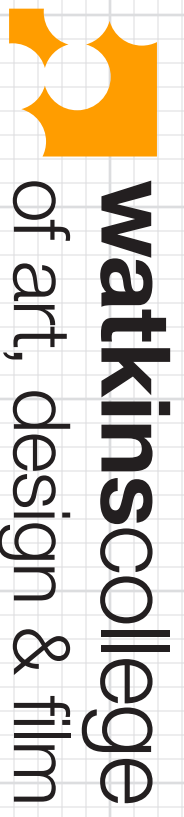


2014-2015

Faculty Handbook



Watkins College of Art, Design & Film Faculty Handbook

Table of Contents

Academic Calendar & Important Dates 2013-2014.....	5
Watkins College of Art, Design & Film Directory.....	9
A Message from the Vice President for Academic Affairs.....	11
The Mission of Watkins College of Art, Design & Film.....	12
Statement of Non-Discrimination	13
<i>Operations Manual</i>	13

Personnel Guidelines for Faculty

Qualifications for Faculty Membership.....	14
Faculty Rank and Promotion.....	14
Employment Contracts.....	14
Faculty Employment Benefits, Holidays, and Various Leave Guidelines.....	15
Employment Benefits	
Holidays Observed	
Annual and Sick Leave	
General Description of Faculty Responsibilities and Duties.....	16
Payroll Procedures.....	16
Outside Employment for Full-Time Faculty and Staff.....	16
Participation in Professional and Civic Organizations.....	17
Annual Evaluations by Department Chairs	18
Course/Instructor Evaluation Questionnaire (CIEQ)	19
Faculty Grievance Procedure.....	19

Academic Guidelines

Academic Freedom and Censorship.....	20
Gallery and Exhibitions	21
Gallery and Exhibitions Mission Statement	
Organizational Structure	
Gallery Director – Duties and Responsibilities	
The College Collection	
Workload Assignment	22
Faculty Workload Defined	
Academic Administration	
Workload Guidelines	23
Courses with Contact Hours in Excess of Credit Hours	
Multiple Sections	
Extraordinary Considerations	

Classes with High Enrollment	
Internships	
Classes with Less than Minimum Enrollment	
Team-Taught Courses	
Combined Courses	
Non-Instructional Activities	
Advising and Office Hours.....	25
Shared Governance	25
College Standing and <i>Ad Hoc</i> Committees	
System of Appointment	
Committee Guidelines and Charges	
<i>Ad Hoc</i> College Committees	
College Standing Committees	
Strategic Planning Committee	
General Education Committee	
Safety and Security Committee	
Retention Committee	
Academic Standing and <i>Ad Hoc</i> Committees	
Committee Guidelines and Charges	
<i>Ad Hoc</i> Academic Committees	
Academic Standing Committees	
Admissions Committee	
Curriculum Committee	
Promotion Review Committee	
Faculty Senate	32

Miscellaneous Academic Guidelines

Scheduling of Classrooms, Labs, Studios, and Soundstages	37
Scheduling of Equipment and Other Instructional Technology	37
Changes to Class Schedule – Meeting Times	37
Cancelled Classes	37
College-Sanctioned Events.....	38
Course Outlines and Syllabi.....	38
The Watkins Library ARTchive.....	40
Grading and Attendance for Students.....	40
Grading	
Grading Scale	
Attendance Requirements for Grading	
Auditing	
Incomplete Grades	
Grade Appeal by Students	44
Attendance Records.....	44
Class Rosters.....	44
The First Class Meeting	
Observances of Religious Holidays	
Withdrawal from Courses.....	45

Changing Credit Status	46
Changing from the BA to the BFA.....	46
Mid-Term Grades	47
Final Grades.....	47
Releasing Final Grades to Students	47
Grade Changes.....	47
Textbooks.....	48
Photocopying	48
General Photocopying	
Photocopying Copyrighted Material	
FERPA and Students' Rights to Privacy	49
Family Educational Rights and Privacy Act (FERPA)	
Annual Notice to Students	
Access to Educational Records	
Student Conduct	51
Classroom Misconduct	
Readmission after Dismissal due to Misconduct	
Academic Honor Code and Academic Dishonesty	52
Academic Misconduct	
Plagiarism and Cheating	
Harassment and Sexual Harassment	53

Miscellaneous College Guidelines

No-Smoking Environment	54
Food and Drink in Classrooms, Studios, and Labs	54
Recycling.....	54
Illegal Drugs and Alcohol	54
Firearms and Other Dangerous Weapons and Substances	55
Keys to Classrooms, Studios, and Labs	55
Access to Facilities and Equipment by Persons other than Watkins College of Art, Design & Film Staff, Faculty, and Currently Enrolled Students	55
Severe Weather	56
Procedure for Inclement Weather Notifications.....	56
Building Evacuation.....	57
Safety and Security	57
Solicitations and Conducting Personal Business on Campus.....	58
Media Contacts	58
Travel Expenses for Professional Conferences	59
Use of College Credit Cards	59
Appendix A – Watkins College of Art, Design & Film Course Outline.....	60
Appendix B – Watkins College of Art, Design & Film Course Syllabus.....	62

Academic Calendar



Fall 2014		
August 16	Housing Reopens New Student Move-In	
August 17	College Opens	
August 17 - 19	Orientation for New Students	
August 18 - 19	New Student Registration	
August 20	Late Registration	
August 21 (Thu)	Classes Begin	
Aug 21 - Sept 4	Drop/Add Period	
August 21 - 27		100% Refund Period*
August 28 - 29		75% Refund Period
September 1	No Classes, Labor Day	Building Closed
September 2 – 3		50% Refund Period
September 4		25% Refund Period
September 4	Last Day to Drop/Add	Refund Period Ends
September 4	Last Day to Change Class Enrollment Type	
September 5	Begin Withdrawal Period	No Refunds
September 5	Census Day	
October 6 - 10	Mid-Term Evaluation Week	
October 14 (Tues)	Mid-Term Grades Due @ 12pm	
October 20 - 21	No Classes, Fall Break	Building Open
November 3 - 7	Advising/Registration Week	
November 17 (Mon)	Last Day to Withdraw	
November 17	Last Day to Apply for Spring / Summer 2015 Graduation	
November 26 - 28	No Classes, Thanksgiving	Building Closed, Nov 26-27 Open Nov 28 - 30
December 3	Last Day to Request Incomplete	
December 10 (Wed)	Classes End	
December 13 (Sat)	Fall Move - out @ 2pm	
December 15 (Mon)	Final Grades Due	
December 20 - Jan 4	College Closed, Winter Break (Housing Reopens January 10)	

*When a holiday occurs during the drop-add period, refunds will be determined on a case-by-case basis.

Spring 2015		
January 5	College Reopens	
January 5	Staff Return to Work	
January 10	Housing Reopens	
January 10	New Student Move-In	
January 12	New Student Orientation	
January 12 - 13	New Student Registration	
January 14	Late Registration	
January 15 (Thu)	Classes Begin	
January 16 - 30	Drop/Add Period	
January 15 - 22		100% Refund Period*
January 19	No Classes, MLK Holiday	Building Closed
January 23 -26		75% Refund Period
January 27 - 28		50% Refund Period
January 29		25% Refund Period
January 29	Last Day to Drop/Add	Refund Period Ends
January 29	Last Day to Change Class Enrollment Type	
January 30	Begin Withdrawal Period	No Refunds
January 30	Census Day	
February 13 (Fri)	No Classes, Presidents Day Observed	Building Open 9am-6pm
March 2 - 6	Mid-Term Evaluation Week	
March 10 (Tues)	Mid-Term Grades Due @ 12pm	
March 16 - 20	No Classes, Spring Break	Building Open, Reduced Hours
April 6 - 10	Advising/Registration Week	Fall, Maymester, & Summer
April 17	Last Day to Withdraw	
April 17	Last Day to Apply for Fall 2015 Graduation	
May 1	Last Day to Request Incomplete	
May 8 (Fri)	Classes End	
May 9 (Sat)	Move out @ 2pm	
May 11 (Mon)	Final Grades Due @ 12pm	
May 16 (Sat)	Commencement	

*When a holiday occurs during the drop-add period, refunds will be determined on a case-by-case basis.

Maymester 2015		
May 14 (Thu)	Classes Begin	
May 14	Maymester Late Registration Day	
May 14 - 20	Drop/Add Period	
May 14 - 15		100% Refund Period for Maymester Classes*
May 16	Commencement	
May 18		75% Refund Period
May 19		50% Refund Period
May 20	Last Day to Drop/Add	25% Refund Period
May 20	Last Day to Change Class Enrollment Type	
May 21	Begin Withdrawal Period	No Refunds
May 21	Census Day	
May 25	No Classes, Memorial Day	Building Open
May 27 (Wed)	Mid-Term Grades Due @ 12pm	
May 28 (Thu)	Last Day to Withdraw	
May 29 (Fri)	Last Day to Request Incomplete	
June 4 (Thurs)	Classes End	
June 6 (Sat)	Maymester Move-out @2pm	
June 8 (Mon)	Final Grades Due @12pm	

*When a holiday occurs during the drop-add period, refunds will be determined on a case-by-case basis.

Summer 2015		
June 8 (Mon)	Classes Begin	
June 8	Summer Late Registration Day	
June 8 - 12	Drop/Add Period	
June 8 - 9		100% Refund Period for Summer Classes*
June 10		75% Refund Period
June 11		50% Refund Period
June 12	Last Day to Drop/Add	25% Refund Period
June 12	Last Day to Change Class Enrollment Type	
June 15	Begin Withdrawal Period	No Refunds
June 15	Census Day	
June 29 – July 3	Mid-Term Evaluation Week	
July 3 (4)	No Classes, Independence Day Observed	Building Closed on the 4 th .
July 6 (Mon)	Mid-Term Grades Due @ 12pm	
July 16 (Thurs)	Last Day to Withdraw	
July 23 (Thurs)	Last Day to Request Incomplete	
July 30 (Thurs)	Classes End	
Aug 1 (Sat)	Housing Closes @ 2pm	
Aug 3 (Mon)	Final Grades Due	

*When a holiday occurs during the drop-add period, refunds will be determined on a case-by-case basis.

Watkins College of Art, Design & Film Directory

Administrative Staff

Office of the President

President Ellen Meyer

Academic Affairs and Student Life

Vice President for Academic Affairs Joy McKenzie

Director of Student Life Samantha Brzozowski

Registrar Tracie Johnson

Assistant to the Registrar.....

Library Director..... Lisa Williams

Assistant Librarian..... Robin Foster

Career Services Coordinator..... Patrick DeGuira

Housing Operations Manager Henderson Hill

Media Center Director Kristy West

Media Center Assistant Brandon Flowers

Print Center Assistant Samantha Angel

Financial Aid

Director of Financial Aid Regina Gilbert

Financial Aid Coordinator Lyle Jones

Admissions

Director of Admissions Linda Schwab

Recruitment Officer David Hellams

Admissions Office Manager Mariam Bakhtiari

Regional Recruiter Jaime Rayburn

Regional Recruiter Jenna Maurice

Finance and Operations

Vice President for Finance and Operations Mary Ellen Lothamer

Director of Facilities..... Martin Dillingham

Assistant Director of Facilities Ken Nakamura

Night Manager..... Joshua Hill

Financial Associate I Dwayne Breeding

Financial Associate II Denise Fetz

Assistant Facilities Manager Hugo Martinez

Custodian Paul Cates

Custodian Bobby Turner

Information Technology and Equipment Services

Director of Information Technology and Equipment Services Chris McQuiston
Network Administrator Curt Lundgren
Empower Database Administrator Lisa Raupers
Post Production and Audio Visuals Engineer..... Don Kruse

Institutional Advancement

Vice President for Institutional Advancement Hilrie Brown
Assistant to the Vice President for Institutional Advancement Michelle Klaus
Director of External Relations and Assistant Director of Development Caroline Davis

Community Education and Enrichment

Director of Community Education Mary Beth Harding
Assistant Director of Community Education Anna McKeown

Full-Time Academic Faculty

The Film School

Richard Gershman, Associate Professor
and Chair
Valorie Stover, Professor
Steven Womack, Professor
Robert Gordon, Associate Professor

Department of Graphic Design

Dan Brawner, Associate Professor
and Chair
Steve Wilkinson, Associate Professor
Judith Sweeney O'Bryan, Associate
Professor

Department of Photography

Robin Paris, Associate Professor
and Chair
Christine Rogers, Assistant Professor

Department of Fine Art

Kristi Hargrove, Associate Professor
and Chair
Terry Thacker, Professor
Brady Haston, Associate Professor
and Studio Facilities Manager
Morgan Higby-Flowers, Assistant
Professor
Ariel Lavery, Assistant Professor

Department of Interior Design

Cheryl Gulley, Professor
and Chair

General Education and the BA-Art

Cary Miller, Instructor of English and
Director
Thomas Williams, Assistant Professor
of Art History

A Message from the Vice President for Academic Affairs

Dear Colleagues,

This handbook has been produced and distributed so that each faculty member of Watkins College of Art, Design & Film will have information readily available concerning the operational policies and guidelines necessary for the efficient management of the institution. These policies and guidelines have been established to promote the mission of the college, to establish uniform standards and procedures, and to help ensure that the work environment is always productive, safe, healthful, secure, and student-centered.

