

FACULTY MANUAL

2016 – 2017



ACADEMY *of* ART

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Academy of Art University

2016 – 2017



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

The Academy of Art University

About the Academy of Art University:

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

Not just Another Art School

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

Mission & Accreditation

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

To achieve its mission the Academy of Art University:

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

Statement of Accreditation

The Academy of Art University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WSCUC) located at 985 Atlantic Avenue #100, Alameda, California, 94501, (510) 748-9001 and the National Association of Schools of Art and Design (NASAD) located at 11250 Roger Bacon Drive, Suite 21, Reston, Virginia 20190, (703) 437-0700, to offer degrees of Associate of Art, Bachelor of Fine Arts, Bachelor of Arts, Master of Fine Arts, Master of Arts and Certificates. The university is also accredited by the Council for Interior Design Accreditation (CIDA) for its on campus and online Interior Architecture and Design BFA and MFA programs.

CTC Accreditation

The California Commission on Teacher Credentialing Accreditation

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

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

NAAB Accreditation

The National Architectural Accrediting Board

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

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

The Academy of Art University, Department of Architecture offers the following NAAB-accredited programs:

- M.Arch (pre-professional degree + 63 graduate credits) Accredited since 2006.
- M.Arch (non-pre-professional degree + 87 graduate credits) Accredited since 2006.
- Next accreditation visit for all M.Arch programs: 2021
- B. Arch (162 undergraduate units) Accredited since 2015.
- Next accreditation visit for the B.Arch program: 2018

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

Know Your School

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

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

It is important for you to be familiar with the Academy of Art University facilities, programs and resources. If you have not already contacted the Campus Tour Department, we suggest that this would be the best way to discover for yourself what the Academy of Art University offers. We are a very large, widespread institution and many people have found the tour greatly beneficial. Campus tours are offered Monday through Saturday at 10 a.m. and 2 p.m. To sign up for a tour of the campus call 415.263.4179 or stop by the reception desk, located at 79 New Montgomery in the Atelier, 1st floor. The tour visits academic buildings, studios, labs, classrooms, galleries, and student housing. Please encourage persons expressing an interest in the Academy of Art University to sign up for a tour.

Please note that all information in the Faculty Manual is current as of Summer 2016. For the most up-to-date information, please always refer to <http://faculty.academyart.edu>. Do NOT use “www” to go to this site.

FERPA (Family Educational Rights and Privacy Act)

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

A student must sign a written release before we can discuss the issues of concern. The release may be signed in the Office of the Registrar at 79 New Montgomery Street, 4th Floor in San Francisco.

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

Faculty Participation:

Curriculum Leadership Teams

Academic departments across the Academy have Curriculum Leadership Teams (CLT). The CLTs are comprised of faculty, both part-time and full-time instructors. The CLTs purpose is to address curriculum matters through a faculty-driven process, and work with Directors to make improvements. Their recommendations are based in part on suggestions from the surveys that are sent to you each semester.

Every semester, after each round of surveys, your CLT meets to review the comments and discuss curriculum issues with your Director(s). To date, hundreds of suggestions have come from the surveys. The survey comments reflected thoughtful consideration on the part of our instructors.

In addition, faculty feedback from the surveys is shared with the Academy's Academic Steering Committee (ASC). Faculty feedback was integrated into the Academy's Strategic Plan 2016-2021 (the Strategic Plan is posted in the LMS on your portal page).

Please contact your department's Administrative Assistant to connect with your CLT.

Academic Steering Committee

The Academic Steering Committee (ASC) brings together academic directors representing fine art, design, technology, and communications.

The Academic Steering Committee:

- Identifies what is needed to ensure that the Academy constantly remains at the forefront in preparing students to develop portfolios that are relevant to meet all levels of the global marketplace;
- Contributes ideas for Academy-wide curricular initiatives and improvements;
- Identifies innovative curricular and cross-departmental opportunities.
- Focuses on future thinking on curriculum -- where are we going to be in the next 5 years?
- Meets at the intersection of Art & Technology – Think Tank
- Identifies emerging technology needs

Other tasks include:

- Review academic effectiveness across the curriculum through a variety of sources such as faculty surveys, assessment results and program review data.
- Provide a vehicle for interdepartmental communication to address academic issues across the curriculum taking into account online and onsite faculty feedback.

Academic Steering Committee Members and Roles:

1. Bill Maughan (Chair), Graduate Director of Illustration
2. Joan Bergholt (Secretary), VP of Institutional Effectiveness/Director of Program Review
3. Alana Addison, VP of Instructional Evaluation and Development

4. Sue Rowley, Chief Academic Officer
5. Craig Nelson, Executive Director of Fine Art
6. Ryan Baldwin, Director of Online Photography
7. Marybeth Tereszkiwicz, Director of Art Education
8. David Goodwine, Executive Director of Game Development
9. Melissa Sydeman, Academic Vice President of Entertainment and Broadcast Media
10. Nicholas Villarreal, Director of Visual Development
11. Ryan Medeiros, Director of Web Design and New Media
12. Gordon Silveria, Director of Art Technology
13. Antonio Borja, Associate Director of Industrial Design
14. Andrea Pimentel, Director of Advertising
15. Jan Yanehiro (Backup Chair), Director of Multimedia Communications

Online Education Steering Committee

The Online Education Steering Committee was formed with an interdisciplinary organizational function to steer and inform the direction of online education at the Academy. Its core objectives are to identify and provide suggested solutions to online education–related issues and to inform and suggest opportunities to pursue on behalf of the success and retention of online students and instructors.

