paperwork within the 31 days may cause loss of benefits or lesser coverage for a certain period of time for the newborn or adopted child.

3.2.5 Jury Duty & Court Appearances

If called for jury duty or subpoenaed as a witness, faculty members are eligible for time off. While on jury duty or witness testimony, faculty will receive regular pay in addition to any compensation paid by the court. Any missed classes will not be deducted from the faculty member's sick day allowance, nor will the faculty's pay be docked until 20 scheduled class days in the academic year have been missed. The faculty member will be required to provide proof of jury or witness service. Upon receiving notification of jury duty or a subpoena to testify, the faculty member should notify their Dean and follow the Pre-Arranged Absence policy (see section 3.2), in order to ensure a substitute instructor can be scheduled.

The faculty member must teach classes on days they are not required in court and when they are released early enough to work part of the day. Paid leave time does not apply if the faculty is a party to a lawsuit, or has an interest in the outcome of a lawsuit, unless the lawsuit involves the college.

3.2.6 Military Leave

Any member of the faculty who must take leave to perform training or serve in the U.S. armed services will be granted a leave of absence to comply with the terms of the existing federal legislation that is applicable to the college and its circumstances.

Faculty Responsibility: Ideally, the faculty would notify their Dean, the Provost, and the Human Resources Office 30 days prior to the date that their military obligations begin, when the need for military leave is foreseeable (if possible, prior to the start of the academic term during which the military leave will be necessary). When the need for leave is unforeseeable, the faculty member must give notice to their Dean, Provost, and the Human Resources Office as soon as possible.

Deans' Responsibilities: Upon approval of the military leave, the Dean will need to approve and assist with arrangements for class coverage by other full-time or adjunct faculty. The Dean may recommend, and the Provost may approve, a co-teaching arrangement, if the faculty member on military leave will be out for less than a term, to reduce the impact on the affected classes.

3.3 Bank & Credit Union Participation

Employees of CCAD are eligible for either discounts or memberships in local banks and credit unions. The Human Resources Office has information on each of the participating banking institutions.

3.4 Columbus Museum of Art Admission

Any employee with a valid CCAD identification card can visit the Museum of Art free of charge.

3.5 Domestic Partner

The definition of domestic partner (same sex and opposite sex) for the purpose of administering applicable benefits is an individual who is registered by an eligible faculty member with an affidavit attesting that the domestic partner:

- shares a residence with the faculty member (unless residing in a different city, state or county on a temporary basis)
- is in a long-term committed relationship with the faculty member
- is the sole domestic partner and, with the faculty member, are responsible for each other's common welfare
- is at least eighteen (18) years of age
- is not legally married to anyone
- is not related by blood closer than would bar marriage in the State of Ohio
- is mentally competent to consent to a contract
- understands that another Affidavit of Domestic Partnership cannot be filed until six (6) months after the most recent domestic partnership has been terminated.

To apply for domestic partner benefits an Affidavit of Domestic Partnership must be filed. The following steps should be taken:

- request an Affidavit of Domestic Partnership from Human Resources
- complete the Affidavit and have it witnessed.
- submit the Affidavit to Human Resources
- CCAD suggests consulting an attorney/tax advisor concerning any legal ramifications that may be created by the affidavit

Registration of a domestic partner may take place at any time during the year. Information provided in the Affidavit of Domestic Partnership will be kept confidential to the extent permitted by business necessity and the law. For example, documents may be disclosed in response to a court order, subpoena or public records request, or to college administrators in regards to certain benefits.

Termination of Domestic Partner Relationship

Faculty who have enrolled for domestic partner benefits must notify the college within thirty (30) days of the termination of the relationship by submitting an "Affidavit of Termination of Domestic Partner Status" form. This form is available from Human Resources.

Faculty Domestic Partner benefits include: Family Medical Leave Absence, Employee Discount programs, Medical Insurance coverage and Tuition Waiver.

3.6 Flexible Spending Account

Effective the first day of the first full month of employment, full time faculty of CCAD are eligible to participate in a Flexible Spending Account for eligible medical/dental expenses. All eligible out-of-pocket expenses that can not be paid with insurance are reimbursable, including over-the-counter medicines and medical supplies. This plan will allow an estimation of annual out-of-pocket medical/dental expenses and have that amount deducted from taxable income before taxes are calculated, thereby avoiding Federal, Social Security, State and Local taxes. The annual amount requested by the faculty member is available when an eligible expense has incurred. The reimbursement is paid free of taxes. The Internal Revenue Service does require that money not used each year be forfeited. When estimating expenses, Internal Revenue Services limits must be followed.

Full time faculty of CCAD are also eligible to participate in a Flexible Spending Account for daycare expenses. Up to \$5,000 can be withheld each year from pay to cover daycare expenses. This account can be used to reimburse expenses for a child (children) or even a dependent parent that may require daycare while the member of the faculty is at work.

After the initial hire date, this benefit is offered once each year during an annual enrollment period.

3.7 Insurance Coverage

Medical, Dental & Vision –Effective the first day of the first full month of employment, full time faculty can select dental, medical and vision insurance. Specific information about coverage and premium cost is available in the Human Resources Office.

Life Insurance – Effective the first full month of employment, full time faculty are eligible for life insurance at no charge. The entire cost of the insurance is paid by CCAD. Should the death of the employee occur from an accident, the benefit payable to the designated beneficiary is twice the employee’s annual salary. Should death of the employee occur from natural causes, the benefit payable to the designated beneficiary is equal to one year of the employee’s annual salary.

Voluntary Term Life Insurance – CCAD offers additional life coverage on a voluntary basis to all full time faculty. This benefit is in addition to the employer provided life insurance and provides the employees with the opportunity to provide protection for themselves and their family. The premium is paid through payroll and is based on low group rates in five year age-bands. A new employee, who has not declined the voluntary life coverage, can elect up to \$90,000 without having to answer any medical questions. The employee can not be turned down. The coverage is portable and at the same low rate, if the employee leaves CCAD. If the employee initially declines this added life insurance, and decides at a later time to enroll, they will need to complete a form for certificate of coverage and are no longer guaranteed coverage.

Auto, Home and Renters’ Insurance– Faculty may qualify for a special group discount on auto, home and renters’ insurance through Liberty Mutual Insurance’s Group Savings Plus. Monthly deductions would not be via payroll deductions but rather would be taken from a personal account.

3.8 Long Term Disability

Full time faculty with one year of employment will receive long term disability coverage at no charge which will protect income against a disability. The entire cost for this coverage is paid by CCAD. An employee is eligible after they have been disabled for six months (180 days). The plan provides up to 66.67% of their monthly salary, not to exceed \$6,000. In addition, the plan will pay a monthly retirement contribution benefit which is equal to the percentage normally contributed by CCAD to the employee’s retirement. Benefits are payable to age 65 or Social Security Retirement Age. Should the disability last longer than twelve months, the benefit is enhanced by a 3% cost of living increase. Partial disabilities are also covered.

3.9 Parking

Free parking in college lots is available to employees when engaged in college business. A parking permit sticker must be obtained from the Safety and Security Office at 107 North Ninth Street, and must be displayed in the lower left corner of the rear window of the vehicle. Parking spaces are unassigned and are available on a first-come basis. Disability permits are issued by the Disability Services Office.

3.10 Pre-Paid Legal/Identity Theft Protection Programs

All employees are eligible to participate in group rates for pre-paid legal and identify theft programs. Deductions for this program are taken from the employee’s checking account. Additional information is available in the Human Resources Office.

3.11 Retirement Plans

A defined contribution retirement plan is available for contracted full time faculty of Columbus College of Art & Design. This plan is sometimes referred to as retirement (or group retirement) annuity contract. Typically contributions are made on a tax-deferred basis, which means taxes are not paid until the employee draws on the assets.

Eligibility for participation in the plan occurs once an employee has completed one year of service and attained the age of 25. CCAD will notify each eligible employee of their eligibility date. Every eligible employee is required to participate in the plan. The College contributes 4% of the eligible employee’s gross earnings into the

plan regardless of the employee's contribution. If the eligible employee chooses to contribute 3% or more, then CCAD will match that contribution based on the schedule below:

Service Level	Employee %	Employer %
One or more years of service	0%	4%
Less than 16 years of service	3% or more	7%
16 or more years of service, but less than 21 years of service	3% or more	10%
21 or more years of service, but less than 26 years of service	3% or more	11%
26 or more years of service	3% or more	12%

An employee is fully and immediately vested in the benefits arising from contributions made under this plan. Such amounts are non-forfeitable.

The normal retirement age under this plan is age 65. Faculty members may choose to retire at any time. In order to assure continuity of teaching at the college, faculty members planning to retire should give one (academic) year notice in writing to their Dean and the Provost. The Human Resources Office can facilitate paperwork and provide information about retirement.

