

Watkins. **College of Art**

2017-2018 Faculty Handbook



Watkins College of Art, Design & Film Faculty Handbook

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Academic Calendar

Fall 2017

August 12 (Sat)	Housing Reopens New Student Move-In	
August 14-15	Orientation for New Students	
August 14-15	New Student Registration	
August 16	Late Registration	
August 17 (Thurs)	Classes Begin	
August 17-31	Drop/Add Period	
August 17-23		100% Refund Period*
August 24-25		75% Refund Period
August 28-29		50% Refund Period
August 30-31		25% Refund Period
August 31	Last Day to Drop/Add	Refund Period Ends
August 31	Last Day to Change Class Enrollment Type	
September 1	Begin Withdrawal Period	No Refunds
September 1	Census Day	
September 4	Labor Day	Building Open, Offices Closed
October 2-6	Mid-Term Evaluation Week	
October 10 (Tues)	Mid-Term Grades Due	
October 16-17	No Classes, Fall Break	Building Open, Offices Open
October 23 – Nov. 3	Advising (Make appointment with advisor)	
November 6-10	Registration Week	
November 22-24	No Classes, Thanksgiving	Building Closed, Nov. 23-25 Building Reopens Nov. 26
November 27	Last Day to Apply for Spring / Summer 2016 Graduation	
November 15 (Wed)	Last Day to Withdraw	
November 28 (Wed)	Last Day for Incomplete	
December 6 (Wed)	Classes End	
December 9 (Sat)	Fall Move Out Residential Hall	
December 11 (Mon)	Final Grades Due	
December 18-Jan 1	College Closed, Winter Break (Housing Reopens January 6)	

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

Spring 2018		
January 2	College Reopens	
January 6 (Sat)	New Student Move-In	
January 8	New Student Orientation	
January 8-9	New Student Registration	
January 10	Late Registration	
January 11 (Thu)	Classes Begin	
January 11 - 25	Drop/Add Period	
January 11 - 17		100% Refund Period*
January 15	No Classes, MLK Holiday	Building Open, Offices Closed
January 18 -21		75% Refund Period
January 22 - 23		50% Refund Period
January 24 - 25		25% Refund Period
January 25	Last Day to Drop/Add	Refund Period Ends
January 25	Last Day to Change Class Enrollment Type	
January 26	Begin Withdrawal Period	No Refunds
January 26	Census Day	
February 16 (Fri)	No Classes, Presidents Day Observed	Building Open, Offices Closed
February 26 – March 2	Mid-Term Evaluation Week	
March 6 (Tues)	Mid-Term Grades Due @ 12pm	
March 12 - 16	No Classes, Spring Break	Building Open, Offices Open
March 19 – 30	Advising (Make appointment with advisor)	
April 2 - 6	Registration Week	Fall, Maymester, & Summer
April 13	Last Day to Apply for Fall 2018 Graduation	
April 13 (Fri)	Last Day to Withdraw	
April 27 (Fri)	Last Day to Request Incomplete	
May 4 (Fri)	Classes End	
May 5 (Sat)	Spring Move Out Residential Hall	
May 7 (Monday)	Final Grades Due @ 12pm	
May 12 (Sat)	Commencement	

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

Maymester 2018		
May 14 (Mon)	Classes Begin	
May 14	Maymester Late Registration Day	
May 14 - 18	Drop/Add Period	
May 14 - 15		100% Refund Period for Maymester Classes*
May 16		75% Refund Period
May 17		50% Refund Period
May 18	Last Day to Drop/Add	25% Refund Period
May 18	Last Day to Change Class Enrollment Type	
May 21	Begin Withdrawal Period	No Refunds
May 22	Census Day	
May 23 (Wed)	Mid-Term Grades Due @ 12pm	
May 24 (Thurs)	Last Day to Withdraw	
May 24 (Thurs)	Last Day to Request Incomplete	
May 28	No Classes, Memorial Day	Building Open, Offices Closed
June 5 (Tues)	Classes End	
June 7 (Thurs)	Final Grades Due @12pm	
June 9 (Sat)	Maymester Move-out Residential Hall	

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

Summer 2018		
June 11 (Mon)	Classes Begin	
June 12	Summer Late Registration Day	
June 12 - 15	Drop/Add Period	
June 11 -12		100% Refund Period for Summer Classes
June 13		75% Refund Period
June 14		50% Refund Period
June 15	Last Day to Drop/Add	25% Refund Period
June 15	Last Day to Change Class Enrollment Type	
June 16	Begin Withdrawal Period	No Refunds
June 18	Census Day	
July 2 - 6	Mid-Term Evaluation Week	
July 4	No Classes, Independence Day	Building Closed
July 9 (Mon)	Mid-Term Grades Due @ 12pm	
July 16 (Mon)	Last Day to Withdraw	
July 18 (Fri)	Last Day to Request Incomplete	
July 27 (Fri)	Classes End	
July 28 (Sat)	Housing Move Out Residential Hall	
July 30 (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 J. Kline, Ph.D.
Executive Assistant for Administration Rachel Malone

Academic Affairs

Vice President for Academic Affairs Joy McKenzie
Assistant Vice President for Academic Affairs Cary Beth Miller
Library Director Amy Kammerman
Media Center Director Kristy West
Media Center Assistant Vacant

Finance and Operations

Vice President for Finance and Operations Mary Ellen Lothamer
Director of Facilities Martin Dillingham
Assistant Director of Facilities Beth Shapiro
Night Manager Marteen Kibbe
Financial Associate I Dwayne Breeding
Financial Associate II Melanie Phelps
Assistant Facilities Manager David Keane
Custodian Paul Cates
Custodian Bobby Turner

Institutional Advancement

Vice President for Institutional Advancement Autumn Parrott

Director of Communications Brendan Tapley

Enrollment Management

Vice President for Strategic Enrollment Management Alison Miyauchi
Director of Student Life Tina Krau Waymire
Residence Life & Student Experience Coordinator Michael Francis
Director of Financial Aid Regina Gilbert
Financial Aid Coordinator Lyle Jones
Registrar Tracie Johnson
Admissions Officer Vacant
Recruitment Specialist Vacant
Regional Specialist Vacant
Admissions Office Manager Elizabeth Courtney

Information Technology

Director of Information Technology Shawn Maggard
IT Specialist..... Curt Lundgren
IT Specialist..... Greg Pine
IT Specialist..... Lisa Raupers
Print Center Manager Sam Angel