Online Educational Steering Committee Members:

- Advertising: Thomas Fong, Andrea Pimentel
- Animation: Chris Armstrong, Charles Keagle, David Nethery
- Architecture: Jennifer Asselstine, Eric Lum, Mark Mueckenheim
- Fashion: Iliana Ricketts
- Fine Art: Jesse Mangerson, Anna Nelson
- Foundations: Kristina Komsthoeft, Leandro Ng
- Game Development: David Goodwine, Charlie Huenergardt
- Graphic Design: Anitra Nottingham, Samantha Perkins
- Industrial Design: Hideki Masuda
- Liberal Arts: Eileen Everett
- Motion Pictures and Television: James Egan, Jess Kreuzler
- Photography: Ryan Baldwin (Committee Chair), James Goins, Tamara Hubbard, Adrienne Pao
- Web Design and New Media: Fred McHale, Ryan Medeiros, Changying "Z" Zheng
- Online Education: Charles Curtis, Jason Shaeffer, Toby Silver, Jonathan Ward

FACULTY RESOURCES

2016 - 2017



Faculty Resources:

New Faculty Orientation (NFO)

It is highly recommended that all new faculty members:

- Complete the New Faculty Orientation for Onsite Instructors, an interactive online training designed to prepare new faculty for a successful first semester of teaching, or
- Attend the New Instructors: Ready, Set, Go! workshop at the Academy Teaching Conference, offered the week before the Fall and Spring semesters.

Both orientations contain valuable information to make your teaching experience successful and enjoyable. It is advisable to do both. If you teach onsite, you should be automatically enrolled in the online New Faculty Orientation. If you are not, please contact the Faculty Development Department at 415-618-3855 or at facultydevelopment@academyart.edu. There is an additional, mandatory orientation for new online faculty members that is administered by Online Education.

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

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

- Resources for Instructors
- The New Faculty Orientation – an online course
- Course development templates, guidelines, and tutorials
- Tips and resources by topic
- AAU policies and procedures
- Upcoming Trainings & Events
- Workshops and Q&A sessions (online)
- Teaching conferences (in person and online)
- Resources to Help Students
- Academic Support Services
- English support for international students
- Accommodating students with disabilities in the classroom

Faculty Email

1. Log In

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

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

If you need assistance with accessing your email, please contact the Information Technology Department at 415.618.6400.

2. Main Menu

Once logged in, you will be at the Main Menu page. You will be able to go into your “Inbox” to view your E-mails by clicking on it or by clicking on the “View Mail” menu tab at

the top of the page. At the Main Menu Page, you will also be able to go into your Sent, Deleted, Draft and any other folders that you have created to store your Emails.

3. Read Emails

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

4. Compose

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

5. Searchable Directory

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

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

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

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

CAMPUS RESOURCES

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

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

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

ARC Training & Tutoring

1. ARC On-Campus Labs

- Scheduled at 79 New Montgomery Street, as well as the computer labs of most departments.

- Open to all onsite and local online students. (Onsite students may also attend Online Labs Live!)
- Each session is limited to 2-3 students; appointments are 50 minutes in length.
- Students make appointments online using a program called TutorTrac; drop-ins are also welcome.

2. ARC Online Labs Live!

- Live, real-time support provided via online chat, video, screen or file sharing, and/or conference call.
- Appointments recommended but not required; all Online Labs are displayed in CA/Pacific Time.
- Appointments are 50 minutes long, but students may stay for the entire ARC Lab, if they wish.
- Accessible through Adobe Connect online using the links provided in the schedule.

ARC Writing Lab

- Open to all students, except certain ESL levels. (EAP Lab serves the writing needs of these students.)
- One-on-one assistance is provided by friendly, qualified, and knowledgeable writing tutors.
- Help with brainstorming ideas, developing a thesis, outlining, reviewing basic grammar/mechanics.
- Students bring printed copies of their research papers, essays, and other written work to each session.

Classroom Services/Access For Students With Disabilities

Universal Design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

Consider implementing the principles of Universal Design wherever possible. The more your curriculum is available to a variety of learners, the more inclusive your classroom will be. Strategies to accomplish this include using multiple modes to deliver content, allowing students to demonstrate their skills in various formats, and encouraging students to collaborate and support each other. Universal Design benefits everyone, not just those with disabilities. For example, directing students to share notes with each other not only helps students who missed something from the lecture or find it difficult to take notes, but also results in a more collaborative environment, peer respect, and a sense personal responsibility among the students.

When students' needs cannot be, or are not being, fulfilled by Universal Design strategies, they will give you an accommodation letter written by the Classroom Services office. Per the Americans with Disabilities Act, the accommodations must be implemented so that the student has equal access to the curriculum and facilities.

Contact Classroom Services for Universal Design ideas applicable to your classroom or with questions about working with a student with a disability. Call 415.618.3775 or email accessibility@academyart.edu.



EAP Program

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

EAP Classes

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

EAP Art Support Program

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

Speaking Lab

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

EAP Lab

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

Online Language Support

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

1. In-class support for designated sections of language-intensive classes. The Online Language Support instructor maintains a topic on the class discussion board called Language and Writing Support.
2. Online Writing Lab: <http://arc.academyart.edu/writing/owl.html>
All Academy of Art University students may submit up to 1,000 words of text twice per week for feedback from Online Writing Lab tutors.
3. Online Speaking Lab: <http://arc-web.academyart.edu/ols/speaking/osl.html>
All Academy of Art University students may schedule a synchronous appointment in the Online Speaking Lab to practice presentations, pronunciation, or conversation skills with an Online Speaking Lab tutor.
4. Online Language Support Website: arc-web.academyart.edu/ols
Students can find answers to many language-related questions, practice some of their language skills, and access the OWL and Online Speaking Lab.