If a faculty member is considering retirement, they should speak to their Dean or the Provost.

Group Supplemental Retirement Plans are tax-deferred and allow employees to put away more for retirement over and above the basic retirement plan offered by Columbus College of Art & Design. While the provisions of different tax-deferred plans vary, they all work the same way: money goes straight from the employee's paycheck to an investment account, reducing current income taxes. What's more, the potential investment earnings won't be taxable until they are withdrawn at retirement. There is no eligibility requirement for this plan.

3.12 Supply Store Discount

All employees are eligible for a 25% discount on art supplies and a 10% discount on books at the Art Supply Store. Purchases must be over \$3 to qualify for discount. VISA and MasterCard are accepted for purchases over \$5.

3.13 Tuition Exchange Program

CCAD participates in the Tuition Exchange Program, a reciprocal scholarship program for legally dependent children of full-time faculty and staff members working at least 37.5 hours per week. The Tuition Exchange Inc., a nonprofit association with more than 530 participating institutions, serves higher education by making careers at colleges and universities more attractive.

There is a deadline for interested individuals to submit their names and choice of schools. Scholarships will be distributed based upon an employee's years of full-time service. Should there be more employees interested than there are scholarships available, the remaining employees will be placed on a waiting list, the order being based upon their years of service. For additional information, contact the Human Resources Office.

3.14 Tuition Waiver

All full and half time faculty and their immediate family (i.e. spouse/domestic partner and children) may enroll in BFA courses at the college and receive a waiver for tuition only; lab fees must be paid in full by the employee or immediate family member. For full time faculty and their family, the waiver is 100%. For half time faculty and their family, the waiver is 50% of tuition cost.

Full time faculty of CCAD may enroll in undergraduate classes at Franklin University and receive a waiver for tuition only. Any other non-tuition fees are the responsibility of the faculty member. This benefit does not include spouses, domestic partners or children.

Children of full-time faculty are eligible to enroll in Saturday Morning Art Classes free of charge.

General Personnel Information

The Human Resources Office will coordinate the CCAD employment orientation process, which includes a brief introduction to the college and completion of the necessary employment and benefits forms.

4.1 Accommodation for Individuals with Disabilities

It is the policy of CCAD to provide reasonable accommodation to the known disabilities of any applicant or employee who requests an accommodation. If an employee or applicant has a disability, it is the employee or applicant's responsibility to request an accommodation from CCAD. CCAD reserves the right to require medical certification of disability and to seek professional advice regarding what type of accommodation will render the individual capable of performing the essential functions of a position. While preferences will be considered when choosing between equally effective accommodations, CCAD has the ultimate discretion to choose what accommodations it will offer, if any.

The Americans with Disabilities Act (ADA) is intended to prohibit discrimination against persons with disabilities. CCAD fully subscribes to the principles and intentions of the ADA and expects all employees to adhere to those principles as well.

4.2 Behavior of Employees

Appropriate behavior is required for the efficient and safe operation of the college. The following are examples of inappropriate behavior that will result in discipline and/or termination:

- violation of substance and alcohol abuse policy
- the possession of firearms or other dangerous weapons on the college property
- insubordination or the refusal by employees to follow a supervisor's instructions
- assault or threat of violence against any person, including inciting or participating in riots and disturbances
- theft, destruction, defacement, or misuse of college property
- illegal gambling on college property
- submission of false or misleading information, or unauthorized altering of any college record or report
- failure to wear assigned safety equipment or failure to abide by safety rules and policies
- engaging in sexual or other harassment
- plagiarism
- conduct that materially injures the college or its reputation
- violation of college policies

This list is not all-inclusive and the college reserves the right to discipline and/or terminate an employee for conduct other than that described above.

Employees who fail to meet the college's expectations or commonly understood standards of acceptable behavior, or who violate college policies and procedures will often be given verbal and/or written notices. Discipline for violation of performance standards or college policies may range from reprimand to immediate discharge.

4.3 Communication Methods

4.3.1 Letterhead - CCAD letterhead and envelopes are to be used for external business communication only.

When sending a letterhead format letter or memo to someone/everyone on campus, print on letterhead then photocopy onto white paper. Please use campus-mail envelopes or plain envelopes for on-campus mail. Students are not to have or use CCAD letterhead for any reason.

Examples and templates are available in the Human Resources Office. CCAD communication services and equipment (i.e., letterhead, telephones, fax, copiers, and computers) are provided for college purposes. Care should be used so that no personal communication appears to be an official communication of the college.

4.3.2 E-Mail System - Trade secrets, proprietary information, student grades or other confidential information should never be exchanged or communicated by e-mail. In addition, communications that are abusive,

defamatory, or disparaging of employees, students, competitors, or anyone else are prohibited. No copyrighted materials, including articles and software, may be disseminated or printed in violation of the copyright laws.

By using CCAD's e-mail or voice-mail systems or other equipment, including computers, an employee consents to monitoring by the college, and acknowledges its right to conduct such monitoring. Although the college may provide each employee access to the computer system, all computers are, and remain at all times, the property of CCAD.

Users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the college unless appropriately authorized to do so. Where appropriate, an explicit disclaimer should be included, unless it is clear from the context that the author is not representing CCAD. An appropriate disclaimer is: "These statements are my own; not those of Columbus College of Art & Design."

For an employee's own protection, please understand that even if a message or document has been erased from the computer system, technology has advanced to the point that any of the messages or documents may be recreated. When deleting an electronic mail message or a word processing document, there is no guarantee that it has been, in fact, completely and permanently erased. The same is true for information that has been accessed through the Internet. Therefore, the college cannot guarantee the ultimate privacy of messages and cannot ensure the ultimate privacy of any information accessed through the computer system. Employees must be aware that others may retrieve, read, listen to and view any messages or documents composed, sent, received, deleted, accessed, or downloaded.

While the computer system accommodates the use of individual passwords for security, the college is unable to guarantee the impregnability of those passwords for maintaining confidentiality. An employee must assume that any and all messages or information could be read and viewed by someone other than the intended or designated recipient or viewer. In order to be safe, do not send or access anything through the computer system (particularly through e-mail or via the Internet) that should not be read or viewed by others.

4.3.3 Telephones - Telephones are a very important link in communication with students, prospective students and other business contacts. It is important that CCAD telephone lines be available for these calls.

Telephone techniques are extremely important when representing the college in everyday business. The employee should remember they are representing the college when speaking on the telephone and should always be pleasant and courteous—even under the most difficult of circumstances. CCAD hopes that employees will always be treated with the same respect and politeness. If an employee encounters a difficult situation, they should ask a supervisor for assistance.

Each department may further define standards, to assist employees in serving customers' needs.

4.3.4 Voice-Mail System - CCAD maintains a telephone voicemail system. This system is provided to facilitate communication. Although each employee may have individual access to voicemail, the voicemail system, and the information stored on it are and remain at all times the property of the college. As part of this, all voicemail messages created, sent, received, and deleted are and remain the property of the college.

While voicemail may accommodate the use of passwords for security, the college does not guarantee the impenetrability of those passwords for maintaining the confidentiality of employee messages. In order to be safe, assume that any and all messages left, received, or forwarded could be heard by someone other than the intended or designated recipient. Do not say anything on voicemail that could not be repeated, heard, or forwarded by others.

4.3.5 Electronic Harassment - Consistent with the college's policy against harassment, no employee may leave or forward voicemail or e-mail messages that may be reasonably considered offensive or disruptive to any employee. Offensive content includes but is not limited to sexual comments, racial slurs, gender-specific comments, or any comments that may offend someone on the basis of his or her age, religion, national origin, sexual orientation, or disability. (As part of this handbook, the college has adopted a comprehensive policy against harassment. A more detailed discussion of the policy against harassment and the procedures for reporting

harassment are stated in a previous section.) Employees found misusing the system are subject to disciplinary actions.

4.4 Computers & Network Systems

Employees may not load unapproved software programs or updates from diskette, CD-ROM, the Internet, or related online services onto college computers. One primary concern is that outside computer programs have been known to contain “bugs” or viruses, or other deficiencies that may adversely affect or even destroy information stored on college computers. This restriction is also consistent with the fact that the computer system is the property of the college, and the computer system is to be used for college business.

It may be appropriate in specific circumstances to permit an employee to load an outside computer program onto a CCAD computer. Before doing so, send a request to the supervisor who will consult with the Information Technology Office to determine the compatibility of the program with the college’s computer system and the appropriateness of the program for use at the college.

Personal use of the college’s e-mail system and computing resources is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user’s job or other college responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

CCAD computer equipment, software, and services are provided for college purposes. All users of college computer equipment and software are required to abide by all applicable license agreements and federal, Ohio, and all other applicable laws. Any and all college data on permanent or removable computer storage is an asset of the college and must be treated with appropriate confidentiality. Faculty may use college computers in pursuit of their professional duties or development of course materials, as long as all college policies and restrictions are followed (For further information, refer to the college’s “Policy on Faculty-Created Intellectual Property”).

