

FACULTY MANUAL

2019 – 2020



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Academy of Art University

2019-2020



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

The Academy of Art University

About the Academy of Art University:

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

Not just Another Art School

The Academy of Art University is not a typical art school. The Academy of Art University was founded on the belief that students who learn from top professionals will receive an education that will enable them to become top professionals themselves. For over 89 years, the Academy of Art University has followed that philosophy by developing a program of study that successfully combines academic excellence with career preparation in a number of fields in the visual arts. We ask you to consider the mission of the University as you prepare your lessons, teach your classes, and critique student work.

Mission & Accreditation

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

To achieve its mission the Academy of Art University:

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

Statement of Accreditation

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

CTC Accreditation

The California Commission on Teacher Credentialing Accreditation

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

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

NAAB Accreditation

The National Architectural Accrediting Board

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

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

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

- M.Arch (pre-professional degree + 63 graduate credits).
- M.Arch (non-pre-professional degree + 87 graduate credits).
- Next accreditation visit for all M.Arch programs: 2021
- B. Arch (162 undergraduate units).
- Next accreditation visit for the B.Arch program: 2026

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

Know Your School

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

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

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

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

FERPA (Family Educational Rights and Privacy Act)

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

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

If a parent contacts you, do not disclose any information about your student. You may refer parents to their Academic Advisor.

Faculty Culture and Participation:

Academic Steering Committee

The Academy of Art University Academic Steering Committee (ASC) represents the faculty of the University and provides a formal channel for faculty input to the administration. The ASC is comprised of academic and faculty stakeholders from throughout the University. The ASC Charter document is included in this handbook as Exhibit “B” below. It includes information about the ASC’s role and its members, as well as the sub-committees (Library resources, curriculum, faculty, online education, technology) that support the work of the ASC.

Faculty Culture and Participation

The ASC is one of several groups (see below) that constitute a culture of faculty at the Academy. A sub-committee of the ASC put together a useful reference chart outlining faculty roles and responsibilities at Academy of Art University and it is included in this handbook as Exhibit “C” below.

With the Faculty Roles and Responsibilities Chart, the Academic Steering Committee’s goals are:

- To involve, encourage and stimulate faculty participation at Academy of Art University;
- To present how roles and responsibilities are distributed among all areas of participation;
- To demonstrate how faculty layers and groupings interact and overlap;
- To present opportunities for all faculty to contribute across the institution.

Faculty may contact the ASC directly by emailing: AcademicSteeringCommittee@academyart.edu

Curriculum Leadership Teams

Academic departments across the Academy have Curriculum Leadership Teams (CLT). The CLTs are composed of faculty (may include online, onsite, full-time and part-time faculty) that work together to support the academic director by developing and/or executing initiatives to improve student learning. All CLT projects are expected to be data-driven, inspired by findings from student success data provided by department leadership.

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

Department Action Teams

For over a decade, faculty Department Action Teams have provided a tool for academic leadership (directors, coordinators, track leads) to hold individual group meetings with a specific purpose and work product to collect feedback from and bring PT faculty/industry pros* into, the curriculum process with compensation. (* FT faculty may participate as well)

Please contact your department’s Administrative Assistant to learn more about participating in DAT meetings.

Faculty Resources

2019 - 2020



Faculty Resources

New Faculty Orientation (NFO)

It is **required** that all new onsite and online faculty complete training prior to starting:

- **New Onsite Instructors:** Are required to complete the “New Faculty Orientation for Onsite Instructors” or attend a pre-semester training conducted by Faculty Evaluation and Coaching. The New Faculty Orientation for Onsite Instructors is an on-demand online training course designed to prepare new onsite faculty for a successful first semester of teaching. This option allows instructions to study the materials at their own pace.
- New onsite faculty can access the New Faculty Orientation by clicking on the link provided in their letter from HR. All returning onsite faculty can access the training from their home page of the LMS.

New onsite instructors will also receive support and training during the first weeks of the semester through classroom visit by our teaching coaches.

- **New Online Instructors:** Will be automatically enrolled in, and are required to complete the “**Teaching Online**” training course (an on-demand course). Additionally, new online instructors will be provided with a training coach, who will work with them during the first weeks of the semester to insure their entry to online teaching goes smoothly.

For questions about any of the above trainings, please contact Faculty Evaluation and Coaching (facultyevalcoach@academyart.edu or call 415.618.3855. Please note that instructors are compensated for their training time by logging into Workday.

Online Portals to Teaching Resources and Information

- **Faculty Evaluation and Coaching Website** – <http://faculty.academyart.edu>. (Do NOT use “www” to go to this site.) Contains tips and resources for teaching by topic, information for working with students, course development templates and tutorials and much more.
- **Online Teaching Library: Teaching resources for onsite and online instructors.**
<http://wiki.academyart.edu/display/OTLIB>

All faculty members are expected to utilize the Academy of Art University Faculty Evaluation and Coaching website and/or the Online Teaching Library for additional support and information as needed.

Faculty Email

1. Log In

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

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

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

2. Main Menu

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

3. Read Emails

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

4. Compose

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

5. Searchable Directory

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

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

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

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

Faculty Evaluation and Coaching Department

The AAU Faculty Evaluation and Coaching Team offers a number of opportunities for onsite and online instructors to develop their teaching skills through personalized trainings, and conducts formal observations in line with AAU criteria, to evaluate instructor performance and support improvements. The Academy of Art University instructors are encouraged to take advantage of the services and resources available through this department. Additional faculty resources are also available at the Faculty Evaluation and Coaching website at <http://faculty.academyart.edu> (no “www” for this URL) and in the Online Teaching Library (for onsite and online instructors) <https://wiki.academyart.edu/display/OTLIB> . No “www” for this URL. The Faculty Evaluation and Coaching Department is located at 79 New Montgomery Street, Room 206 and can support instructors through:

- Individual consultations, coaching sessions and classroom observations
- New faculty will automatically receive teaching tips through email. If returning instructors also wish to receive them, please contact facultyevalcoach@academyart.edu
- Assistance with lesson planning, strategies for engaging students and other teaching related issues

- Assistance with assignment development (onsite courses)

You may contact Faculty Evaluation and Coaching at 415.618.3855 or at facultyevalcoach@academyart.edu

Library

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

Parent Coordinator

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

Travis Valentine

Parent Services Hotline: 415-618-8628

Email: parentservices@academyart.edu

Course Catalog

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

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

Documents & Forms

For any documents or forms that you need for grading, copy requests, transportation requests, and any other administrative needs, please contact your Department Administrative Assistant.

Employee Tuition Remission

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

Classifications of employees eligible to participate:

- Full time staff employees working 40 hours per week
- Full time and part time faculty teaching at least one course for the entire semester
- Part time lab technicians who work for the entire semester
- Part time Educational Support Services department (Academy Resource Center) staff and faculty working a minimum of 20 hours per week for the entire semester

Program Overview

- Prior to the start of the semester, employees must submit one of the following to the Office of the Registrar:
 - An official or unofficial copy of high school transcript and/or a high school diploma.
 - An official or unofficial Bachelor's degree transcript.