Faculty Development Department

The AAU Faculty Development Team offers a number of opportunities for onsite and online instructors to develop their teaching skills. The Academy of Art University instructors are encouraged to take advantage of the wide range of services and resources available. Additional faculty resources are also available at the faculty development website at <http://faculty.academyart.edu>. No “www” for this URL. The Faculty Development Department is located at 79 New Montgomery Street, Room 206.

Services provided include:

- » Biannual teaching conferences (January & August)

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

You may contact Faculty Development at 415.618.3855 or at facultydevelopment@academyart.edu
Academy Resource Center (ARC)

Library

The Academy of Art University Library is located at 180 New Montgomery. The library offers course reserve materials, research guides for each department, information literacy instruction, research assignment review and collaboration, and interlibrary loan services. For more information on the Library's resources and faculty borrowing privileges, go to <http://library.academyart.edu> (follow the Library link).

Parent Coordinator

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

Travis Valentine
 Parent Services Hotline: 415-618-8628
 Email: parentservices@academyart.edu

Course Catalog

The Academy of Art University website is the best place to go to for course and program descriptions as well as detailed academic policies and procedures. Go to <http://catalog.academyart.edu/catalogBrowsing>.

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

Documents & Forms

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

Employee Tuition Remission

The Academy allows eligible classifications of employees to take one Academy of Art University Undergraduate course (on-site or online) free of tuition charge every semester. Employees will still be responsible for all application fees, registration fees and additional materials/course fees. Academy students will be given first priority to enroll in courses each semester.

Classifications of employees eligible to participate:

- Full time staff employees working 40 hours per week
- Full time and part time faculty teaching at least one course for the entire semester
- Part time lab technicians who work for the entire semester

- Part time Educational Support Services department (Academy Resource Center) staff and faculty working a minimum of 20 hours per week for the entire semester

Program Overview

- Prior to the start of the semester, employees must submit one of the following to the Office of the Registrar:
 - An official or unofficial copy of high school transcript and/or a high school diploma.
 - An official or unofficial Bachelor's degree transcript.
- Employees may not enroll in more than one (1) online course per semester, whether paid for by the employee or covered under this tuition remission policy.
- Employees are not permitted to enroll in courses that are at capacity.
- In order to have tuition waived, the 3-unit course must be taken in the same semester in which the employee is working at the Academy. This means that:
 - No 'credits' will be given for future semesters in which the employee will not be working full time.
 - The 3-unit course tuition waiver does not roll over from one semester to another.
 - Employees may not 'save up' course credits for future semesters.
 - Employees must register for the course at least two working days prior to the semester start but no sooner than one week prior to the start of the semester.
- The 3-unit course may only be used by the employee. The course may not be assigned, sold or transferred to another individual.
- Employees must attend class for the duration of the semester and receive a passing grade of C- or better. Approval from the Executive Office must be granted before enrolling in future courses if grade and completion requirements are not met.

Employee Tuition Remission at Separation of Employment

Employees will not be reimbursed for out of pocket expenses related to the course if prior to completing coursework they terminate voluntarily or are terminated for not fulfilling job responsibilities or for violating expected rules of conduct. An employee who terminates their employment voluntarily (i.e. resigns) will have the option to pay applicable pro-rates fees and costs to continue in the class, or be immediately dropped from the class on their last day of work at no additional cost. An employee who elects to pay applicable pro-rated fees and costs to continue in the class will be contacted by the Student Services Department and/or Accounts Receivable Department regarding payment. When an employee is terminated involuntarily they will be dropped from the class effective their last day of work.

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

THE CLASSROOM

2016 - 2017



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

THE CLASSROOM

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

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

Syllabus & Lesson Plan

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

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

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

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

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

Teaching By Example

- Be there
- Be on time

- Stay there the entire time - and make sure your students are engaged and productive. Do not waste time.

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

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

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

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

It is important to establish from the beginning that you are not going to wait for tardy students. You should arrive before class starts to set up and be ready to proceed on time. Avoid getting in the habit of starting class with announcements of administrative items.

Classroom Teaching Materials

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

Models

Models for classroom use are booked school-wide by our Model Coordinators. If you wish to book a model for your classroom, please contact:

For Fine Art Painting: 415-618-6115

For Illustration: 415-618-3680

For Foundations: 415-618-3644

For Fashion: 415-618-3874

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

Art Supplies

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

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

Blick locations:

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

Class Time Periods

Most onsite courses are three hours long. Foundation classes are five hours in length and other studio classes are six hours long. FSH, GAM and FA also have five hour classes.

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

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

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

Make-up Classes

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

Substitutes

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

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

All substitutes must be approved by the academic department. Academy of Art University does not allow faculty members to subcontract their duties or compensate a substitute under any circumstance.

Important note on attendance rosters: when a substitute instructor covers your class, he/she will be able to access the attendance roster on their Dashboard to enter attendance online during or right after class. Please notify your Department in advance so that the substitute can be set up in the online system. If the substitute is not on Academy payroll then the department administrator should provide the substitute with a printed roster to take attendance (the sub will not be able to access in Dashboard). The roster is then turned into the administrator after class to input into the system.

Off-Campus Class Meetings

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

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

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

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

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

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

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

Online Programs & Courses

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

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

Course Evaluations

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

These responses help the administration evaluate the curriculum and recognize excellence in teaching. The evaluations provide a direct and important means of communication on

classroom exercises. This is a responsibility we ask our students to take seriously and respond to with thoughtfulness.