Users shall not tamper with, open, or remove college hardware without prior authorization. In addition, users shall not tamper with system software including unauthorized access of system accounts and modification of system software. Finally, users shall not use college equipment or software to tamper with or break into other computer systems on the network.

Employees will be held responsible for actions taken on their login. Therefore, care should be taken not to allow others to use a computer to which an employee is already logged in. Before leaving the computer for an extended period of time, exit any open applications. At the end of the workday, log out and shut down the computer and turn off the monitor.

4.5 Conflicts of Interest

Conflicts of interests arise if employees have a direct or indirect interest in a business that supplies goods or services to the college. Employees have an obligation to avoid placing themselves in a position where personal interest or activities may conflict with the interests of CCAD. Honesty and professional integrity are expected of all CCAD employees. The Provost or Senior Vice President must approve certain acquisition, such as artwork purchased for college use. Questions and concerns about potential conflicts should be directed to the Provost, Senior Vice President, or the Human Resources Office.

Neither employees nor members of their immediate family are to accept personal gifts, except those of nominal value (i.e., less than \$100 per year) from any person or firm doing or seeking a business relationship with the college. Questions and concerns about potential conflicts should be directed to the supervisor, the Provost or Senior Vice President.

4.6 Copyright Laws

It is the policy of CCAD that all employees follow current guidelines for permissible copying for educational purposes in accordance with Title 17 U.S. Code, Section 107, the Copyright Act of 1976.

Any individual making improper copies is personally liable for copyright infringement. College employees are advised to refuse to reproduce copyrighted material without written permission of the copyright holder or its agent.

The CCAD library will not accept unauthorized photocopies of copyrighted materials for reserve. Acceptable formats for reserve materials include the following: original publications; photocopies on which royalties have been paid or for which written permission has been secured; and non-restricted, non-copyrighted materials.

4.7 Employee Rehire Policy

Employees who have worked for the college previously and separated under favorable conditions are encouraged to reapply. Applications of former employees will be considered along with those of other applicants. Should a prior employee be rehired, prior years of service will be counted toward seniority for benefits' purposes, excluding retirement.

4.8 Employment Records

Employees are requested to keep their employment records up-to-date. All faculty must supply the Human Resources Office with complete official transcripts of all degrees earned. Each employee is asked to notify the Human Resources Office immediately of any changes in the following:

- name
- home address
- home or business telephone number
- marital status (for benefits and tax withholding purposes)
- domestic partnership status
- names and number of dependents
- beneficiary designations for insurance, disability, and pension
- addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes)
- emergency notifications
- degrees/professional certifications received

4.9 Employment Verification

The Human Resources Office provides verification of employment, and will only release information regarding whether an individual is/was employed by the college, the dates of employment, and title or position. Wage and salary information will be verified only if written permission from the individual is on file.

4.10 Equal Employment Opportunity

CCAD makes employment decisions based on abilities, talent, effort, and results. Equal employment opportunities are granted to all qualified individuals without regard to race, religion, color, gender, age, national origin, non-disqualifying disability, veteran status, sexual orientation, or any other legally protected class status. If any employee feels they have not received equal treatment in any aspect of employment, the employee should let their supervisor or the Human Resources Office know. All concerns will be investigated. No employee will be treated adversely or retaliated against because they have raised a concern about equal treatment. The college only hires individuals authorized for employment in the United States.

4.11 Fair Labor Standards Act

It is CCAD's policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Therefore, all college management is prohibited from making any improper deductions from the salaries of exempt employees. CCAD wants all employees to be aware of this policy and that the college does not allow deductions that violate the FLSA.

If an employee believes that an improper deduction has been made to their salary, this information should be immediately reported to the direct supervisor, or to the Human Resources Office. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, prompt reimbursement for any improper deduction will be made.

4.12 Harassment

CCAD policy supports positive business and personnel practices designed to ensure the full realization of equal employment opportunity. Any unlawful harassment of employees is not permitted, regardless of job titles or working relationships.

Student/Teacher Relationships: CCAD vehemently discourages amorous relationships between Faculty members and students, and forbids them when the Faculty member has responsibility for the student through teaching, advising, departmental, committee, or other professional obligations.

Such relationships may also lead to conflicts of interest, abuse of power and the infringement of student academic freedom. In any instance, Faculty members must understand that, even in the context of an apparently consensual relationship, they can be at risk of formal action by the college as well as personal legal liability if a complaint is brought against them by a student. Consent of the student may not be sufficient to shield a faculty member from institutional and/or legal action. Students who believe this policy has been violated can file a grievance with the Dean of Students. Faculty members who have concerns about a colleague should communicate their concerns to the appropriate Division Dean.

Discriminatory Harassment: Harassment is verbal or physical conduct that embarrasses, denigrates or shows hostility toward a person because of his/her race, color, religion, gender, national origin, age, sexual orientation, disability, or veteran status. Harassment may be subtle or overt, but whatever form it may take, CCAD will not tolerate it in the workplace. Examples of harassment are the following: verbal abuse; racial, ethnic and religious epithets; slurs or jokes; graffiti (remarks written or drawn on walls or other structures); obscene gestures; and hazing. Even derogatory remarks between friends may be deemed overt acts of unlawful discrimination.

Sexual Harassment: CCAD maintains a strict policy prohibiting sexual harassment in any form, including verbal and physical sexual harassment. Sexual harassment includes, but is not limited to: unwelcome sexual advances; requests for sexual favors; or any other visual, verbal, or physical conduct of a sexual nature under the following circumstances:

- 1) when submission to such conduct is made an explicit or implicit term or condition of employment;
- 2) when submission or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual; or
- 3) when such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Employee Recourse: Any employee who believes he or she has been harassed by a coworker, supervisor, student, vendor, or other visitor of the college should, if he or she feels comfortable, make it clear to the harasser that the behavior is offensive and must stop. If the behavior persists or if the employee feels uncomfortable discussing the matter with the harasser, the employee should promptly report the facts of the incident or incidents, and the names of the individuals involved, to a senior vice President, the Provost or the Human Resources Office. Any complaints will receive immediate and impartial attention, including prompt investigation, and appropriate action will be taken. No adverse action will be taken against any employee who reports or complains of harassment. However, reports made in bad faith may lead to disciplinary action, up to and including termination.

Management Responsibility: All members of management are responsible for ensuring that no harassment occurs within their areas of authority. Upon receiving a complaint of harassment or otherwise becoming aware of possible harassment, management must immediately report the complaint or possible harassment to the Human Resources Office.

Questions Regarding Harassment Policy: If you have any questions concerning this policy, please feel free to contact a senior vice President, the Provost or the Human Resources Office.

4.13 Workplace, Family & Relationship Violence Prevention

Columbus College of Art & Design is committed to providing faculty and staff with an environment that is safe, secure and free from threats, intimidation and violence. This includes providing a supportive workplace in which

employees can discuss workplace and family and relationship violence occurring in their lives and seek assistance with those concerns. The college's goal is to provide a workplace in which violence of any kind is neither tolerated nor excused.

To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises.

Workplace violence is defined as any act that results in threatened or actual harm to a person or property in the workplace. Family and relationship violence is behavior that is used by one person in a household or relationship to cause harm or gain power and control over another such as physical, sexual, or emotional abuse.

The following are examples of behavior that will not be tolerated by Columbus College of Art & Design:

- Direct or implied threats
- Physical conduct that results in harm to people or property
- Possession of deadly weapons on CCAD property (see 5.7 Weapons Policy)
- Intimidating conduct or harassment that disrupts the work environment or results in fear for safety
- Use of CCAD property or resources such as work time, telephones, fax machines, mail, e-mail, internet or other means to threaten, harass, or abuse some one.

Individuals found to engage in behavior in violation of this policy will be subject to disciplinary action, up to and including termination. Criminal charges may also be filed, as appropriate.

CCAD will take appropriate steps to respect the confidentiality of the victim in a reported situation of workplace or family and relationship violence, to the extent allowed by law.

Perpetrators of workplace and family and relationship violence occurring in the workplace may be required to seek and successfully complete training, counseling, or treatment. Human Resources can assist with referrals to a family and relationship violence perpetrators' treatment program.

CCAD is committed to creating a supportive workplace environment in which employees feel comfortable discussing violence that is occurring at home and seeking assistance with those concerns. CCAD's goal is to maintain a non-judgmental and supportive environment for our employees.

CCAD will make every effort to respond to the needs of employees who are victims of family violence as business needs allow. This may include temporary modifications to job assignments, schedules, making it possible for employees to focus on both their personal safety and on work responsibilities.