The policies and guidelines, as established and approved by the Commissioners and the Board of Trustees of Watkins College of Art, Design & Film, can be accessed in their entirety in the document, *Operations Manual*. A digital copy of this document is archived electronically in the Staff and Faculty folder, which is accessible on the institution's shared G Drive. Faculty and staff have the responsibility of reading, understanding, and adhering to these guidelines, as contained in this manual.

This handbook is not a substitute for the complete manual; rather, it is intended to be a summary of some of the more important guidelines. It should properly be used as a quick reference regarding those important policies and procedures normally encountered in daily activities at the college. Further information, additional detail, and explanatory notes, if needed, can be found in the full *Operations Manual* itself.

Questions and concerns pertaining to either of these documents may be addressed to the Vice President for Academic Affairs. Any suggestions for improving the *Manual* or the *Handbook* are welcomed.

I hope you find this document useful.

Sincerely,

Joy McKenzie
Vice President for Academic Affairs
615-277-7413

Watkins College of Art, Design & Film

Mission Statement

Watkins College of Art, Design & Film offers a studio-based curriculum, supported by a strong academic foundation. The faculty and staff are committed to a learning-centered environment that challenges the student to engage the mind, train the eye, and cultivate talent and skill into an active realization of creative potential.

The mission represents a commitment by the Watkins academic community of students, faculty, and staff to these goals:

Learning-Centered Environment

The focus of the institution is on educational outcomes. Based on ongoing assessment of student learning, the institution is dedicated to improving programs, curricula, and instruction.

Engage the Mind

Watkins students demonstrate critical, analytical thinking skills. The General Education program and the five academic major programs combine to enable and enhance every student's ability to think critically and analytically.

Train the Eye

Watkins students understand and can apply the basic fundamentals and principles of the visual arts. The arts foundation component of the General Education program and the five academic major programs combine to insure that every student demonstrates proficiency in basic visual arts concepts and applications.

Cultivate Talent and Skill into an Active Realization of Creative Potential

Students who graduate from Watkins College are prepared to lead productive lives as artists, designers, or filmmakers.

Revised by a Faculty & Staff Committee in 2005-2006

Approved and adopted by the Board of Trustees, June 2008

Reaffirmed by the Board of Trustees, September of 2009, 2010, 2011, 2012, 2013, 2014

Statement of Non-Discrimination

Watkins College of Art, Design & Film makes no distinction in its employment, contracting, or admissions policies or procedures, including the awarding of scholarships or other forms of financial assistance, on the basis of age, sex, religion, race, color, sexual orientation, national origin, or disability.

Watkins College of Art, Design & Film Operations Manual

The Board of Trustees approves operational policies addressing many important Watkins procedures. Guidelines are recommended by college officials and committees, and are approved by the president. These policies and guidelines are available electronically to all faculty on the shared G Drive in a digital document entitled *Operations Manual*. All faculty should read through the manual at the point of their initial employment, should remain generally familiar with the manual's content, and should consult it regularly as needed. The manual is updated and expanded from time to time by the Board of Trustees and by the President's Office.

Personnel Guidelines for Faculty

Qualifications for Faculty Membership

Watkins College of Art, Design & Film is committed to staffing its academic programs with outstanding faculty members. Faculty at Watkins are dedicated to student-centered, quality classroom and studio instruction. In addition, faculty pursue their co-curricular and professional interests as practicing artists, designers, filmmakers, and scholars. Ideally, Watkins faculty hold terminal degrees directly related to their teaching assignments and have distinguished records of professional accomplishments. At a minimum, faculty are expected to have a master's degree in a field directly related to their teaching assignment or a master's degree in another field together with at least eighteen semester hours of graduate studies in a field directly related to their teaching assignment. In rare instances, a faculty member may have extraordinary alternative professional credentials in lieu of appropriate graduate degrees.

Faculty Rank and Promotion

With approval by the Board of Trustees, Watkins has adopted policies and guidelines for faculty rank assignment and procedures for promotion. The intent of these policies and guidelines is to insure that rank and promotion decisions are made objectively, equitably, and impartially. The Promotion Review Committee, an academic standing committee, has the responsibility for the initial review and recommendation of any application for promotion. Details for these guidelines and procedures may be found in Guideline 1.13 in the *Operations Manual*, available electronically to all faculty on the G-Drive.

Employment Contracts

Although specifically not intended to be any form of contract, the document entitled *Operations Manual* addresses many aspects of the institution's employment practices, including benefits and protections. These appear under many different sections of the *Manual* and faculty should be generally familiar with the entire document.

The Board of Trustees has not approved any specific provisions for faculty contracts, and generally Watkins has always been an "at will" employer with no permanent contractual relationship between the institution and its employees (faculty or staff). However, the Board of Trustees does allow for contracts to be offered in some instances with provisions that may supersede some of the limitations in the *Manual* if and when a contract is offered to an employee and is accepted by that employee. Therefore, full-time faculty who have been employed at the institution in a full-time capacity for a minimum of three years may be offered two-year contracts with a specific target date for notifying them when the institution intends to renew that contract. Faculty, however, are not required to accept two-year contracts, and may request a one-year contract. The offering of a one-year contract is at the discretion of the college. The contracts can be amended at any time to accommodate salary increases, if available, promotion at rank, and administrative appointments.

Adjunct faculty are generally offered sessional contracts per course on a semester-by-semester, single summer term, or Maymester basis. Contracts for any course are contingent upon sufficient enrollment or the class assignments of full-time faculty members, as determined by the Vice President for Academic Affairs (VPAA). Contracts for classes that do not have sufficient enrollment by the close of the drop-add period will be cancelled unless the VPAA determines that extraordinary circumstances require that the courses be offered despite the inadequate enrollment.

Initial hiring contracts for full-time faculty are for a period of one year and are subject to a six-month review in January. If it is determined by the college with its sole discretion that the contract will be renewed, the first renewal will also be for a period of one year and again subject to a six-month review in January. For the second renewal, at the sole discretion of the college, the renewal may be for one or two years, and the evaluation takes place at the end of each Spring semester for those contract years and thereafter. Subsequent contracts are generally offered as two-year contracts. Any faculty member can request a one-year contract instead of a two-year contract when a two-year contract is offered. For the third renewal of a one-year contract thereafter, the offering is at the discretion of the college. Contracts will have a specific target date for notifying faculty whether the institution intends to renew the contract. Contracts can be amended at any time to accommodate salary increases, if available, promotion at rank, and administrative appointments. The college reserves the right to not renew any faculty contract for any reason or no reason.

Faculty Employment Benefits, Holidays, and Various Leave Guidelines

Employment Benefits

For a complete review of employment benefits, faculty should refer to Section 3 of the *Operations Manual*. Most benefits are available to full-time faculty only. However, any employee may participate in the 403b Retirement Plan without the college matching the contribution. If interested, employees should meet with the Vice President for Finance and Operations.

Holidays Observed

Watkins observes designated holidays each year. Eligible employees are given a day off with pay for each holiday observed. Employees should refer to Section 3.4 of the *Operations Manual* for a list of the eligible holidays and consult the current semester's schedule for exact dates. Watkins makes provisions that provide employees with opportunities to celebrate their religious holidays; however, the institution does not observe any religious holidays.

Annual and Sick Leave

Faculty should refer to Section 6 of the *Operations Manual* for a complete review of Absences from Work policies, including sick leave, medical leave, unpaid leave,

bereavement leave, military leave, jury, witness and voting leave and family and medical leave. Neither annual nor sick leave is available for faculty on nine-month contracts.

General Description of Faculty Responsibilities and Duties

Specific responsibilities, workload, and other duties are assigned by department chairs and approved by the VPAA. In general, however, each faculty member is expected to meet his or her classes, be prompt and begin each class on time, and make full use of the time period allotted to each class. A faculty member should treat all students equally, fairly, and equitably, and should be courteous and helpful to them while at the same time maintaining an appropriate professional distance from them. Specific provisions in the *Operations Manual* address certain aspects of appropriate professional distance (see Guideline 7.10). More detailed descriptions of specific faculty responsibilities, workload, and duties appear later in this handbook.

As a component of their service to the institution, faculty members are encouraged to participate in the student recruiting activities of the College. Any such participation should be coordinated through the Office of Admissions.

Payroll Procedures

Payday is the 5th and the 20th of each month. Since some pay dates may be offset by falling on a holiday or weekend, a schedule of actual pay dates is emailed to faculty and posted in the break room. Faculty contract amounts are paid out as follows:

Full-time	Over twenty-four pay periods annually
Adjuncts	Over eight pay periods within the fall or spring semester
Maymester	Over two pay periods within the Maymester period
Summer Term	Over four pay periods within the summer term

Direct Deposit is available and recommended. Direct Deposit Forms are available in the Business Office. Supervisors for work-study students should be sure to consult the pay schedule for timesheet due dates. Only the supervisor recorded on a work-study student's placement form is to sign the timesheet as supervisor.

Outside Employment for Full-Time Faculty and Staff

Watkins College of Art, Design & Film recognizes the value of external activities in which its full-time faculty, administration, and staff may engage. Such activities can enhance instruction and forge important links between the institution and local artists, filmmakers, designers, businesspersons, arts and business organizations, and members of the general community. However, full-time employees of the college must place their primary emphasis on contributing to the college's mission and be prepared to forego any external activities that might interfere with their responsibilities and duties to the college.

Procedures

1. Prior to becoming engaged in any outside professional employment, business or consulting activity, or other activities for which the employee receives any form of income or consideration that falls under the reporting requirements of the Internal Revenue Service, the individual (including full-time faculty, full-time staff, or full-time administrators) shall first request approval from his or her department chair, supervisor, or administrative head. The chair, supervisor, or administrative head will then make a determination of whether such activities have the potential for interfering or conflicting with the individual's assigned duties and responsibilities. In those instances where there appears to be a serious potential for interference or conflict, the chair, supervisor, or administrative head, after consulting with the individual, will submit a written recommendation to the appropriate vice president. After considering the recommendation, the vice president will notify the individual with a statement approving or disapproving the outside activity. The individual may appeal a decision to the president whose decision will be final.
2. An individual's outside activities should not: a) directly interfere or have the clear potential for interfering with the individual's assigned duties and responsibilities, b) must not constitute a conflict of interest or compete with the mission, programs, and services of the college, c) must not be undertaken with the claim that the individual is an official representative of the college, and d) must not involve the use of the college's equipment, facilities, services, or supplies.
3. With the exception of the use of college equipment, facilities, services, and supplies, these guidelines do not apply: a) when the individual is not within the term of his or her contract or is on leave, b) to short-term professional activities (i.e., related to the individual's academic or artistic expertise) such as participation in exhibits, festivals, photo shoots, film productions, speaking engagements, short-term design projects or other similar events even though honoraria or day rates are received for participation, c) to activities for which the individual has absolutely no time requirement or commitment that produces dividends, interest, and other similar forms of income, and to ongoing business activities approved at the time of hiring, provided those activities do not expand or change to the point that they interfere or conflict with the individual's assigned responsibilities and duties.

For more information, faculty should see guideline 1.12 in the *Operations Manual*.

Participation in Professional and Civic Organizations

Full-time faculty and staff are encouraged to participate in professional and civic organizations that promote professional development and enhance professional networking. Based on available funding, Watkins will provide financial support for a limited number of memberships in designated professional and civic organizations. For more details, faculty should see 4.3 in the *Operations Manual*.

Annual Evaluations of Faculty

All full-time and part-time faculty are evaluated in writing annually by their department chair. The written evaluation is preceded by a self-evaluation and a conference between each faculty member and his or her chair. A copy of the final written evaluation is provided to the faculty member. The original copy is kept on file. The primary purpose of the annual evaluation is to facilitate joint efforts by the chair and each faculty member to improve instruction. For more information, faculty should see 2.4 in the *Operations Manual*.

All full-time faculty members must participate in the institution's annual evaluation process. No later than May 15, each full time faculty member must collect, compile, and present a teaching portfolio that includes the following:

1. Section I – Appraisals & CVs
 - A copy of the most recent *Annual Performance Review – Self-Appraisal*.
 - A copy of the most recent *Annual Performance Review of Faculty by the Department Chair*.
 - A copy of the most current resume or CV.

2. Section II – Teaching Materials
 - Teaching Materials
 - Teaching Philosophy and/or Artist's Statement.
 - A Course Syllabus for each course taught during the current academic year.
 - *Aleamoni Course and Instructor Evaluation Questionnaire* summaries (the three-page *CIEQ Analysis* document) and student *CIEQ* evaluations for each course taught during the current year.
 - A Portfolio of Student Work from courses taught during the current academic year. This Portfolio must contain at least five images of student work (with metadata) from each studio class, at least three student-written papers from each non-studio class, and/or at least three film clips (with metadata) from each film studio class taught during the current academic year. *An additional copy of this portfolio on DVD-R must be provided. The DVD-R copy will be removed from the Teaching Materials and retained in the permanent archives of the institution.*
 - A narrative document that describes and analyzes teaching efforts.
 - A list of student accomplishments during the current year.
 - An alphabetical list of students, with corresponding student number, who were advised during the current academic year.

3. Section III - Creative and Scholarly Activities
 - A narrative document describing creative and scholarly activities, awards, accomplishments, and recognition during the current academic year.
 - Documentary evidence and support materials.