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

Course Evaluation Process:

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

GRADING & ATTENDANCE ROSTERS

2016 - 2017



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

Grading & Attendance Rosters:

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

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

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

Course Grades:

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

Coursework is evaluated according to the following grading scale:

Excellent work

(Course outcomes are met at an exceptionally high level)

A	Exceptional	4.0 grade points
A-	Excellent	3.7 grade points

Very good work

(Course outcomes are met at a high level)

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

Above average work

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

B-	Competent	2.7 grade points
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Acceptable work

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

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

Below average (not passing for graduate courses)

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

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

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

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

D+	Marginal	1.3 grade points
D	Weak	1.0 grade points

D- Minimal Achievement 0.7 grade points

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

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

* No credit to GPA

Progress Grades

Progress grades are an opportunity for faculty to give each student an idea of how they are doing as of week 4 and as of week 11 in spring and fall. This ensures that students are receiving continuous assessment on their progress in class. In the summer session only, Midterm and Final grades are submitted online. In addition to the Midterm Grades and Final Grades (weeks 7 and 15 respectively) that the students receive, the progress grades ensure that students are receiving continuous assessment on their progress in class. To access the instructor Dashboard, login to: <http://online.academyart.edu/login.html> where, during the grading period, you will find a link to enter their Progress Grades online. If you are having trouble logging into your instructor Dashboard, please contact the Online Help Desk.

Online Help Desk

Email: online@academyart.edu

Phone: 1.415.618.3545

Toll-Free Phone: 1.888.431.2787

Help Desk Hours

24 hours a day, 7 days per week

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

Please note that it is best to get help for students that are struggling before the last half of the semester. Typically, week 4 (the first progress grade point) and week 8 (Midterm Grades week) are the best times to refer students to the Academy Resource Center.

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

Midterm Grades

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

Final Grades

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

Grades of Incomplete

At the end of a semester, only in special and unusual circumstances, may a student request a grade of "Incomplete." Students must submit a "Petition for Incomplete" form before the end of the term to the relevant instructor and Department Director. These forms can be picked up from Student Services for undergraduate students and from the Graduate School for graduate students.

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

The Academic Advisor will assist the student with these forms and advise them on the next step in the process. Do not issue a grade of "I" unless you have signed the form and your Department Director has approved it. Authorization for an Incomplete is not automatic and approval will depend on the circumstances leading to the request.

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

Converting an Incomplete Into a Letter Grade

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

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

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

Changing Letter Grades

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

On the very rare occasion that you determine that there was an error in grading, the same procedure as for converting an Incomplete to a letter grade must be followed. Grades may only be changed within the semester following the one in which they are given and should be submitted on a "Change of Grade" form to the Records Office. Again, any unusual circumstances must be routed through the Chief Academic Officer.

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

Homework

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

Late Submissions of Projects / Assignments

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

Attendance Reporting

Timely and accurate attendance reporting is of the utmost importance to the overall mission and daily operations of the Academy of Art University. Attendance data is a key component of Academy of Art University retention programs designed to keep students from abandoning their education due to lack of confidence, lack of study support, or lack of discipline. Accurate attendance data is also used in the calculation of student refunds based on the last date of attendance and can impact financial aid refunds and availability. Inaccurate attendance data results in loss of students due to insufficient support and also has serious budgetary ramifications. Failure to submit accurate attendance data in a timely fashion will reflect negatively on instructor job performance. **With these in mind, please submit your attendance immediately after class ends and no later than 24 hours.**

On the rare occasion that a correction of past attendance is necessary, you will need to sign an Attendance Correction Form. Your department's administrative assistant can help you with accessing the Attendance Correction Form. Again, accuracy of attendance records is crucial and many other areas are affected by attendance reporting including student financial aid, International student status, faculty pay, and more. Instructors are encouraged to use the Class Record form that is given to instructors the first week of the semester.

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

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

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

All student attendance records listed on the Pre-Roster will be manually entered into PeopleSoft. Please direct students who do not appear on your roster or do not have proof of registration to Admissions (for new undergraduates), Student Services (for continuing undergraduates), the International Office (for *NEW* international students), or the Graduate School (for all graduate students). If a student adds a class beyond the third week, please write

the student's name on your weekly attendance roster. Also, if the student does not appear on the class roster after the third week, the student must verify with their advisor if they have been registered for the course. **Remember that students who are not registered for the course and are not listed on your roster should not be permitted to remain in class.**

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

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

- The Academy of Art University is meeting accreditation requirements
- Students receive credit for their course
- You, as an instructor, get recognition and payment for the course

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

<http://media.academyart.edu/attendance/current.mp4>

<http://media.academyart.edu/attendance/reports.mp4>

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

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

Student Absences

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

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

How to Handle Excused Absences in Grading

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

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

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

How to Handle Participation Points for Excused Absences

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

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

Applying the Officially Excused Absence Policy

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

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

To be clear:

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

Handling Excused Lateness in Online Classes

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

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

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

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

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

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

- Post your "Late Homework" policy at the start of the semester, and explain clearly to students the circumstances under which late work will and will not be accepted. This policy must include the officially approved reasons for lateness outlined above; however, whether or not you accept late work under *other* circumstances is left to your individual discretion (and to the policies of your academic department).
- In general, students should *anticipate* circumstances that will make for late work and communicate with their instructors about making up work *before* the original deadline.

(Please include this stipulation in your “Late Homework” policy.) Obviously, if a student is undergoing a medical emergency and cannot communicate with you in advance, you will need to make allowances for this.

- When a student contacts you about excused late work, agree with her/him on a firm deadline for submission of missing work: we suggest an extension of one week.
- At grading periods, the grade should reflect whether or not the student has made up the work from an excused absence.