Be alert to possible signs of violence or abuse. If the circumstances do not indicate imminent danger to persons or damage to property, contact Human Resources for guidance and assistance. If the circumstances indicate imminent danger or an incident of violence involving injury to person or damage to property is occurring, call Campus Security (222-6165) or 911. Contact Human Resources for further guidance and assistance.

4.14 Health Insurance Portability & Accountability Act (HIPAA)

Columbus College of Art & Design firmly believes in respect for the rights and dignity of each employee. It is CCAD's pledge to conduct business in such a way that the rights and privacy of all employees are protected. To achieve this goal, CCAD have adopted these basic principles as primary guidelines in protecting the rights and privacy of employees:

- the College will take every reasonable precaution to protect and preserve the confidentiality of all personal information in its records and files. Only that personal information about employees that is required for business or legal reasons will be requested, used and retained.
- employees will be granted adequate access to personal and job-related information in Personnel files. Each employee shall have the right to properly note, in writing, any expressed disagreement with any information felt to be inaccurate.
- CCAD will strictly limit the internal availability of personal information to those college officials with a clearly defined business "need to know."

- with the exceptions of legal requirements and employment verifications, the College will refuse to release employee information to outside sources without the employee's written authorization. All inquiries concerning an employee's or former employee's personal information must be directed to Human Resources.
- the College requires that all employees follow college policy concerning the confidentiality of any and all information about other employees in the College's possession. Violation of this policy is cause for disciplinary action, up to and including discharge.
- in compliance with federal regulations implementing the Health Insurance Portability and Accountability Act (HIPAA), CCAD has taken the following steps to ensure the privacy of Protected Health Information (PHI) of employees;
- appointed a privacy officer within the college responsible for implementation of safeguards to PHI, including a complaint procedure and training in how PHI may be handled.
- additionally, CCAD provides individual employees with access to, amendment of, or an accounting of any disclosures of their PHI.

4.15 Identification Cards

Upon employment, all regular faculty are required to obtain a picture ID. This card will identify you as a CCAD employee.

4.16 Library Resources

The CCAD Packard Library offers 50,000 books, 275 periodical subscriptions, 500 videos, CD's, extensive picture and artist files, and a slide collection. Three-dimensional skeletons, skulls, and mannequins are available for staff use. The curriculum-focused collection supports assignments, while iMacs and IBM compatible computers, audio/visual equipment, black-and-white and color copiers, and course-reserve items are also available to make one-stop accessibility possible.

CCAD is a member of OPAL (Ohio Private Academic Libraries). Through OPAL, the college is also a member of OhioLINK, a consortium of more than 83 university and college libraries, whose total holdings are in excess of 45.3 million volumes. CCAD employees may borrow materials from all these collections, and have them delivered to the CCAD Packard Library.

All library materials or equipment available for checkout shall be returned to the library within the circulation period established for the item by the college. Library materials or equipment not returned within the circulation period will be subject to fines up to replacement costs. For more information, contact the library staff.

4.17 Media Relations

From time to time, individual faculty and staff members may receive calls requesting information about college issues. In order to maintain consistent and accurate communications about CCAD, all media calls should be directed to the Communications Office. When receiving a media inquiry referral from the Communications Office, faculty should respond in a timely and appropriate manner.

4.18 Outside Employment

Secondary employment must not interfere with your obligations, including time commitments, to the college. Consulting in an area of competence is encouraged as long as it does not compromise the interests of, or compete with, the college.

Full-time regular faculty who wish to teach as adjuncts at another institution must request permission from the Provost. In general, faculty members may not teach the same course(s) as those taught at CCAD.

4.19 Privileged Nature of College Business

During his or her employment with CCAD, a faculty member may gain and have access to certain information about CCAD, its students, or business relationships. In the hands of competitors or others, this information could harm the college and its students. The college expects all faculty to keep information concerning its operations confidential, and to avoid discussing such information with anyone outside the college. The unwarranted disclosure of sensitive, private, proprietary, or confidential information of or about the college, its students, or customers that has not been officially released to the public is considered a serious injury to CCAD's business integrity.

The protection of confidential information and trade secrets is vital to the interest and success of the college. Such confidential information includes but is not limited to the following examples: CCAD administrative procedures and manuals, business and financial plans, operations projections, results and prospects, computer programs, research efforts, trade secrets, technical information, trademarks under consideration, terms and conditions of vendor contracts and agreements, compensation data, prospect lists, pending projects and proposals, and as well as any information disclosed to CCAD in confidence by third parties.

Employees having access to student information are required to uphold the security and confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974, revised (also known as FERPA). Requests for information concerning the college and its associates, whether by phone, e-mail,

or in person, must be referred to a supervisor. Do not unilaterally give out information without first receiving authorization to do so.

Any questions regarding this policy should be directed to a supervisor prior to divulging information or answering any questions. Both the One Stop Student Services Center and the Human Resources Office are good sources of information on FERPA guidelines. Additionally, a detailed guide for faculty is posted on the IQ web system.

4.20 Serious and/or Communicable Disease

CCAD recognizes that employees with serious and/or communicable disease may wish to continue to engage in as many of the normal pursuits as their conditions allow, including work. As long as these employees are able to meet acceptable performance standards and medical evidence indicates that their health conditions are not a threat to themselves or others, they will be subject to the same working conditions and performance requirements as other employees. Employees who refuse to work with or perform services for a person known or suspected to have a communicable disease, without first discussing this concern with their supervisor, will be subject to discipline.

4.21 Worker's Compensation/Transitional Work Program

Any work related injury should be reported immediately to a supervisor and/or the Safety & Security office. A notification of work related injury should also be reported to the Business/Payroll Office or Human Resources within 24 hours. An Incident Report Form must be completed.

According to the Bureau of Worker's Compensation (BWC), if an injured worker is unable to perform the original job tasks and stays out of work, the chance of returning to a gainful employment decreases significantly. Just 5-6 months off work decreases the return-to work rate by 50%. If an employee were out of work more than one year, the chances of that employee ever returning to work are only 15%. The financial impact is extraordinary. The wage compensation from the BWC will start after the 8th day off with 72% of the normal wages, then go down to 66.67% after 12 weeks off work.

CCAD has worked with the Bureau of Workers' Compensation and CCAD's Managed Care Organization to offer a Transitional Work Program to assist employees in returning to work safely after an injury. The employee coming back to work who is released by the treating physician with restrictions will be paid at the normal rate of wages and will also be paid for the therapy time if on-site therapy is needed.

All employees who have a work-related injury occurring are eligible to participate in the Transitional Work Program. This program has been developed with the understanding that it is in both the employee's and CCAD's best interest to get the employee back into the workforce as quickly as possible following a work-related injury, while at the same time ensuring that they are not placed in a position which could further complicate the injury.

The aim of the Program is to offer injured workers the ability to return to work, even with extremely limited capabilities. The aim of the Program is not to provide long term limited duty positions for employees but to offer a progressive return-to-work strategy. For the Program to remain effective CCAD requires injured workers to be re-evaluated by their treating physician at least every 30 days. The duration of the program is 60 calendar days.

The procedures for the Transitional Work Program are:

- report work related injuries and medical treatment for work related injuries to the Benefits Department in the Business Office or Human Resources.
- visit Work Health Downtown, located at Grant Hospital, for medical care if needed. After hours or emergency use Grant Urgent Care or the closest Hospital Emergency Room.
- if the employee has work restrictions set by his/her treating physician, proceed with the following steps:
- the supervisor and Human Resources will develop a transitional duty position that fits within the capabilities indicated by the treating physician.
- if necessary, contact the TWP Coordinator to arrange for on-site therapy.
- the Transitional Work Committee will monitor the program until the employee returns to full duty.
- a Final Medical Release by the treating physician is required for the return to full duty.

College Premises

5.1 Campus Safety

CCAD places a high priority on safe working conditions, and on safety in the studios and labs. In an effort to keep the work area safe, all employees should:

- inspect their work area periodically
- become familiar with all safety and health procedures
- report suspicious people or situations to security immediately
- identify and report, in writing to their supervisor and/or to the director of safety and security, conditions which are unsafe or create a cause for concern
- report accidents immediately to their supervisor and/or to the Human Resources Office in order to be eligible for benefits under workers' compensation

Faculty should be familiar with, observe and enforce safety policies and procedures regarding hazardous materials and equipment of the lab/studio in which they work. The Environmental Health and Safety Committee, consisting of volunteer staff and faculty, and Chaired by a faculty member elected by the committee, receives information and complaints, and researches and responds to the community on EHS policies and progress. The committee representation is determined through the Faculty Assembly process for standing committees and is staffed by a representative of the Human Resources Office and the director of safety and security. The committee's minutes are posted on the CCAD website, in the Committees & Councils subsection of the Employee section.