Community Education and Enrichment

Director of Community Education Maggie Fansher
Assistant Director of Community Education Sydney Grimes

Full-Time Academic Faculty

Department of Core Studies

Karla Stinger-Stein, Assistant Professor
and Chair
Brady Haston, Associate Professor
Ariel Lavery, Assistant Professor

The Film School

Film Major (BFA/MFA)

Richard Gershman, Associate Professor
And Chair
Valorie Stover Quarles, Professor
Steven Womack, Professor

Department of Fine Art

Fine Art Major (BFA/MFA)

Photography Major (BFA)

Kristi Hargrove, Associate Professor
And Chair
Terry Thacker, Professor
Robin Paris, Associate Professor

Department of Graphic Design

Graphic Design Major (BFA)

Illustration Major (BFA)

Dan Brawner, Associate Professor
And Chair
Judith Sweeney O’Bryan, Associate
Professor
Steve Wilkison, Associate Professor

Department of Interior Design

Interior Design Major (BFA)

Joy McKenzie, VPAA & Acting Chair

Bachelor of Art in Art

Cary Beth Miller, Assistant VPAA
Director for General Education
Thomas Williams, Assistant Professor

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 2015

Accreditations and Affiliations

Watkins College of Art, Design & Film is accredited with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Master of Fine Arts Degree and the Bachelor of Fine Arts degree, the Bachelor of Arts degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Watkins College of Art, Design & Film.

Watkins College of Art, Design & Film is an accredited institutional member of the National Association of Schools of Art and Design (NASAD). Information regarding NASAD standards may be obtained from the National Association of Schools of Art and Design, 11250 Roger Bacon Drive, Suite 21, Reston Virginia 20190-5248; by telephone at (703) 437-0700; or online at <http://nasad.arts-accredit.org>.

Watkins College of Art, Design & Film is a member of the Association of Independent Colleges of Art and Design (AICAD), 236 Hope Street, Providence Rhode Island 02906; by telephone (401) 270-5991, <http://www.aicad.org>.

Watkins College of Art, Design & Film is a member of the Tennessee Independent Colleges and Universities Association (TICUA), 1031 17th Avenue South, Nashville Tennessee 37212-2201, (615) 242-6400, <http://www.ticua.org>.

Watkins College of Art, Design & Film has been designated as a major cultural institution by local and state arts agencies and receives funding from the National Endowment for the Arts (NEA), the Tennessee Arts Commission (TAC), and the Metro Nashville Arts Commission (MNAC).

Watkins is authorized to offer undergraduate college degrees by the Tennessee Higher Education Commission (THEC). Held in trust by the State of Tennessee, Watkins is also the recipient of direct state funding through periodic acts of the General Assembly of Tennessee.

Watkins Commissioners

Brownlee O. Currey, Jr.

Walter G. Knestrick

Susan A. Basham

Chairman of the Board of Trustees

Samuel E. Stumpf, Jr.

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 *Operations 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 is dedicated to student-centered, quality classroom and studio instruction. In addition, faculty pursue 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. 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 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.

Promotion in rank is recognition of the achievements as well as the considered potential of the person being recommended for promotion. The guideline of Watkins College of Art, Design & film is to make promotions strictly on consideration of merit tempered by institutional and fiscal considerations. In maintaining these guidelines, promotions are made objectively, equitably and impartially. Details regarding academic and seniority criteria, performance criteria for promotion, procedures for promotion recommendation, and implementation policy can be found in Guideline 1.13 in the *Operations manual*, or available electronically to all faculty on the G-Drive.

In accordance with Article V, Promotion Review Procedures, full-time faculty qualify for rank and promotion and which to apply, must present relevant material to the Department Chair no later than **September 1** of the academic year. The Promotion Review Committee By-Laws are located in the section on Committees in this handbook.

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.

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.

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.

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:
 - 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,
 - d. 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. This process begins September 1 and must be completed by October 30. 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 Evaluation*
 - 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. *All faculty are responsible for providing the library with five (5) images from each class (complete with metadata). These images will be maintained in the archives for accreditation and promotion/marketing purposes.*
 - 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. 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 distributed by the registrar approximately 11 weeks into the semester. Each instructor of record is responsible for ensuring these forms are filled out and returned to the Office of the Registrar by the deadline indicated on the packet. The forms are 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 located in *Operations Manual*, Grievance Procedures - #1.11.

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.

Policy on Prohibited Practices

Although it is paramount that freedom of expression exists in an academic institution, especially one that trains artists, it is also imperative that a clearly articulated policy on acceptable practices be formulated. As artists, questioning convention and stimulating exploration is to be expected; students will be guided in what can be allowed and what cannot be allowed in their pursuit of artistic expression.

Practices not allowed include:

- Any activity that is illegal as determined by any ordinance, local, state or federal.
- Any activity that would interfere with the duties of any law enforcement, fire or safety personnel, including paramedics.
- Any activity that includes actual sexual acts.
- Any activity that endangers or puts an individual in harm's way.
- Any activity that is deemed unhealthy or puts a person at risk to their health.
- Any inappropriate activity that includes minors.
- Any action that harms or endangers an animal.

Some of these activities will be open to interpretation; however, art produced as part of the curriculum or in association with Watkins College of Art, Design & Film is expected to conform to the stated policies of the college. Sensitivity to the community and its citizens should be considered, especially when dealing with minors. It is the intention of the college to apply standards common to the community in which we live.

There is no universal agreement on what constitutes obscenity. The courts have held that community standards can apply. To that end, the college will look to common practices in the community for guidance.

It is recognized that art may be controversial and offensive to some members of society. When exhibiting student work publicly, the policy outlined under *Censorship and Academic Freedom* will be followed.

Intellectual Property

This policy reflects the institution's agreement with the concept that the public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the college and its learning communities reasonable access to, and use of, the intellectual property for whose creation the college has provided assistance.

The college supports the development, production and dissemination of intellectual property by its faculty members. With regard to ownership of intellectual property, the college supports the general principles and policies currently endorsed by the American Association of University Professors.

Ownership of Intellectual Property: *Intellectual property created, made or originated by a faculty member shall be the sole and exclusive property of the faculty, author or inventor.*

The college's intellectual property policy allows, and encourages, the institution to use works created by faculty members without charge for educational and administrative purposes within the institution. Faculty members should be encouraged to include such uses in their agreements, transferring copyright for such works to a publisher. These uses would be to enable the institution to operate more efficiently for such purposes as complying with accreditation agency requests and not to infringe on legitimate faculty rights.