How to Handle Participation Grades for Excused Lateness

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

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

Recap of Key Points:

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

Official Athletics-Related Absences

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

- You should not penalize student-athletes simply for being absent due to official, game-related absences. The University recognizes game-related absences as “officially excused”.
- Students are accountable for all work missed due to the excused absence. Students are responsible for arranging to make up missed work in a timely manner, as agreed with the instructor. A deadline of one week from the class missed is suggested.
- The Athletics Department requires student-athletes to complete a plan for making up missed work, in consultation with their instructors. This is to encourage a more proactive and professional approach on the student’s part.
- As an instructor, you will know which absences are official and game-related. Student-athletes who miss classes due to game-related absences are required to show their instructors an official form from the AAU Athletics Department verifying the dates of these absences.
- Practices are never cause for excused absences. If you are in doubt about how to handle a particular absence, or have any other questions, please contact Darrell Hayden, the Faculty Athletic Representative: dhayden@academyart.edu (415) 618- 3851. Darrell liaises between the faculty and the Athletics Department to make sure that academic integrity is being upheld.

Administrative Drops

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

Following Up with Students Who Are Absent

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

THE STUDENTS

2016 - 2017



The Students:

Fast Facts

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

Academic Policies & Procedures

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

Policy on Academic Freedom & Academic Responsibility

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

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

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

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

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

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

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

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

Title IX Compliance

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by the Academy of Art University. Title IX applies to both students and employees of the Academy of Art University and requires the Academy of Art University to look into any complaints of sex discrimination, sexual harassment, sexual violence (including domestic and dating violence) as well as instances of stalking. Faculty members are deemed "responsible employees" under Title IX and the Academy of Art University's policies. As a "responsible employee" faculty members are **required** to notify the Title IX Coordinator or Deputy Coordinator of any complaint which may be related to Title IX.

Faculty members who are notified of a potential Title IX complaint should do the following:

- Notify the complainant they are required to report the matter to the Title IX Coordinator.
- Do not promise confidentiality. While the Academy of Art University will consider the request for confidentiality and will make every effort to ensure privacy for complainants, confidentiality may not be possible depending on the nature of the complaint. (i.e. the allegations are serious and failure to investigate could put other members of the campus community at risk.)
- Notify the Title IX Coordinator or Deputy Coordinator immediately.

The Title IX Coordinator and Deputy Title IX Coordinator can be reached at the following:

Christina Petricca, Title IX Coordinator
79 New Montgomery Street, Room 475
cpetricca@academyart.edu
(415)618-8021

Cathy Corcoran, Deputy Title IX Coordinator
150 Hayes Street
ccorcoran@academyart.edu
(415)618-6241

Faculty and staff may also notify Campus Safety of a potential Title IX complaint and Campus Safety will ensure the Title IX Coordinator's office is notified. Campus Safety can be reached at (415)618-3911 or (415)618-3896.

Student Conduct Policy (abridged version)

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

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

What to Do if Disciplinary Issues Arise

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

Academic Honesty & Plagiarism Policies

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

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

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

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

Add/Drop Procedures

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

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

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

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

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

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

Withdrawal

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

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

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

Administrative Withdrawal

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

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

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

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

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

Involuntary Withdrawal

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

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

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

International Students:

Non-Attendance:

- F1 students are required to attend classes, even though they may fail the class at the end of the semester.
- Faculty must ensure to mark the right student present each time of class.
- Faculty should not instruct students not to attend classes based on previous class attendance or failing grades.

- The International Department runs weekly reports and works with students regarding their class attendance. Students will not be dropped automatically after missing class three consecutive times or more as it will negatively impact a student's visa status. The International Department will need to understand the student's situation first to provide appropriate options and solutions within institutional and immigration policies.
- Concerns about a student's class attendance should be send to:
intlservices@academyart.edu

Employment Authorizations: AAU does not offer on campus employment to F1 students. However, F1 students may qualify off campus employment, such as Curricular Practical Training (CPT) or Optional Practical Training (OPT). In order to work off campus, they require a valid work authorization. For more detailed information about the different options, please refer to our website: <http://www.academyart.edu/students/my-academy/student-resources/international-student-resources>

CPT: Is considered short term employment/training that is an integral part of an established curriculum and directly related to students field of study. It allows students to gain practical experience while in school and is authorized by the International Department. In order to approve a student for CPT, program directors must determine whether or not an offer is directly related to the major and provides the student with an appropriate professional experience. When reviewing a student's request for CPT a few things should be considered:

- Students who meet the qualifications to register for the internship class are required to enroll in the class and work with their academic advisor for the approval and enrollment process.
- Students who are not eligible for the internship class must obtain an approval email from their program director and submit it along with their CPT I-20 Request Form and job offer letter online at: <http://www.academyart.edu/aau-forms/international-admissions/cpt-i-20-request-form>
- CPT can only be issued and authorized for one semester at a time, but multiple CPT approvals throughout a student's academic career can be obtained
- CPT can be approved part-time (no more than 20 hours per week) during the spring and fall semester, and the student's last semester. Full-time CPT can only be approved during the summer break.
- The offer letter must be on company letterhead and include the following information: brief description of job duties, start and end date, amount of hours per week, confirmation whether paid or unpaid, company address and contact person
- Questions about a student's offer letter and/or CPT authorization should be send to:
intlservices@academyart.edu

Student Appeals and Grievances

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

This grievance procedure should be used by any student or applicant who believes that there is an uncorrected violation of the University's policies against discrimination on the basis of

disability, race, color, national origin, ancestry, age, gender, sexual orientation or any basis under law and in these instances, the student may initiate the matter at Step 3.