5.2 Clean Air

All CCAD buildings and vehicles are smoke free. Additionally, CCAD prohibits smoking in the immediate proximity of all building entrances and ventilation ducts and on all pathways directly in front of entrances to buildings. This applies to students, faculty and staff, and anyone visiting the campus.

For smokers, ashtrays are provided at various locations for disposal of smoking materials. CCAD has placed no smoking signs at every building entrance. The signs include a telephone number that may be used for the purpose of reporting to the city Health Department any violations of the Smoking Ban. The city ordinance indicates that repeated violations are considered minor misdemeanors and could be punishable by fines of \$150.

CCAD will not tolerate retaliation for reporting of smoking violations. If an employee believes they have been retaliated against, they should immediately report this information to the Human Resources Office. Reports of retaliation shall be investigated, and the appropriate disciplinary action will be taken.

5.3 Drug-Free Workplace & Substance/Alcohol Policies

It is CCAD's policy to maintain a drug-free work place. The unlawful manufacture, sale, distribution, possession, or use of a controlled substance (as defined by state or federal law) in or on any premises or property owned or controlled by the college, or during work time, regardless of whether such activity results in the imposition of a penalty under a criminal statute, is prohibited. The college will not condone criminal activity on its property, or on property under its direct control. Reporting to work or working under the influence of alcohol is prohibited. Any employee found in violation of these provisions may be subject to disciplinary action up to and including immediate dismissal.

Any employee who is found guilty (including a plea of no contest) or has a sentence, fine, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance or alcohol shall report such action to the Human Resources Office within five business days.

5.4 Parking

Faculty are encouraged to attempt to park first in the "faculty/staff only" parking lots and only then use open student parking when all faculty/staff lots are filled. Violation of parking rules may result in any of the following: a citation from the Safety & Security Officers, the vehicle being towed at the owner's expense, and/or the loss of parking privileges. If the violation involves the illegal use of a disabled parking space, the Columbus Police will

be summoned to issue a citation. CCAD assumes no responsibility for any damage, theft, or personal injury involving employees, their vehicles, or contents.

5.5 Security

Security is the responsibility of all college employees. Employees are expected to exercise reasonable care for the protection of personal property. The college assumes no responsibility for any damage, theft, or personal injury involving students or employees, their vehicles and contents, or for any loss or damage to personal items. CCAD security officers are on campus 24 hours a day, seven days a week. Any violations of security procedures, presence of suspicious persons, or instances of lost, stolen, or damaged property should be reported immediately to the Safety & Security Office.

Information on The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act can be found on the CCAD web site, in the Student Handbook, and in the Safety & Security Office. CCAD makes this information available to all students, employees, and applicants for enrollment or employment, as required by the U.S. Department of Education.

5.6 Solicitation & Distribution

To maintain a smooth relationship among employees, no unauthorized solicitations, including ticket selling or the like, or collections are permitted on the premises during working time. Working time is the time an employee or another employee is expected to be performing his or her job duties and does not include break periods, meal times, or other times when employees are not properly engaged in performing their work. The distribution of literature in working areas during working time as defined above is also prohibited. Any form of unauthorized solicitation and distribution by non-employees on college property is prohibited.

5.7 Weapons Policy

Unless specifically authorized by the College or otherwise authorized by law, pursuant to the Ohio Revised Code, no student, employee or other persons having business with the College shall knowingly possess, have under the person's control, convey or attempt to convey a deadly handgun or dangerous ordnance, including firearms, explosives, knives, BB guns, paintball guns, martial arts weapons, antiques or other weapons of any kind, onto CCAD property, including but not limited to CCAD owned or leased buildings and parking lots. Violations of this policy will be subject to disciplinary action up to and including suspension or termination of employment and referral to authorities for prosecution.

5.8 Animals on College Premises

CCAD requires that all pet owners who wish to bring their pet onto the CCAD campus must abide by the following rules:

- All pets and animals under the care of a student, faculty, or staff member must be current in their vaccinations, and owners must be able to provide proof of such if requested. Proof of current rabies vaccination must remain with the owner or pet at all times.
- CCAD does not assume any liability in the event of an injury, death or disappearance of their pet while on CCAD property. Those who bring pets on campus assume complete liability for the behavior of their pets while on campus property.
- Complaints about pet behavior or presence in a "Pet Free" area should be brought to the attention of a Campus Safety and Security Officer.
- Because some individuals have allergies or a fear of animals, complaints from others about the presence of a pet inside a campus building must be respected. Pet owners are expected to accommodate the wishes of those in their immediate vicinity who may object to the presence of the pet. Those who wish to remain anonymous can contact the Dean of Students to express concern about the presence of a pet.
- All pets must be leashed, including when inside buildings, and owners must curb and pick-up after their pets.
- Pets must remain with you or your designee at all times. It is prohibited to leave a pet tied-up to a structure or to leave a pet in a vehicle for an extended period of time.
- Campus lawns and gardens are not to be used as dog walks or pet waste areas.

- If your pet defecates or urinates inside any building, there will be a \$50.00 charge for clean-up. Pet waste should be discarded in outside trash receptacles. Recurring problems with this issue may lead to your pet being banned from campus buildings.
- No exotic animals, insects, rodents, and/or reptiles (including snakes, lizards, and ferrets) may be on campus unless pre-approved for a class project by an instructor with prior written approval by the Dean of Students.
- No pets are allowed in areas on campus designated as “Pet Free” except for service animals (i.e. seeing-eye dogs). The following locations are designated as “Pet Free”:
 - All rooms where classes are currently meeting
 - Any room with a “No Pets” sign installed by a college employee
 - All food service areas including the entire Main Cafeteria and a 10 foot perimeter around the Starving Artist Café
 - College owned and/or managed residential facilities
 - All galleries
 - All computer labs
 - All public restrooms
 - Library

Having a pet on campus is a privilege, not a right. Those who violate these policies or other reasonable requests concerning their pets will be prohibited from having pets on CCAD property in the future, and may also be subject to disciplinary action by the college.

Some Useful Information About Teaching At CCAD

6.1 Career Resources, Student Employment & Work Study

The Career Resources Office manages a web site at www.ccadcareers.com for job listings both on and off campus, internships and volunteer opportunities. This is also the first stop for any outside firm or individual wishing to hire students for projects or to offer internships or other study/work opportunities. Students and alumni may be referred to Career Resources for internships and employment. Career Resources is also available to make in-class presentations on career topics. For more information about this service, please contact careers@ccad.edu. For more detailed information on Career Resources available to students, please refer to the Student Handbook.

6.2 Course Outlines & Syllabi

Faculty are required to file completed course outlines and syllabi for their courses in the One Stop by the first day of each term. These should be updated by anyone teaching the courses as often as necessary in order for the files' materials to accurately reflect what is occurring in all courses currently being offered. Deans have appropriate forms and instructions.

All CCAD course syllabi **must** include the following statement on disabilities:

If you have a documented disability as described by the Rehabilitation Act of 1973 (P.L. 933-112 Section 504) and Americans with Disabilities Act (ADA), you may be able to receive accommodations to assist in programmatic and physical accessibility. We recommend that you contact Disability Services at the One Stop Student Services in the Loann Crane Center. Disability Services can assist you and the instructor in formulating a reasonable accommodation plan and provide support in developing appropriate accommodations for your disability. Course requirements will not be waived, but accommodations may be made to assist you to meet the requirements. Technical support may also be available.

The One Stop Student Services officer designated as the Disabilities Advisor can help faculty with ways to make accommodations for affected students, supply information about other services at the college, or make referrals. The Disabilities Advisor can explain in detail faculty responsibilities and the college's policies regarding disabilities and special learning needs.

The Learning Center, located on the first floor lower level of the Loann Crane Center, provides students with peer tutors, special computer-aided study tools, and access to assistance with their study skills. For more information, contact the One Stop Student Services.

6.3 Facilities & Maintenance

Maintenance and improvements to CCAD buildings and grounds are managed by the Facilities Maintenance Department. To provide better service, there is an online Facilities Service Request form, accessible from on-campus computers, on the CCAD website. A confirmation and estimated date of completion will be emailed to the person submitting the request. In the event of an emergency situation, where injury or sever damage to property might result, please contact the facilities department directly by dialing 222-3246. Additionally, a database of work orders, arranged by location, is available on the Facilities page of the CCAD website.

6.4 Facilities Reservation Process

Faculty and staff members scheduling internal events must complete the following forms:

1. Facilities Reservation Form (Internal)
2. Audio/Visual Equipment Checklist
3. Facilities Layout form

These forms are available from the Facilities Reservationist in the Academic Support office (222-6179), either via email or campus mail. Any internal college event **must** be scheduled through the Facilities Reservationist by completing the above mentioned forms.

The Facilities Reservationist will forward the forms to Facilities Management and IT for set-up of chairs, tables, and A/V equipment, as needed. It is advisable to contact the IT department (222-6174) to confirm set-up details and availability of A/V equipment prior to the day of the event.