Material created for ordinary teaching use in the classroom and in department programs, such as syllabi, assignments and tests, shall remain the property of the faculty author, but institutions shall be permitted to use such material for internal instructional, educational and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.

In an agreement transferring copyright for such works to a publisher, faculty authors are urged to seek to provide rights for the institution to use such works for internal instructional, educational and administrative purposes.

Details of the guidelines for the Intellectual Property policy are in *Operations Manual, Intellectual Property - #8.14*.

Copyright Policy

Watkins respects the intellectual property rights of others. Consequently, copyright infringement, including illegal file sharing is strictly against Watkins policy. Copyright infringement is the act of exercising, without permission or an express exception to the copyright statute, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) of a work or to make a derivative version of copyrighted work. In the file-sharing context, downloading or uploading some or all of a copyrighted work without authority likely constitutes and infringement. Legal consequences for copyright infringement can be substantial and include civil criminal penalties.

Therefore, violation of Watkins Copyright policy include:

1. Downloading or sharing copyrighted material without the written permission of the copyright holder.
2. Giving someone permission to use a computer registered in your name in order to download and share copyrighted material without express permission from the copyright holder.
3. Otherwise making any use of copyright protected material without express permission of the copyright holder or an express exception contained in the copyright statute.

Under certain limited circumstances, use of copyrighted material may not be considered copyright infringement under the law. "*Fair Use*" is a concept embedded in U.S. law that recognizes that certain uses of copyright-protected works do not require permission from the copyright holder or its agent. These include instances of minimal use that do not interfere with the copyright holder's exclusive rights to reproduce and reuse the work. Fair use is primarily intended to allow the use of copyright-protected works for criticism, commentary, parody, news reporting, and teaching. In determining whether the use made of a work in any particular case is fair use, the following four factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

These factors are very fact-specific and it is sometimes difficult to know whether a particular use ultimately will be considered *Fair Use* by a court or jury. For this reason,

Watkins strongly encourages limiting the use of appropriated imagery for all assignments to the following: royalty free (licensed and/or purchased for unlimited use), Creative Commons imagery (free, with permission to share and adapt for any purpose), Public Domain images; images where permission has been secured directly from the artist; and custom student art and photography.

Gallery and Exhibitions

Gallery and Exhibitions Mission Statement:

The Brownlee O. Currey, Jr. Gallery, The Jack C. Massey Exhibit Hall, Watkins Art Gallery (WAG), 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. The committee is comprised of the following:

- 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 Department of Interior Design
- One representative from the General Education Program
- One representative from the Community Education and Enrichment Program
- Shop Supervisor (non voting).

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, WAG, 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 and will receive a one-course release annually for his/her service:

- Responsibility for submitting a schedule of exhibitions to all faculty, The Vice President for Academic Affairs, The Vice President for Institutional Advancement, and The Director of Communication.
- Develop and maintain budget for programming and gallery events.
- Plan and oversee student senior exhibition opening/closing receptions in coordination with department chair or course instructor of record.
- Organize all installation and de-installation of exhibition works with department chair or department supervisors.
- Liaison for all equipment, electronic or facility needs for gallery events and exhibitions with Production Manager, Director of Facilities, Director of Information Technology, Media Director or their designees regarding specific requests for exhibition and or visiting lecture/exhibitors.
- 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 for academic administration. 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.

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:

$$3 \text{ excess hours} \times 0.5 = 1.5 + 3 \text{ credit hours} = 4.5 \text{ teaching credit hours (TCH)}$$

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 six (6) 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 September 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 (2) 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 Strategic Planning Committee reflects all academic and non-academic units and meets routinely to discuss and review the Strategic Plan prior to presentation to the Board of Trustees in September for review and approval.

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. Each academic major will 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, and two (2) faculty members who also serve as advisors. One (1) 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 (2) 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

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 core 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 vice president for academic affairs (who chairs the committee but is not a voting member) and the registrar, who is an *ex officio* non-voting member.

Faculty Senate

The Faculty Senate represents the college faculty. It is the vehicle that allows faculty to work together as a whole in making recommendations on academic policies, procedures and guidelines to help maintain standards of ethical and professional conduct and that support the college mission. The Committee shall be comprised of a full-time faculty representative from each department, the Library Director (*ex officio*), and the Vice President for Academic Affairs (*ex officio*).

Gallery Committee

The Gallery committee is responsible for selecting and organizing exhibitions, visiting artists and visiting lectures in support of the college mission. Each department will have a representative serve for one or two-year terms of service. The committee will select a chair, vice-chair, and secretary at the beginning of each year.

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.

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 (8) 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 (2) faculty members voted into office from each of the academic departments and schools. One (1) member shall serve as the “primary” member and the other as an “alternate” member. Only one (1) 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 (2) 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 (2) years. No limit shall be assigned to the number of terms a member may serve; however, no member shall serve two (2) 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 (5) days prior to the next scheduled meeting.

Section 3. Special Meetings: Special meetings may be called, with one (1) 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 (1) 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.

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 (2) 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 1st 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.

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 Media Center Policy Manual regarding the availability and use of audio-visual equipment, film equipment, photo equipment, and instructional technology. The Media Center Policy Manual is located on the college web site.

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 vice president for academic affairs 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 Registrar) and follow the directions on the form for distribution to affected faculty and staff. Students who participate in such an event should be given reasonable cooperation in setting alternate coursework deadlines, making up missed work, or obtaining lecture notes. *College Sanctioned Events* are marked as an absence; no student may miss more than 20% of the class.

Completing the formwork, obtaining the necessary approvals, and distributing the approved documentation must all be accomplished before the scheduled event takes place. If the aforementioned approvals are not obtained and/or documentation is not presented to the instructor, the faculty is under no obligation to make accommodations for projects due, etc. 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 college and 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 vice president for academic affairs. ***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).** The learning objectives and the pedagogical approach in each course is the prerogative of the faculty but must be reviewed and approved by the department chair. 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. The class syllabus is extremely important and constitutes an agreement between the faculty—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.** A copy of the syllabus must be filed with the department chair and with the assistant vice president for academic affairs (AVPAA) at least two (2) weeks before the first day of class.