STEP 1

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

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

STEP 2

If a satisfactory solution cannot be arranged through Step 1:

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

STEP 3

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

Student should submit a letter of grievance addressed to:

Grievance Committee
Attn: Chief Academic Officer, Sue Rowley
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

The Grievance Committee shall be appointed by the Chief Academic Officer or her designee from among senior administrators. The Committee will conduct an investigation by requesting relevant information from the grievant and from those others at the University with important knowledge. Please note that in limited circumstances, a determination of the grievance may be made immediately upon review and without convening of the Committee.

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

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

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

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

For further information concerning the grievance procedure, call the office of the Chief Academic Officer, Sue Rowley, at 800.544.2787 or 415.274.2222.

Confidentiality

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

Responding To a Student in Crisis

Who might be a student in crisis?

A student in crisis may exhibit the following signs:

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

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

Call The Campus Safety Department at 415-618-3911 for all Title IV and student code of conduct violations.

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

Call 9-1-1 THEN
Call Campus Safety *immediately*
(415) 618-3911

Is a student injured and in need of medical attention?

Call 9-1-1 THEN
Call Campus Safety *immediately*
(415) 618-3911

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

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

THE CAMPUS

2016 - 2017



The Campus:

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

Academic Calendar

SUMMER 2016	DATES
First day to petition to graduate for Summer & Fall 2016	February 15, 2016
Registration for Summer & Fall 2016 begins	February 22, 2016
Last day to petition to graduate for Summer 2016	April 2, 2016
Summer Intersession begins	May 31, 2016
Financial Aid initial paperwork deadline (to guarantee timely award disbursement)	June 13, 2016
Locker sales begin	June 14, 2016
New Student Move In	June 14, 2016
Summer 2016 Welcome Week	June 15, 2016
President's Welcome	June 15, 2016
Meet Your Department Directors	June 16, 2016
Last day to submit "Incomplete" for Spring 2016	June 17, 2016
Summer Intersession ends	June 17, 2016
Continuing Student Move In	June 17, 2016
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	June 18, 2016
Tuition due for Summer 2016	June 18, 2016
Summer classes begin (including Portfolio Grant & Teacher Grant recipients)	June 20, 2016
Last day to register for Summer 2016 without a late fee	June 25, 2016
Last day for course changes without a late fee	June 25, 2016
Summer Pre-College Art Experience classes begin	June 27, 2016
Last day to register for Summer 2016 (late fee will apply)	June 27, 2016
Financial Aid file complete deadline	June 29, 2016
Independence Day (All Buildings Closed)	July 4, 2016
Midterm grading period for Summer 2016	July 10-20, 2016
Drop without "W/F" penalty deadline	July 13, 2016
Final grading period for Summer 2016	August 4-19, 2016
Summer Pre-College Art Experience classes end	August 4, 2016
Summer Pre-College Art Experience Final Exhibition	August 6, 2016
Summer classes end	August 10, 2016
Residence Halls Close	August 10, 2016
Final grades for Summer 2016 to students	August 22, 2016

FALL 2016	DATES
First day to petition to graduate for Summer & Fall 2016	February 15, 2016
Registration for Summer & Fall 2016 begins	February 22, 2016
First day to petition to graduate for Spring 2017	September 19, 2016
Locker sales begin	August 22, 2016
New Students Under 21 Move In	August 22, 2016
New Students Over 21 Move In	August 23, 2016
Fall 2016 Welcome Week	August 24, 2016
President's Welcome & Parent's Orientation	August 24, 2016
Meet Your Department Directors	August 25, 2016
Financial Aid initial paperwork deadline (to guarantee timely award disbursement)	August 25, 2016
Continuing Student Move In	August 26, 2016
Last day to submit "Incomplete" for Summer 2016	August 26, 2016

Installment payment plan contract deadline	August 27, 2016
Tuition due for Fall 2016	August 27, 2016
Installment plan deadline: 1 st payment due	August 27, 2016
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	August 27, 2016
Fall classes begin	September 1, 2016
Labor Day (All Buildings Closed)	September 5, 2016
Last day to register for Fall 2016 without a late fee	September 12, 2016
Last day for course changes without a late fee	September 12, 2016
Late Registration Period for Fall 2016 (late fee will apply)	September 13-17, 2016
Last day to petition to graduate for Fall 2016	September 17, 2016
Last day to register for Fall 2016 (late fee will apply)	September 17, 2016
Financial Aid file complete deadline	September 19, 2016
Registration for Spring 2017 begins	September 26, 2016
Installment plan deadline: 2 nd payment due	September 27, 2016
Fall Pre-College Art Experience classes begin	October 8, 2016
Midterm grading period for Fall 2016	October 17-31, 2016
Drop without "W/F" penalty deadline	October 26, 2016
Installment plan deadline: 3 rd payment due	October 27, 2016
Daylight savings time ends (set clocks one hour back)	November 6, 2016
Thanksgiving Break (All Buildings Closed)	November 24-27, 2016
Installment plan deadline: 4 th payment due	November 27, 2016
Fall Pre-College Art Experience classes end	December 3, 2016
Final grading period for Fall 2016	December 12, 2016- January 1, 2017
Fall Pre-College Art Experience Final Exhibition	December 10, 2016
Fall classes end	December 17, 2016
Residence Halls Close for Winter Break	December 17, 2016
Winter Holiday (All Buildings Closed)	December 25, 2016
New Years Holiday (All Buildings Closed)	January 1, 2016
Final grades for Fall 2016 to students	January 2, 2017
Last day to petition to graduate for Spring 2017	February 4, 2017 (or last day to Register for SP17 without late fee)