Any external parties requesting the use of college facilities should contact the Assistant to the Vice President of Institutional Advancement (224-4266). IA will provide facilities support for all non-college events.

6.5 Faculty Use of Shops & Labs

CCAD shops, labs, and equipment are primarily for use of students pursuing class assignments and projects. Faculty may use these resources according to the access policies of each area. Faculty are expected to follow all lab policies and rules.

6.6 General A/V Policy & Procedures

It is preferred that requests for A/V equipment and/or support are made 10 business days prior to the event. An attempt will be made to fulfill last-minute requests, but we cannot guarantee the availability of equipment or promptness of service.

The IT department is unable to provide A/V setup or onsite support for classroom presentations. All faculty should make themselves aware of how to use classroom AV equipment. If an instructor would like a quick tutorial on how to use a piece of equipment or in the event the equipment is malfunctioning, please contact the IT department for assistance.

If an instructor needs A/V equipment for a class, they need to do the following:

1. Check to see if the A/V equipment is available in the library. The following equipment is available for checkout in the library:
 - Slide projectors
 - LCD projector w/ laptop Computer
 - Projection screens
 - Overhead Projector
2. If an instructor needs a TV/DVD/VCR or slide projector, check to see if there is an A/V cabinet located near the classroom.
3. If the equipment isn't available in the library or in an A/V cabinet, contact the IT department, and they will attempt to find alternate equipment.

A/V Cabinets

There are locked A/V cabinets, located in various classrooms throughout the campus. Please check the listing of A/V cabinets below to see if there is an A/V cabinet near your classroom. Each of the cabinets houses a TV/VCR, DVD player, slide projector, and extension cords. A set of A/V keys to access this equipment are obtainable from the Security office. To ensure that the equipment is available, please reserve the equipment in the Reservation Notebook (located within the cabinet) beforehand, and then move the equipment to the classroom where it is needed at the correct time the equipment has been reserved for, returning it immediately following the class it is used in. If a conflict arises regarding the availability of equipment for two different classes, contact the IT department to check on the availability of alternate equipment.

Battelle 207 (Photo Lab)	Grant 6 (DVD)
B&E 1 st floor, 202, 302 & 4 th floor (DVD)	Kinney 100-105 Printmaking Area (DVD)
Circle Hall 7 (DVD)	Kinney 110-116 Ceramics Area (DVD)
Grant 2, 3	Studio Hall 12

TV/DVD/VCR (wall-mounted)

Kinney 106 (cable access)	Circle Hall 7
Kinney 308	Studio Hall 4
Kinney 324	

Projection Screens*

Crane 215, 217, 219, 310, 311	Broad Street facility 201-206 (will have DVD/VCR decks connected)
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Grant 4
Kinney 207 & 208 (dual screens)
Kinney 108, 109, 213, 214, 215, 217, 219, 224, 304
& 308

* Please note that while many classrooms do not have installed projection screens, they do have white walls that can be used for the occasional use of projection equipment.

Projector Cabinets (dual slide projectors)

Kinney 208 (w/ RF Remote)

Auditorium (w/ RF Remote)

Video Projectors

Battelle 207/Photo Lab (DVD, VCR)

B&E Viewing Room (DVD/VCR, laptop connection)

Crane 215 (DVD/VCR w/ cable access, Mac/Windows dual-boot computer, external AV and laptop connections)

Crane 217 (DVD, VCR, Windows computer, external AV and laptop connections)

Crane 219 (DVD, VCR, Mac/Windows dual-boot computer, external AV and laptop connections)

Crane 302 (projector, DVD, VCR, Windows computer, external laptop connection)

Crane 303-306 (projector, DVD, VCR, Mac computer, external laptop connection)

Kinney 106 Loft (DVD, VCR, laptop connection)

Kinney 108, 109, 304 (Windows computer)

Kinney 209, 217, 219 (Mac computer)

Kinney 207, 208, 213 (DVD/VCR, Windows PC and connection for laptop; 207 also has cable TV access)

Kinney 214 (DVD/VCR & cable access, Mac computer)

Kinney 215 (DVD/VCR, Windows computer and external laptop connection)

Kinney 224 (DVD/VCR w/ cable access, Windows computer and laptop connection)

Kinney 300A (VCR, Mac computer)

Kinney 300B (DVD and VCR, Windows computer)

Student Use of College A/V Equipment — A/V equipment cannot be checked out to a student. If a student needs to use a piece of AV equipment for a class presentation, the instructor of the class needs to checkout the equipment for them, and is ultimately responsible for the safe return of the equipment. A faculty or staff sponsor must schedule student events. Student events requiring A/V support must have a faculty or staff sponsor present at the event.

6.7 Models

The Human Resources Office advertises for, interviews, and maintains a pool of qualified models. To schedule a model for studio classes, contact the Human Resources Office. Faculty utilizing the services of models should be familiar with the CCAD model policy, available in the Human Resources Office or from the Dean of Fine Arts. Models employed at CCAD sign a release stating that the college has the right to make drawings, paintings, prints, and photographs in its catalogs, circulars or any other publications being used exclusively for the educational purpose of CCAD. However, the release also states that any such reproductions shall not be used commercially or for profit by CCAD.

6.8 Off-Campus Excursions

CCAD believes that excursions off-campus can greatly enhance the academic and developmental goals of its students. These opportunities can complement classroom learning experiences and enrich student and residence life activities, yet such excursions must be coordinated and conducted in a way that minimizes any potential risks involved.

The Dean of Students will work with the sponsor of the excursion to ensure that all health and safety issues have been addressed. These issues differ from one excursion to another. The following general guidelines apply to **all** excursions, unless a specific exception has been made by the Dean of Students:

1. Excursions are defined as any off-campus trip coordinated by a faculty or staff member that is conducted in support of a class, program or service provided at the college. Generally these policies apply to excursions during which the participants travel outside the greater Columbus area (i.e. more than 30 miles from

CCAD). However, those individuals planning trips within the city should contact the Dean of Students to see if any of these policies apply in such cases.

2. Because excursion proposals must be submitted with ample time for review, revision and planning, proposals should be submitted to the Dean of Students (for staff-led excursions) or to the Associate Provost (for faculty-led excursions) at least three (3) weeks before the departure date. For international travel, proposals should be submitted at three (3) months prior to departure.
3. No faculty or staff member may serve as a driver for a college-sponsored excursion unless that individual has been cleared through the Human Resources office, who will conduct a driving records check. Faculty member driving their own vehicles must have full automobile insurance coverage that includes bodily injury to passengers.
4. No faculty or staff member may house any students in an apartment, home or other facility owned by any faculty or staff member without prior approval from the Dean of Students.
5. Student participants must be housed together in designated lodgings during the duration of the excursion unless other arrangements have been approved in advance by the Dean of Students. An exemption can be made for individuals who have special physical needs or who have family in the area, but these exemptions must be approved by the Dean of Students prior to departure.
6. Each student attendee must sign an Off-Campus Activity Consent and Release Agreement and an Emergency Information Form. These completed forms must be returned to the Dean of Students' office at least one (1) week prior to departure.
7. In some cases, a Student Affairs chaperone will be designated to accompany the group. Revenue sources will have to accommodate this expense.
8. The On-site Coordinator of the excursion or the Student Affairs chaperone will immediately contact the Dean of Students if there is an incident involving the health or safety of the participants or if there are any significant behavior concerns. In addition, an Incident Report must be completed and faxed to the Dean of Students within twenty-four (24) hours of the incident.
9. No promotion or public advertising for any excursion will take place until approval for the excursion has been granted.
10. International students should begin planning, with the help of the International Student Advisor, at least two (2) months prior to the start of the semester in which they will be traveling, due to federal requirements for international students. This is especially important if they will be traveling out of the country during the excursion.
11. Internships for which a student receives academic credit must be coordinated through Career Resources office. Any international internship for which academic credit is given must also involve the Dean of Students in the planning process.

Authorization & Approval for Faculty – Faculty members wishing to plan an excursion for students, whether as an extension of classroom learning or for artistic/cultural experiences, must first submit an Excursion Proposal to the Associate Provost **at least three (3) weeks before the departure date**. Proposal guidelines and forms are available from the Associate Provost. Upon authorization from the Associate Provost, the proposal is forwarded to the Dean of Students, who may meet with the faculty member to discuss health and safety issues, and to see what additional support may be needed. All Off-Campus Activity Consent and Release Agreements as well as Emergency Information Forms must be submitted to the Dean of Students no later than one (1) week before departure. Any contracts or other guarantees related to the excursion must first be approved by the Associate Provost and signed by Provost or CFO.