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, have, or do by the end of the course; it orients the students to the course content and expectations 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, an 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, etc.
- 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.
- *Important Information All Students Should Know*. This is a list of five (5) items that must appear on each syllabus: *Students with Disabilities, Academic and Classroom Misconduct, Personal Counseling, Copyright Policy, and Plagiarism*. These are included in the Course Syllabus template, identified as Appendix B in this handbook.

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 task of collecting, organizing, and submitting work is ongoing each semester and is the responsibility of each faculty to submit student work to the department chair. At the end of each semester, faculty are required to submit a minimum of five (5) student works as digital copies for the archive along with documentation. Instructions for archiving work are available from the

department chair. Additionally, the Media Center Director arranges documentation day twice a semester specifically to accommodate faculty in creating digital files for the ARTchive.

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 For GPA Performance

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).

The following scale is used to record a student's GPA performance on the official transcript.

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

The following scale is used to record a student's classroom performance for projects, quizzes, tests, etc.

GRADING SCALE FOR CLASSROOM PERFORMANCE

Grade	Score	Definition
A	94-100	Projects are of exceptional quality, fully resolved, and not changes or additions needed.
A-	93-90	Projects of very high quality: project are resolved with minor issues.
B+	89-87	Projects of very high quality, yet are not fully resolved.
B	86-84	Very good work that satisfies goals of course; projects are of very good quality but either not fully resolved or are not outstanding.
B-	83-80	Work satisfies the goals of the course: projects are good, but are not resolved in several key areas
C+	79-77	Work reflects adequate understanding of course material: projects meet basic course requirements.
C	76-74	Projects are of adequate quality and/or effort
C-	73-70	Passing work, but weak: projects are missing key elements, are below basic effort and/or below adequate quality.
D+	69-67	Inadequate work: projects are missing key elements, less than satisfactory quality and/or effort
D	66-63	Inadequate work: lacking in quality and effort
D-	62-60	Far below basic level of work: assignments turned in but projects were weak, lacked key elements and were of poor quality
F	59-0	Failure to demonstrate comprehension of course material; failure to turn in multiple projects

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 20% of the class—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. However, an instructor may reduce the grade for excessive absence as long as the policy details are stated on the syllabus.

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 **are counted** 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 20% of any course during the semester, Maymester or summer term must be given a failing grade for that course by the instructor (FN). A student with 30% absence during the semester, Maymester or summer term 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 will be required to do make-up work or an extra project and/or may 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. Non-credit (audit) course credit cannot be changed to for-credit once the semester has begun.

Incomplete Grades

Students who miss no more than 30% of class for the semester, 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 30% of any term may not under any circumstance receive an *Incomplete*.

Students already on academic probation are also 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 term **must continue attending the course sessions** and 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 of the Semester

It is very important for attendance to be checked within the first half-hour of the first 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 for the first class, s/he should be sure that everyone in the classroom is listed on the roll. S/he 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 who is listed 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. Check the academic calendar in the front of this handbook for the last day students may withdraw from class. 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 a course grade or FN as the final grade, depending on the number of absences. If the student missed at least five consecutive classes, the final grade should be FN.

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. Once changed it cannot be changed back. 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. **Note: A required course must be repeated for credit.**

Non-credit students who express an interest in becoming credit students should be referred to the office of admissions. However, non-credit course credit cannot be changed to for-credit once the semester has begun.

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 a portfolio requirement. However, students must complete an *Application for Change of Program* form and secure the requisite signatures. Submitting an *Application for Change of Program* is not a guarantee of entry into that program; admission to any BFA programs is at the discretion of the chair of the receiving department.

Mid-Term Grades

At the mid-point of the semester, instructors must record grades for all students using the Empower System. 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. Every instructor must record all final grades ON TIME by the stated deadline in the academic calendar using the Empower System.

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. Change of grade is not to be used as an extension of time for the student to complete course assignments.

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: <http://www.ecampus.com/watkins>. 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 411). 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 for Print Center machines 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

Watkins' 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.

Faculty should refer to the Student Handbook for the Student Code of Conduct in its entirety.

Educational Misconduct

Educational success depends on the presence of a proper atmosphere for learning. Student misconduct that disrupts this atmosphere will not be tolerated. Such misconduct includes immature behavior, inappropriate comments, talking during class, drinking alcohol or being drunk in class, destruction of property, laughter and the making of offensive noises, and disruptive entering and leaving of the classroom or studio space. Classroom misconduct will be reported to the Director of Student Life. The student must schedule an appointment with the Director of Student Life immediately and may not attend any classes until after the meeting.

Any student engaged in classroom misconduct may be placed on disciplinary probation for the remainder of the semester and the student's conduct for the rest of the semester will determine whether he or she is allowed to complete the semester and enroll for the following semester. The student has the right to appeal this action at the time of the required meeting with the Director of Student Life.

In extreme cases of classroom misconduct, an instructor may insist that a student leave the classroom immediately. If the student should refuse to leave, the instructor may call security or other administrative officials to assist in the removal of the student. Immediately after the class, the instructor will report the incident to the Director of Student Life. The student must meet with the Director of Student Life to discuss the incident before attending the class again. The Director of Student Life will determine the appropriate course of action, which may include disciplinary sanctions. The student may appeal the Director of Student Life's decision to the Vice President for Academic Affairs.

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.

Copyright

Copyright is a form of protection provided by the laws of the United States to the authors or "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. –U.S. Copyright Office

Watkins College of Art, Design & Film respects the intellectual property rights of others and expects its community of creators and educators—students, faculty and staff—to be aware of laws and policies concerning the proper use of copyrighted materials. The use of copyrighted materials must be compliant with U.S. Copyright Law www.copyright.gov/circs/circ01.pdf and Watkins' Copyright Policy located on the Watkins website. Students, Faculty and Staff will agree to follow Watkins' policies and procedures with regards to copyright, intellectual property, and technology resources when they enroll at Watkins, and while they are employed by the college. Watkins does not assume legal responsibility for violations of copyright law by Students, Faculty, and Staff. These policies are available on the Watkins website or by contacting your Department Chair.

Sexual Misconduct and Power-Based Violence Policy

Watkins College of Art strictly prohibits acts of Sexual Misconduct and power-based personal violence including rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking, and other forms of power-based personal violence.