4. Section IV -- Service Activities

- A narrative document describing Service to the College.
- Documentary evidence and support materials.
- A narrative document describing Service to the Profession.
- Documentary evidence and support materials.
- A narrative document describing Service to the Community.
- Documentary evidence and support materials.

Faculty members serving as department chairs will prepare and submit a self-evaluation solely as teaching faculty according to the criteria listed above. Then a supervisory evaluation of the Chair as teaching faculty will be administered by the VPAA.

Department chairs should also submit a separate self-evaluation of their administrative function. The VPAA will administer a supervisory evaluation of the chair's administrative function.

Course/Instructor Evaluation Questionnaire (CIEQ)

The quality and effectiveness of faculty teaching and course content are evaluated by students each semester using the Aleamoni Course/Instructor Evaluation Questionnaire (CIEQ). The administration, scoring, and distribution of the questionnaire and other institutional testing measures are managed by the Office of Academic Affairs. The forms are collected and evaluated by the VPAA and the appropriate department chair; statistical summary information is placed on file in these offices. The completed forms are returned to the faculty member after the end of the semester for use in evaluating teaching effectiveness.

Faculty Grievance Procedure

Watkins has a detailed procedure for addressing faculty grievances. The purpose of the procedure is to provide a formal and fair process for resolving serious conflicts. Conflict is normal in any organization. In most cases, conflicts can be resolved easily through frank, open, and honest discussions of issues among those who have disagreements. Faculty should make every reasonable effort to resolve directly any conflict they might have with students or colleagues. It is especially important that conflict resolution take place in a professional, calm, sensitive, tactful, but direct and honest way. However, when direct discussions among those who have disagreements fail to resolve conflicts and when those conflicts are serious, the grievance procedure should be used. The grievance procedure has several advantages. By its nature, it forces those in conflict to deal in writing with the specific issues, rather than with personalities and rumors. Secondly, the procedure sets forth timetables that require efficient and timely attention to the issues in question. In addition, the procedure provides for a fair hearing of the grievance and promotes a carefully considered decision-making process. The

procedure also demands that those in conflict take “ownership” and responsibility within the organization for their concerns and for their advocacy efforts in defense of their arguments. Finally, the procedure promotes the resolution of conflict within the organization in a civil and honest manner in keeping with the academic tradition of humane and sensitive interpersonal communication. Details of the grievance procedure are in 1.11 in the *Operations Manual*.

Academic Guidelines

Academic Freedom and Censorship

In 2001, the Watkins Board of Trustees adopted the statement of academic freedom supported by the American Association of University Professors:

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based on an understanding with the authorities of the institution. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject.

College teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

The Board of Trustees also approved this statement on censorship:

The exercise of First Amendment rights of freedom of expression is one of the most important rights of a citizen. Because of the special role that an artist plays as a conscience, critic, and visionary in society, protection of that freedom is particularly important at a college of art, design, and film. Censorship is not accepted at Watkins College of Art, Design & Film. Instructors are protected from censorship by the institution’s statement on academic freedom (see above). Likewise, this statement protects students. The special role of the artist in society, however, also imposes special obligations, particularly on the institution as it protects these freedoms.

It is recognized that art is often controversial and sometimes offensive to some members of society. When exhibiting student or faculty work publicly, it will sometimes be appropriate, as part of the exhibition, to post an advisory statement that some people might find some exhibited works to be offensive in nature. In all cases, a work reflects the views of its creator and not its exhibitor. If a faculty member is in doubt about the propriety of public exhibition of a particular work, the department chair must be

consulted. The department chair may elect to bring the work to an *ad hoc* committee consisting of all department chairs and the VPAA for a final determination on how to appropriately handle a work.

The Film School strives to replicate in its curriculum the conditions of the independent narrative film industry. The standards The Film School upholds, in terms of motion picture content, are based upon public exhibition viability. Motion pictures and screenplays produced as part of the curriculum or in association with Watkins are expected to conform to the content and technical quality standards of film festival, American theatrical, and commercial broadcast media. The ultimate decision concerning individual content rests with the professor and/or The Film School Chair.

Gallery and Exhibitions

Gallery and Exhibitions Mission Statement:

The Brownlee O. Currey, Jr. Gallery, The Jack C. Massey Exhibit Hall, and all supplemental exhibit spaces are primary and essential resources supporting the college's ability to accomplish its mission. They are used to complement the instructional program to meet these broad, fundamental educational goals:

- Provide exhibits and other programs designed for the cultural enrichment of the community
- Provide students with a liberal arts education that emphasizes critical thinking
- Provide students with a practical and theoretical education
- Provide students with an interdisciplinary understanding of the major traditions of intellectual thought, and a global appreciation of diverse cultures

The role of galleries and exhibition spaces as a central part of academic programs in the visual arts is recognized and affirmed by the institution's accrediting association, the National Association of Schools of Art and Design (NASAD).

Organizational Structure:

Recommendations for all exhibitions and activities for gallery and exhibition spaces will be the responsibility of the gallery and exhibition committee structured as follows:

- One representative from The Film School
- One representative from the Department of Fine Art
- One representative from the Department of Graphic Design
- One representative from the General Education Program
- One representative from the Department of Interior Design
- One representative from the Department of Photography
- One representative (the director or assistant director) from the Community Education and Enrichment Program

The department chairs will appoint gallery and exhibition committee representatives for one to two year terms of service. One-half of the representatives will rotate off the gallery and exhibition committee each academic year. The committee will select a chair, vice-chair, and secretary at the beginning of each academic year.

Gallery Chair Duties and Responsibilities:

The gallery chair is appointed by the Gallery and Exhibition Committee. At the recommendation of that committee, the gallery director organizes and directs the operations of the Brownlee O. Currey, Jr. Gallery, the Jack C. Massey Exhibition Hall, and other exhibition spaces. Display of any work of art will be at the discretion of the gallery committee.

The gallery director has the following duties:

- Responsibility for submitting a schedule of exhibitions (including use of hallway spaces) to all faculty and the Vice President for Institutional Advancement.
- Submission of the schedule for Brownlee O. Currey, Jr. Gallery for approval by February 1 for the following academic year.
- Responsibility for artist/vendor contracts listing calendar, liability, contact person, and financial agreements including honoraria and shipping costs, and discretion policy
- Knowledgeable of published policies regarding media contacts as outlined in *The Faculty Handbook*.

The College Collection

The Watkins collection is maintained and cataloged by the college curator.

Workload Assignment

Workload guidelines are intended to provide for the equitable allocation of faculty workload based on student credit hours earned, and to provide for the allocation of resources among departments on the basis of student credit hours generated by each department.

Faculty workload includes course instruction (lecture and studio), academic advising, service on college committees, meetings with visiting prospective students, regular office hours for consultations with students, and other appropriate duties assigned by the department chair or the VPAA .

Faculty members are expected to establish, publicize, and maintain scheduled office hours during which they are available to students for conferences and special instruction. Each faculty member is expected to maintain an adequate number of such hours in addition to the regular teaching load and other working hours. Office hours should be given on all syllabi and posted on or near the instructor's office door.

Faculty Workload Defined

For the purpose of defining faculty workloads, a full faculty workload is defined as 15 credit hours of teaching per semester (see *courses with contact hours in excess of credit hours*). Advising, office hours, and other non-teaching activities are allocated 1.5 credit hours. *This workload is in accordance with National Association of Schools of Art and Design (NASAD) standards (Appendix II.C Operational Norms).*

Academic Administration

The workload assignment of a department chair or other faculty for administrative duties will be determined by the VPAA. Factors to be considered are the size of the department, the departmental budget, departmental institutional service, the size, scope and complexity of resources administered, and whether or not there are other members of the staff carrying part of the administrative load.

Department chairs are assigned three credit hours per semester. The VPAA may assign additional hours for extraordinary circumstances. Final determination of each department chair's workload is made each semester in consultation with and approval by the VPAA.

While the department chair is responsible for making faculty workload assignments, guidelines must be followed that assure reasonable consistency in making workload determinations among all departments and among all faculty members in individual departments. Department workload assignments are subject to the approval of the VPAA.

Any full-time faculty member who has a course release for any reason is ineligible for an adjunct course contract. Exceptions to this must be approved by the VPAA prior to semester scheduling.

The Office of Academic Affairs is responsible for the development of workload policy and associated staffing formula, collection and analysis of workload data, and assurance of comparable workload reporting among departments in the college. Additionally, the VPAA makes decisions regarding exceptions to the guidelines and periodically updates policies.

Workload Guidelines

Courses with Contact Hours in Excess of Credit Hours

For studio courses in which contact hours are greater than credit hours, faculty load is determined by multiplying the number of contact hours in excess of the credit hours by a factor of 0.5, which is then added to the credit hour value of the course. For example, a three credit hour studio course meets for six contact hours each week. The three additional contact hours exceeding credit hours are multiplied by a factor of 0.5 and then added to the credit hour value of the course as shown below:

6 contact hours = 3 credit hours:

3 excess hours x 0.5 = 1.5 + 3 credit hours = 4.5 teaching credit hours (TCH)

For detailed information see 1.14 in Operations Manual

Multiple Sections

When a faculty member teaches several sections of the same course, the department chair may adjust the credit hour load of such courses.

Extraordinary Considerations

The department chair, with the VPAA, may acknowledge courses requiring a high degree of individual instruction, preparation of courses being taught for the first time, or other instructional duties which require a more than average amount of effort by assigning additional credit. Not more than 25% of the value of the course may be assigned. For example, the value of a three-hour course may not be adjusted higher than 3.75 credit hours.

Classes with High Enrollment

Since the teaching of a large enrollment class may require increased faculty time and effort, depending on pedagogical methods employed, the department chair with the approval of the VPAA may assign additional credit for such teaching, weighing such variables as additional preparation required, increased numbers of works to be graded, and outside of class assistance provided to students. Where additional credit is warranted, factors greater than one may be used as multipliers when the enrollment reaches forty-eight and beyond, as follows:

Enrollment:	48	60	72	84
Multiplier:	1.1	1.2	1.3	1.4

For adjunct faculty, the above formula can be used to calculate compensation above the standard per course compensation.

Classes with Less than Minimum Enrollment

Lower division courses should generally have fifteen or more students. Upper division courses should generally have ten or more students. Courses without minimum enrollment may still be offered with the approval of the VPAA. Courses that are significantly under-enrolled may be cancelled and other classes and/or duties may be assigned.

Team-Taught Courses

For classes that are taught by more than one instructor, the workload credit is divided proportionately among the instructors. For example, two instructors teaching one three credit hour course each receive 1.5 credit hours.

Combined Courses

Courses may be combined for enrollment and/or instructional reasons.

Non-Instructional Activities

The allocation of faculty time to various non-instructional functions such as advising, administration, research, creative activity, institutional, public or professional service should reflect the mission, goals, and needs of the institution. These activities are generally accounted for in the 1.5 credit hour reduction from the fifteen-hour load referred to in *Faculty Workload Defined*.

In extraordinary circumstances, the department chair with the approval of the VPAA may approve additional workload credit to faculty members for non-instructional activities.

Advising and Office Hours

Advising is one of a faculty member's most critical responsibilities. Major academic studies show that proper advising is the single most important factor in student retention. All full-time faculty members are expected to give advising a high priority, remembering that advising is as much a matter of quality as it is time spent.

All full-time faculty members are expected to observe a minimum of ten posted office hours per week. Office hours must be posted outside the faculty member's door and conscientiously maintained. If a faculty member is unable to meet his/her office hours, notice must be posted on the door with as much advance notice as possible.

Shared Governance

Full-time and adjunct faculty have a variety of opportunities to participate in committee work and other deliberative processes for making recommendations regarding policy and procedural decisions.

College Standing and Ad Hoc Committees

College Standing and *Ad Hoc* Committees are established by the President. Recommendations for establishing or abolishing committees may be received from Vice Presidents, the Faculty Senate, or the Student Forum. Committees other than college committees may be established in any of the departments of the college, in any academic or administrative unit, or by the Faculty Senate or Student Forum. For example, the Curriculum Committee, the Admissions Committee, and the College Promotion Review Committee are established in academic affairs and are not College Standing Committees.

System of Appointment

The president or his/her designee makes all committee appointments to college committees. Substantial priority consideration should be given to nominations received from the Faculty Senate for faculty representation on committees. The president should receive faculty nominations annually in May from the Faculty Senate for the following

academic year. Nominations should reflect careful concern for diversity, all-college representation, and continuity among committee membership. Staff positions and some faculty positions on committees are established by the specific committee's guidelines and are not appointed.

Committee Guidelines and Charges

All standing committees should have formal written guidelines and procedures. The president or his/her designee should provide the initial charge, which outlines the responsibilities of each committee. The committee members should then establish procedures through which its objectives can be accomplished. All standing committees should have regularly scheduled meetings throughout the year. Guidelines for each standing committee should define the number and other specific requirements for membership on each committee. Unless otherwise indicated in the guidelines for a particular committee, each committee should in its initial meeting each fall select a chair, vice-chair, and secretary. The chair of each committee should in consultation with the membership set meeting dates and notify each member of each meeting date well in advance. The chair presides over committee meetings. In his or her absence, the vice chair presides. The secretary should keep and file formal minutes for each meeting. A simple majority of the voting membership shall constitute a quorum. Committees report directly and make recommendations to the president or his/her designee.