Authorization & Approval for International Travel – All programs and activities involving CCAD students that include excursions to an international destination must be approved **well in advance** by both the Dean of Students and the Associate Provost. Any faculty member planning such an excursion must submit an Excursion Proposal **at least three (3) months prior to departure** to the Associate Provost. The Dean of Students and the Associate Provost will make a decision together. All Off-Campus Activity Consent and Release Agreements as well as Emergency Information Forms must be submitted to the Dean of Students no later than one (1) week before departure. Any contracts or other guarantees related to the excursion must first be approved by the Associate Provost and signed by Provost or CFO.

A copy of these Off-campus Excursion policies (including the protocol for staff or student-led Off-Campus Excursions), as well as Excursion Proposals forms, Off-Campus Activity Consent and Release Agreements and Emergency Information forms are available in .PDF format on the CCAD website.

6.9 Purchasing, Travel & Entertainment

Purchase of goods and services on behalf of the college must be done through the established procurement system. Unauthorized purchases will not be reimbursed and may become the personal liability of the employee. Division Deans have responsibility for the division budget. All requests for funds and expenses should be forwarded to the Dean.

Employees incurring reasonable business-related expenses on college business may be reimbursed. Expenses must be properly documented and approved, usually prior to their occurrence. Expenses for a purely personal nature are not reimbursable. Mileage and parking will be reimbursed for the use of a personal automobile while on college business. An expense report must be completed and approved by the supervisor. Employees are responsible for carrying liability and other appropriate insurance. Mileage reimbursement is, at the time of this handbook's publication, \$.40 per mile, and is subject to change. Please contact the Business Office to confirm the correct amount. All requests for expense, mileage and parking reimbursement should be forwarded to the Dean

A discretionary faculty development fund is maintained by the Provost for support of travel and projects not funded in the division budgets, but which have special potential for the college and/or enhance skills or the professional reputation of the faculty. Requests for this funding must be approved by the Dean of your division and forwarded with a budget and rationale to the Provost.

6.10 Roll Books

The One Stop Student Services distributes roll books to all faculty at the beginning of each term. Roll books are due back to One Stop Student Services on the scheduled date published for each term. Roll books serve as a record for reference as to student grades and attendance. Faculty must keep these records carefully and be diligent about returning the books to the registrar. Faculty may also enter their attendance/roll book records online via the grade book function of IQ Web. If the records are inputted online, faculty do not need to follow up with paper copies.

6.11 Supply Store

Deadlines for ordering books and supplies from the Supply Store are July 15 for Fall Term and November 15 for Spring Term. Orders placed after the deadlines may not be available for the start of classes. The Supply Store prefers orders via e-mail. For books include the title, author, ISBN, and publisher. For supplies, specify the items, the maker, catalog numbers (if possible), and quantity. The Supply Store will call to verify faculty e-mail orders for supplies, so please include a preferred phone number.

6.12 Teaching Philosophy of CCAD

The following teaching philosophy was conceived and approved by the Faculty of the College, to guide and encourage the members of the College in their educational pursuits:

“The study and making of art is a transformative process requiring hard work and academic study to develop personal skills and cultural knowledge.

The classroom and studio provide the environment for a community of shared purpose, comprised of teachers who continue to learn and learners who are invested in both professional and personal growth, and in forwarding the knowledge and practice of art and design.

We, the faculty of CCAD, support recruitment and admission of students who demonstrate artistic talent and potential, as well as appropriate academic preparation, and who we believe have the ability to benefit from our education.

We have also found that success is not determined only by talent and ability, but by effort, commitment and passion. Sometimes those who don't appear to be the most gifted, succeed far beyond our expectations.

Our guiding principle is to teach to the level of the best students, to hold one high standard, but with awareness that students learn in different ways. In this way, we are caretakers for the institution as a whole, and stewards of the future of art and design.

Therefore, we do not teach for the ideal student, but rather for the ideal concepts, which in principle everyone can attain.

This philosophy rests on certain goals:

- *That we share our enthusiasm for teaching and for our personal work.*
- *That we are proactive in engaging our students in the pursuit of quality in their work, helping them recognize the unique characteristics that will eventually give birth to their individual identities as artists and designers.*
- *That we are all involved in the teaching of skills to foster and improve students' abilities to communicate clearly and effectively – whether in written, verbal or visual form.*
- *That we support students who work hard and seek our individual support; we expect the college will help us provide appropriate special support for students who seek it.*
- *And that we conscientiously and humanely communicate to students about their artistic and academic achievements, with honest critique and encouragement.*

The often heard statement that CCAD is not an easy college is a good message. But underlying this statement is a foundational truth: we care deeply and work diligently for our students' success. We value quality teaching – and its result, successful graduates – above all.”

6.13 Voluntary Faculty Grievance Procedure

--A Peer Process

The purpose of the voluntary faculty grievance procedure is to provide faculty members with a uniform method of resolving significant disputes that jeopardize the integrity of their professional lives. Whenever possible, it is preferred that personal respect, collegial cooperation, and sound institutional management policies will make filing a formal grievance unnecessary. However, this grievance procedure provides recourse when respect, cooperation, and management policies have been unsuccessful. This procedure requires that all parties involved maintain the highest level of professionalism and mutual respect in their personal and institutional interactions. **Faculty must understand that this procedure is an advisory process, and is not an officially recognized policy of the College.**

This process consists of four stages that can be utilized in, but is not limited to, the following circumstances:

- contractual issues
- rank and salary issues
- performance evaluations
- changes in status
- work conditions

It is recommended that, whenever possible, the Claimant (the faculty member initiating a grievance) will allow 10 to 12 weeks for the completion of this process, and will be sensitive to term time frames.

Preparation of Needed Documentation

The Claimant gathers written documentation that supports his/her claim. This documentation should be as comprehensive as possible, and may include written statements by a variety of people such as the Claimant; colleagues; supervisors; and, when appropriate, former and current students. All information must and will be treated in a confidential manner by all involved parties. At this point, the Claimant should speak directly with the Respondent (the party or parties to whom the grievance is directed). If the issue cannot be adequately resolved by the Claimant and Respondent, they may agree to discuss an interpersonal conflict with an impartial third party. If the above procedures do not resolve the issue, the Claimant may move to the second stage.

Written Complaint

To initiate stage two, the Claimant will submit a letter to the Respondent. This letter should clearly state the nature of the grievance and the desired redress as specifically as possible. It should be submitted within two weeks after the completion of stage one. In a written and signed statement, the Respondent must state the reasons why the alleged grievance can or cannot be redressed. The statement should be sent to the Claimant within two weeks of the receipt of the Claimant's written complaint. If the Claimant remains dissatisfied with the results of stage two communications, the Claimant may elect to pursue the next level of the process: stage three.

The Grievance Review Petition

Within two weeks, the Claimant will complete a petition-for-review form (which includes a privacy waiver). It is available from the Faculty Council President and should be returned to him/her upon completion. The initiation of a petition (or for a Grievance Hearing in stage four) is confidential and will not appear in the Claimant's or Respondent's personnel file. Additionally, the Claimant may withdraw the petition for review at any point in the proceedings. Upon receipt of the petition, the Faculty Council President will convene the Grievance Review Committee (see the section on "Standing Committees with Faculty Representation" for further information into the composition of the Grievance Review Committee). In order to reach a reasonable resolution, the committee will review the grievance and the efforts made to resolve it. The review process may include asking the Claimant and Respondent to provide additional information orally or in writing. The committee will notify the Provost that the grievance review procedure has been initiated. After deliberation, the committee will submit a written recommendation to the Provost within three weeks. Copies will be provided to the Claimant and Respondent. If the Claimant (or Respondent) is dissatisfied with the findings of the Grievance Review Committee, he/she may elect to pursue the final stage: the Grievance Hearing.

The Grievance Hearing

The Claimant (or Respondent) will submit a formal, written request for a grievance hearing to the Provost. The Grievance Hearing Committee consists of five members:

- Three senior faculty from departments other than that of the Claimant or Respondent will be appointed by the Provost and the Faculty Council President from a pool of experienced full-time faculty members having completed at least five years teaching at CCAD under a full-time contract, without having served during that five years as a Dean or as a department Chair in either the Claimant's or Respondent's division. The Claimant and Respondent may each challenge one selection if they so choose.
- In addition, the Claimant and Respondent will each select an additional faculty member to complete the committee.
- All members of the Grievance Hearing Committee bear a critical responsibility: to maintain fairness in all of their deliberations.

The Provost's Office will schedule an organizational meeting to elect a Chair and to set a time and date for the hearing within three weeks of the formal request. The Chair of the Grievance Hearing Committee will notify all parties of the hearing date and time. The Claimant and Respondent may each choose to bring an advocate with them to the hearing. The advocates may speak on behalf of the Claimant and Respondent or may serve as observers or advisors. The proceedings will be recorded and transcripts provided to the Claimant, Respondent and the Grievance Hearing Committee Chair. Deliberations will begin when the hearing is completed. The Claimant, Respondent and their respective advocates are not participants in this stage of the process.