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

Employee Tuition Remission **at Separation of Employment**

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

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

Academy Resource Center

The Academy of Art University's Academy Resource Center (ARC) offers a wide variety of educational support services for both campus and online students. ARC supports student success with: Academic Coaching, English for Art Purposes (EAP) language support, Accessibility Resources, and Online Student Support. For information about how to get help for your students, please visit <https://www.academyart.edu/students/my-academy/academy-resource-center>, or contact one of the following support departments for assistance.

Online and Onsite educational support services include:

Online Academic Support (OAS)

Provides one-on-one academic support to students in need including time management, study skills, and project planning. Also runs the Launchpad Orientation event, which introduces new students to the online classroom before each semester. Contact via email at oas@academyart.edu.

Accessibility Resources

Contact: 415-618-3775 or accessibility@academyart.edu

In alignment with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the Accessibility Resources department ensures equal access to university curriculum, programs, and facilities for students with disabilities by facilitating reasonable accommodations, providing support services, and collaborating with the greater community to meet students' individual needs. Additional information can be found here:

<https://www.academyart.edu/students/my-academy/academy-resource-center/accessibility>

As a starting point to making your classroom accessible and inclusive, consider implementing the principles of Universal Design wherever possible. Universal Design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The more your curriculum is available to a variety of learners, the more inclusive your classroom will be.

Strategies to accomplish this include:

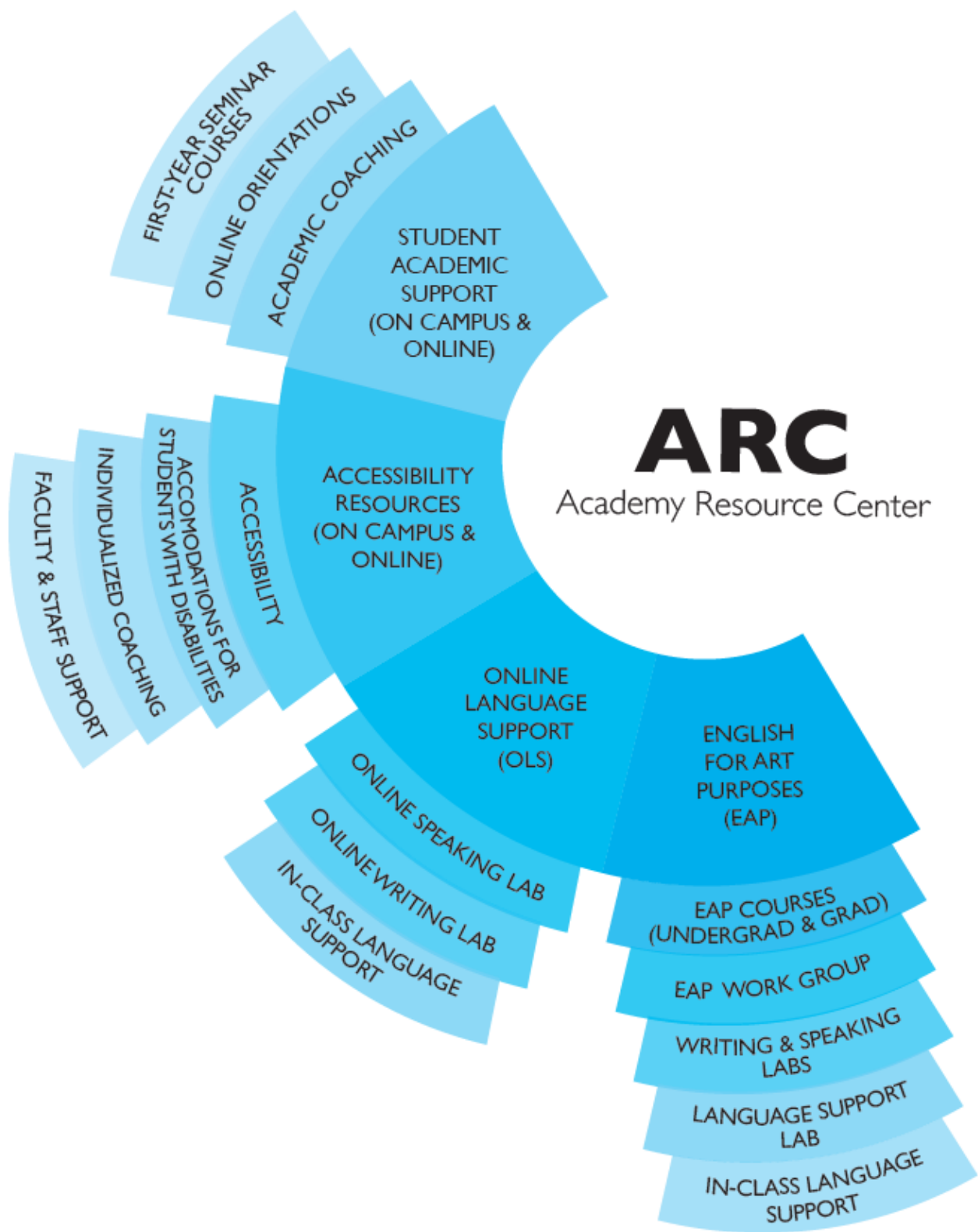
- Using multiple modes to deliver content,
- Allowing students to demonstrate their skills in various formats, and
- Encouraging students to collaborate and support each other.
- Maintaining an accessible physical and/or virtual space
 - Make sure all supplemental videos, videos produced as part of student work, and videos used to provide instructor feedback are captioned (ask Accessibility Resources for guidance) when there is a Deaf or hard of hearing student in your class
 - Make sure all supplemental videos, videos produced as part of student work, and videos used to provide instructor feedback are captioned (ask Accessibility Resources for guidance) when there is a Deaf or hard of hearing student in your class
 - For students using wheelchairs, keep pathways clear and materials within reach
 - Use high contrast colors, such as black on white, for handouts, PDFs, and dry erase board

- If you have a blind or visually impaired student in your class, work with Accessibility Resources to ensure all videos and images have audio descriptions, digital reading materials are formatted for compatibility with the student's preferred screen reading software, and that other necessary accommodations are made.

Universal Design benefits everyone in the classroom, not just students with disabilities. For example, directing students to share notes with each other not only helps students who tend to miss important lecture details, or who find it difficult to take notes, but also results in a more collaborative environment, peer respect, and a sense personal responsibility among the students.

When students' needs are not fulfilled by Universal Design strategies, students with disabilities who are registered with Accessibility Resources will give you an accommodation letter. Per the Americans with Disabilities Act, the accommodations must be implemented so that the student has equal access to the curriculum, facilities, and online learning platform.

Contact Accessibility Resources for Universal Design ideas applicable to your class, or with questions about working with a student with a disability.



English for Art Purposes (EAP): Language Support

The English for Art Purposes Program consists of EAP classes, EAP Support and Labs focused on language acquisition in an art context. There are five levels of EAP classes focusing on all four skills of reading, writing, listening and speaking. EAP Support is the part of our program where we assign ESL teachers to assist international students in their art and design classes.

There are over 550 sections of art and design classes at AAU that are designated EAP. We also have a Speaking Lab, EAP Work Group and Writing Lab. Information about the EAP Program is available at this website: <http://arc.academyart.edu/esl/index.html>

Art Support & EAP Liaison Program

The Art Support & EAP Liaison Program provides academic support and creative inspiration in a friendly, supportive environment that addresses the language needs of both domestic and international students. We offer a range of educational support services to all current Academy of Art University students, for every major and most courses, online and onsite, both undergraduate and graduate. For example, Language Support Labs provide individualized, language-based assistance to students by appointment or drop-in. Tutors are ESL support professionals who specialize in course content for specific majors. Academy support faculty and tutors have been chosen for both their expertise and their passion for helping students.

Students are encouraged to take advantage of these services to help them with their classes and assignments; however, they should also make use of other support options to avoid falling behind. ARC support services should not be regarded as a substitute for attending class and are effective only in conjunction with continued weekly attendance and participation.

For more information about these services, please contact the Art Support and EAP Liaison Director at 415-618-3875 or email tutoring@academyart.edu.

EAP Classes

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

EAP Art Support Program

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

Speaking Lab

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

EAP Work Group

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

Online Language Support (OLS): Language and Content Support for Online Students

Online Language Support offers language-related support to international and at-risk domestic

students. Our services include:

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

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

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

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

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

4. Online Language Support Website <http://blogs.academyart.edu/ols/home.html>

Students can find answers to many language-related questions, practice some of their language skills, and access the OWL and Online Speaking Lab.

Online Student Academic Support (OAS): In-Class Support and Coaching for Online Students

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

The Classroom

2019 - 2020



The Classroom

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

- For questions about your class or your syllabus, please contact your Department Director or your department's administrative assistant.
- For assistance with your teaching skills, please call Faculty Evaluation and Coaching at 415.618.3855 or email facultyevalcoach@academyart.edu.
- Information about ARC and EAP support services for students is available at <http://arc.academyart.edu/> (Do NOT use "www" to go to this site).

Syllabus & Lesson Plan

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

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

All instructors must follow LMS published syllabus/outline. If changes to the outline are needed, the department must insure that the updated version is done before the semester start and sent to Curriculum office to update in the LMS – *Note: must include department approval*. If changes to the syllabus/outline are not done by this deadline, the instructors are to follow what is published in the LMS. Items to review before the deadline:

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

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

Course Catalog Link

https://www.academyart.edu/content/dam/assets/pdf/aa_u_catalog_web.pdf

Semester Breakdown Link:

https://aauemails.sharepoint.com/:x/s/aauarchive/ERIWVLZPD_BNo3CAk5iXibYBpw3SShK3DU0nJfxAvprOHA?e=wgLFX3

Teaching By Example

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

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

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

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

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

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

Classroom Teaching Materials

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

Models

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

For Fine Art Painting: 415-618-6115 For Illustration: 415-618-3680

For Foundations: 415-618-3644

For Fashion: 415-618-3874

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

Art Supplies

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

list is posted for your class, please contact your department director.

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

Blick locations:

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

Class Time Periods

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

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

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

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

Make-up Classes

Classes that are regularly scheduled on a holiday must be rescheduled and made up (except for the Thanksgiving holiday). You should review the holidays set forth each semester for any potential conflicts with scheduled classes. Instructors are responsible for scheduling make-up classes. The make-up time and date should be satisfactory for all students enrolled in your class. Selected dates and times for make-up classes must be submitted on a Class Make-up Form to your director for approval. Contact your Department Administrative Assistant for a Make-up Class Form.

Substitutes

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

You should also prepare a list of qualified substitutes that can be used in unusual circumstances. Please provide your Department Director with a list of your substitutes at the earliest possible date. Be sure to include names, resumes and phone numbers where they can be reached. If an

emergency arises on the day of class and you have been unable to locate a substitute, notify your Department Director immediately.

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

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

Off-Campus Class Meetings

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

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

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

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

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

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

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

Online Programs & Courses

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

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

Course Evaluations

Each semester, students are asked to evaluate their classes and instructors during week 4 and week 14 (week 7 only in summer) for all online and onsite courses.

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

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

Course Evaluation Process:

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

Grading & Attendance Rosters 2019 - 2020



Grading & Attendance Rosters:

If you would like assistance setting up a grade management system, please contact the Faculty Evaluation and Coaching Department.

Please follow this link to view a training demonstration on how to enter your grades online (includes instructions on entering grades after the deadline): <http://live4.academyart.edu/grading/>

Course Grades:

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

Coursework is evaluated according to the following grading scale:

Excellent work (Course outcomes are met at an exceptionally high level)

A	Exceptional	4.0 grade points
A-	Excellent	3.7 grade points

Very good work (Course outcomes are met at a high level)

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

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

B-	Competent	2.7 grade points
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Acceptable work (Course outcomes are met at an average level; student is ready to progress)

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

Below average (not passing for graduate courses)

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

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

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

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

D+	Marginal	1.3 grade points
D	Weak	1.0 grade points

D- Minimal Achievement 0.7 grade points

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

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

* No credit to GPA

Progress Grades

Progress grades are an opportunity for faculty to give each student an idea of how they are doing as of week 4 and as of week 11 in Spring and Fall semesters (in addition to Midterm grades (week 7) and Final grades (week 15)). Progress grades are **required** and ensure that students are receiving continuous assessment on their progress in class. In the Summer semester, Midterm and Final grades are submitted only.

During each of the grading periods, you will find a link on your instructor dashboard to enter Progress, Midterm or Final grades online. It is required that all Progress, Midterm and Final grades be submitted on time.

The Progress grades must be completed by the deadline provided to instructors. Grading deadlines are communicated through the online Instructor Dashboard and the Academic Calendar.

Online Help Desk

Email: online@academyart.edu Phone: 1.415.618.3545

Toll-Free Phone: 1.888.431.2787

Help Desk Hours

24 hours a day, 7 days per week

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

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

Midterm Grades

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

Final Grades

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

Grades of Incomplete

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

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

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

Converting an Incomplete Into a Letter Grade

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

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

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

Changing Letter Grades

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

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

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

Homework

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

Late Submissions of Projects / Assignments

Students should be expected to meet deadlines. Grades should be lowered for assignments that are turned in late, unless a student has an approved accommodation for extended time. Details will be on the student's Accommodation Letter. Remember, these students are at the Academy of Art University to learn professional, as well as artistic, skills. The consequences of a missed deadline in the business world are usually more severe than a grade reduction. Please speak with your Department Director if you have any questions about this.

Attendance Reporting

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

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

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

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

All student attendance records listed on the Pre-Roster will be manually entered into PeopleSoft. Please direct students who do not appear on your roster or do not have proof of registration to Admissions (for new undergraduates), Student Services (for continuing undergraduates), the International Office (for *NEW* international students), or the Graduate School (for all graduate students). If a student adds a class beyond the third week, please write the student's name on your weekly attendance roster. Also, if the student does not appear on the class roster after the third week, the student must verify with their advisor if they have been registered for the course.

Remember that students who are not registered for the course and are not listed on your roster should not be permitted to remain in class.

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

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

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

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

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

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

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

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

Student Absences

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

- Students with a medical or family emergency (self or immediate family)
- Students too ill to attend class
- Student-athletes engaged in official AAU athletics games/game-related travel (note: practices are never an excuse for absence from class)
- Students who have an approved accommodation for excused absences (these students will provide their Accommodation Letter and Excused Absence Policy handout)

How to Handle Excused Absences in Grading

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

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

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

How to Handle Participation Points for Excused Absences

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

Alternatively, for students with excused absences, you can reduce the total number of points possible (e.g., instead of 150 possible points in 15 sessions, there might be 130 possible points in 13 sessions); that way, you are not penalizing the student for excused absences.

Applying the Officially Excused Absence Policy

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

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

To be clear:

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

Handling Excused Lateness in Online Classes

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

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

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

- a medical or family emergency (affecting the student or her/his immediate family)
- serious or sustained illness (sufficient to prevent a student from completing work on time)
- late registration
- Games/game-related travel for student-athletes engaged in official AAU athletics (Note: Athletic practices are never an excuse for lateness.)
- An approved accommodation for extended time (student will provide Accommodation Letter and coordinate deadlines with instructors according to the parameters outlined in the letter)

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

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

- Post your "Late Homework" policy at the start of the semester, and explain clearly to students the circumstances under which late work will and will not be accepted. This policy must include the officially approved reasons for lateness outlined above; however, whether or not you accept late work under *other* circumstances is left to your individual discretion (and to the policies of your academic department).

- In general, students should *anticipate* circumstances that will make for late work and communicate with their instructors about making up work *before* the original deadline. (Please include this stipulation in your “Late Homework” policy.) Obviously, if a student is undergoing a medical emergency and cannot communicate with you in advance, you will need to make allowances for this.
- When a student contacts you about excused late work, agree with her/him on a firm deadline for submission of missing work: we suggest an extension of one week.
- At grading periods, the grade should reflect whether or not the student has made up the work from an excused absence.

How to Handle Participation Grades for Excused Lateness

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

Alternatively, for students with excused lateness, you can reduce the total number of points that can be earned for this activity (e.g., instead of 150 possible points in 15 modules, there might be 130 possible points in 13 modules); this way, you are not penalizing the student for excused absences.

Recap of Key Points:

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

Official Athletics-Related Absences

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

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

Administrative Drops

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

Referring Students to the ARC for Academic Support

If a student struggles in your class or does not attend class regularly, it can easily escalate to their falling behind, receiving a lower grade, even dropping or failing the course. We ask that all instructors take the time to contact students after absence(s) to help get them back on track. Please take advantage of the free academic support offered through the Academy Resource Center (ARC) by informing your students about EAP language support, ARC and ESL Labs (such as Speaking Lab and Writing Lab), and ARC Coaching. This is important information that you should share with your students. If a student discloses a disability or medical condition, please inform them that accommodations and support are available through Accessibility Resources. You are the main point of contact for them, and your outreach and referrals are essential to help them succeed.

Students

2019 - 2020



The Students:

Fast Facts

Students come from more than 112 different countries to study at the Academy of Art University. For Fall 2016, over 13,000 students were enrolled, making the Academy of Art University the largest private art and design school in the United States. Students are enrolled in 40 different art, design, and communications majors.

Academic Policies & Procedures

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

Policy on Academic Freedom & Academic Responsibility

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

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

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

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

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

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

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

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

Title IX Compliance

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

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

- **Notify the complainant they are required to report the matter to the Title IX Coordinator.** If, after informing the student you need to report the matter, the student does not want to discuss their concerns or share any information with you, you may provide them with information regarding confidential resources within the community. (See the Title IX website for more information: www.academyart.edu/disclosures/title-ix)
- **Do not promise confidentiality.** While the Academy of Art University will consider the request for confidentiality and will make every effort to ensure privacy for complainants, confidentiality may not be possible depending on the nature of the complaint. (i.e. the allegations are serious and failure to investigate could put other members of the campus community at risk.)
- **Notify the Title IX Coordinator or Deputy Coordinator immediately.**

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

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

Lynda Espana, Deputy Title IX Coordinator 79 New Montgomery St, Room 360
lespana@academyart.edu
(415)618-3813

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

The entire Title IX Policy is available for review on the Academy of Art University Website at: www.academyart.edu/disclosures/title-ix

Student Conduct Policy (abridged version)

Students are expected to refrain from conduct that injures persons or property, impedes in any way the orderly operations of the University, including classroom instruction, or otherwise prevents the work of its faculty, staff or students. Conduct that is unbecoming of an Academy of Art University student is prohibited.

Art University student in violation of the Code will result in disciplinary action, up to and including summary dismissal from the University.

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

What to Do if Disciplinary Issues Arise

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

Academic Honesty & Plagiarism Policies

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

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

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

For strategies on how to help students avoid plagiarism, please visit the Faculty Evaluation and Coaching Training/ Resources website at <http://faculty.academyart.edu>

Add/Drop Procedures

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

applicable.

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

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

I. A student who does not attend beyond the first week of class during the Fall and Spring semesters (the first class session for the Summer Semester) will receive no notation on his or her official record to indicate enrollment in the course;

II. A student who drops or withdraws after attending the first week of class but before attending the eighth week or beyond during the Fall and Spring semesters (or fourth class session/end of the first week in Summer) will receive a "W" on his or her official record. A "W" grade will not be counted in computing grade point averages;

III. A student who drops or withdraws after attending the eighth week of class or beyond during the Fall and Spring semesters (fourth week of class for the Summer semester) will receive a "WF" on his or her official record. A "WF" will be counted the same as an F in computing grade point averages.

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

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

Withdrawal

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

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

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

Administrative Withdrawal

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

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

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

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

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

Involuntary Withdrawal

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

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

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

International Students: Non-Attendance:

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

attendance or failing grades.

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

Concerns about a student's class attendance should be send to: intlservices@academyart.edu

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

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

When reviewing a student's request for CPT a few things should be considered:

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

Student Appeals and Grievances

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

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

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

STEP 1

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

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

STEP 2

If a satisfactory solution cannot be arranged through Step 1:

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

STEP 3

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

Student should submit a letter of grievance addressed to: Grievance Committee
Attn: Grievance Coordinator, Tricia Ware Academy of Art University
79 New Montgomery Street San Francisco, CA 94105

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

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

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

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

provide a response to the primary assertions of the grievance.

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

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

Confidentiality

Certain information included in student records and files, as well as faculty records, must be maintained confidential by law. The Family Education Rights and Privacy Act (FERPA), also known as the *Buckley Amendment*, governs federal privacy rights pertaining to student records. In addition to the standards imposed on educational institutions, California guarantees each individual a right to privacy that may be implicated by a release of information. All persons are advised to be cautious in revealing information about other persons. If a student discloses a disability or medical condition to you, share the information only on an as-needed basis, for example with your director or Accessibility Resources, and do not discuss it in front of other students. Faculty is often asked to write letters of recommendation for their students. Faculty is advised that privacy and confidentiality issues often arise in conjunction with letters of recommendation. Any questions regarding the applicability of the *Buckley Amendment*, or the release of student information, should be addressed to President Elisa Stephens in the Executive Office.

Responding To a Student in Crisis

Who might be a student in crisis?

A student in crisis may exhibit the following signs:

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

Students may outwardly show these signs, communicate them verbally, write an email, post about them, or show signs in their behavior. When it comes to safety, getting help is a priority.

Any mention of harming oneself or others must be taken seriously and must be reported.

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

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

Call 9-1-1 THEN

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

Is a student injured and in need of medical attention?

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

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

The Campus

2019 - 2020



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

The Campus:

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

Academic Calendar

FALL 2019	
Registration for Summer & Fall 2019 begins	February 18, 2019
Financial Aid initial paperwork deadline (<i>to guarantee timely award letter prior to semester start</i>)	August 19, 2019
New Students Over 21 Move In	August 26, 2019
New Students under 21 Move In	August 27, 2019
New Student Orientation & Parent's Orientation	August 28, 2019
Meet Your Department Directors	August 29, 2019
Continuing Student Move In	August 30, 2019
Last day to submit grade changes for Summer 2019 "Incompletes"	August 30, 2019
Tuition Due for Fall 2019	August 31, 2019
Installment Payment Plan Contract	August 31, 2019
Installment Plan Deadline: 1 st Payment Due	August 31, 2019
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	August 31, 2019
Labor Day (All Buildings Closed)	September 2, 2019
Locker reservations begin	September 5, 2019
Fall classes begin	September 5, 2019
Last day to register for Fall 2019 without a late fee	September 14, 2019
Last day for course changes without a late fee	September 14, 2019
Late Registration Period for Fall 2019 (<i>late fee will apply</i>)	September 16-21, 2019
Financial Aid file complete deadline	September 16, 2019
Last day to register for Fall 2019 (<i>late fee will apply</i>)	September 21, 2019
Registration for Spring 2020 begins	September 23, 2019
Progress Grade 1	September 30-October 8
Installment Plan Deadline: 2 nd Payment Due	October 1, 2019
Fall Pre-College Art Experience classes begin	October 5, 2019
Midterm Grading Period for Fall 2019	October 21-October 29, 2019
Installment Plan Deadline: 3 rd Payment Due	October 31, 2019
Daylight savings time ends (<i>set clocks one hour back</i>)	November 3, 2019
"WF" Penalty	Attendance on or after October 28, 2019
Fall Pre-College Art Experience classes end (onsite students)	November 9, 2019
Fall Pre-College Art Experience: Last day to apply/change class schedule	October 12, 2019
Fall Pre-College Art Experience classes end (online students)	November 15, 2019
Thanksgiving Break (All Buildings Closed)	November 28-December 1
Installment Plan Deadline: 4 th Payment Due	December 1, 2019
Final Grading Period for Fall 2019	December 9-31, 2019
Fall Pre-College Art Experience Final Exhibition	November 16, 2019
Progress Grade 2	November 18-26, 2019
Fall classes end	December 21, 2019
Residence Halls Close for Winter Break	December 21, 2019

Final grades for Fall 2019 to students	December 31, 2019
Winter Holiday (All Buildings Closed)	December 24-25, 2019
New Year's Holiday (All Buildings Closed)	January 1, 2020

SPRING 2020	
Registration for Spring 2020 begins	September 23, 2019
New Year's Holiday (All Buildings Closed)	January 1, 2020
Winter Intersession begins	January 6, 2020
Financial Aid initial paperwork deadline (<i>to guarantee timely award letter prior to semester start</i>)	TBA
Martin Luther King, Jr. Day	January 20, 2020
Winter Intersession ends	January 24, 2020
Spring 2020 Welcome Week	TBA
New Student Move in	January 28, 2020
New Student Orientation	TBA
Parent's Orientation	TBA
Meet Your Department Director	TBA
Continuing Student Move In	January 31, 2020
Last day to submit grade changes for Fall 2019 "Incompletes"	TBA
Tuition due for Spring 2020	February 1, 2020
Installment payment plan contract deadline	February 1, 2020
Installment plan deadline: 1 st payment due	February 1, 2020
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	February 1, 2020
Locker reservations begin	February 3, 2020
Spring classes begin	February 3, 2020
Last day to register for Spring 2020 without a late fee	February 8, 2020
Last day for course changes without a late fee	February 8, 2020
Late Registration Period for Spring 2020 (<i>late fee will apply</i>)	February 10, 2020
Last day to register for Spring 2020 (<i>late fee will apply</i>)	February 15, 2020
Spring Pre-College Art Experience Prep-Day (<i>mandatory for all first time onsite students</i>)	February 15, 2020
Financial Aid file complete deadline	TBA
Registration for Summer & Fall 2020 begins	TBA
Spring Pre-College Art Experience classes begin	February 22, 2020
Installment plan deadline: 2 nd payment due	March 1, 2020
Spring Pre-College Art Experience: Last day to apply/change class schedule	February 29, 2020
San Francisco Open Studio	TBA
Daylight savings time begins (<i>set clocks one hour forward</i>)	March 8, 2020
Midterm grading period for Spring 2020	TBA
Spring Break Week	March 22-March 28, 2020
"WF" Penalty	Attendance on or after March 23, 2020
Installment plan deadline: 3 rd payment due	April 1, 2020
Spring Pre-College Art Experience classes end (onsite students)	April 4, 2020
Spring Pre-College Art Experience Final Exhibition	April 11, 2020
Fashion Show	TBA
Spring Pre-College Art Experience classes end (online students)	April 10, 2020
Installment plan deadline: 4 th payment due	May 1, 2020
Spring 2020 Academy of Art University Graduate Commencement	TBA
Spring 2020 Academy of Art University Undergraduate Commencement	TBA
Final grading period for Spring 2020	TBA

Spring Show Reception & Exhibition	TBA
Residence Halls Close	May 23, 2020
Spring classes end	May 23, 2020
End-of-Term Holiday	May 24, 2020
Memorial Day (All Buildings Closed)	May 25, 2020
Final grades for Spring 2020 to students	TBA

SUMMER 2020	<u>DATES</u>
Registration for Summer & Fall 2020 begins	February 17, 2020
Summer Intersession begins	June 1, 2020
Financial Aid initial paperwork deadline <i>(to guarantee timely award letter prior to semester start)</i>	TBA
New Student Move In	June 16, 2020
Summer 2020 Welcome Week	TBA
New Student Orientation	TBA
Meet Your Department Directors	TBA
Last day to submit grade changes for Spring 2020 "Incompletes"	TBA
Summer Intersession ends	June 19, 2020
Continuing Student Move In	June 19, 2020
Financial Aid students must contact Accounts Receivable to confirm award will cover tuition and fees	TBA
Tuition Due Date for Summer 2020	June 20, 2020
Installment Payment Plan Contract	June 20, 2020
Installment Plan Deadline: 1 st Payment Due	June 20, 2020
Locker Reservations begin	June 22, 2020
Summer classes begin <i>(including Portfolio Grant & Teacher Grant recipients)</i>	June 22, 2020
Last day to register for Summer 2020 without a late fee	June 27, 2020
Last day for course changes without a late fee	June 27, 2020
Summer Pre-College Art Experience classes begin	TBA
Financial Aid File Complete	TBA
Last day to register for Summer 2020 <i>(late fee will apply)</i>	June 29, 2020
Independence Day (All Buildings Closed)	July 4, 2020
Midterm Grading Period for Summer 2020	TBA
"WF" Penalty	Attendance on or after June 25, 2020
Installment Plan Deadline: 2 nd Payment Due	July 20, 2020
Summer Pre-College Art Experience classes end (onsite)	TBA
Summer Pre-College Art Experience Final Exhibition	TBA
Final Grading Period for Summer 2020	TBA
Summer Pre-College Art Experience classes end (online)	TBA
Summer Classes End	August 12, 2020
Residence Halls Close	August 12, 2020
Final grades for Summer 2020 to students	TBA

Faculty ID Cards

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

To Obtain a Badge:

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

AAU Lockers

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

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

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

Questions – contact your department administrator.

Shuttle Buses

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

Copy Facilities

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

Building Access & Hours

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

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

Academy Property

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

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

Lost & Found

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

Issue Rooms

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

Issue Rooms:

Photography Cameras: 740 Taylor; 625 Sutter (Basement & 4th Floor); 1835 Van Ness (4th Floor)
Motion Pictures & Television Equipment: 79 New Montgomery

Workshops/ Tool Rooms:

Industrial Design: 1835 Van Ness (3rd Floor)
Fine Art Sculpture: 410 Bush and Cannery Building Interior Architecture and Design: 601 Brannan

Audio-Visual Equipment

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

Emergency Procedures

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

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

Maintenance Services

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

Employment Policies

2019 – 2020



Faculty Employment

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

Reporting Violations of Academy Policies

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

Hiring Policies

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

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

Part-Time Instructor Employment Agreement Procedures

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

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

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

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

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

pick up your paycheck or pay stub, please notify the Payroll Department at Payroll@academyart.edu.

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

Full-time Faculty Positions

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

Faculty Documentation

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

Dress Code

The image Academy of Art University projects to the public is reflected in the appearance of our employees. Academy of Art University requires employees to wear professional business attire that is workplace appropriate. Employees are required to look neat, clean, well-groomed and dressed appropriately for the business environment. Standards may vary slightly department in the nature of work, exposure to the public, degree of customer interaction and workplace setting. Irrespective of these variables, an employee's appearance should always project a professional image.

This policy describes general guidelines for appropriate workplace attire and grooming. These guidelines are not all-inclusive. We expect our employees to comply with these guidelines and exercise good judgement and common sense with respect to items not specifically addressed. Please note, some departments may require a specific uniform. Employees who change into safety equipment at work and who are non-exempt employees should be clocked in before changing into the safety gear and change out before clocking out.

Prohibited Attire includes but is not limited to the following:

- Jeans or jean clothing of any color
- Leggings or tights as pants
- Shorts, sweatpants, sweatshirts and workout attire
- Tank tops, halter tops, off the shoulder tops and tee-shirts
- Low cut blouses, see-through clothing, and clothing which reveals the midriff
- Athletic shoes

- Shoes and sandals without a back strap and flip flops
- Hats may not be worn inside

Grooming Standards include but are not limited to the following:

- All employees must maintain good personal hygiene
- Hair, including facial hair, must be clean and neatly groomed
- Use cologne/perfume only sparingly
- Tattoos may not be visible
- Earrings are the only visible piercing permitted
- Visible jewelry or similar artifacts that are obscene, harassing, discriminatory, violent or threatening are prohibited

Academy of Art University will reasonably accommodate exceptions to this policy due to an employee’s religious beliefs, medical condition or disability. Employees who need such an accommodation must contact Human Resources.

Questions regarding this policy should be directed to Human Resources. Non-compliance may result in counseling, being sent home or other corrective action up to and including termination of employment. Non-exempt employees who are sent home to change will not be paid for the time it takes to go home to change.

Personal Information

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

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

Faculty Evaluation Processes

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

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

again at the end of each semester, through the link found on their online system dashboards. Please note that in the summer semester, course evaluations are only done at the end of the semester.

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

Compensation and Raise Requests

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

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

Statement on Academic Freedom and Academic Responsibility

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

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

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

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

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

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

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

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

Personal and Professional Relationships

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

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

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

This policy applies to:

- Romantic, sexual or intimate relationships between a member of staff or faculty and a student or potential student with whom they also have a professional relationship (i.e. where the member of staff or faculty is involved in the student’s admission, assessment, supervision, teaching and/or other care).
- Romantic, sexual or intimate relationships between members of staff or faculty, or between a member of staff/faculty and a person applying to be a member of staff/faculty, where there is also a line management, supervisory or other professional

relationship whose integrity could be compromised, or be perceived to be compromised, by the existence of the personal relationship.

Personal Relationships Between Staff/Faculty and Students

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

Where a romantic, sexual or intimate relationship does exist between a member of staff or faculty and a student, the member of staff or faculty is responsible for informing their direct supervisor and the Vice President of Human Resources immediately. The Human Resources department will evaluate the scope of the relationship and if necessary ensure that appropriate alternative arrangements are made with respect to the student's admission, assessment, supervision, teaching and/or other care. If it is found that a conflict of interest or other prohibited conduct exists, or in other situations where there are concerns that the relationship could impact morale or other employees in the Department, Academy of Art University will take appropriate action steps, up to and including termination of employment, in the best interest of the student's learning experience. Failure to disclose the existence of such a relationship will result in disciplinary action against the member of staff or faculty concerned.

Personal Relationships between Members of Staff/Faculty

Where a romantic, sexual or intimate relationship exists between members of staff or faculty who also have a line management, supervisory or other professional relationship whose integrity could be compromised, or be perceived to be compromised, by the personal relationship, the existence of that relationship must be disclosed to the Vice President of Human Resources immediately. The Human Resources department will evaluate the scope of the relationship and if necessary ensure that appropriate alternative arrangements are made with respect to recruitment, selection, appraisal, promotion or other processes whereby unfair advantage may be gained, or be perceived to be gained, over another member of staff or faculty. If it is found that a conflict of interest or other prohibited conduct exists, or in other situations where there are concerns that the relationship could impact morale or other employees in the Department, Academy of Art University will take appropriate action steps, up to and including termination of employment. Failure to disclose the existence of such a relationship may result in disciplinary action.

EXHIBIT "A"

Onsite Teaching Standards

These are the university expectations for onsite teaching and classroom management. It is the criteria utilized when training instructors and when conducting classroom observations. The information below can serve to increase an instructor's awareness of best teaching practices and be used as a guide for improving one's approaches to teaching and class management.

A. Introduction

1. Class begins / ends on time; meets during the scheduled period
2. Takes attendance at the beginning of the class
3. Explains what will be covered and the objectives of the session; posts an agenda in class
4. Explains how the session topic fits into the overall context of the course
5. Follows the syllabus/course outline posted in the LMS
6. Comes prepared at the start of class with all props, equipment, visual aids ready for immediate use; is well organized

B. Lectures

1. Speaks with a clear voice, strong projection and maintains eye contact
2. Speaks at an appropriate pace and volume
3. Poses questions during lectures, demonstrations, and critiques to engage student participation and gauge their understanding
4. Demonstrates command and knowledge of subject matter; material is explained clearly, concisely and thoroughly
5. Stays focused on topics and meets stated objectives
6. Emphasizes and summarizes main points; clarifies difficult material
7. Includes visuals and examples to clarify key points

C. Assignments and Homework

1. Shows examples that are clear, precise, and appropriate
2. Provides clear, written guidelines for assignments
3. Presents clear grading standards for fair and honest grading

D. Demonstrations

1. Introduces the demo process by first showing an example of its outcome
2. Ensures that all students can see, hear, and understand the demonstration

-
3. Reviews supplies being used and shows students how to use them
 4. Explains concepts and technical approaches while doing the demonstration
 5. Breaks the demonstration into short segments; requires students immediately practice steps introduced before moving to the next segment of the demonstration
-

E. Critiques

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

F. Classroom Management

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

G. Rapport / Classroom Environment

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

Online Teaching Standards

I. Teaching Preparation, Training & Coaching (Note: Part-time instructors are compensated for training and coaching time as “other work” hours.)

The following standards ensure that online instructors are prepared for the technical and pedagogical responsibilities of teaching online. The support resources described below are here to help you succeed, and to ensure that you have mastery of your course content and instructional tools.

Meets Requirements

- Completes the Teaching Online training course before beginning to teach online for the first time.
- Works regularly with their Teaching Coach through at least the first 5 modules of their first semester of online teaching.
- Reviews all course content (e.g., modules, media, assignments, tests) before teaching a class for the first time.

Does Not Meet Requirements

- Does not complete the Teaching Online training before starting to teach online.
- Does not work regularly with their Teaching Coach.
- Does not review the course content before teaching a class for the first time.

II. Timely Communication of Course Policies, Expectations & Grades (Note: Part-time instructors are compensated for non-classroom tasks as “other work” hours.)

By clearly articulating your policies at the start of the term, providing timely updates throughout the semester, and setting accurate expectations, you allow your students to plan appropriately while supporting their success.

Meets Requirements

- Posts their Office Hours on their Profile page before the semester begins. (Office Hours are the times the instructor will be online to answer student questions or concerns.)
 - Instructors must check in six days a week – *including Saturday* (Pacific Time) – at times of their choosing.
 - In the optional “Instructions” space, includes a reminder to students to post their questions before the instructor’s check-in times, so that their concerns can be answered in a timely fashion.
- Posts clear expectations and greetings by the end of Module 1, including:
 - An explanation of the course learning outcomes and the relevance of this course to students’ future development or careers
 - How students can succeed in this class
 - Grading practice
 - Late homework policy
 - What students can expect of their instructor – including
 - reiteration of their daily check-in times (office hours)
 - a reminder about posting questions before the daily check-on time
- Communicates timely information to students throughout the semester via announcements, topics, Mailbox messages, etc.
- Posts midterm, final, and progress grades on time.
- If absent, arranges for substitute teacher with the department and informs students through classroom post

Exceeds Requirements

Meets requirements + Posts additional information and guidance throughout the semester, such as assignment tips, checklists, suggestions for scheduling tasks, samples and rubrics of past student work, inspiring imagery, timely articles, and video messages.

Does Not Meet Requirements

- Office Hours are not posted in the Profile before the start of the semester.
- Expectations or policies are not posted for all the items listed.
- Instructor’s policies are vague, confusing, or not clearly articulated.
- Fails to communicate timely information to students throughout the semester.
- Does not submit midterm, final, and progress grades on time.
- Fails to make arrangements for absences.

III. Active Engagement in the Online Classroom

The consistent presence and responsiveness of online instructors is the most frequently cited factor in online student satisfaction. These requirements ensure that you are actively and visibly engaged in your classes throughout the week, and that students receive timely feedback on their work.

Meets Requirements

- Posts profile, including a photo and bio.
- Introduces self by the end of Module 1 and greets students, individually or as a group.
- Enters every section they are teaching 6 days a week, and leaves public evidence of their presence each day, such as:
 - a post or a comment
 - a public critique (i.e., visible to all students)
 - an announcement
- Stays current: reads all posts, comments, and Mailbox messages during each active module.
- Answers students' questions (in the Discussion or in the Mailbox) within 1 business day.
- Instructor's communication is professional, approachable for questions and assistance, and respectful of all students.

Exceeds Requirements

Meets requirements + Answers students' questions within less than 1 business day

Does Not Meet Requirements

- Does not post a profile with photo and bio.
- Does not introduce self or greet students before the end of Module 1.
- Enters classes less frequently than 6 days per week, leaving little evidence of their presence. Does not participate in their classes on Wednesday and Saturday.
- Does not stay current: fails to read all posts, comments, and Mailbox messages for every module.
- Students' questions (in the Discussion or in the Mailbox) remain unanswered for more than 1 business day.
- Instructor's communication is disrespectful, irritated or unprofessional.

IV. Critiques

The Academy is committed to ensuring that all students receive the clear, direct, and detailed feedback that models and supports their growth into successful creative professionals.

Meets Requirements

- Critiques the work of every student in each module.
- Posts critiques and grades for assignments to the LMS within 5 business days of submission (3 business days in the Summer semester).
- Critiques address *all* of the following:
 - what was done correctly
 - areas for improvement
 - why the improvements are needed
 - how to make improvements
- Uses language that is clear, objective, and professional. Avoids slang.
- Critiques in accordance with the expectations laid out in the module, the assignment instructions, and/or the rubric.
- Posts critiques in public areas within the online class, to ensure that all students can see one another's feedback.
- General class critiques (optional feedback offered to the class as a group) highlight common successes and weaknesses – and are paired with specific comments to each student.
- Requires that student work be submitted to the Class Discussion in the LMS. Provides feedback only through the LMS.
- When providing instruction or doing critiques via Adobe Connect (or similar), records the session and posts the recording in the class for everyone to see. Students who cannot attend a live session receive their critiques either during the live session or through the LMS. In case of technical difficulties with the recording, posts a summary of each student's critique.

Exceeds Requirements

Meets requirements + Provides highly-detailed individual feedback.

Does Not Meet Requirements

- Does not review the work of every student.
- Falls behind in critiquing and grading – i.e., does not post feedback within the required timeframe.
- Critiques are minimal, vague and/or generic feedback (e.g., “Nice job – Keep going!”).
- Critiques fail to address all the following:
 - what was done correctly
 - areas for improvement
 - why the improvements are needed
 - how to make improvements
- Comments are subjective (e.g., “I love this!”) rather than objective (i.e., based on observation of specific elements related to assessment criteria).
- Makes identical comments to multiple students (copy/paste), demonstrating a lack of individual attention.
- Critiques have a condescending or unprofessional tone (e.g., use slang).
- Feedback contradicts the expectations laid out in the module, the assignment instructions, and/or the rubric.
- Posts critiques through private channels (e.g., grade comments, Mailbox, etc.), so students cannot see one another's feedback.
- Posts feedback outside the online class Discussion.
- When doing critiques via Adobe Connect (or similar), does not record the session and/or fails to posts a record of the session (i.e., the video recording or a written summary of each student's critique) in the class.

V. Discussion

Discussion is essential in creating community in an online class. It may take different forms, depending on the course content and structure, but regular group interaction is essential in every class. By actively contributing to and guiding the conversation, you model effective ways to participate and encourage engagement.

Discussing Course Concepts

Meets Requirements

- Ensures that there are prompts for discussion that relate to the Course Learning Outcomes.
- Actively leads the discussion by posting new information, asking follow-up questions, and responding to key points being discussed by students.
- Encourages students to interact with each other.
- Instructor's comments are context-sensitive (i.e., not generic) and respond directly to students' remarks.
- Makes frequent connections to real-world situations. Shares industry experience and knowledge, where relevant.
- If conducting live (synchronous) discussion sessions, instructor makes provisions for students who cannot attend to ask questions in advance, review the recording of the meeting (posts a link), and post follow-up comments.

Peer Critique Discussions

(students giving one another feedback on their work)

Meets Requirements

- Ensures that there are prompts for discussion that relate to the Course Learning Outcomes.
- Facilitates peer review discussions by, for example:
 - Modeling peer critique.
 - Encouraging students to discuss their instructor critiques with one another.
 - Asking students to explain how they will apply instructor feedback to future assignments.
- Makes frequent connections to real-world situations. Shares industry experience and knowledge, where relevant.
- If conducting live (synchronous) discussion sessions, instructor makes provisions for students who cannot attend to ask questions in advance, review the recording of the meeting (posts a link), and post follow-up comments.

Does Not Meet Requirements

Is minimally present in the discussion – mostly lets students talk amongst themselves.

VI. Class Management (Note: Part-time instructors are compensated for housekeeping tasks as “other work” hours.)

Just like physical classrooms, online classes must be actively managed. Instructors must organize class activities, track student progress, and help streamline participation and communication.

Meets Requirements

- Ensures that there are always open topics where students can post.
- Archives topics from completed modules.
- Does not require students to purchase supplies beyond those listed on the course syllabus.
- Follows posted grading breakdown percentages in calculating progress grades.
- Sets up an external gradebook for tracking student progress (e.g., Easy Grade Pro), as needed.
- Contacts students who have been absent for two or more modules via the LMS Mailbox to encourage their return and provide assistance to get them back on track. Encourages students to contact Online Student Academic Support (OSAS), as needed.
- Quickly addresses issues that detract from the learning environment of the class, such as plagiarism, cheating, or disruptive students. Does not ignore problems and seeks support, as needed.
- Contacts the Help Desk and the academic department as soon as possible about issues with the course content (e.g., broken links, etc.).

Does Not Meet Requirements

- Does not ensure that there are always open topics.
- Does not archive topics; completed topics more than 2 modules old are still posted on the Current Topics page.
- Asks students to purchase additional supplies – or to substitute for supplies listed on the course syllabus.
- Does not adhere to the percentages defined by the course grading breakdown.
- Has no system for tracking grades.
- Does not contact absent students or encourage students to seek additional support from OSAS.
- Fails to address issues that disrupt the learning environment of the class.
- Fails to address issues related to course content.

Academic Steering Committee

The Academy of Art University Academic Steering Committee (ASC) represents the faculty of the University and provides a formal channel for faculty input to the administration. The ASC is comprised of academic and faculty stakeholders from throughout the University.

The ASC will advise and counsel on matters relating to academic strategy, curriculum changes, new program approvals, faculty survey feedback priorities, faculty professional development, budgetary priorities, strategic planning, facilities and technology and library resources. They will assist in the review of faculty documents, including the Faculty Manual, and developing policies and procedures in relation to curriculum approvals.

The ASC will serve as advisors on faculty and student satisfaction and success, and recommend implementation of improvements as researched and approved by sub-committees and ad-hoc committees of faculty and key University stakeholders.

The ASC will play a significant role in modifying University policy to better serve faculty and students. They may review persistence and graduation rate reports, faculty satisfaction survey data, student satisfaction survey data and programmatic, national and regional accreditation reports and feedback.

The ASC will meet monthly throughout the academic year. Sub-committees will meet more regularly as needed.

Responsibilities:

- Serve as the primary body representing the faculty of the University;
 - Create sub-committees (Curriculum, Technology, Library Resources) and ad-hoc committees and appoint faculty and others with relevant expertise to serve;
 - Approve new programs on the recommendation of the Curriculum sub-committee;
 - Review academic effectiveness across the curriculum through a variety of sources such as faculty surveys, assessment results and program review data.
 - Participate in the review of curriculum and faculty matters to insure maintenance of University and accreditation standards;
 - Identify what is needed to ensure that the Academy constantly remains at the forefront in preparing students to develop portfolios that are relevant to meet all levels of the global marketplace;
 - Focus on future thinking on Curriculum. Where are we going to be in the next 5 years?
 - Serve as a Think Tank that meets at the intersection of Art & Technology;
 - Identify innovative curricular and cross-departmental opportunities;
 - Identify emerging technology needs;
 - Contribute ideas for Academy-wide curricular initiatives and improvements;
- Drive interdepartmental communication to address academic issues across the curriculum taking into account online and onsite faculty feedback;
 - Publish a Weekly Newsletter to keep faculty and key University stakeholders informed;
- Advise on other academic matters on which the President, Chief Academic Officer or Board of Directors specifically request advice.

Membership:

The ASC members recommend new members to the President. The ASC is comprised of seventeen regular members and additional advisory members who may be appointed to provide their expertise needed by the ASC to carry out their mission.

Appointments to the ASC are for a one-year term, with the option to serve one additional year at the discretion and availability of the individual committee members.

Process:

Directors and faculty may suggest agenda items to any member of the ASC, or via email AcademicSteeringCommittee@academyart.edu. If an agenda item involves a major policy or curricular change, it is sent to the appropriate committee by the ASC. The sub-committee conducts research and solicits feedback (ensuring that all departments represented are informed). The sub-committee then brings the findings back to the ASC for consensus.

2017 Academic Steering Committee Members and Roles:

Bill Maughan (Chair), Faculty, Graduate Director of Illustration
Jan Yanehiro (Vice Chair), Faculty, Director of Communications and Multimedia Technologies
Joan Bergholt (Secretary), VP of Institutional Effectiveness/Director of Program Review
Ryan Baldwin, Faculty, Director of Online Photography
Antonio Borja, Faculty, Director of Industrial Design
Thomas Durham, Faculty, Director of Fine Art Sculpture
Eileen Everett, Faculty, Academic Vice President of Liberal Arts
David Goodwine, Faculty, Executive Director of Game Development
Ryan Medeiros, Faculty, Director of Web Design and New Media
Craig Nelson, Faculty, Executive Director of Fine Art Painting
Andrea Pimentel, Faculty, Director of Advertising
Sue Rowley, Chief Academic Officer
Gordon Silveria, Faculty, Director of Art Technology
Melissa Sydeman, Faculty, Academic Vice President of Entertainment and Broadcast Media
Nicholas Villarreal, Faculty, Director of Visual Development
Chris Armstrong, Faculty, Executive Director of Animation and Visual Effects
Phil Hamlett, Faculty, Director of Graphic Design

Additional Departments Represented by ASC Members:

Fashion – Joan Bergholt
Architecture, Interior Architecture and Design, Landscape Architecture – Antonio Borja
Art History, English for Art Purposes, Liberal Arts, Art Education, Online Education – Eileen Everett
Foundations, Jewelry and Metal Arts – Craig Nelson
Acting, Music, Motion Pictures and Television, Writing – Melissa Sydeman

Meetings:

The ASC shall meet each month during the academic year. The Chair and the Chief Academic Officer shall collaborate on setting the agenda. The Secretary will coordinate the place and time of the meetings. A simple majority of Committee members shall constitute a quorum. There shall be no proxy. If a Committee member is unable to attend the ASC meetings for an extended period of time (e.g., a semester), the University President may appoint an alternate member. Minutes shall be kept of all ASC meetings (including sub-committee and ad-hoc committee meetings). The Secretary shall distribute minutes and reports to the ASC members.

Amendment of Charter:

This Charter can be amended at any regular meeting of the ASC by a two-thirds majority, provided that the amendment has been submitted in writing at the previous regular meeting.