***Ad Hoc* College Committees**

If, in the opinion of the president, a situation arises which justifies the establishment of an *ad hoc* committee, procedures used to appoint members of standing committees should be utilized unless special conditions exist which indicate a departure there from. In general, *ad hoc* committees should follow the same procedure as standing committees with the exception that the chair of an *ad hoc* committee will be appointed by the president. *Ad hoc* committees should be expected to fulfill their charges within a period of two years or fewer. Once an *ad hoc* committee fulfills its initial charge and presents its report to the president, it is dissolved.

College Standing Committees

Strategic Planning Committee

All faculty, staff and administrative unit heads provide annual qualitative and quantitative information that supports the mission of the institution and the annual revision of the five-year Strategic Plan. This document benefits from and reflects the work of the college's constituents—students, faculty, staff, alumni and the Board of Trustees, who participate in the ongoing assessment and planning processes. The president drafts the Strategic Plan annually. The draft Plan is distributed to all full-time faculty and staff for review, comment and changes. The Strategic Planning Committee, consisting of the President's Council, reflects all academic and non-academic units and meets annually to discuss and review the Strategic Plan prior to presentation to the Board of Trustees in September for review and approval. The committee is composed of: the VPAA, the vice

president for finance and operations, the vice president for institutional advancement, and the director of admissions. The committee is chaired by the president.

General Education Committee

The general education committee meets regularly throughout the academic year to evaluate the general education program, including its mission, learning goals and objectives, curriculum, syllabi, evaluations and outcomes testing; and to make recommendations as needed. The general education committee has recommendation jurisdiction over all courses generally required by all students. The committee has seven members including *ex officio* members. The Departments of Fine Art, Graphic Design, Interior Design, and Photography and The Film School will each be represented by one full-time faculty. The director of general education and the VPAA shall be *ex officio* members and shall not have a vote.

Safety and Security Committee

The Safety and Security Committee will meet at least once each semester to evaluate reports, programs, guidelines, personnel, systems, and facilities related to safety and security, and shall make recommendations as needed. The committee is composed of eight members including one faculty member, the chair or president of student forum, the director of student life, the director of information technology, the vice president for finance and operations, the director of admissions, the assistant facilities director, and the director of facilities, who shall serve as chair.

Retention Committee

The retention committee will meet regularly throughout the semester to evaluate retention data and to make recommendations to create and improve an ongoing, structured system for improving retention and persistence to graduation. The committee is composed of seven members, including *ex officio* members. The director of student life chairs the committee and is a voting member. Other voting members of the committee are the registrar, the director of financial aid, the two faculty members who also serve as advisors. One student who is also a member of the student forum and the director of admissions are *ex officio* members without a vote.

Academic Standing and *Ad Hoc* Committees

Academic Standing and *Ad Hoc* Committees are established by the VPAA. Except where otherwise specified in guidelines for each committee, appointments to academic committees are made by the VPAA.

Committee Guidelines and Charges

All academic standing committees have formal written guidelines and procedures, through which their objectives can be accomplished. Guidelines for each standing committee define the number of members and other specific requirements for membership on each committee. A simple majority of the voting membership constitutes a quorum.

Ad Hoc Academic Committees

If, in the opinion of the VPAA, a situation arises which justifies the establishment of an *ad hoc* academic committee, the committee will be appointed by the vice president for academic affairs, or he/she may determine another procedure for selecting committee members. *Ad hoc* committees should be expected to fulfill their charges within a period of two years or less. Once an *ad hoc* committee fulfills its initial charge and presents its report to the vice president, it is dissolved.

Academic Standing Committees

Admissions Committee

The director of admissions, academic department chairs and director of general education, and the VPAA review applications on a regular basis. The director of admissions reviews all applications for compliance to admission requirements, each academic chair review applications for their respective disciplines for artistic and academic competence, and the VPAA reviews chair/director recommendations for all applications.

Curriculum Committee

The Curriculum Committee meets regularly throughout the year to consider proposals for new courses and proposals to modify or delete existing courses. The committee has jurisdiction over all courses within academic major programs, but not over general education courses. The committee also from time to time evaluates the overall departmental curricula to determine their relevance to institutional and departmental missions. The committee is composed of the chairs of all academic departments, the VPAA (who chairs the committee but is not a voting member) and the registrar, who is an *ex officio* non-voting member.

Promotion Review Committee

The Promotion Review Committee meets regularly to consider requests for promotion, to review submitted documentation, and to make recommendations to the VPAA regarding the promotion in rank of full-time members of the faculty, including librarians. The committee may also meet from time to time to conduct similar reviews for other purposes. The committee is composed of a delegate from each academic department (other than the chair), and one librarian. The committee will elect a chair from its membership.

Promotion Review Committee By-Laws

ARTICLE I

Purpose

Section 1: Statement on Faculty Citizenship: The role of the faculty is essential to the mission of Watkins College of Art, Design & Film. The faculty is the creative and intellectual driving force and foundation of the college. Faculty must be carefully selected and given special protection to freely search for the truth and to teach the truth as they see it. The quality of the faculty is the strength of Watkins College of Art, Design & Film. An essential element of maintaining faculty quality within the institution is a fair, accurate, and periodic assessment of each faculty member's performance.

Section 2: Purview of the Committee: The Promotion Review Committee is a standing academic committee and will act as a faculty representative body which will make appropriate recommendations to the VPAA in the area of promotion. The Committee may also make recommendations in matters related to promotion, such as faculty compensation and rank structure, and will make appropriate recommendations for professional development.

Section 3: Promotion Review Committee Image: The Committee shall conduct itself at all times in a manner which will be recognized as objective, fair, professional, and which will at no time express favoritism or prejudice for or against any single faculty member or department. The Committee shall conduct its business with the greatest benefit to the faculty and the College in a manner that reflects its conscientiousness and dignity.

Section 4. The Role of the Committee: In its primary role as an advisory component of the promotion review process, the Committee's task will be to examine and assess the credentials, dossier, teaching portfolio, and any other materials presented by an applicant for promotion in rank. Upon reviewing the materials, the Chair of the Committee will write a letter to the VPAA relating the Committee's recommendation. In its role as a faculty representative advisory body, the Committee's role will be to formulate and make recommendations to the VPAA in any other area it considers relevant to faculty promotion review and sabbatical awards.

Section 5. Ex Officio members: The VPAA is a non-voting, *ex officio* member of the Promotion Review Committee.

ARTICLE II

Membership

Section 1. Eligibility for Membership: Eligibility for membership in the Promotion Review Committee shall be open to all full-time faculty in good standing. Members of the Committee are appointed by the VPAA of the College.

Section 2. Departmental Representation: The Committee shall be composed of six members, with one representative from each of the academic departments, schools, and the library.

Section 3. Terms of Office: Each Committee member shall serve a term of two years, with the exception that half the members of the first convened committee will serve a term of one year, thus creating a cycle whereby half the committee rotates off each academic year.

Section 4. Recusal: In the event that a conflict of interest may occur in consideration of any faculty member's application for promotion, any member of the Committee may recuse himself from any consideration or review of the applicant's materials. In the event that a Committee member is Chair of an academic department or school and has already reviewed the materials, that person shall recuse himself as well.

ARTICLE III Meetings

Section 1. Regular Meetings: The Committee will meet a minimum of once a semester to conduct regular business.

Section 2. Agenda: Matters to be considered by the Committee in a regular meeting shall normally appear on a set agenda, which shall be communicated to the members of the Committee by the Chair at least five days prior to the next scheduled meeting. Meetings called to review applications for promotion do not require advance notice of the agenda.

Section 3. Special Meetings: The Chair may call a special meeting any time a faculty member's application for promotion in rank is received by the Committee.

Section 4. Minutes: Minutes shall be taken at all meetings and will be made public. However, discussions or expressed opinions among individual Committee members in the assessment and review process are considered confidential and are not to be recorded in the minutes.

ARTICLE IV Officers

Section 1. Chair: The presiding officer of the Committee shall be the Chair, who will be elected among the seven members of the Committee.

Section 2. Secretary: The Chair of the Committee shall appoint a Secretary from the members of the Committee. It will be the duty of this officer to keep minutes of all Committee proceedings and make them available to any member of the college faculty or administration.

ARTICLE V Promotion Review Procedures

Section 1. Procedures for Faculty applicant review:

1) Any full-time faculty member who meets the guidelines established in the *Watkins College of Art, Design & Film Operations Manual* and wishes to apply for promotion in rank within the academic year should prepare all relevant material—consisting primarily

of the teaching portfolio and all other supporting documents and materials—and submit it to their department chair by September 15th of the academic year.

2) The department chairs will review and assess each individual faculty member's promotion package and decide whether to recommend or withhold recommendation. The department chairs will then pass along the candidate's promotion package to the Office of Academic Affairs by October 1st of the academic year. In the event the department chair decides to withhold recommendation for promotion, the candidate will have the option of withdrawing his or her application.

3) The Office of Academic Affairs will distribute each candidate's materials to the Promotion Review Committee, who will assess and review and make a recommendation to the VPAA. The VPAA will review each promotion package and either recommend or withhold recommendation, then pass along the package to the President of the College by November 1st of the academic year.

4) The President of the College will then review the promotional materials and supporting documents and reach a decision. The candidate will be informed of the President's decision as early as possible during the Spring semester. All candidates who are approved for promotion will be ratified during the summer meeting of the Board of Trustees and the promotion will take effect at the beginning of the next academic year.

Section 2. Procedures for Rank Certification: Any faculty member who was awarded the rank of Associate or Full Professor prior to the establishment of a promotion review procedure may submit their credentials and teaching portfolios to the review process and have their current rank certified. In accordance with the guidelines established in the college *Operations Manual*, however, no faculty member is required to undergo this process.

ARTICLE VII

Provisions for Amending the By-Laws

Section 1. Amendments: The By-Laws of the Promotion Review Committee may be amended at any time with the consent of a majority of the Committee members.

Faculty Senate

Faculty Senate By-Laws:

ARTICLE I

Purpose

Section 1: Statement on Faculty Citizenship: Our society holds institutions of higher learning in great respect. The purpose of these institutions is to educate citizens, to foster human creativity and to serve the common good. The role of the faculty is essential to this mission. The faculty is the creative and intellectual driving force and foundation of any college. Faculty must be carefully selected and given special protection to freely search for the truth and to teach the truth as they see it. The quality of the faculty is the strength of Watkins College of Art, Design & Film.

Section 2: Purview of the Senate: The Faculty Senate is created to represent the faculty and to conduct its business. It is the vehicle that allows the faculty to work together more effectively as a whole to make recommendations to the President and other academic and administrative officers on academic policies, procedures and guidelines, and to help maintain standards of ethical and professional conduct. The Faculty Senate of Watkins College of Art, Design & Film will empower the faculty voice, as well as foster communication across departments and between faculty and administration. The Faculty Senate will engage in specific actions that support the college missions of learning and research by both students and faculty.

The Senate may discuss and express its views about any matter affecting the College.

Section 3: Faculty Senate Image: By conducting itself in an effective and insightful manner, the Faculty Senate will become a viable participant and influential member of Watkins College of Art, Design & Film. The Senate shall conduct its business with the greatest benefit to the faculty and the College in a manner that reflects its conscientiousness and dignity. Communication between the Senate and faculty, the Senate and the administration, and the Senate and the President must be free to occur through direct, logical and unencumbered channels.

Section 4. The Role of the Faculty Senate: The Watkins College of Art, Design & Film Faculty Senate shall serve as a representative faculty voice and shall report directly to the President of the College. Through provisions within the by-laws, the Faculty Senate shall engage in deliberation about matters central to the faculty's duties and responsibilities and may from time-to-time approve resolutions and recommendations to the President. The Senate may review and evaluate the educational policies and procedures to be applied in cases involving conscience or academic freedom. The Senate may also discuss and express its views on any matter affecting the College with the President.

Section 5. Standing Committees: The Faculty Senate in its annual April or May meeting shall recommend to the President of the College appointees to all College standing committees for the following academic year. The President of the College will

give Senate committee appointment recommendations substantial priority in making appointments. In making these recommendations, the Senate will be mindful of maintaining on all College standing committees a commitment to diversity, to membership continuity, to broad collegiate representation on each committee, and to the eligibility and membership requirements established in the document, *Watkins College Standing Committees*.

Section 6. Ex Officio members: The VPAA and the Director of Student Life are non-voting, *ex officio* members of the Senate. Neither of them may be counted toward a quorum.

ARTICLE II Membership

Section 1. Eligibility for Membership: Eligibility for membership in the Senate shall be open to full and part-time faculty who have taught at Watkins during any four of the preceding eight semesters immediately prior to the election. Persons who perform wholly in the area of administration or who serve as the administrative head of an academic school or department shall not be eligible for membership in the Senate.

Section 2. Departmental Representation: The Senate shall be composed of two faculty members voted into office from each of the academic departments and schools. One member shall serve as the “primary” member and the other as an “alternate” member. Only one member is required to attend each meeting. Both may serve on any number of sub-committees. A senator from a department can be recalled or replaced by a simple majority of the members of the department he or she represents.

Each department or school shall elect no more than two senators, one of whom should be a full-time faculty member.

When a department or school does not have at least one full-time faculty member who fulfills the above eligibility requirements (Section 1 above) for membership in the Faculty Senate, non-eligible faculty members from the department or school, as nominated by that department or school, shall be eligible to serve.

Section 3. Terms of Office: All terms of office for regular senators shall be for two years. No limit shall be assigned to the number of terms a member may serve; however, no member shall serve two consecutive terms, unless no other faculty in that department or school is eligible to serve. In the event of a senator's resignation, termination, leave-of-absence, or failure to attend meetings, his/her unexpired term shall be fulfilled by a faculty member from that department or school chosen by the full-time faculty from that department or school. If there are no full-time faculty remaining in that department or school or if there are no full-time faculty in that department or school willing to serve, the position shall remain vacant until the next election. When a senator is regularly absent without evidence of just cause for scheduled Senate meetings, the Secretary will inform the full Senate of the absences. If after investigation just cause has not been provided, the President of the Senate will recommend to the full Senate that the seat be declared vacant. Such vacancies, and all other vacancies owing to death,

resignation, or other causes, shall be filled for the duration of the unexpired term as expeditiously as possible, in keeping with the provisions of these By-Laws.

ARTICLE III

Meetings

Section 1. Regular Meetings: The Senate shall meet in regular session in September, November, February, and April, and special meetings (see section 3). If cancellations of meetings are required, the Senate will meet on the next week following a cancellation. Meetings may be cancelled only in extraordinary circumstances.

Section 2. Agenda: Matters to be considered by the Senate shall normally appear on a set agenda, which shall be communicated to the members of the Senate by the President of the Senate at least five days prior to the next scheduled meeting.

Section 3. Special Meetings: Special meetings may be called, with one week notice, at the request of the President of the Senate or the President of the College or two-thirds of the senators. Special meetings should be confined to a specific purpose and no votes can be taken on any issue not included in the agenda and related to that specific purpose for which the special meeting was called.

Section 4. Minutes: Minutes shall be taken at all meetings and will be available to senators, faculty members, and administrators. The Faculty Senate is not a secret organization and transparency ensures that all faculty members are represented fairly. Minutes shall include any motions that were voted on and the results of the vote.

ARTICLE IV

Officers

Section 1. President: The presiding officer of the Faculty Senate shall be the President, who shall assume the presidency at the beginning of each fall semester after having served one-year as President-elect of the Senate. In the event that the elected President is unable or unwilling to assume the duties of the presidency, the Senate shall elect a President to complete that term of office by simple majority vote of the members present and voting at the next meeting, provided a quorum is present. The President of the Faculty Senate shall meet regularly with the President of the College. The President of the Faculty Senate may appoint ad hoc committees from time to time as needed.

Section 2. President-Elect: Assisting the President shall be a President-elect, who shall be elected at the September meeting of the Senate and assume the duties of the office immediately. The President-elect shall be a Senator in his or her first year of the two-year term. It shall be the duty of the President-elect: (1) to preside at all meetings where the President is not present, (2) to assume the presidency when for any reason the current President is unable to fulfill his/her elected term of office, and (3) to assume the office of President at the beginning of the fall semester as his or her term of office as President-elect concludes. A President-elect who, due to the inability of the President to complete his/her term, has succeeded to the presidency shall automatically succeed to a full term as President. Should the President-elect be unable or unwilling to fulfill his or

her elected term of office, the Senate shall elect a President-elect by simple majority of the members present and voting at the next meeting, provided a quorum is present.

Section 3. Secretary: A secretary shall be elected at the September meeting of the Senate and shall assume his or her duties immediately. It shall be the duty of this officer to keep minutes of all Senate proceedings and make them available to any member of the college faculty or administration. Should the secretary be unable or unwilling to fulfill his or her elected term of office, the Senate shall elect a secretary to complete that term of office by simple majority of the members present and voting at the next meeting, provided a quorum is present.

Section 4. Eligibility for Officers: Eligibility to run for a Faculty Senate office is limited to current members of the Senate. The President-elect, being in his or her first year of term, becomes President in his or her second year of term.

Section 5. No Succession: The terms of office shall be for one year. No officer is eligible to succeed him or herself.

Section 6. Election of Officers: Election of officers shall be the second item of new business at the September meeting of the Senate. Nominations are made from the floor.

ARTICLE V Voting Procedures

Section 1. Quorum: A simple majority of the total Senate membership shall constitute a quorum.

Section 2. Voting: Voting shall be by voice vote or the show of hands unless the majority of those present desire a secret ballot. All elections shall be decided through a secret ballot. Only Senators present may vote.

Section 4. Procedures: *Robert's Rules of Order*, Revised, shall be the parliamentary authority for the Senate on all questions not covered by the By-Laws and any standing rules which the Senate may adopt.

ARTICLE VI Elections

Section 1. Eligibility: Election of members to the Senate shall take place no later than fourteen days prior to the April Senate meeting. Elections are to be held at the department or school level. All full-time faculty, active adjunct faculty, and administrative heads of departments or schools may vote. Voting shall be by secret ballot unless the size of the department is so small that secret balloting is not practical. If it is determined by the full-time faculty and the administrative head of a department or school that the number of eligible full-time faculty in a department or school is so small as to make an election pointless, then the administrative head of the department or school should simply name the representative to the Senate. In the April meeting, the first item of new business is for the full Senate by majority vote to certify the election of any new

Senators. Newly elected Senators begin their term in office in the September meeting following their election the previous spring.

ARTICLE VII

Provisions for Amending the By-Laws

Section 1. Amendments: The Senate shall recommend to the President of the College provisions to create additions to the By-Laws, to amend current sections of the By-Laws, and to repeal all or portions of sections of the By-Laws. These recommendations must be announced to all members of the Senate at least thirty days in advance of when they are to be placed before the Senate for a vote and must be approved by a two-thirds majority of the membership of the Senate. These recommendations must be approved by the President of the College and ratified by a simple majority of all full-time faculty of the College, including the administrative heads of departments and schools, and finally approved as official policy by the Board of Trustees.

Section 2. Suspensions/Alterations: The dates and procedures required throughout the By-Laws may be suspended and altered on a one-time basis only and then only as absolutely necessary for the initial creation of the Watkins Faculty Senate.

Miscellaneous Academic Guidelines

Scheduling of Classrooms, Labs, Studios, and Soundstages

Classroom assignments are done prior to the beginning of the semester or term through coordination with department chairs, program directors, and the registrar. Size, use, need for specialized equipment and scheduling conflicts are all taken into account. If an assigned room is not adequate for a particular class's needs, the instructor should contact his or her department chair as soon as possible. Instructors must not move to a different classroom or studio without the approval of the department chair and the registrar. Even if a room appears to be unoccupied it may not be available for a variety of reasons. Moving to a different classroom or studio without consulting with the department chair and the registrar can result in a serious conflict and inconvenience for others who plan to use the facilities.

Changes of classrooms or the use of any facility not normally required by the class (e.g., an instructor wishes to show a film during one class period and would like to use the theater) must be scheduled with the assistant director of facilities at least forty-eight hours in advance of the class meeting. If a one-time emergency necessitates a change of room without notice (e.g., air conditioning failure), the instructor should clear the move with either the assistant director of facilities during the day or the night manager in the evening.

Instructors are asked not to remove any furniture from classrooms without first clearing it with the director of facilities. If an instructor rearranges the furniture in the classroom, he or she has the responsibility to place the room into its original configuration (as shown on the floor plan by the door) at the end of the class period.

Scheduling Equipment and Other Instructional Technology

All faculty should refer to the Equipment Policy Manual regarding the availability and use of audio-visual equipment, film equipment, photo equipment, and instructional technology.

Changes of Class Schedule – Meeting Times

If a faculty member must change the day and/or time of a regular class meeting for any reason, he or she must submit an approval form (available from the Registrar's Office) in advance and have the change approved by the appropriate department chair. This includes plans to meet off campus for a class period or to take a field trip. The department chair will notify the registrar of any changes. The college administration must know where students are at all times in case of family emergencies.

Cancelled Classes

If a class is cancelled for any reason the department chair and the registrar must be informed of when or how the missed class will be made up. A form for this purpose is available from the registrar or the department chair. All cancelled classes must be made up before the end of the semester if the class was missed due to the instructor's illness

or other absence. If the cancellation was made by the college because of weather, etc., the VPAA will make a decision about when or if a make-up class will be held. All make-up times or classes must be documented fully on the attendance record and student attendance recorded as usual.

If an instructor is unable to teach a class for any reason, he or she must contact the appropriate department chair or, if the chair is unavailable, the Registrar's Office, as soon as possible.

College-Sanctioned Events

So that students may be encouraged to participate in organized educational experiences outside the classroom, Watkins College of Art, Design & Film has a procedure that facilitates planned absences from class. Any instructor who is arranging a planned experience such as a field trip or attendance at a conference, film festival, opening event etc., should obtain a College-Sanctioned Event form (available from the shared G Drive) and follow the directions on the form for distribution to affected faculty and staff. Students who participate in such an event should not be recorded as absent and should be given reasonable cooperation in setting alternate coursework deadlines, making up missed work, or obtaining lecture notes. Completing the formwork, obtaining the necessary approvals, and distributing the approved documentation must all be accomplished before the scheduled event takes place. This policy is not intended to resolve situations involving individual absences.

Course Outlines and Syllabi

Every course offered by an academic department or program should be fully outlined by the departmental faculty indicating the specific objectives for that course. This is NOT the syllabus. Rather, this is an agreement by the faculty as to the purpose of each course in the program curriculum and how each course has objectives that support the mission of the department. Each individual faculty develops his or her course syllabus based on the course outline. Course outlines should be kept on file in each academic department or program and in the office of the VPAA. ***A template or format for course outlines appears at the end of the Faculty Handbook (Appendix A).***

Each faculty member develops his or her own syllabus. ***A template or format for a course syllabus appears at the end of the Faculty Handbook (Appendix B).*** However, the learning objectives and the pedagogical approach in each course is entirely the prerogative of the faculty. The syllabus template or format is merely an instrument for communicating with students about the nature and content of each course.

On the first day of class, each student should receive a complete syllabus. A copy of that syllabus should also be filed on the first day of class with the department chair and with the VPAA. The class syllabus is extremely important and constitutes an agreement between the instructor—as an agent of the college—and the student. Most student appeals of grades can be avoided with a properly written syllabus. ***All syllabi must be approved by the department chair in advance of distribution to students.***

Although it is recognized that the requirements of each instructor and course are different, there are some basic components that should be provided in every syllabus.

A statement about the learning outcomes or goals to be accomplished in the course. This section explains what the instructor expects students to know and to be able to do by the end of the course and orients the students to the content of the course. Based on the course outline and the mission of the academic program, this section should list the major skills, competencies, and knowledge that students should demonstrate when they successfully complete the course.

A listing of basic information such as the course name and number, semester and year, name of instructor, number of credits, instructor's office location, instructor's office hours, email address, and phone number, day(s), times, and place of class meetings, and information about any required textbook(s) with title, author(s), publisher, and edition.

A statement about any particular policies that the instructor has regarding the operations of the course.

A statement about how students will be assessed (which should be related to the course objectives).

A statement about the major assignments, projects, and requirements in the course. In this important section of the syllabus the instructor lists and explains all of the performance or written assignments of the course. The more explicit and concise these explanations are, the more confident and assured the students will be and the more closely their work will tend to match the expectations of the instructor. Consequently, course requirements must be spelled in great detail, and although this will add volume to the syllabus and create a lot of work up front in the writing of the syllabus, it will prevent a lot of problems and headaches later. The written syllabus clearly documents what the instructor requires. This prevents debate and, in many cases, students' grievances concerning grades.

A statement about how students will be graded. This section carries the same significance as the preceding one. Also, the same rationale for specificity applies here. The instructor states what performances or assignments are counted in the grading process, and includes all criteria in the grading process. One format that works well is to list the course requirements and the percentages allotted to the grade for each requirement. For example: three hour-long tests—45%; project—35%; final exam—20%. Note: it is *necessary* to list *every* criterion. If one of your criterion is class participation, a explanation of what constitutes participation and how it will be evaluated must be written into the syllabus.

A course calendar. One possible format is to have columns of these topics: class date, readings, assignment due dates.

A policy on assignment due dates. This policy is vital and prevents major conflicts concerning the acceptance and grading of assignments handed in late. Will late papers

even be accepted, and if so, what is the penalty? If there is a penalty, it must be precisely spelled out. Many professors have found it expedient to include a warning that a computer crash or a printer failure is not an acceptable excuse for a late assignment.

A test and exam policy. A policy regarding what happens when a student misses a test also prevents future conflicts.

The Watkins Library ARTchive

The Watkins College of Art, Design & Film Library ARTchive serves as an institutional repository for student work to be used in teaching, as a demonstration of progress, recruitment and publicity purposes. The mission of the archive is to preserve student work at every academic level for studio classes. The archive is maintained in the library by the library staff. However, the task of collecting, organizing, and submitting work is ongoing each semester and is the responsibility of each faculty to submit student work to the Library archives. At the end of each semester, faculty are required to submit a minimum of five (5) student works as digital copies to the archive along with documentation. Work without proper documentation from any program will be rejected and returned to the faculty member.

Submitting student work to the archive is simple using the online forms available on the Library website <http://www.watkins.edu/library/artchive>. Digital files can be uploaded with the online form. The Film School faculty should note that there is a unique online form and different file storage requirements for student film submissions. Specific instructions and submission requirements can be obtained from the library staff.

Grading and Attendance for Students

Grading

Grading is an important function of the instructor and must follow expectations and criteria given to students at the beginning of the semester in the course syllabus. Instructors are asked to follow two criteria in determining grades: that the grade is both meaningful and defensible. Also, they are asked to fully observe the meaning of each letter grade: that an A is for superior work, a B is for above average work, a C is for average work, a D for below average, and an F for failing. While every good student naturally desires an A, that grade is meaningless unless it is truly reserved for the superior student.

To receive credit for any course at Watkins, students must fulfill all course requirements as assigned and meet attendance requirements. Failure to comply with *either* of these requirements will result in a failing grade for the course.

Grading Scale

Grades given to credit students are A through F, and include I for Incomplete, W for official withdrawal, and FN for failure due to non-attendance. Grades given to audit (non-credit) students are AU (no attendance or completion of course assignment required) and F (did not meet minimum attendance requirements or did not complete course assignments).

A	Superior Work	4.000
A-		3.667
B+		3.334
B	Above average work	3.000
B-		2.667
C+		2.334
C	Average	2.000
C-	Minimum passing grade for major	1.667
D+		1.334
D	Passing (except in major), below average	1.000
D-		0.667
F	Failure - academic	0.000
FN	Failure - non-attendance	0.000
I	Incomplete – requires approval	0.000
W	Official Withdrawal – given by Registrar only	0.000
P	Passing for non-credit enrollment	
MP	Mid-term passing	
R	Grade not yet reported	
AU	Audit, Non-credit course	

Attendance Requirements for Grading

Students are required to attend all meetings of each class, to be in class on time, and to remain for the entire class period. Absence, tardiness or early departure from classes is not acceptable. Minimum attendance requirements are set by the college and may not be waived by faculty members for any reason. During the fall and spring semesters, students may miss no more than the equivalent of three weeks—that is three class periods for classes that meet once a week, and no more than six class periods for classes that meet twice a week. There are similar, proportional rules for the Maymester and Summer Term. For any courses that meet for an irregular length of time, (for example, a ten-week course held during a fifteen week semester), absences must not exceed 20% of the total class time.

Students may leave a class in session only in case of emergency and at official break times, or with permission of the instructor. Students who miss more that 45 minutes of a class session due to tardiness, early departure, or taking unofficial breaks without the permission of the instructor should be recorded as absent.

A student who registers late for a course or who drop/adds courses during the first week of classes and misses class meetings at the beginning of the semester is marked absent for those meetings. These absences do count toward the maximum allowed for the semester.

For a student who switches sections of the same course during the semester, all attendance from the first section will be applied by the registrar to the second section.

Students who miss more than three weeks of any course during the semester or a proportional number of classes for the summer term or the Maymester must be given a failing grade for that course by the instructor. A student with no more than four weeks absence during the semester (or a proportional amount of misses during the summer term or Maymester) due to circumstances beyond his or her control, and who is able to complete the coursework by the end of the term, may appeal the failing grade. An Appeal of Failing Grade Due To Absence form must be completed and submitted to the VPAA no later than the date of the last date to withdraw for the semester. Verification/documentation of the circumstances necessitating the appeal are required. The decision of the VPAA is made in consultation with the department chair and the instructor. If the appeal is approved, the student may be required to do make-up work or an extra project and/or receive a lowered final grade.

Any student who exceeds the allowed number of absences, and who does not officially withdraw, is given a failing grade for the class. In an effort to assist students with time-management and retention, instructors should notify the student's advisor of the first absence from class so advisors are notified early of potential absentee problems. Instructors should also warn students when they have missed the equivalent of two weeks, and that additional absences may result in a failing grade for the course. Instructors should notify the Registrar's Office if a student has missed more than three weeks.

Instructors may not under any circumstances make an agreement with students to give an extension of time to turn in work or class assignments after the date that final grades are due to the registrar, or agree to change a grade later if the student turns in more work. All extensions of the grading period must be approved as Incomplete grades and fit the requirements for an *Incomplete* grade (see below). ALL other grades must be turned in on time and be based on the student's performance by the end of the semester.

Instructors may not under any circumstances make an agreement with student(s) to allow them to miss a part of their class in order to attend another class. Students with schedule conflicts must have them resolved by the registrar and the department chair; however, no students are ever allowed to overlap classes. Students must be present (excepting for the maximum allowed absences) for all class periods from beginning to end to be eligible to earn credit for the class.

Non-Credit (Auditing)

Students who are enrolled in courses for non-credit (audit) receive a grade of AU. These classes have no attendance or class work requirements. No grade or credit is assigned for audited courses.

Incomplete Grades

Students who miss no more than four (4) weeks of class (or the equivalent during the Maymester or Summer Term) due to serious illness, a serious accident or injury, a

serious family crisis or other extraordinary extenuating circumstance beyond their control and are not able to complete assigned work or required class or studio experiences before the end of the semester may apply for approval of an *Incomplete*. Students who miss more than four (4) weeks of class (or the equivalent during the Maymester or Summer Term) may not under any circumstance receive an *Incomplete*. Students already on academic probation are also normally ineligible to receive an *Incomplete*. The specific circumstance justifying an *Incomplete* must be documented in writing and provided to the instructor.

Students seeking an *Incomplete* must first consult with their instructor and get his or her approval. The student is responsible for securing the Request for an Incomplete form from the Registrar's office, and for seeing that it is completed with all the required attachments. The instructor must review and approve the written documentation for the reason for an *Incomplete* and must provide:

- a specific list of the assignments/experiences that were not completed,
- a detailed statement of the student's grade at the time the decision was made to give the *Incomplete*,
- a description of how the missed work will be evaluated when it is turned in, and
- a detailed description of the method that will be used to compute the final grade when the missed work is completed and evaluated.

The completed *Request for an Incomplete* form with all required signatures and with the attached documentation and other materials as noted above must be filed in the Registrar's Office by the last day of class of the semester or term.

Students who receive an *Incomplete* during the fall semester must complete the course requirements no later than the first six weeks of the spring semester. Students who receive an *Incomplete* during the spring semester must complete the course requirements no later than six calendar weeks after the last day of class of the spring semester. Students who receive an *Incomplete* during the Maymester or summer term must complete the course requirements no later than three calendar weeks after the last day of class of the Maymester or summer term.

Once the student completes the requirements for a course, the instructor should notify the Registrar's Office. The Registrar's Office will then provide the instructor with a *Change-of-Grade* form for formally recording the student's grade. Under some circumstances, the evaluation of the student's work and the computation of the final grade may need to be done by a faculty or staff member other than the student's original instructor.

If course requirements are not completed within the allotted time, the *Incomplete* automatically changes to a failing grade for the course.

Grade Appeal by Students

Students have the right to appeal any grade given to them within the guidelines listed below. In making an appeal, students must first discuss their concern with the instructor. If the student is not satisfied with the results of that discussion, the next appeal is to the department chair. A final appeal may be made to the VPAA.

Appeals to department chairs or to the VPAA must be in writing and may only be made for the following reasons:

- The student believes that he or she met grade expectations and criteria as given by the instructor in the course syllabus and class discussions; and/or
- The student believes that he or she received unfair treatment during the course of the semester.

Grading is an important prerogative of the instructor and neither the department chair nor the VPAA will question an instructor's judgment regarding the performance and quality of the student's work. The department chairs and VPAA will not consider appeals based on questioning the instructor's qualitative evaluation.

Full instructions for the grade appeal procedure are published in the Student Handbook.

Attendance Records

Instructors must mark attendance for EVERY class period for EVERY student. Attendance records are official documents that are used to validate grades and dates of attendance for federal financial aid programs. Alteration or falsification of these documents could entail serious consequences. Attendance records must be updated periodically throughout the term using the Empower System. These updates must be done on time, must be accurate, and must be done by the instructor only. The updates must reflect the instructor's daily attendance records.

Instructors must not allow students to keep their own attendance records. For example, they should not pass around a sign-up sheet for students to check themselves present.

Class Rosters

Before the first class session, instructors will receive a roster for each class he or she teaches listing all students who have registered for the class. **INSTRUCTORS MUST NOT ALLOW ANYONE NOT ON THE ROSTER TO ATTEND OR SIT IN ON THEIR CLASSES. ANY STUDENT NOT ON THE CLASS ROSTER SHOULD BE SENT IMMEDIATELY TO THE OFFICE OF THE REGISTRAR.**

Before the first class meeting, the instructor should view his or her class rosters on the Empower System and begin entering attendance.

When a student has dropped the course or officially withdrawn, the online roster will reflect the change in enrollment. If a student drops the course his or her name will disappear from the roster. If the student withdraws, a grade of W will appear on the grading roster.

The First Class Meeting

At the first class meeting of the semester, it is very important for attendance to be checked within the first half-hour of class so that a student who may be sitting in the wrong class may be identified and directed promptly to the correct class. When the instructor calls the roll in the first class meeting, he or she should be sure that everyone in the classroom is listed on the roll. He or she should ask, "Is there anyone here whose name I did not call?" If there is someone, the instructor should find out first if the student is in the correct class. If the student is in the correct class, then the instructor should find out when the student registered. If the student registered late and is not yet on the roster, the student must be sent immediately to the Office of the Registrar. Instructors should not allow a student not on the roster to continue to sit in class.

Observances of Religious Holidays

Although the college does not close or otherwise observe any religious holidays, faculty must make reasonable accommodations so that students may miss classes, examinations, or course assignments to observe their religious holidays. Absence from classes, examinations, or other course assignments, however, does not relieve students from responsibility for any part of the course work required during the period of absence. Students who expect to miss classes, examinations, or other course assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the semester. Such absences should be recorded but they do not count toward the maximum allowed absences for the student's attendance. Students who are absent on days of examinations or course assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent) unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on the faculty. Should disagreements arise over what constitutes an unreasonable burden or any other aspect of this policy, parties involved should contact the department chair.

Withdrawal from Courses

ONLY the registrar may award and post a grade of W. The grade of W will appear on the class roster if a student has withdrawn.

Students may officially withdraw from a class by obtaining a withdrawal form from the Registrar and having the withdrawal approved by their advisor. Withdrawals may not be made over the phone.

The last date to officially withdraw and receive a W for a grade is the end of the twelfth week of class during the semester (or an equivalent number of class meetings during the summer term and the Maymester). After the twelfth week, permission of the VPAA is required to withdraw. Students who are taking a class for a grade and drop out without formally withdrawing will be given an F or FN based on the number and consecutiveness of absences (see below).

If a student tells an instructor that he or she wants to withdraw, the instructor should direct the student to the Registrar's Office. Instructors may not accept or approve a statement of withdrawal from a student. If a student stops attending class but never officially withdraws, a failing grade is given for the course. No exceptions will be made for verbal communication between a student and instructor/department chair without the proper formwork.

If a student has stopped attending class and the instructor has received no verification of an official withdrawal from the registrar, the instructor must continue to mark that student absent on attendance records. At the end of the semester, that student will be given an F or FN as the final grade. If the student missed at least five consecutive classes, the final grade should be FN. Otherwise; the final grade should be F.

Changing Credit Status

The registrar must make all changes of credit status. Instructors are notified in writing from the Office of the Registrar if any change of status is made. Students wishing to change from credit to non-credit must do so by the end of the drop/add period of a term. A form verifying the change must be obtained from the registrar. Degree students in a required class must have the change approved by the appropriate department chair. Non-credit students who express an interest in becoming credit students should be referred to the office of admissions.

Changing from the BA to the BFA

Since the Bachelor of Arts degree program has a different set of admission standards than the college's five Bachelor of Fine Art degree programs, it is necessary to employ a special procedure when a BA student wishes to matriculate in one of the BFA programs. A student who wishes to make this change must submit the portfolio of materials required for admission to the chosen BFA program. This submitted documentation will be evaluated together with the student's academic record from the BA program and an admission decision will be made. The special formwork required for this change of academic program, as well as the specifications for the required portfolio can be obtained from The Office of the Registrar. Students wishing to change from one of the BFA programs into the BA program, or students changing from one BFA program to another are not subject to this requirement.

Mid-Term Grades

At the mid-point of the semester, instructors must record grades for all students using the Empower System. For those students performing satisfactorily, the grade of MP should be assigned. Those students whose work at mid-point of the term is unsatisfactory, and predicts a final grade of D+, D, D-, F, or FN (FN for those students whose class attendance indicates that they have already or soon will have missed too many classes to meet the institution's minimum class attendance requirement) should be reported via the Empower System to the registrar. Actual letter grades of D+ or below should be recorded. The registrar will then notify those students that their work at mid-term is unsatisfactory. Instructors should be careful to see that assignments are arranged in their syllabi to allow an assessment of the student's standing at mid-term. Informing students at mid-term that they are at risk of failing the class gives them enough time to salvage the semester, and is one of the most important tools in student retention.

Final Grades

Well in advance of the end of each semester, instructors receive reminders from the registrar with the dates and times that all final grades must be recorded. Any faculty member who does not receive this reminder is still responsible, before his or her last class period, for checking with the registrar to determine when grades are to be recorded. All final grades must be recorded by the instructor using the Empower System by the stated deadline. Every instructor, full-time and adjunct, must abide by the deadline. Because grade reports must be printed for the ENTIRE college at the same time and because the college must notify students of their final grades in a timely manner, the failure of even one instructor to record his or her grades on time can cause a serious delay in the ability of the college to carry out its responsibilities to its students. All grades MUST be recorded with the Empower System ON TIME.

Releasing Final Grades to Students

Faculty are not to release final grades to students at the end of classes. This practice has the possibility of violating federal confidentiality regulations and undermines several college procedures including the necessity of holding grades if a student has an outstanding obligation to the college. Also, grades are not considered "final" until validated and released by the Registrar. If students ask to be told their final grade, the instructor should state that final grades will be posted and will be accessible through the web portal within two weeks after the end of the semester.

Grade Changes

Grade changes may be made at any time to correct an actual mathematical error in computation or in completing a grade report, or when some part of the student's work has been unintentionally overlooked or misplaced by the instructor. Student error in turning in all

assignments by the end of the semester are not allowed as reasons for grade changes unless there are compelling circumstances where the delay was beyond the student's control and an Incomplete grade can be given. All such changes are initiated by the course instructor and must be approved by the VPAA prior to being recorded in the Registrar's Office.

In no case may a second examination or assessment of new and/or additional work be undertaken after the date that grades are to be submitted to the registrar. Grade changes must be made in writing by completing a Change of Grade form and submitting it for approval to the VPAA.

Textbooks

Textbook lists should be submitted to the department chair prior to the semester schedule publication. Department chairs will include a complete list on the recommended semester schedule. Students can access the textbook lists for the semester through the semester schedule link on the college website: www.watkins.edu/academics/course-schedules. Books are available through the college's eCampus portal: www.watkins.edu/student-life/bookstore/. Books may also be purchased online but students should be told and should understand that financial aid cannot be used unless the purchase is made through eCampus.

Photocopying

General Photocopying

There are three photocopiers and printers available for faculty use located in the Print Center (Room 502). All full-time and adjunct faculty have access to *PaperCut* using their e-mail and password.

If any of the machines are malfunctioning, the Print Center staff should be notified immediately. Instructors are asked to be reasonable in their use of the copy machines. Copies should be important handouts, tests, and other class material.

Photocopying Copyrighted Material

Copyrighted material, including books and film scripts, should not be photocopied extensively or completely. U. S. copyright law limits the copying of copyrighted material for academia to "fair use." For a definition of "fair use," instructors should refer to Section 107 of the Copyright Law of the United State of America, available at www.copyright.gov. Generally speaking, it is permissible for educational purposes to copy a "small part" of an essay, a book, or other copyrighted work. Copying entire articles, essays, or books is a clear violation of the law.

FERPA and Students' Rights to Privacy

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, also known as the "Buckley Amendment," is the federal regulation that sets forth requirements regarding the privacy of educational records. FERPA governs: (1) the release of records maintained by an educational institution and (2) access to these records.

To be in compliance, colleges are required to notify students annually of their rights:

- Right to inspect and review their education records
- Right to request to amend their education records
- Right to limit disclosure of some "personally identifiable information" (information that would directly identify the student or make the student's identity easily traceable) known as Directory Information.
- Policies regulating the disclosure of Directory Information are subject to change as new Federal rulings are published.

Annual Notice to Students

It is the policy of Watkins College of Art, Design & Film to comply with the Act, and in doing so, to assure that no personally identifiable information contained in educational records will be released without prior written consent of the student, except for that information designated in this policy as Directory Information, and such personally identifiable information which may be disclosed under the circumstances allowed under the Act and Regulations passed pursuant to the Act.

Watkins College of Art, Design & Film limits Directory Information to name, address, and telephone listing, major field of study, classification (freshman, sophomore, etc.), current registration status, dates of attendance, degrees and awards received, participation in officially recognized activities and organizations, and the most recent previous educational agency or institution attended.

A student has the right to request that any or all of the above Directory Information should not be released without his or her prior consent. Students who wish to restrict the release of this information must make a written request to the office of the Registrar. This request may be filed at any time; however, the college shall assume no liability for information stated above that may have been released prior to the file date of the request.

A student has the right to request amendment of his or her educational records that the student believes is inaccurate or misleading. The procedure to seek amendment of a student's educational record is as follows:

- A written request must be submitted to the registrar stating the reason a student seeks to amend his or her educational record with any supporting documentation attached to the request.

- The registrar will issue a decision in response to the student's request. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and
- The student will be advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to file a complaint with the U. S. Department of Education concerning the alleged failures by the College to comply with the requirements of the FERPA. Complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Access to Educational Records

FERPA does allow an exception that permits disclosure without student consent to school officials with legitimate educational interests. Designated school officials are allowed records access in order to perform daily administrative functions. Educational records are available to faculty for the purposes of academic evaluation and advising.

Access to student files is overseen by the Office of the Registrar to be sure the college adheres to all regulations regarding student privacy. Student files are maintained for all students in the Office of the Registrar. These files are complete and permanent records that are confidential in nature. It is important to note that the same principles of confidentiality must be applied to all media, including but not limited to electronic data, email and video- or audiotapes; therefore, protection of record information stored on any electronic software systems is required as well.

Here are some important guidelines for faculty to keep in mind in an effort to protect the students' rights to privacy:

- ***No papers containing student grades should be left in any place where students might casually or purposefully see them.***
- ***No grades should ever be posted in a classroom, on an instructor's office door, or otherwise in a public place.***
- ***An instructor should never discuss a student's grade with other students.***
- ***A work-study student should not be permitted to grade student papers or otherwise have access to student grades.***
- ***An instructor should not leave projects or papers with grades on them in the hall for students to pick up.***
- ***An instructor should not reveal grades on projects or papers or mid-term or final grades over the phone to a student or to anyone else.***

Student Conduct

Admission to Watkins College of Art, Design & Film carries with it privileges and responsibilities. Students, as part of the college community, are expected to maintain acceptable standards of conduct and are subject to all national, state and local laws and ordinances. When student conduct fails to meet these standards, becomes disruptive or abusive to the educational process at Watkins, or becomes disruptive, threatening, or abusive to fellow students, faculty, or staff, the college will impose disciplinary sanctions, including involuntarily withdrawal, temporary or permanent dismissal, and/or referral for prosecution under state and federal law. A positive learning environment in an academic setting requires humane and professional interactions. While conflicts in any organization are natural, disagreements must be resolved in a direct, honest, sensitive, and professional way. The college expects all members of the academic community to conduct themselves in an acceptable fashion and will not permit abusive language or other kinds of intimidation to undermine a positive living and learning environment.

Students are expected to be considerate of others at all times. Misconduct includes such acts as scholastic dishonesty, disruptive classroom behavior, sexual harassment, threats or abusive conduct toward staff or college property, disruptive use of cell phones and other electronic devices, or any other behavior determined by the College community to be abusive, offensive or inappropriate. Any violation of this policy should be reported to the director of student life and the vice president for academic affairs.

Watkins College of Art, Design & Film also prohibits the unlawful possession, use of, or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities.

Classroom Misconduct

The college's success depends on the presence of a proper atmosphere for learning. Student misconduct that disrupts this atmosphere will not be tolerated. Such misconduct includes, but is not limited to, immature behavior, inappropriate comments, talking during class, inappropriate laughter and the making of offensive noises, and disruptive leaving of the classroom. Any student who engages in any of the above, or any other conduct deemed unacceptable to the instructor will be asked to leave the classroom or studio immediately. If the student fails to leave the classroom, the instructor should call security and/or college officials to have the student removed from class.

When a student is told to leave a class or studio, the instructor at the conclusion of the class must notify the director of student life immediately. The student should schedule an appointment with the director of student life as soon as possible and before attempting to return to the class. The director of student life will meet with the student and the faculty member and determine if disciplinary action, including probation, suspension, or dismissal, is appropriate. A student has the right to appeal the decision to the VPAA through the college's normal appeal procedures.

Readmission after Dismissal Due to Misconduct

A student who has been dismissed from the college due to misconduct is eligible to apply for readmission one year from the date of dismissal and must submit a new application for admission and complete all admission procedures and requirements. Students who are readmitted after dismissal must enter the college under the catalog and program requirements in effect at the time of readmission and are subject to policies regarding time limits for degree completion.

Academic Honor Code and Academic Dishonesty

Academic Misconduct

Watkins College of Art, Design & Film depends on the honesty of its students for the integrity of its academic programs and does not tolerate academic misconduct. Although primary responsibility rests with each student, the college expects faculty members to make every effort to provide a classroom atmosphere that is conducive to the effective operation of an honor system. Academic misconduct, including cheating and plagiarism, is considered a serious offense and will incur consequences that may include disciplinary probation, suspension, or expulsion. Academic and classroom misconduct will be reported to the VPAA.

Plagiarism and Cheating

Plagiarism, defined as *to appropriate passages, visual artwork or ideas from another and use them as one's own* is a serious transgression against the academic honor system. Plagiarism need not be a verbatim quote (in fact, a plagiarizer is usually clever enough to avoid a direct quote); it can be a paraphrasing that still leaves no doubt as to the true source of the material. Plagiarism also includes hiring another person to do one's work, such as a design project or term paper. Cheating during an examination is another form of plagiarism, since it involves taking the answers of another and treating them as one's own. All are dealt with severely.

Students found guilty of any of the above are expelled from the class, receive an F as a letter grade, and are placed on disciplinary probation. Students found guilty of a second offense are immediately expelled from the college.

Harassment and Sexual Harassment

POLICY:

Verbal or physical conduct by any employee, student, vendor, visitor or other person associated with or doing business with Watkins that illegally harasses, disrupts or interferes with another person's performance as an employee, student, visitor or other person associated with or doing business with the college or which illegally creates an intimidating, offensive or hostile environment at Watkins will not be tolerated. Sexual and racial harassment have specifically been held to constitute forms of discrimination prohibited by Title VI and Title VII (as amended) of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and will not be tolerated.

PROCEDURES:

- 1 Each supervisor has a responsibility to maintain the workplace free of any form of harassment as described above and as defined in federal law. At the initial faculty/staff meeting each fall semester, training will be provided about the sexual harassment guideline and the need to report promptly any possible instances of any form of harassment as defined by federal law.
- 2 It must be understood that harassment is "in the eye of the beholder." Anyone at Watkins who believes that the actions or words of a supervisor, fellow employee, faculty member, student, vendor or visitor constitute a violation of this policy has a responsibility to report or complain as soon as possible to the vice president for finance and operations.
- 3 No supervisor, faculty member or other person in a position of authority over others may threaten or insinuate, either explicitly or implicitly, that someone's refusal to submit to sexual advances will adversely affect an employee's employment, evaluation, wages, advancement, assigned duties or career development, or a student's academic standing, evaluation, grade, scholarship or work status, recommendation for employment, and so forth. In addition, no supervisor or faculty member is to favor in any way any applicant or employee or student because that person has performed or shown a willingness to perform sexual favors for the supervisor or faculty member.
- 4 All complaints of any type of harassment will be investigated promptly, in an impartial and confidential manner. If an employee is not satisfied with the handling of a complaint or the action taken by any Watkins official, the employee, student, vendor or visitor should bring the complaint to the attention of the president. In all cases, the person making a complaint is to be informed about the findings and conclusions reached regarding the complaint.
- 5 Any employee, student, vendor, visitor or other person doing business with or associated with Watkins who is found, after appropriate investigation, to have engaged in the illegal harassment of another person at Watkins will be subject to all appropriate disciplinary action within the scope and power of the college.

Miscellaneous College Guidelines

No-Smoking Environment

Because of concern for the total health of individuals and due to the increasing awareness that second hand smoke is detrimental to the health of non-smokers, Watkins facilities are maintained as a smoke-free environment.

PROCEDURES:

1. Smoking is not permitted anywhere within Watkins facilities.
2. Smoking is allowed outside Watkins facilities, but employees and students are requested to smoke only in designated areas and to avoid areas where visitors normally enter the building.
3. Violation of this guideline will result in disciplinary action.

Food and Drink in Classrooms, Studios, and Labs

Food and drink are off limits in the computer studios and only water is allowed in the theater during class time. Otherwise, it is up to each faculty member to decide whether food or drink is allowed in the classroom. Any such usage must be reasonable and must not interfere with other students. If food and drinks are allowed, the faculty member is responsible for making sure that students dispose of cans and trash appropriately. Everyone should encourage the use of the recycling bins located throughout the college.

Recycling

The college is dedicated to regular recycling of all accepted materials. Marked bins are located at various locations throughout the college academic building and student housing.

The following items are currently acceptable: mixed paper, cardboard (no pizza boxes), aluminum cans, tin cans, and plastic containers where the neck is smaller than the body of the container. The following are not acceptable: paper towels, lumber, wax paper, napkins, tissues, juice or milk cartons, waxed boxes, pizza boxes, plastic trays, yogurt or butter containers, plastic buckets, plastic bags, bulk metal, aerosol cans, aluminum foil or pie plates, hangers.

Illegal Drugs and Alcohol

Watkins College of Art, Design & Film strictly prohibits the use, sale, dispensing, possession, or manufacture of illegal drugs or alcoholic beverages in the workplace or while engaged in Watkins business. Doing so is inconsistent with the behavior expected of employees, subjects all employees and visitors to unacceptable safety risks, and undermines Watkins' ability to operate effectively and efficiently. With the approval of the president or the VPAA and in keeping with all local and state laws, alcoholic

beverages may be served to adults who are twenty-one years old and older at Watkins receptions and other official Watkins functions.

Additional information, including regulations concerning the serving of alcohol at College functions, is provided in the *Operations Manual*, Policy 7.2.

Firearms and Other Dangerous Weapons And Substances

Possession of or use of firearms or other dangerous weapons of any kind on the property of Watkins College of Art, Design & Film is prohibited. As prescribed by state law, signs are posted at prominent locations at the college stating the criminal penalties for violation of this prohibition. This policy does not apply to authorized law enforcement officers in the actual discharge of official duties. Absolutely no other exceptions are permitted except as authorized in writing by the president of the college. Citizens with local, state or federal permits to carry firearms **ARE EXPRESSLY PROHIBITED** from carrying their weapons on Watkins property.

The possession, ignition, or detonation of any object or article which could cause damage by fire or other means to persons or property or of any substances which could be considered to be and used as fireworks, explosives, or pyrotechnics is prohibited. Any exceptions must be authorized in writing by the president.

Violations of this guideline should be reported directly to the president, the director of facilities, or other senior administrative official. Watkins will take all appropriate action, including criminal prosecution, against anyone who violates this guideline.

Keys to Classrooms, Studios, and Labs

For security reasons all classrooms, studios, and labs are kept locked at all times when not in use. Keys are kept at the reception desk and must be signed in and out by instructors before and after class sessions.

Access to Facilities and Equipment by Persons other than Watkins College Staff, Faculty, and Currently Enrolled Students

Access to all Watkins facilities and equipment by persons other than currently enrolled students, faculty, and staff must be cleared through the Director of External Relations. Priority for the assignment of college facilities will be given in the following order:

1. College credit instruction
2. College non-credit instruction
3. College student, faculty or staff organization event
4. College-sponsored or co-sponsored event
5. Community nonprofit organization event
6. Community for-profit organization event

In addition to approval by the director of external relations, access to the film sound stages must also be approved by media center director.

Any outside group wishing to use college facilities must fill out a “Reserving Watkins Facilities” form available from the director of external relations, comply with all policies and procedures, provide proof of insurance, and pay all fees associated with the reservation.

Allowing students who are not currently enrolled in courses and other members of the general public to have access to Watkins’ facilities and equipment creates serious liabilities for the college and creates significant security challenges. Alumni and other students not currently enrolled may request access through the VPAA. The required form is available at the front desk.

Severe Weather

Occasionally, severe winter will require the institution to close. In the interest of safety, the president, the vice president for facilities and operations, and/or the VPAA will make a determination based on the severity of weather conditions. The decision will be made as quickly as possible and will be communicated directly to the local television stations. If there is no announcement on local television statements about closing, each person should assume that the institution is open. However, since Watkins’ first priority with regard to winter driving conditions is the safety of students, faculty, and staff, no one will be penalized for taking precautionary actions when there are dangerous road conditions. If the institution remains open during a winter storm, each person must make his or her own determination regarding the safety of driving to campus.

Watkins also takes appropriate actions to promote campus safety and security during tornado watches and warnings. The director of facilities has primary responsibility for actions in response to tornado watches and warnings. A special weather and disaster warning radio is kept at the front desk. The radio automatically provides a warning when there is danger or a potential danger. When a tornado watch or warning is issued for Davidson County or the immediate vicinity, the person working at the front desk must notify the director of facilities immediately. When there is a tornado watch, the director of facilities is responsible for notifying students, faculty, and staff throughout the building so that they may be prepared to take cover. When there is a tornado warning for Davidson County or the immediate vicinity, the director of facilities is responsible for notifying students, faculty, and staff throughout the building and seeing that everyone at Watkins moves to an interior space in the building (excluding the library). Specific rooms and spaces are marked as appropriate places to take cover. No one should remain in the library during a tornado warning. The director of facilities will notify everyone in the building when a tornado watch or warning is over.

Procedure for Inclement Weather Notifications

Mornings, evening classes and weekends without Community Education programs.

The VPFO (vice president for finance and operations) will call the VPAA (vice president for academic affairs) and they will jointly make the decision whether to close or delay opening the college. The president will then be notified by the VPFO to make sure she concurs. If she does concur the following actions will take place. If the college is closed or has a delayed opening, the VPFO will contact TV channels, 2, 4, 5, Fox 17, and the director of community education (DCE). The VPFO will call the assistant director of

facilities (ADF) who will change the front desk phone message to indicate the school closing and alert front desk staff. The VPAA will call the DSL (director of student life). The VPAA will email the info to faculty, adjuncts and staff. The DSL will email students. If a decision to close is made after the opening of school, the above protocol will still be followed.

If the VPFO is going to be out of town, the director of admissions will handle her role.

Community Education

If the inclement weather occurs on a Saturday when Community Education has classes scheduled, the director of community education (DCE) will make the decision. If classes are cancelled, the DCE will contact TV channels, 2, 4, 5 and Fox 17 as well as the ADF and the VPFO. The ADF will then call the staff working the front desk that day to inform them of the closing and change the front desk phone message to indicate same.

If the VPFO is going to be out of town, the director of admissions will handle her role.

Building Evacuation

Emergency situations could require the evacuation of the building. The building has many working exits and there are notations in classrooms and studios for locating the nearest exist. At the beginning of each semester or term, each faculty member should determine the quickest route to the nearest exit and should inform students of that route and exit. When an emergency is declared or when an emergency alarm sounds, everyone must evacuate the building immediately. There can be no exceptions to this rule. There will also be evacuation drills from time to time. When there are drills, everyone must evacuate the building immediately.

Safety and Security

Watkins makes a vigorous effort to provide a work environment as free as possible from recognized hazards. There are numerous guidelines in the *Operations Manual* that address various safety and security issues, including procedures to follow in the event of emergencies and disasters (5.4), procedures for evacuation of Watkins' buildings (5.5), and procedures for providing first aid and responding to accidents (5.3). All faculty should regularly read these sections of the *Manual* and should comply with all requirements that reflect institutional, local, state, and federal safety, health, and security standards.

All Watkins faculty, staff, students, or visitors should immediately call 911 when any emergency medical or other serious situation is encountered. A request for police, fire, or other assistance for non-emergency (non-life-threatening) situations may be made by calling 862-8600.

All Watkins faculty, staff, students, and visitors should be aware of emergency exits.

Watkins officers, staff, and faculty should take appropriate actions when there are real or potential emergencies, disasters, and other dangerous situations including fire, flood, transportation accidents, utility leaks and breaks, malicious and/or terrorist incidents, earthquakes, civil emergencies, and so forth that appear to pose a threat to the life, health, and safety of Watkins students, faculty, staff, and visitors. Actions taken should follow this order of priority:

1. Protection of life and avoidance of injury
2. Stabilizing dangerous situations
3. Securing treatment for personal injuries
4. Protecting personal and institutional property
5. Protecting institutional records.

Solicitation and Conducting Personal Business on Campus

Watkins has a long-standing guideline prohibiting employees or visitors from selling merchandise, products, or services; distributing written materials on campus (including the parking areas); or soliciting financial contributions on campus except for items, merchandise, written materials, or financial solicitations that are officially sponsored by Watkins.

Similarly, faculty and staff must not regularly conduct personal business during work hours and must not use Watkins resources for personal business unrelated to the mission of the institution.

Media Contacts

Watkins College of Art, Design & Film addresses its constituencies in a variety of ways. It is important that guidelines be followed in all institutional communications to create and reinforce a specific, consistent, and positive image of the college as a quality educational and cultural arts institution. To meet this goal, the procedures listed below should be followed in all forms of institutional communications.

PROCEDURES:

1. All media contacts with employees, students, or volunteers will be reported to the president or vice president for institutional advancement as soon as possible. No one should initiate nor respond to media contacts without prior approval from the vice president for institutional advancement. All calls and other communications from or with media representatives should be directed to and/or coordinated by the director of external relations or other staff member as designated by the vice president for institutional advancement. All press releases should originate with and/or be coordinated by the director of external relations or other staff member as designated by the vice president for institutional advancement. In all

situations, the president or his/her specific designee is the official spokesperson for the college.

2. Any printed information (news releases, backgrounders, etc.) sent to the media about any activity should be sent to the director of external relations for prior approval. Information should be sent to him/her in a timely fashion so that there is sufficient lead time to consider the effectiveness of the communication. No statement or stories in which Watkins' name is mentioned should be released to the news media by other employees. Any newsworthy story that an individual feels is suitable for publication should be referred to the director of external relations for approval in advance.
3. All forms of communication should prominently feature the college name in its correct and standard form.
4. The Watkins College of Art, Design & Film mission statement will appear prominently in all college publications, recruiting materials, news releases and fundraising materials. It shall also be displayed prominently in the academic building.

Travel Expenses for Professional Conferences

Watkins recognizes the benefits of training and attendance at meetings and functions for the purpose of advancing professional knowledge and techniques. Faculty should refer to 4.1 in the *Operations Manual* for more information on qualifications for reimbursement and procedures to be followed.

Use of College Credit Cards

Watkins College of Art, Design & Film authorizes certain employees to have an institutional credit card issued in their own names. These cards are to be used only for authorized business purposes. Faculty should refer to 8.3 in the *Operations Manual*.

Appendix A

WATKINS COLLEGE OF ART, DESIGN & FILM COURSE OUTLINE

DEPARTMENT COURSE PREFIX AND NUMBER, COURSE TITLE SEMESTER CREDITS, CONTACT HOURS PER WEEK PREREQUISITES

I. CATALOG DESCRIPTION

Text, text, text.

II. LEARNING OUTCOMES THAT SUPPORT THE INSTITUTIONAL MISSION

In terms of student learning outcomes, list the primary ways this course supports the Institutional mission

- 1.
- 2.
- 3.
- 4.

III. LEARNING OUTCOMES THAT SUPPORT THE GENERAL OR DEPARTMENTAL MISSION

In terms of student learning outcomes, list the primary ways this course supports the General Education or Department mission.

- 1.
- 2.
- 3.
- 4.

IV. RELATIONSHIP TO DEPARTMENTAL OR GENERAL EDUCATION CURRICULUM

Briefly describe how this course relates to or complements the General Education or Departmental curriculum.

V. CONTENT AND CONCEPTS

Provide a concise and sequential listing of the content and concepts to be treated in the course:

VI. PROJECTS AND ASSIGNMENTS

Provide a listing of activities (creative projects, readings, presentations, papers, field experiences, and so forth) required of students:

VII. EVALUATION AND GRADING

Describe the evaluation procedures that will be used to measure learning outcomes. Provide a detailed grading system for determining a student's final grade.

Appendix B

WATKINS COLLEGE OF ART, DESIGN & FILM COURSE SYLLABUS

COURSE NUMBER AND TITLE INSTRUCTOR SEMESTER AND DATE

I. CONTACT INFORMATION

Email Address

Phone (optional)

Cell (optional)

Days/Office Hours for Conferences (Adjuncts should plan on ½ hour before or after class)

Office number (for full-time faculty or other contact number for adjunct)

II. COURSE DESCRIPTION

Use the catalog description and expand if necessary

III. MAJOR LEARNING OUTCOMES

All students who successfully complete this course will demonstrate these skills and/or knowledge:

- 1.
- 2.
- 3.
- 4.
- 5.

IV. MAJOR COURSE REQUIREMENTS,

Projects, Assignments, Textbook, Materials, etc.

- 1.
- 2.
- 3.
- 4.
- 5.

V. EVALUATION

System for Determining Final Course Grade

1. **Policy on Work/Projects/Assignments turned in Late**
2. **Grade distribution** – how will projects be graded (i.e. assignments, tests, portfolio, films, grading scale, etc.)

3. Attendance Policy

Students are required to attend all meetings of each class, to be in class on time, and to remain for the entire class period. Due to the importance of class attendance, all absences are recorded by the instructor; no distinction is made between “excused” and “unexcused” absences. Students should consult the *Student Handbook* for more information on the attendance policy.

VI. SAFETY

Identify all safety issues: working with chemicals, equipment, etc.

VII. IMPORTANT INFORMATION ALL STUDENTS SHOULD KNOW

1. Students with Disabilities

Accommodations are available for students with diagnosed physical, learning, psychiatric, or other disabilities upon request. Students seeking accommodations for a disability or disabling condition should contact the Director of Student Life as early as possible. Accommodations cannot be requested retroactively. Accommodations are determined and implemented on a case-by-case basis as is reasonable and appropriate and may include but are not limited to: extended time on tests and in-class assignments, note-taking assistance or access to class notes, flexible course scheduling, and/or reduced course load.

2. Academic and Classroom Misconduct

Academic misconduct, including cheating and plagiarism, is considered a serious offence and will incur consequences including disciplinary probation, suspension or expulsion. Plagiarism is defined as someone copying what someone else has written, reproducing and taking credit another’s visual work or taking someone else’s idea and trying to pass it off as original. For more specific information about academic and classroom misconduct, students should read the *Student Handbook*.

3. Personal Counseling.

Students experiencing normal academic problems should meet with the me, their academic advisor, and/or the director of student life to work out solutions that will help them successfully complete their coursework. Students experiencing more serious personal problems such as drug or alcohol abuse, depression, anxiety, relationship conflict, or others may wish to take advantage of Watkins’ personal counseling services. Three sessions with a counselor are provided each academic year at no cost. These sessions are off-site and confidential. Please refer to the Student Handbook for more information.

VIII. SEMESTER CALENDAR WITH IMPORTANT DATES AND DEADLINES

List all pertinent dates for the semester: holidays, mid-term, finals, etc.



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