SPRING 2017	DATES
Registration for Spring 2017 begins	September 26, 2016
New Year's Holiday (All Buildings Closed)	January 1, 2017
Winter Intersession begins	January 9, 2017
Financial Aid initial paperwork deadline (to guarantee timely award letter prior to semester start)	January 16, 2017
Martin Luther King, Jr. Day	January 16, 2017
Locker sales begin	TBA
Spring 2017 Welcome Week	TBA
Parent's Orientation	TBA
President's Welcome	TBA
Meet Your Department Director	TBA
Winter Intersession ends	January 27, 2017
New Student Move in	January 31, 2017
Continuing Student Move In	February 3, 2017
Last day to submit "Incomplete" for Fall 2016	February 3, 2017
Tuition due for Spring 2017	February 4, 2017
Installment payment plan contract deadline	February 4, 2017

Installment plan deadline: 1 st payment due	February 4, 2017
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	February 4, 2017
Spring classes begin	February 6, 2017
Last day to register for Spring 2017 without a late fee	February 11, 2017
Last day for course changes without a late fee	February 11, 2017
Late Registration Period for Spring 2017 (<i>late fee will apply</i>)	February 13, 2017
Spring Pre-College Art Experience classes begin	February 18, 2017
Last day to register for Spring 2017 (<i>late fee will apply</i>)	TBA
Financial Aid file complete deadline	February 20, 2017
Registration for Summer & Fall 2017 begins	TBA
Installment plan deadline: 2 nd payment due	March 4, 2017
San Francisco Open Studio	TBA
Daylight savings time begins (<i>set clocks one hour forward</i>)	March 12, 2017
Midterm grading period for Spring 2017	TBA
Drop without "W/F" penalty deadline	TBA
Spring Break Week (<i>no classes this week</i>)	March 26-April 1, 2017
Installment plan deadline: 3 rd payment due	April 4, 2017
Spring Pre-College Art Experience classes end	April 15, 2017
Spring Holiday (All Buildings Closed)	April 16, 2017
Spring Pre-College Art Experience Final Exhibition	April 22, 2017
Installment plan deadline: 4 th payment due	May 4, 2017
Fashion Show	TBA
Final grading period for Spring 2017	TBA
Academy of Art University Media Awards	TBA
Spring classes end	May 27, 2017
Residence Halls Close	May 27, 2017
Spring Show Reception & Exhibition	Week of May 22, 2017
Spring 2017 Academy of Art University Graduate Commencement	Week of May 22, 2017
Spring 2017 Academy of Art University Undergraduate Commencement	Week of May 22, 2017
Memorial Day (All Buildings Closed)	May 29, 2017
Final grades for Spring 2017 to students	TBA

Faculty ID Cards

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

To Obtain a Badge:

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

AAU Lockers

Lockers are provided for the benefit of Faculty, but are not necessary to perform faculty duties. Faculty members are allowed use of two lockers per building. For instance, if an instructor is teaching classes at Northpoint and at 180 NM, a request can be made for two lockers in each of these buildings. If additional lockers are requested, they may be rented for a \$10 locker fee per semester. If you are in need of a locker, please put in a request with your department administrator. Once approved your administrator will hang a sign on your locker to confirm the reservation. Locks are not provided by the University.

You may be allowed to renew the same locker(s) if you are scheduled to teach during the next sequential semester. For example: Spring to Summer or Fall to Spring. If you would like to renew your locker, please notify your department administrator so that he/she may confirm renewal in LMS.

Remember that these lockers are for faculty as well as students and that they are issued on a first-come, first-serve basis. Assess your need for a locker early to assure that you can obtain one.

Questions – contact your department administrator.

Shuttle Buses

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

Copy Facilities

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

Building Access & Hours

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

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

Academy Property

Employees are not authorized to use any Academy property for personal purposes. This includes, but is not limited to, equipment that is acquired for Academy students, office supplies, company provided uniforms, company vehicles, gas cards, etc. This restriction bars employees from using Academy equipment, supplies and other resources for non-work related purposes both at work and outside of work.

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

Lost & Found

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

Issue Rooms

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

Issue Rooms:

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

Motion Pictures & Television Equipment: 79 New Montgomery

Workshops/ Tool Rooms:

Industrial Design: 1835 Van Ness (3rd Floor)

Fine Art Sculpture: 410 Bush and Cannery Building

Interior Architecture and Design: 601 Brannan

Audio-Visual Equipment

Audio-visual equipment is available for use in the classroom. Please speak with your Department Director regarding your audio-visual needs, or call the A/V Issue Room at 415.618.3828. ***Note, Online reservations can be made on the intranet under Resources > Event > AV Request form

Emergency Procedures

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

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

Maintenance Services

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

EMPLOYMENT POLICIES

2016 – 2017



Employee Handbook

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

Reporting Violations of Academy Policies

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

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

Hiring Policies

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

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

Part-Time Instructor Employment Agreement Procedures

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

All Part-Time Instructors will receive an email from Academy of Art University with instructions for accessing and signing their electronic or hard-copy employment agreement.

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

If you do not wish to sign your employment agreement electronically, please contact the Human Resources Office at HR@academyart.edu for alternatives. You may also stop by the Human Resources Office located on the 6th floor at 79 New Montgomery St to pick up a hard copy of your employment agreement.

Instructor paychecks and pay stubs (for direct deposit) are sent via US mail on each pay date to the address on record with the Payroll Department. Employees are paid biweekly on Fridays. If a pay day happens to fall on a day when business offices are closed (such as a holiday), checks will normally be distributed on the last working day before the scheduled pay date. If you prefer to pick up your paycheck or pay stub, please notify the Payroll Department at Payroll@academyart.edu.