Prevention, Education, and Training

Watkins provides several programs that address sexual misconduct and instances of power-based personal violence, including the related issue of drug and alcohol abuse. Watkins requires mandatory online training for all incoming students. This information intends to educate and prevent situations of rape, acquaintance rape, sexual assault, domestic violence, dating violence, stalking, and other forms of power-based personal violence before it occurs. The information details definitions and a clear statement that the college prohibits such acts. The program additionally provides information defining consent, options for bystander intervention, information for risk reduction, and our policies and procedures for responding to these incidents. All students are given a Student Handbook and Planner, which contains the Watkins Sexual Misconduct and Power-based Personal Violence Policy. The policy is also made readily available on the Watkins website.

Ongoing prevention and awareness campaigns/programming events are offered throughout the year.

Watkins also provides regular and ongoing training to faculty and staff, beginning at the start of their association with the college. This training includes:

- New staff and faculty orientation includes a discussion of non-discrimination laws and policies.
- The Title IX Coordinator, responsible employees, and the Director of Student Life, and others involved in responding to, investigating, or adjudicating sexual misconduct and power-based personal violence cases receive additional training in these areas.
- Student Resident Advisor to assist with recognizing and responding to incidents of sexual misconduct or power-based personal violence.

Immediate Assistance

Any member of the Watkins community who has experienced sexual misconduct or power-based personal violence may seek immediate assistance from one or more of the following resources. As discussed in the “Reporting an Incident” section below, some of these resources are subject to mandatory reporting requirements. This policy indicates the level of confidentiality offered by each of the listed on-campus resources.

Law Enforcement

Metro Nashville Police Department Headquarters
200 James Robertson Parkway
Nashville, TN 37201
615-862-7400
Emergency – 911
www.police.nashville.gov

The filing of a police report or the pendency of civil or criminal proceedings does not preclude Watkins from proceeding with its investigation and determination. The investigation and determination may be delayed until the police have finished gathering evidence but generally will not wait for the conclusion of any criminal proceeding.

Watkins encourages its students, faculty, and staff to report crimes to law enforcement.

NOTE: Civil or criminal proceedings are separate and distinct from internal college proceedings and they may or may not run parallel to one another. However, Watkins may be required by law to provide information in civil or criminal proceedings.

Medical Service Providers

Nashville General Hospital at Meharry Emergency Department*
1818 Albion Street
Nashville, TN 37208
615-341-4000

***In order for a sexual assault forensic examination to be admissible in Davidson County court one must have the procedure completed at Nashville General Hospital.**

St. Thomas Midtown Hospital Emergency Department
2000 Church Street
Nashville, TN 37236
615-284-5555

TriStar Centennial Medical Center Emergency Department:
2300 Patterson St.
Nashville, TN 37203
615-342-1000

This list is not exhaustive, merely the nearest medical service providers to Watkins' campus.

Resources and Support

Sexual Assault Center Hotline: 1-800-879-1999
Tennessee Coalition to End Domestic & Sexual Violence Hotline: 1-800-787-3224
YWCA Crisis and Information Line: 615-242-1199

The law enforcement agency listed above is available for emergency response, facilitating medical transport, investigating incidents of a criminal nature, referrals, and preserving evidence.

The medical service providers listed above are available for treatment of injuries, preventative treatment for sexually transmitted diseases, other health services, and consultations. Medical treatment and a forensic examination may aid in the preservation of relevant evidence. Tennessee law requires all medical personnel to report to law enforcement when a victim seeks treatment for injuries related to a violent crime,

including sexual assault. Medical personnel are also required to report to law enforcement and/or Child Protective Services when a minor presents for treatment for any injury or condition that reasonably indicates it was caused by violence or abuse, including physical or sexual abuse. Medical personnel are also required to report to law enforcement and/or Adult Protective Services when certain vulnerable adults present and there is reasonable belief that they are victims of adult abuse, neglect, or exploitation.

Students can request that a Student Life representative or other advocate with whom they feel comfortable to meet them at a medical service provider, law enforcement agent, or other resource for assistance. If a Student Life representative is not on campus, for example if you need assistance outside of business hours, please notify the front desk attendant that you have an emergency and would like to reach the Director of Student Life or another Student Life representative. Students do not need to reveal any details about the emergency to the front desk attendant; they will call the Student Life representative immediately.

Immediate Priority—Preserving Evidence

To help preserve evidence, it is important for the victim not to change clothes or bedding and not take a shower, douche, or clean up until police have had a chance to gather evidence. If a victim has already changed clothes or cleaned up/showered, evidence may still be collected. Leave any clothes or bedding unfolded and undisturbed, if possible. If clothing or bedding must be moved, try to keep each item separate to prevent transfer of body fluids or other trace evidence. Do not delete or destroy any text messages, emails, voicemails, written notes, or any other documents that may be relevant.

Ongoing Assistance

The following resources are available for ongoing assistance, regardless of whether the victim chooses to make an official report or participate in an investigation or criminal process. As discussed in the “Reporting an Incident” section below, some of these resources are subject to mandatory reporting requirements.

Resources for Counseling and Advocacy

These resources are at no- or low-cost to survivors of sexual assault:

Sexual Assault Center, www.sacenter.org

Tennessee Coalition to End Domestic & Sexual Violence, www.tncoalition.org

AGAPE Counseling, www.agapenashville.org

Interim Measures, Accommodations, and Sanctions

Where appropriate, Watkins will implement interim measures on its own initiative or in response to a request from a complainant (the alleged victim of sexual misconduct or power-based personal violence) or respondent (the alleged perpetrator of sexual misconduct or power-based personal violence).

Interim measures for students may include (within reason), but are not limited to:

- access to counseling services and assistance in setting up an initial appointment;
- “no-contact directives” (also known as stay away orders or directives to desist) issued by Student Life;
- rescheduling of exams and assignments;
- providing alternative course completion options;
- changing class schedules, including the ability to transfer course sections or withdraw from a course without penalty;
- changing work schedules, job assignments, or job locations for college employment;
- changing residence hall assignments;
- limiting or barring an individual’s or organization’s access to certain Watkins-owned facilities or activities;
- interim residential expulsion of the respondent;
- interim suspension of the respondent;
- student-requested leaves of absence.

NOTE: Students may also seek orders of protection, restraining orders, or other similar orders issued by a court of law and may be assisted in doing so by representatives from Student Life offices.

Interim measures for faculty and staff may include, but are not limited to:

- access to counseling services and assistance in setting up an initial appointment;
- changing work schedules, job assignments, or job locations;
- limiting or barring an individual’s or organization’s access to certain Watkins-owned facilities or activities;
- administrative leave;
- Watkins-imposed leave or physical separation from individuals or locations.

Offenses

The following conduct is prohibited:

- Non-Consensual Sexual Intercourse
- Non-Consensual Sexual Contact
- Sexual Harassment
- Sexual Harassment – Hostile Environment
- Sexual Exploitation
- Actions that fall within the broader range of sexual misconduct, as described in “Other forms of sexual misconduct” below
- Stalking
- Dating Violence
- Domestic Violence
- Retaliation

Definitions of Specific Offenses

- Non-Consensual Sexual Intercourse is any vaginal and/or anal penetration – however slight – by a penis, object, tongue, or finger, and/or oral copulation (mouth to genital contact), by any person upon another without effective consent.

- Non-Consensual Sexual Contact is any contact of a sexual nature – however slight – with the breasts, buttocks, groin, genitals, mouth, or body part of another, by any person upon another without effective consent. Sexual touching also includes an individual causing someone else to touch him or her with, or on, any of these body parts.
- Sexual Harassment is unwelcome conduct of a sexual nature, and may include unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal conduct of a sexual nature. It may be based on or result from power differentials, the creation of a hostile environment (defined below), or retaliation.
- Sexual Harassment – Hostile Environment is harassing conduct of a sexual nature that is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of a member of the community to participate in or to receive benefits, services, or opportunities from Watkins' programs or activities. One instance that is sufficiently severe, such as a sexual assault or rape, can create a hostile environment.
- Sexual Exploitation. Non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other improper purpose.
- Other forms of sexual misconduct include, but are not limited to, the following:
 - Invasion of privacy of a sexual nature;
 - Procuring, offering, or promoting prostitution;
 - Intentional transmission of HIV (human immunodeficiency virus) or another sexually transmitted disease;
 - Attempts to commit sexual misconduct; and
 - Facilitating, aiding, encouraging, and/or assisting a violation of this policy.
 - Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates with or about a person, or interferes with a person's property.
 - Dating Violence is sexual or physical abuse or the threat of such abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person against whom the violence is perpetrated. The existence of a social relationship of a romantic or

intimate nature may be determined by the length of the relationship, the type of relationship, the frequency of the interactions between the persons involved in the relationship, and other relevant contextual factors. Dating violence does not include acts covered under the definition of domestic violence.

- Domestic Violence is sexual or physical abuse or the threat of such abuse committed by
- a person who is the current or former spouse or domestic partner of the person against whom the violence is perpetrated;
- a person who shares a child in common with the person against whom the violence is perpetrated;
- a person who is cohabitating or has cohabitated as a spouse or in the context of a social relationship of a romantic or intimate nature with the person against whom the violence is perpetrated; or
- a person who has another type of intimate relationship, including as a parent, guardian, or other status defined by Tennessee law or college policy, with the person against whom the violence is perpetrated.
- Retaliation against any person who makes a complaint or has participated in the investigation or resolution of a complaint involving a violation of this policy is prohibited. Watkins will take prompt and responsible action to address any reports of retaliation.

Clarifications

Force includes physical force (such as pushing, hitting, pinning down), threats (direct or indirect expressions of intent to inflict harm to self or others), intimidation (implied or indirect threats), and/or other forms of coercion.

To coerce is to attempt to cause another person to act or think in a certain way by use of force, pressure, threats, or intimidation; to compel is to coerce.

Blacking out is an amnesia-like state that may be brought on by drugs, heavy drinking, or intoxication; blacking out is not necessarily incompatible with the ability to engage in simple or even complex behavior. Afterwards the person has no recollection of all or part of the events that occurred during the blackout. There is a distinction between passing out (falling asleep or becoming unconscious) due to drug or alcohol use and blacking out in that a person in a blackout remains conscious and operative.

Incapacitation includes the inability to make a rational, reasonable decision. Incapacitation can result from the taking of GHB, Rohypnol, Burundang, Ketamine, or other sedatives or “date-rape” drugs, or excessive use of alcohol or other drugs.

Evidence of incapacitation may include, but is not limited to, one or more of the following:

- slurred speech
- bloodshot eyes
- the smell of alcohol on the breath
- shaky equilibrium
- vomiting
- outrageous or unusual behavior
- unconsciousness
- elevated blood alcohol level
- blacking out

A person wishing to engage in sexual activity with another must specifically determine the capacity of that potential sexual partner to provide “affirmative Consent,” as explained below.

Intoxication refers to a state of stupefaction, exhilaration or euphoria resulting from the ingestion of alcohol or other chemical substances.

Blacking out, incapacitation, and intoxication do not provide a valid explanation or excuse for violation of this policy.

Effective Consent is consent that is informed and freely and actively given. Effective consent requires mutually understandable words or actions indicating a willingness to engage in mutually agreed-upon sexual activity.

- The person who wishes to engage in sexual activity with another bears the burden of specifically asking/obtaining permission if effective consent is in question or ambiguous.
- Effective consent must be maintained by both parties throughout the sexual interaction.
- Effective consent to sexual activity may be revoked at any time, at which point sexual activity must cease immediately.
- A person who is the object of sexual aggression is not required to physically or otherwise resist a sexual aggressor in order to convey or demonstrate a lack of effective consent.

This policy is predicated upon the requirement to obtain effective consent (communicating “yes” by word or action) rather than denial (saying “no”). To clarify, this means a lack of a “yes” by word or action should be interpreted as saying “no.” Not saying “no” is not effective consent.

Previous sexual relationships of the complainant and the respondent with others are irrelevant, but a previous and/or current sexual relationship between the complainant

and the respondent may or may not be relevant depending on the facts and circumstances, as to whether effective consent was sought or obtained.

- Effective consent expires.
- Effective consent lasts for a reasonable time, depending on the circumstances. For example, effective consent on one occasion, whether on the same day or another day, may not carry over to another time.
- Effective consent cannot be implied by attire, nor can it be inferred from the buying of dinner, the spending of money on a date, being invited or accepting an invitation to a person's residence, or engaging in kissing or other foreplay.

One who is incapacitated as a result of alcohol or other drug consumption (voluntary and/or involuntary), or who is unconscious, unaware, asleep, or otherwise physically helpless, is incapable of giving effective consent. Because effective consent must be informed, an individual may not engage in sexual activity with another whom the individual knows, or should reasonably know, is incapacitated. Because effective consent can never be provided by an incapacitated person, effective consent is deemed withdrawn when an individual becomes incapacitated at any point during sexual activity.

Agreement or acquiescence obtained through the use of fraud or force (actual or implied), whether that force be physical force, threats, intimidation, or other forms of coercion, is not effective consent.

A person's age may be a factor in determining the ability to give effective consent.

Agreement or acquiescence is not effective consent when given by the following:

- individuals with a cognitive disability or other conditions that significantly limit their ability to understand the nature or extent of the action for which effective consent was requested;
- incapacitated persons. (See "Incapacitation" above.)

Depending on the facts and circumstances, proof of intent may or may not be required to find a violation of this policy. For example, engaging in intercourse without obtaining effective consent constitutes a violation of the policy regardless of intent. On the other hand, intent may be an appropriate consideration in some complaints (such as when one person brushes up against another person in a crowded room).

Reporting An Incident

Watkins takes reports of sexual misconduct and power-based personal violence seriously. How Watkins responds depends upon a variety of factors, including the wishes of the victim, the facts and circumstances of the specific incident, to whom it was reported, and the school's obligations under applicable federal and state laws.

This section explains the various reporting and confidential disclosure options available to members of Watkins' community to enable them to make informed choices about

where to turn should they experience sexual misconduct or power-based personal violence.

Confidential Resources

Some resources are confidential. Confidential resources include licensed professional counselors/mental health providers, such as those at the Sexual Assault Center; pastoral counselors acting in that capacity; and medical professionals, such as those at clinics or hospitals. These resources do not report any information about an incident to the Title IX Coordinator without a victim's permission. However, these resources may have reporting obligations under state or federal law. For example, healthcare providers and certain other individuals are required to notify law enforcement when a victim seeks treatment for injuries related to a violent crime, including sexual assault.

Similarly, all persons are required to notify law enforcement when they receive a report of sexual abuse of a minor.

Responsible Employees for Title IX Reporting

Responsible employees are not confidential resources. A responsible employee is a Watkins employee who has the authority to address sexual misconduct, who has the duty to report incidents of sexual misconduct, or whom a member of the college's community could reasonably believe has such authority or duty. Generally, with the exception of the confidential resources discussed above, most employees to whom community members might reasonably report an incident of misconduct will be responsible employees. This includes, but is not limited to: senior leadership (e.g., President, Vice President of Institutional Advancement, Vice President of Academic Affairs, including Associates and Assistants), Title IX Coordinator, staff in the Office of Student Life, including Resident Advisers, professional staff in the Office of Academic Affairs, and faculty and staff members (except for guest lecturers and visiting professors).

Responsible employees are required to report possible violations of this policy to the Title IX Coordinator, including all relevant details about the alleged sexual misconduct, so that Watkins can take steps to investigate the matter promptly and resolve it fairly.

Conversations with responsible employees are otherwise kept private to the extent possible and are only disclosed to those with a need or right to know. **All faculty members are responsible employees and, therefore, mandatory reporters.**

Before a responsible employee receives any information from a victim, the employee will seek to confirm that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, will direct the victim to one of the confidential resources outlined above.

If the victim wants to tell a responsible employee what happened but does not want the complaint investigated or the victim's name disclosed, the employee will tell the victim that Watkins will consider the request, but cannot guarantee that the school will be able to honor it. In reporting the details of an incident to the Title IX Coordinator, the

responsible employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality or make a full report.

NOTE: All allegations involving the abuse of minors (as explained below) must be reported to law enforcement and Watkins.

Anonymous and Third-Party Reporting

Watkins encourages victims of sexual misconduct or power-based personal violence to talk to someone. Watkins encourages third parties to report incidents of sexual misconduct and power-based personal violence to any responsible employee. The college may not be able to move forward with third-party reports if the victim does not wish to cooperate with an investigation. After providing a report, third parties are not entitled to information about Watkins' investigation and response due to privacy concerns and applicable federal and state laws.

Watkins encourages anyone who witnesses, experiences, or has information about possible sexual harassment and/or sexual misconduct to take reasonable actions to prevent or stop such actions. This may include reporting the behavior (in accordance with the reporting options outlined above), directly intervening when it is safe and reasonable to do so, contacting law enforcement, or other means. A person who has been subjected to sexual harassment and/or sexual misconduct need not confront the other party; the appropriate process to address the conduct is through this policy.

Limited Disciplinary Immunity for Complainants and Witnesses

Individuals with information about sexual misconduct or other power-based personal violence may hesitate to come forward out of fear that their own violations of policy would be revealed. Students are advised that Watkins does not condone infractions of policy, but considers reporting incidents of sexual misconduct and other power-based personal violence to be of paramount importance. Therefore, Watkins will generally extend immunity for alcohol or substance abuse violations to victims and potential witnesses in order to facilitate reporting and resolution of sexual misconduct or other power-based personal violence complaints. Complainants or witnesses may be referred for an alcohol or drug assessment and any recommended counseling.

Public Exhibitions and Artwork

Public exhibitions of artwork or presentations in which students may disclose incidents of sexual violence, are not considered notice to the college of sexual misconduct for purposes of triggering its obligation to investigate any particular incident. Such events may, however, inform the need for campus-wide education and prevention efforts, and the college may provide information about students' Title IX rights at these events.

Protection of Minors on Campus

Watkins is dedicated to the welfare and safety of minors who visit Watkins's campus, who participate in Watkins's programs, or who are entrusted to Watkins's care. Every member of the Watkins community (not limited to individuals who interact with minors) is required by law to report known or suspected instances of the abuse of, neglect of, or inappropriate interactions with minors. Members making a report in good faith are protected from criminal and civil liability for making the report. Everyone is required by Tennessee law to report any type of suspected abuse, neglect, or inadequate care, in addition to suspected child sexual abuse.

Two reports, one external and one internal, must be made:

- *External Report*—Tennessee law requires every person who suspects sexual or physical abuse or neglect of a minor to report it. Failure to report is a Class A misdemeanor. The required report may be made to the State of Tennessee Child Abuse Hotline at 877-237-0004, online at <https://reportabuse.state.tn.us/> or to a Tennessee sheriff's office or police department. If the situation is a life-threatening emergency, contact 911.
- *Internal Report*—Every member of the Watkins community has a further obligation to immediately report to Watkins known or suspected abuse or neglect of a minor on campus or in a Watkins program. Reports should be filed with the Title IX Coordinator as soon as possible.

Investigations

Watkins recommends that complaints of sexual misconduct or power-based personal violence be made to Student Life, but if a person chooses to make an initial complaint to any other responsible employee of the college, that person will refer the matter to the Title IX Coordinator. The Title IX Coordinator has responsibility for investigating reports pertaining to alleged sexual harassment, sexual misconduct, and power-based personal violence. The Title IX Coordinator is trained on an ongoing basis on issues related to sexual harassment, sexual misconduct, and other power-based personal violence, and in conducting investigations in a manner that protects the well-being and safety of the complainant and the Watkins community. Retaliation against any person who files a complaint, participates in an investigation, encourages the filing of a complaint, or opposes sexual misconduct and power-based personal violence is prohibited.

Complaints may be filed at any time, but the college encourages community members to report violations as soon as possible after the incident.

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 section 7.2 of the *Operations Manual*, located on the shared G-Drive.

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 community education. 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. Alumni
7. Community for-profit organization event

In addition to approval by the director of community education, 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 form R002, Reserving Watkins Facilities and the Event Worksheet available from the director of community education. Organizations must comply with all policies and procedures, provide proof of insurance, and pay all fees associated with the reservation. More information regarding the process can be found in the *Operations Manual*.

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 within five years of graduation may request access to certain facilities by contacting the Community Education Department at community@watkins.edu or 615-277-7456.

Severe Weather

Occasionally, severe winter will require the institution to close. In the interest of safety, the director of facilities 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.

In the even of inclement weather, the college will notify TV channels 2, 4, 5, and Fox 17 to air an alert indicating the college is closed or has a delayed opening. If a decision to close is made after the opening of school, the above protocol will still be followed. All staff, faculty, and students receive e-mail messages. Text message alerts can be sent to your mobile device if you register for Watkins Alerts.

Setting up Watkins Alerts:

- When you change your password at password.watkins.edu, there are four sections to the change page. Go to section 2 and verify that the phone number is the number of your mobile phone. You can also update your address in this section if you have moved. Section 3 will indicate whether you are already set up for password recovery, if you aren't, just select 'Yes' to send a test message and follow the directions. Section 4 indicates whether you're set up to receive Watkins Alerts. Select 'Yes' or 'No' to enable or disable this feature.
- To change your alert and password recovery settings without changing your password go to alert.watkins.edu and log in. You may change your mobile phone number, and the page indicates whether you are signed up for password recovery and Watkins Alerts.

Community Education

The director of community education is responsible for notifying CE teachers and students if the college is closed due to inclement weather. If the inclement weather occurs on a Saturday when Community Education has classes scheduled, the director of community education (DCE) will contact the director of facilities regarding the cancellation of CE classes. The director of facilities 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.

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 director of communications. No one should initiate nor respond to media contacts without prior approval from the president. All calls and other communications from or with media representatives should be directed to and/or coordinated by the director of communication. All press releases should originate with and/or be coordinated by the director of communications. 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 communications 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 communications 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*.

**WATKINS COLLEGE OF ART
COURSE OUTLINE
DEPARTMENT OF GENERAL EDUCATION**

**COURSE PREFIX AND NUMBER, COURSE TITLE
3 SEMESTER CREDITS, 3 CONTACT HOURS PER WEEK
PREREQUISITES**

I. CATALOG DESCRIPTION

This course examines the instructional methods and practices utilized by teachers of educational theatre and drama. Special emphasis is placed upon implementing theatre programs in the school setting. A 20-hour practicum is required.

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.

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.

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:

The following must be included during the semester however, frequency and specific details will be determined by the instructor:

Quizzes
Critical Writing assignment(s)
Midterm and Final exams

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.

Percentages will be determined by the instructor.

Grading Scale

A	94-100
A-	93-90
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	63-66
D-	62-60
F	0-59

**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

Identify the learning outcomes in terms of what the student will know, demonstrate, or have. Do not use terms such as "the student will understand..." These should be brief statements.

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

IV. MAJOR COURSE REQUIREMENTS,

Projects, Assignments, Textbook, Materials, etc.

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

V. EVALUATION

System for Determining Final Course Grade: Policy on Work/Projects/Assignments turned in late; how grades are determined – be specific; and a grading scale (A=XX, etc.); 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 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. Accommodations cannot be requested retroactively and may not fundamentally alter the nature or academic standards of a course or program. Students with disabilities are encouraged to communicate with their faculty, but are not required to disclose specific diagnoses. To begin the request for accommodation process, or for more information, contact the Director of Student Life.

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 instructor, their academic advisor, and/or the director of student life to work out solutions that will help them successfully complete their coursework. When a student feels or believes that a problem exists and wants the assistance of a professional counselor, she or he is encouraged to contact the Office of Student Life. Watkins has a partnership with the Association for Guidance, Aid, Placement and Empathy (AGAPE), for counseling services designed to help students identify problems and seek solutions. The program is a service to students at no cost. The program provides assistance with many personal problems such as drug or alcohol abuse, depression, anxiety, relationship conflict, problems caused by legal or financial worries, interpersonal abuse, and many others. To make an appointment, or for more information, contact the Office of Student Life. Confidentiality is of the utmost importance and privacy is absolutely respected.

4. Copyright Policy

Copyright is a form of protection provided by the laws of the United States to the authors or "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. – U.S. Copyright Office

Watkins College of Art, Design & Film respects the intellectual property rights of others and expects its community of creators and educators—students, faculty and staff—to be aware of laws and policies concerning the proper use of copyrighted materials. The use of copyrighted materials must be compliant with U.S. Copyright Law www.copyright.gov/circs/circ01.pdf and Watkins' Copyright Policy located on the Watkins website. Students, Faculty and Staff will agree to follow Watkins' policies and procedures with regards to copyright, intellectual property, and technology resources when they enroll at Watkins, and while they are employed by the college. Watkins does not assume legal responsibility for violations of copyright law by Students, Faculty, and Staff. These policies are available on the Watkins website or by contacting your Department Chair.

VIII. SEMESTER CALENDAR WITH IMPORTANT DATES AND DEADLINES

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