After careful consideration of the information presented, the Grievance Hearing Committee will prepare a written finding. The conclusions of this finding will be reached by majority vote, with any strong minority positions documented. This finding will be sent to the Claimant and Respondent and forwarded to the President (or to the board of trustees, if the President is a Respondent) within two weeks of the completed hearing.

After reviewing the finding of the Grievance Hearing Committee, the President or board of trustees (if the President is a Respondent) will notify the Claimant and Respondent if there are any reservations or exceptions to the finding. The records of the Grievance Review Committee and the Grievance Hearing Committee will then be sealed to preserve confidentiality and the non-prejudicial nature of the grievance procedure. The sealed records will be maintained in a permanent closed file by the Faculty Council President.

— Adopted by the Faculty Council 11/19/98

Please note: The Faculty Grievance Procedure does not replace the college policies and procedures on harassment (see section 4.12). All faculty and staff are required to comply with the college policies and procedures on harassment as described in the Harassment section of the Faculty Handbook.

Some Important Academic Policies & Student Services

7.1 Academic Dishonesty

The Student Handbook outlines the nature and sanctions for plagiarism, inappropriate use of materials or acquiring information from other students during an exam. “Possible disciplinary actions include, but are not limited to, oral reprimand, warnings, probation, suspension, disciplinary class dismissal, expulsion, fines, restitution, community service, and others, based on the severity of the offense. Faculty are asked to follow approved protocol for academic dishonesty cases. Please consult with the Dean of Students on any academic dishonesty cases.

CCAD contracts annually with *turnitin.com* to provide faculty with a valuable tool to help identify and prevent plagiarism. *Turnitin.com* is considered the leader in assisting instructors in their efforts to prevent academic dishonesty and is used by thousands of institutions around the world.

Specifically, CCAD is enrolled in their “Plagiarism Prevention” program. The service works by reviewing electronic versions of written papers and returning a report to the instructor that includes details about which, if any, portions are likely to have been taken from other sources, along with links to those sources so the instructor may view them for him or herself. There are three main databases used, according to the website for *turnitin.com*:

- both a current and extensively archived copy of the publicly accessible Internet;
- millions of commercial pages from books, newspapers and journals;
- tens of millions of student papers already submitted to *turnitin.com*

CCAD faculty have unlimited usage of this service during each contracted year. To begin using the service, please follow these instructions:

1. Go to www.turnitin.com and click on the “New User” link in the top right hand corner.
2. Use the following CCAD account ID and password as you set up your profile
Account ID: **41441**
Join Password: **ccadfaculty1** Please do not give this Join Password to students! It is for instructors only.
3. Follow the remaining steps to create an instructor profile. Once successfully created, set up the classes which will be using the *turnitin.com* service.

Note that there are two ways of submitting papers for review. The first is to have the students submit to the instructor electronic versions of their work and the instructor then submits them to the site. The second is to have students submit their papers directly to the site. The site will then provide the instructor with a report. If the latter option is used, the students will need instructions on how to set up their own profiles. Additionally, the faculty member must create a password for the specific class, in order that the students can submit their papers.

There are training materials on the *turnitin.com* website to help faculty learn more about the service provided. Quick-start guides, videos and manuals are accessible by clicking on the “Training” button at the top of the home page. Please contact the Dean of Students for assistance if necessary with any aspects of the service.

7.2 Academic Misconduct Procedures

The initial decision regarding allegations of academic misconduct is determined by the instructor in whose class the alleged violation occurred. The instructor should conduct, in a speedy but thorough manner, his or her own investigation into the matter, determine who is responsible for the misconduct, decide if there are any sanctions as a result and notify the Dean of Students regarding the outcome by using an Academic Misconduct Report form (available from the Dean of Students or from the Faculty Development area of the CCAD website).

The sanctions provided by the instructor may involve failing the assignment in question or failing the course in which the violation occurred. Students who have been accused of multiple acts of academic misconduct during the span of their enrollment must appear before the Academic Standards Board. Instances of academic misconduct may result in dismissal from the college, particularly if multiple violations have occurred during the span of a student’s

enrollment. Instructors should use reasonable judgment supported by sound evidence in determining whether a student has or has not committed academic misconduct.

A student may appeal an academic misconduct sanction to the Academic Standards Board by providing a written Letter of Appeal to the Dean of Students within five (5) business days from the date the student was notified of the instructor's initial decision, unless additional time is granted by the Dean of Students. The Dean of Students will then convene the Academic Standards Board to hear the appeal. Instructors involved in an academic misconduct case may be asked to attend to the hearing to explain their sanctioning decision. The Academic Standards Board can vote to uphold, vacate or alter the instructor's original sanction given to the student. The student and instructor will be notified with a reasonable timeframe regarding the outcome of the appeal hearing. The decisions of the Academic Standards Board are final.

7.3 Academic Repeat Policy

CCAD allows students who fail a class to retake the same class in an attempt to try to improve the grade. The class must be taken at CCAD. For details on this and other policies related to grade changes, consult the One Stop Student Services Office.

7.4 Advising Services

The One Stop office provides staff to assist faculty with advising and disability services, facilitates appointments with counseling interns, and oversees the COMPAS program and The Learning Center. The Director of Advisement coordinates select faculty from each division, who meet with all students each term to plan their schedules and facilitate registration. Although all full-time faculty are not assigned specific students to advise, you are expected to advise as requested by the student or Advisement, about education and career plans and their growth as artists/designers. The advice and mentorship from the faculty is a natural and important part of the college's educational program.

7.5 Attendance Policy for Students

The Student Handbook outlines policies related to student attendance and absences from class. In part, according to the Student Handbook, "Students who have three or more unexcused absences in classes meeting once a week or four or more unexcused absences in classes meeting twice a week may receive a failing grade for that course." Absences should not be considered "free days," but are to be used only for sickness or unusual situations. Instructors have discretion in determining whether an absence is excused or unexcused, or may direct the student to the Advisement Office to submit an appeal if a student claims absences over the allowed limit.

7.6 Cellular Phone Policy

Usage of cellular phones or image-recording devices is prohibited in the presence of nude models on campus. Additionally, cellular phones may not be used in other classrooms unless permission is granted by the instructor. Students who are on-call or who are anticipating an emergency phone call should inform their instructor at the start of class. Failure to abide by this policy could result in the student being asked to relinquish the cellular phone during class, leave the classroom and be marked absent for the day or other disciplinary action as the instructor deems appropriate.

7.7 Counseling Services

The Director of Counseling & Wellness Services provides consultation on student wellness and counseling needs to faculty and staff, counsels students, and oversees the counseling interns. Students who wish to make appointments for individual or group counseling, may schedule through the One Stop Student Services Office (for appointments with counseling interns) or directly with the Director of Counseling & Wellness Services.

7.8 Grades & "Incomplete" Policy

Faculty are expected to clearly explain their standards for performance and inform students about their grading methods. Grades are due according to the schedule published for each term by the One Stop. Completing the grade roster for a class on time is essential and a condition of the faculty contract. Failure to turn in grades or to report any individual student's grade is not an option. Faculty have the option to enter grades online via IQ web without having to submit paper copies.

Incompletes may be given only for medical or family emergencies. Faculty are advised to specify, in writing, exactly what is required to complete the work, make sure the student has a copy, and keep a copy for their own files. If work is not completed and/or the grade reported to the One Stop by the third week of the following term, the "I" is changed to an "F". The Student Handbook provides a further explanation of the CCAD standards and grading scales.

CCAD is committed to excellence in teaching and in student outcomes. Faculty are encouraged and supported in maintaining high standards for student performance. Faculty members must be clear and communicative about their standards, deadlines, and methods of evaluation, both in writing on the syllabus and assignments, and verbally in classroom instructions. Frequent assessment and feedback on student progress helps.

7.9 Independent Study

Independent study opportunities are intended to enrich, augment, or, occasionally, remedy deficits in a student's degree plan. The opportunity to study independently with a faculty member should be limited to students in good standing, who, in the faculty member's opinion, are able to organize their own studies, follow through with assignments, and work independently with limited mentoring. Typically, these opportunities are limited to juniors and seniors.

Only full-time faculty members are eligible to accept independent studies, and from no more than three students per term. Independent studies are limited to no more than three credits in one term, and a total of six during the entire B.F.A. program.

Prior to advisement and registration, each student meets with the faculty member he/she wishes to sponsor the independent study project. The student should come to the meeting with a proposal in writing for discussion. If the faculty member agrees to sponsor the project, the student submits a registration form/contract detailing the topic, credits to be earned, number of meetings planned, and evaluation method. The faculty member signs this form and the student brings the form to the One Stop Student Services Office at their assigned time for registration. No retroactive credits for independent study will be granted, and no independent study projects may be started after the drop/add deadlines for registration.