Should you have any employment related questions at any point in the semester, please contact the Human Resources Department at 415.618.6339 or HR@academyart.edu.

Full-time Faculty Positions

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

Faculty Documentation

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

Dress Code: Customer- Facing Staff (teaching)

All employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment

- Slacks may be worn in an appropriate manner.
- Capri pants must be below the knee. Physical education coaches may wear shorts. No jeans or jean clothing of any color are acceptable.
- T-shirts are not allowed. Low cut blouses, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not allowed. Sleeveless clothing must cover undergarments.
- Shoes and sandals without a back strap are unacceptable. Flip flops are NOT allowed.
- Athletic shoes/sneakers are only allowed for athletic coaches.
- Earrings are the ONLY visible piercing allowed.
- Hats are not to be worn inside.

- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible.

Personal Information

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

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

Faculty Evaluation Processes

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

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

Classroom Observations: University personnel may visit classrooms to conduct formal observations to evaluate instructor performance. Instructors are provided with observation criteria in advance reflecting AAU expectations. (Note: See observation criteria included with this handbook.) After the observation, the reviewer will meet with instructor to provide oral and written feedback on classroom teaching and management skills observed. Action plans/Personal Improvement Plans may be developed to implement strategies for improvement. Copies of the observation data will be sent to the Department Director and to the Executive Office.

Compensation and Raise Requests

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

procedures are made at Academy of Art University's sole discretion and may be unilaterally modified or revoked at any time.

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

Statement on Academic Freedom and Academic Responsibility

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

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

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

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

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

- Discrimination against any demographic category;
- Harassment of any individual on any grounds;
- Plagiarism, patent, copyright or trademark infringement;
- Obscenity, incitement, and slander

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

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

PERSONAL AND PROFESSIONAL RELATIONSHIPS

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

We require all members of the university community to use good judgment and to uphold professional ethics and university policies in the office and classroom. This specifically requires that all employees exercise care and sensitivity not to compromise them or be compromised by sexual relationships, romantic entanglements, or situations with others at Academy of Art University where favoritism, harassment or any improper conduct might be perceived.

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

This policy applies to:

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

Personal Relationships Between Staff/Faculty and Students

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

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

The Human Resources department will evaluate the scope of the relationship and if necessary ensure that appropriate alternative arrangements are made with respect to the student's admission, assessment, supervision, teaching and/or other care. If it is found that a conflict of interest or inappropriate conduct exists, Academy of Art University will take appropriate steps,

up to and including termination of employment, as deemed in the best interest of the student's learning experience. Failure to disclose the existence of such a relationship will result in disciplinary action against the member of staff or faculty concerned.

Personal Relationships Between Members of Staff/Faculty

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

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

EXHIBIT "A"

Classroom Observation Reporting Form – Onsite

Instructor:

Dept. /Course Name/Course#:

Date/Time of Observation:

Observer:

Use criteria that apply to the format of the course observed. Place check marks or write Yes next to items below to identify if observed.

Criteria

Introduction/Organization of the Session

- o Class begins/ends on time; meets during the scheduled period
- o Instructor takes attendance at the beginning of the class
- o Explains what will be covered and the objectives of the session
- o Explains how the session topic fits into the overall context of the course
- o Follows the syllabus/course outline provided by the department
- o Comes prepared at the start of class with all props, equipment, visual aids ready for immediate use; is well organized

Classroom Management

- o Uses time effectively
- o Breaks up long lectures and demonstrations; creates an active learning environment through classroom discussions, group activities etc.
- o Demonstrates leadership; maintains a productive, disciplined class
- o Ensures that students return from breaks on time and do not leave early. (Example: Takes attendance again after the break)
- o Has students start homework in class (studio courses only)

Verbal Communication

- o Speaks with a clear voice, strong projection and maintains eye contact
- o Poses questions during lectures, demonstrations and critiques to engage student participation and gauge their understanding
- o Demonstrates command and knowledge of subject matter; material is explained clearly, concisely and thoroughly
- o Stays focused on topics and meets stated objectives
- o Emphasizes and summarizes main points; clarifies difficult material
- o Shows examples that are clear, precise and appropriate
- o Provides clear guidelines for assignments
- o Presents clear grading standards for fair and honest grading

Critiques

- o Reviews assignment criteria or rubric at the start of the critique
- o Models honest, constructive feedback. Explains what was done correctly, identifies areas for improvement, explains why the improvements are needed, and how to make them
- o Paces the critique succinctly
- o Illuminates the common class successes and weaknesses observed
- o Facilitates student involvement

Demonstrations

- o Ensures that all students can see, hear and understand the demonstration
- o Reviews supplies being used and shows students how to use them
- o Explains concepts and technical approaches while doing the demonstration
- o Breaks the demonstration into short segments; requires that students immediately practice steps introduced before moving to the next segment of the demonstration

Rapport / Classroom Environment

- o Holds the interest of students, shows enthusiasm, encourages participation
- o Instructor is approachable, helpful, provides feedback and assistance
- o Students are engaged, participating in activities, class discussions, asking questions etc.
- o Treats all students with respect, regardless of culture, gender, etc.

Physical Aspects of Classroom

- o Are there any aspects in the room, such as its layout, that affect content delivery or student engagement?

- o Are there any distractions, such as room temperature, building noise, poor arrangement of seating etc.? If so, please state the issue, classroom's location and physical attributes, number of students in attendance, layout of room etc.

Instructor's strengths observed:

Suggestions for improvement/action plan:

Overall impression of teaching effectiveness: