

FACULTY MANUAL

2023 – 2024



ACADEMY *of* ART UNIVERSITY®

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

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Academy of Art University

2023-2024



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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 94 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

It is the mission of the Academy of Art University to prepare aspiring professionals in the fields of design, communication and the arts by delivering excellent undergraduate and graduate degrees and certificate programs and portfolio upskill courses.

To achieve its mission, the Academy of Art University:

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

Statement of Accreditation

The Academy of Art University is accredited by the Western Association of Schools and Colleges

Senior College and University Commission (WSCUC) located at 1001 Marina Village Parkway, Suite 402, Alameda, CA 94501 (510) 748-9001 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.

Bureau for Private Postsecondary Education

Academy of Art University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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: anticipated 2030
- 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, disability, sexual orientation, gender identity 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 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 goodwill 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 Student Relations at grievance@academyart.edu.
- Campus Safety, please refer students to Campus Safety: 415.618.3911.
- Students with disabilities and health conditions who require accommodations and access to university curriculum, programs, and facilities, contact Accessibility Resources at 415.618.3775 or accessibility@academyart.edu.

Please note that all information in the Faculty Manual is current as of Spring 2024. For the most up-to-date information, please always refer to [Faculty Manual](#).

FERPA (Family Educational Rights and Privacy Act)

When a student reaches 18 years of age in the United States or attends a postsecondary institution, they become 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 release before we can discuss the issues of concern. The student’s advisor can explain how to do this electronically.

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

Data Privacy Policies

Academy of Art University seeks to protect your personal and private information. For business purposes, we ask faculty to provide personal data related to their employment. We may collect this information through our website, over the phone, by mail or email, via a mobile application, or on printed forms. The Personal Information that we collect directly from employees and consumers is for official University use only.

Please review our policies at the links provided below:

[Privacy Policy](#)

[CCPA Notice at Collection](#)

[Terms of Use \(website\)](#)

[Cookie Policy](#)

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

2023 - 2024



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Faculty Resources

Faculty Coaching and Training

The University provides coaching and training for new and continuing instructors at ArtU. The Faculty Coaching and Assessment team works with instructors to develop teaching skills through personalized trainings, coaching, and other resources such as the Faculty Connection letter emailed to all instructors twice a semester. Coaching is collaborative, constructive, and supports each instructor with concrete strategies for teaching and classroom management to meet ArtU standards and guidelines. Instructors receive advice customized to their unique class environment and needs as well as resource information for added support.

Instructors are encouraged to take advantage of the services available and may request:

- Individual consultations, coaching sessions, and classroom training visits
- Assistance with teaching or classroom management issues such as lesson planning, assignment development (onsite or virtual courses), critiquing, student engagement or concerns, and more

Academic Directors are also welcomed to contact Faculty Coaching and Assessment to arrange for department training or to provide coaching and support for individual instructors.

Required Training

Coaching is required for:

- All new instructors at ArtU
- Instructors returning to teach at ArtU after an absence of two or more years
- Continuing instructors new to teaching online or onsite

To support instructors' transition to teaching, coaches reach out before the semester begins to provide orientation material and to discuss practices for managing classes. Two additional meetings with each instructor take place at key points of the semester.

New faculty teaching Onsite, Virtual, and Onsite Plus (hybrid) courses will automatically receive teaching ideas and strategies for effective classroom management emailed throughout the semester. If returning instructors also wish to receive these things, please contact facultyevalcoach@academyart.edu.

Note: Instructors are compensated for their training time in Workday under "Training".

For more information, please contact facultyevalcoach@academyart.edu

Faculty Training for Brightspace

All instructors are expected to complete the Faculty Teaching Tools training course found in Brightspace for navigating online components of their courses. Online Education supports instructors with Brightspace features, tools, and offers live training, Q & A sessions, drop-in support sessions, and individual meetings with instructors. Contact online@academyart.edu.

The Faculty Lounge in Brightspace is also a resource for instructors to communicate with one another, solve problems and address questions that come up with peers and colleagues. Staff from Online Education also participate in answering questions there.

Faculty Training and Support for Using Zoom

To support instructors teaching in Zoom, beginning and advanced training webinars are offered before the semester begins and into the first weeks of the semester. Resource information for teaching in Zoom can

also be found in the Faculty Teaching Tools training course in Brightspace. The Synchronous Learning team is your go-to for help with questions about Zoom. Contact OnlineOffice@academyart.edu. Faculty Coaching and Assessment can also provide support with questions about teaching in Zoom at facultyevalcoach@academyart.edu.

Additional Resources

Technical Support: Online Help Desk

The Online Help Desk provides technical support for instructors and is open 24 hours/day, 7 days a week. Online@academyart.edu 888-431-2787 toll free or call 415-618-3545.

Email Support

For assistance with email or changing password, contact the IT Service Desk at 415-618-6400 or ITServiceDesk@academyart.edu

Computer Lab Zoom Help Desk

For help with computer lab software, render farm or getting set up with the Remote Lab, our tech team will do their best to assist instructors in Zoom. Once you join them in Zoom, you will be available to share your screen.

<https://online.academyart.edu/d2l/le/content/6606/viewContent/519281/View>

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, and research assignment review and collaboration. For more information on the library's resources and faculty borrowing privileges, go to <https://library.academyart.edu> (follow the Library link).

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

<https://catalog.academyart.edu/catalog>

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

- Employees may not enroll in more than one (1) 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 on-campus and online students. ARC supports student success with: Academic Coaching, English for Art Purposes (EAP) language support, Accessibility Resources, and Writing and Speaking Labs. For information about how to get help for your students, please visit

<https://online.academyart.edu/d2l/le/content/6606/viewContent/428434/View>, or contact one of the following support departments for assistance. Please visit ARC's [Links & Resources](#) web page for academic and health resources.

Online Academic Support

Online Academic Support provides one-on-one coaching to online students including time management, organization, prioritization, class navigation, improving class performance and instructor communication. OAS hosts the Launchpad to Online Learning orientation before each semester, which introduces new students to the online classroom and gives online students time management and study strategies. In addition, OAS hosts the Student Success Studio and provides select online classes with embedded Support Instructors. Contact via email at

oas@academyart.edu

On-Campus Academic Support

On-Campus Academic Support provides one-on-one coaching to on-campus and hybrid students including time management, organization, prioritization, class navigation, improving class performance, and instructor communication. On-campus Academic Support can provide community referrals as needed. Contact Anne Steckler at 415-618-3879 or asteckler@academyart.edu

For more information about Academic Support, please visit the [Academic Coaching Support web page](#).

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, Accessibility Resources ensures equal access to university curriculum, programs, and facilities for students with disabilities and health conditions 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/campus-athletics/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:

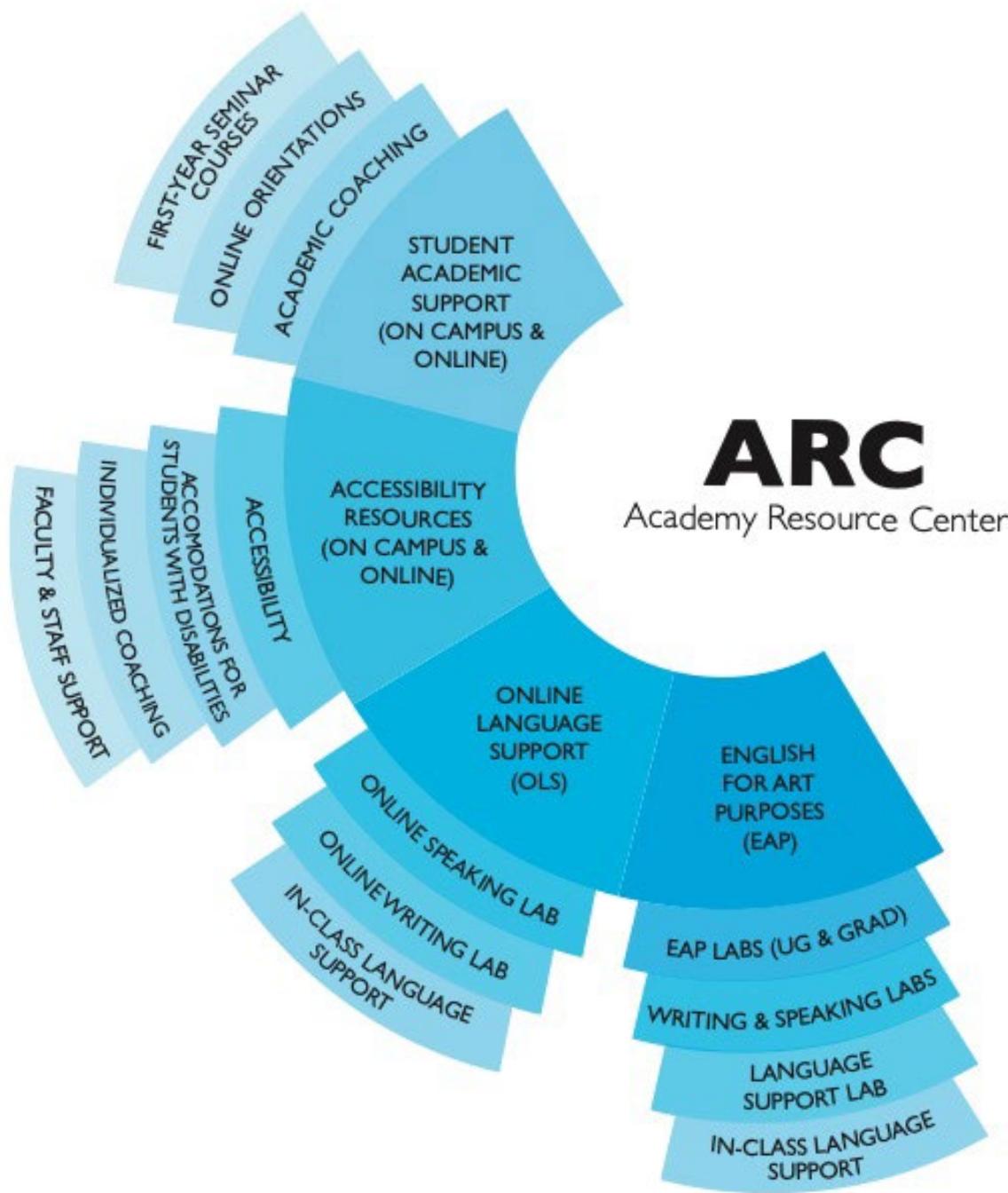
- Using multiple modes to deliver content
- Allowing students to demonstrate their skills in various formats
- Encouraging students to collaborate and support each other
- Maintaining an accessible physical and/or virtual space
 - Make sure all supplemental videos, videos produced as part of student 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
 - 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 of 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 the student has equal access to the curriculum, facilities, and online learning platform.

As language changes, it is sometimes difficult to figure out how to refer to people with disabilities. The National Center on Disability and Journalism developed [this style guide](#) to help. It covers almost 200 words and terms commonly used when referring to disability. Choosing our words carefully can help to make a more inclusive environment.

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



Accessibility Resources

Accessibility@academyart.edu 415-618-3775

In alignment with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, the department of Accessibility Resources ensures equal access to university curriculum, programs, and facilities for all students with disabilities by facilitating reasonable accommodations, providing support services, and collaborating with the greater community to meet students' individual needs.

What are accommodations?

Accommodations are supportive measures that remove barriers and provide students with equal access to their educational experience.

How are accommodations determined?

Accommodations are determined by considering the barriers that need to be removed for a student to have equal access. A student's diagnosis, self-report when meeting with an Accessibility Representative, medical documentation, and suggested accommodations from a medical professional are all taken into account to determine what reasonable accommodations would best support the student without fundamentally altering the course or its learning outcomes. These accommodations are approved by the University's ADA Coordinator.

What should you do if a student provides you with their accommodation letter?

DO: The first and most important thing you should do is read the letter! A student's approved reasonable accommodations are outlined in the letter, along with contact information for Accessibility Resources if you have questions. A student's accommodation letter will never disclose their diagnosis, as that is confidential.

- Check the date on the letter to make sure it is dated for the current semester.
- Under the ADA and Section 504 of the Rehabilitation Act, you are required to honor and adhere to the student's accommodations.
- Keep in mind that some accommodations will require your cooperation and coordination. For example: having the student take their exams in a quiet space. Other accommodations do not require your cooperation. For example: The student may be allowed to take breaks when they need them.
- Additionally, a student may choose not to use certain accommodations in your class.
- It's always a good idea to have a conversation with the student, in person or via email, regarding the accommodations that you must follow. That way, everyone is on the same page.

DO NOT: Do not ask the student about their specific disability or diagnosis. Keep in mind that most disabilities are "invisible".

- Do not "out" the student in front of others in the class. All conversations with student's regarding their accommodations should be private.
- Do not grade the student any differently than you would other students in your class, even if they are earning a failing grade. If you are concerned about their performance in class, you should reach out to their Student Services Advisor.
- Do not provide accommodations that are not listed on the student's official accommodation letter unless you are providing all students in class with the same

accommodation.

- Do not provide retroactive accommodations. Accommodations begin on the date of the official accommodation letter.

What are some typical diagnoses of students who are registered with Accessibility Resources?

Students who register with Accessibility Resources may have physical, mental, or temporary disabilities, illnesses, injuries, or health conditions such as:

- Acquired brain injury • Learning Disability • Broken Bones • Systemic Disorders • Mental Health Issues • Deaf • Blind • ADHD • PTSD • Limited Mobility Issues • Seizures • High-Risk Pregnancy • Recovery from Surgery • And many, many, more.

Who should you contact if you have questions about a student's accommodation letter or how to implement the required accommodations?

Please contact Accessibility Resources. We will be happy to assist you with questions.

What if a student discloses a disability to you but does not have an accommodation letter?

You should not provide any accommodations to a student without an official accommodation letter from Accessibility Resources unless you provide that same accommodation to all students in class. You should direct that student to Accessibility Resources to discuss requesting reasonable accommodations.

What is the process for a student to register with Accessibility Resources?

- A student must provide documentation from a diagnosing professional
- Meet with an Accessibility Representative to discuss reasonable accommodations
- Have requested accommodations reviewed and approved by the ADA Coordinator
- Student will receive an accommodation letter outlining their approved accommodations
- Student provides their accommodation letter to their instructors
- Instructor's honor and adhere to a student's approved accommodations

Accessibility Resources DOES NOT:

- Diagnose students or provide testing for disabilities
- Provide mental health counseling or meet with students in crisis
- Provide tutoring
- Disclose a student's diagnosis or disability to Academy faculty or staff

What if you suspect that a student has a disability?

- **DO NOT ASK** the student if they are disabled or if they have been diagnosed with a disability.
- **DO ASK** the student if they have ever had extra help with academics. Did they have an IEP or 504 plan in High School? Is there one academic area that they struggle with the most - reading, writing, math, etc.?
- If the student replies yes to your questions, **provide the student with contact info for Accessibility Resources.**
- ***Note:** Accessibility Resources cannot outreach to a student without their consent.

Ways that Accessibility Resources supports the Academy of Art University campus:

- Facilitate reasonable accommodations for students with documented disabilities
- Provide communication and advocacy assistance for students

- Assists students with disability-related challenges
- Connect students to campus and community resources
- Provide equal access for the Academy community and guests at all Academy-sponsored events
- Assists faculty and staff with implementing universal design in their curriculum and classrooms

Please always feel free to contact Accessibility Resources at Accessibility@academyart.edu or 415/618.3775 with questions. We are here to support both students and faculty.

English for Art Purposes (EAP)

The English for Art Purposes (EAP) Program empowers international students to develop the English, cultural, and independent learning skills necessary for success in their Academy of Art University classes. The EAP program consists of:

EAP Classes

The EAP program offers English classes to students from low beginning to high intermediate levels of English that focus on writing, grammar, speaking, listening, and reading. The curriculum is created exclusively by EAP faculty for the art and design context. EAP classes aim to facilitate language development and language learning autonomy, and integrate educational technologies to enhance and transform language learning.

Language Support for Onsite and Online Classes

Students who are enrolled in the EAP program (or no more than one semester removed) qualify for additional language support in specially designated EAP sections of art and design courses. A language specialist is embedded in the course to provide language support for content in onsite and online classes in coordination with art instructors. Students receive help with:

- Reviewing assignments and expectations
- Understanding instructor feedback and critiques
- Learning class vocabulary
- Preparing for presentations
- Editing written assignments for clarity and grammar
- Clarifying cultural background knowledge

Writing and Speaking Labs

Free, one-on-one tutoring is available by appointment to students outside of class. Specialized tutors help students with the writing and speaking skills necessary to meet the course outcomes in their classes.

More information about the EAP Program is available at this website:
<https://www.academyart.edu/campus-athletics/english-for-art-purposes/>

Please contact us at eapadmin@art.edu

The Classroom

2023 – 2024



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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 contact Faculty Coaching and Assessment at facultyevalcoach@academyart.edu.
- Information about ARC and EAP support services for students are available at <https://www.academyart.edu/campus-athletics/academic-support-services/> (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 published syllabus/outline. If changes to the outline are needed, the department must ensure that the updated version is done one month before the semester start and sent to Curriculum office to update – *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. 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 ArtU attendance policy with your students.

Course Catalog Link

<https://www.academyart.edu/aau-catalog>

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 Coaching and Assessment 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 ArtU 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: 415-618-8613

For Foundations: 415-618-6115

For Fashion: 415-618-8613

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, if your class has one, by logging into your class and clicking on the Syllabus link. 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:

- ArtU 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 4.5 hours in length and other studio classes are 4.5 - 6 hours long.

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 the Campus Portal 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.

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
- Field trips requiring an accessible vehicle for students with disabilities and their peers

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, 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 and 7.5 week semesters) 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 course evaluations by logging in to <https://online.academyart.edu> and accessing their courses. On each class homepage, a "My Surveys" widget will display the course specific survey as well as a link to all available surveys for that student.
- 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 2023 - 2024



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Grading & Attendance Rosters

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

For detailed training on how to enter grades, please refer to the training material in Brightspace.

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, Progress grades are issued in week 2 & week 6, Midterm in week 4 and Final grades in week 7.

During each of the grading periods, you will enter Progress & Midterm grades as Grade Items in Brightspace, in the gradebook. Final Grades are entered as Final Adjusted Grades in Brightspace, in the gradebook. 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 user home in Brightspace 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, the first progress grade point and 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 user home in Brightspace and Academic Calendar. All instructors will need to go to Brightspace at: <https://online.academyart.edu> to enter their grades in their class's gradebook.

Final Grades

During the Final Grading period, all instructors must login to Brightspace at: <https://online.academyart.edu> to enter their Final Grades in their class's gradebook as the Final Adjusted Grade. Final grades must be Exported to SIS by the deadline provided to instructors through the user home 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. Any grade changes made after the Final Grading period deadline must be submitted to the Office of the Registrar via a grade change form. Please DO NOT RESUBMIT GRADES after the deadline. Please contact your academic department administrator for further assistance.

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 Grade of 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 due to circumstances beyond the student's control. All other work must be completed and up to date with only the final 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 "Request for Final Grade Change" 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 "Request for Final Grade Change" form to the Records Office. Again, any unusual circumstances must be routed through the Chief Academic Officer.

Instructors that feel they need to change the grade after the deadline must have Director approval. After obtaining Director approval, the instructor will change the grade in Brightspace and must enter detailed rationale in the grading comments in Brightspace. If a grade needs to be changed after grades have posted (end of term), Instructors must fill out the grade change form.

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

Homework

All classes have homework. Please see the [Academic Policies](#) on page 48 for the credit hour calculator. This will help you determine how much work is needed per class.

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 from the Accessibility Resources department. 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 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 11:59pm the day of the class.**

It is very important that attendance be 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

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.

Online class attendance is taken automatically. All onsite attendance is recorded through the Campus Portal. During class or right after class, instructors should log on to <https://my.academyart.edu/login/>. An attendance roster for each class will be listed in the Attendance tile. Each roster is generated 30 minutes prior to the start of the class session. All students in attendance are 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.

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). In addition, 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 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 the previous 4 weeks of attendance rosters that you entered online via the Campus Portal.

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 ArtU 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 they 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 ArtU'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 circumstances. In addition, ArtU 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 their 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 ArtU 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, their 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 them 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, written response to missed discussion topic or prompt.)

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 ArtU 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), ARC Coaching, and Accessibility Resources, which supports students with disabilities and health conditions. This is important information that you should share with your students. If a student discloses a disability or health condition, please inform them that accommodations and support may be 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

2023 - 2024



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The Students

Fast Facts

Students come from more than 100 different countries to study at the Academy of Art University. For Fall 2023, almost 7,000 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 Coaching and Assessment 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 thoughtful approach as students develop their creative processes and intellectual positions. 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

While members of the Academy of Art University community will not be disciplined for activities that are protected under the law as free speech, they can be disciplined for sexual harassment or intimidation if their activities are viewed as creating a difficult or uncomfortable environment for others. 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 document) 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 sexual harassment which includes, 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 "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 web page for more information: <https://www.academyart.edu/disclosures/title-ix/>) Make sure you also let the Title IX Coordinator know about the incident.
- **Do not promise confidentiality.** While the complainant's request for confidentiality may be an option in certain situations, if the student chooses to move forward with a formal complaint, the Title IX Coordinator will not be able to maintain confidentiality. Students should contact the Title IX Coordinator to obtain more information and to discuss their options.
- **Notify the Title IX Coordinator or Deputy Coordinator immediately.**

The Title IX Coordinator can be reached at the following:

Nattiel Arias, Title IX Coordinator
narias@academyart.edu or 415/618.6498

Brian Brashears, Deputy Title IX Coordinator
bbrashears@academyart.edu or 415/618.8577

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: <https://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 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, Eileen Everett.

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 zero for that assignment or project, with no opportunity to do the assignment again. All plagiarism offenses will be reported to the student's Department Director and to Executive Office. 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.

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 schedule an appointment with 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 work with a Student Advisor to drop a course. Students may make the request in person or via e-mail to the Student Advisor

and the Advisor will assist the student with the Drop or Withdrawal form. 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. No notation, if a student drops or withdraws prior to the end of the first full week of class instruction.
- II. "W", if a student drops or withdraws after the first week of class instruction but prior to the start of the eighth week of class instruction during the Fall and Spring semesters (or fourth week of class instruction during Summer semesters). A "W" grade will not be counted in computing grade point averages but will count when calculating the required completion rate if dropped after the first week of class.
- III. "WF", if a student drops or withdraws after attending the eighth week from the start of the term during the Fall and Spring semesters (or fourth week of class instruction during Summer semesters). A "WF" will be counted the same as an "F" in computing grade point averages (GPA).

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 elect to withdraw from Academy of Art University during the semester must complete an exit consultation with their Student Services Advisor. Students, with their Advisor, will complete a withdrawal form documenting the withdrawal, the reason for withdrawal, review items that may impact the student as a result of withdrawing, and assess if the University could do anything to maintain their standing as a student.

Responsibility for filing a notice of withdrawal rests entirely with the student. Any money owed to Academy of Art University is due on the official date of the withdrawal.

A withdrawal is effective the last date of recorded attendance. Applicable refund, if any, will be issued within 45 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 four 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 may 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 Student 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 Academy of Art University.

Students who are having unusual difficulties or find themselves in circumstances where they are unable to attend courses should contact their Student Advisor or the Academy Resource Center 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 Academy of Art University has an accurate local address and phone number on file.

Involuntary Withdrawal

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

1. Student fails to attend classes for four successive weeks;
2. Student fails to reconcile accounts in a timely manner;
3. Student fails to comply with the policies rules, and standards of the Academy of Art University;
4. Student fails to register for classes before attendance – auditing a class is grounds for dismissal; or
5. Student Exhibits behavior that is deemed unbecoming of a college student.

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

Reinstatements After Administrative Withdrawals

Administrative withdrawals are final and do not permit reinstatement within the same semester.

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 four 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: ArtU does offer on campus employment to F1 students. The two departments currently hiring for on campus positions are ArtU Housing and ArtU Dining. However, F1 students may qualify for off campus employment, such as Economic Hardship (EH), 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: <https://my.academyart.edu/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 work with their student service advisor to 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: <https://www.academyart.edu/forms/international-student-services/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 semester and the semester breaks.
- 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 they have been subject to unjust actions or denied their 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. Students are encouraged to use this process without fear of any adverse action being taken against them for doing so.

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 (grades) 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;

Student should submit a letter of grievance addressed to: Grievance Department
Attn: Grievance Coordinator, Tricia Turney Academy of Art University
through email to grievance@academyart.edu.

The Grievance Committee shall investigate grievance claims and hold formal hearings as necessary. The members of the committee serve as impartial representatives of the institution, who are not directly involved in the complaint. Formal hearings deal primarily with student complaints, involving financial concerns or academic status. The Grievance Committee will consider all grievances in a timely manner upon formal written notice of a grievance and attempt to resolve them directly. All parties will be notified in writing of the Grievance Committee's decision within approximately 30 days after the meeting date. 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.

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 health 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 Students 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

All students, onsite, online, or virtual, are at risk:

They may show these signs in their behavior by communicating them verbally, in an email, or in a post. 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: no matter if they are onsite, online, or virtual.

Suicide Prevention Protocol:

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

Ask the student if they are having thoughts of harming themselves or others. If they answer yes, or you think they are in danger:

- **Onsite Student:**
Call 9-1-1 THEN call Campus Safety immediately: 415-618-3911
- **Online/Virtual Student:**
Call Campus Safety immediately: 415-618-3911

Is the student injured and in need of medical attention?

- **Call 9-1-1 THEN** call Campus Safety immediately: 415-618-3911

Is the student displaying signs of mental health distress, but not suicidal, and in need of support?

Contact the student's Advisor. Their contact information can be found on the student's profile in the LMS.

Tips for when interacting with a student in crisis:

DO:

- Stay calm. This will help you respond more effectively and help to reduce the student's anxiety or agitation
- If possible, provide a quiet, private place for the student to rest while further steps are taken
- Talk to the student in a clear and direct manner

DON'T:

- Minimize the situation
- Leave the student unattended if they appear to be a danger to themselves or others.
- Overcommit yourself. Doing so may leave you eventually feeling overwhelmed or unable to deliver on what you promised
- Ignore your limitations

More information and resources on mental health:

[National Alliance on Mental Illness](#) (NAMI)

Crisis Hotlines:

[National Suicide Prevention Line](#), 800-273-8255 (24/7)

[International Crisis Lines Directory](#), suicide and crisis lines around the world

Students and Staff may also text these hotlines at 988

For all **Title IX (gender discrimination)** and **student code of conduct** violations, call Campus Safety, 415-618-3911.

This reporting procedure must be followed for students taking classes onsite, online, or virtually. As a staff 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 to students in ANY LOCATION when they need help and support.

The Campus

2023 - 2024



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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.

Faculty ID Cards

All faculty members must have a current photo ID each semester. ID Cards are programmed to the front door of each academic building. The on duty Campus safety Host will be on site to validate student and staff access and answer questions about building security. . 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:

- Once a new faculty has been entered into the ArtU 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.
- Photographs for faculty/staff badges can be taken in the Communications Center located in the basement of 180 New Montgomery.
- The hours to obtain a badge are: M-F 8 a.m. – 5:00 p.m.
- Until you have obtained your ID badge, you will need to sign in at the security desk upon entering any ArtU 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.
- Lost Student and Staff ID's must be reported to the Campus Safety Department immediately. There is a replacement fee of \$30 that can be paid at the Accounts Receivable Office.

To Obtain a Badge Off Campus (Online):

- Remote Staff currently employed who are located outside of San Francisco and the Bay Area may download the form below and submit the completed form to securityofficer@academyart.edu. Once the completed form has been received, you will receive an e-mail acknowledging receipt of the form and your ID will be mailed to the address you provided within 5 business days.
- Staff ID Form - <https://d9msleewcck52.cloudfront.net/link/169377-id-request-form.pdf/play?player=1>

ArtU Lockers

Lockers are now free for use. In order to procure a locker, see the Campus Host at the front desk of any University building. Locks are not provided by the University.

The locker reservation system is a function of WebCheckOut. Locker rentals must be extended by a Campus Host in WebCheckOut to avoid having the contents cleaned out at the end of the semester.

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 Campus Safety at 415.618.3911.

Shuttle Buses

Academy of Art University provides four courtesy shuttle bus routes that provide service to Academy of Art University facilities. Persons with current ID badges may ride for free. QR Code links for bus schedules are posted in the reception areas of each building, and schedules can also be found at <https://my.academyart.edu/campus-shuttle-service-schedule/>. Faculty are expected to walk or use shuttles for any travel between facilities.

Building Access & Hours

Buildings are open to all students and employees during posted hours of operation. The doors are locked 24x7 and access can be made into the building by swiping their ID's at the card reader located next to the front door of each building.

Building hours will be posted in all buildings at the start of the term.

If a department director or faculty needs to stay in a building after hours please obtain approval in advance from the Director of Campus Safety, Brian Brashears or call the Communication Center at 415-618-8577.

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 for three months in the Campus Safety office located at 180 New Montgomery St Room B-83.

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: 625 Sutter (Basement & 4th Floor);

Motion Pictures & Television Equipment: AV Issue Room 79 New Montgomery, 1st floor

Tool Rooms:

Industrial Design, Architecture, Interior Architecture and Landscape: 1849 Washington
Fine Art Sculpture and Jewelry & Metal Arts: 410 Bush
Motion Pictures & Television: 466 Townsend
2D Animation – Stop Motion: 180 New Montgomery (7th Floor)

Equipment and Facility Reservations:

Reservations to check out equipment and reserve work time in onsite computer labs, studios and workshop facilities are made through WebCheckout via the Onsite Reservations Tile, which is accessible through the Campus Portal. Any questions regarding available facilities and equipment should be directed to webcheckouthelp@academyart.edu.

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.

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.

Academic Calendar

Academic Calendar can be found [here](#).

Employment Policies

2023 – 2024



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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 [Share Point Human Resources Hub](#). 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 415.618.6339 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.

Instructor paychecks (for those who do not have direct deposit) are sent via US mail on each pay date to the address on record in Workday. Employees are paid biweekly on Fridays. If a pay day happens to fall on a federal/banking holiday, checks will be dated and mailed the day before the holiday. Paychecks are mailed directory to employee's address on record. Electronic pay

statements are available in Workday.

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 Chief Academic Officer for the addition of any full-time faculty members to the department. All full-time faculty proposals are carefully reviewed; 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.

Teaching Assignments for Staff Employees

Academy of Art University may permit staff employees to take on an additional job assignment of teaching at the Academy in certain limited circumstances under the guidelines reflected in this Human Resources procedure document.

Full-time Staff Procedures:

Full-time staff working in non-academic departments are not permitted to teach or tutor at the Academy as an additional job assignment. This rule allows full-time staff in non-academic departments to focus their full working time and efforts to their full-time staff position. Classes include, but are not limited to Pre-College Art Experience, Undergraduate, Graduate, EAP Support, and Substitute teaching.

Full-time staff working within an academic department, which includes all Schools, Liberal Arts, Foundations, Academy Resources Center, and Academic Lab Resources, may be permitted to teach one class in a semester on a case-by-case basis with prior approval of the Chief of Staff, Chief Academic Officer, or Vice President of Human Resources.

All requests must be submitted in writing to Human Resources by the Academic Department Director overseeing the class and include the approval of the staff employee's direct manager. Both departments must agree to the request for it to be considered by Human Resources. The written request must also include the business reason and need for the full-time staff employee to teach. Approval or denial of a request is at the sole discretion of Academy of Art University and furthermore, approval of a request for a particular semester is not an indication or expectation of future approval.

Before approving any request to assign additional work to a full-time staff employee, Human Resources will take into consideration available Full-time Faculty within the requesting Academic Department. Approval may be granted in circumstances where the workload and work schedule for the full-time staff position can be adjusted to accommodate the additional teaching and administrative duties for the semester without negatively impacting job performance or customer service. Employees are expected to perform satisfactorily in both positions and may be subject to

disciplinary action, up to and including termination of employment for policy violations while performing in either capacity.

If approved the full-time staff employee will be restricted to working no more than 8 hours per day, 40 hours per week, and no more than six consecutive workdays in a Monday – Sunday week work, in both combined roles. Compensation for the additional teaching job assignment will be established by Human Resources and communicated directly to the full-time staff employee upon approval of the request. The full-time staff employee will continue to be eligible for the same benefits and time-off plans consistent with their full-time staff position.

Part-time Staff Procedures:

Part-time Staff in both academic and non-academic departments, which includes all Schools, Liberal Arts, Foundations, Academy Resources Center, and Academic Lab Resources, may be permitted to teach one class in a semester on a case-by-case basis with prior approval of the Chief of Staff, Chief Academic Officer, or Vice President of Human Resources.

All requests must be submitted in writing to Human Resources by the Academic Department Director overseeing the class and include the approval of the staff employee's direct manager. Both departments must agree to the request for it to be considered by Human Resources. The written request must also include the business reason and need for the part-time staff employee to teach. Approval or denial of a request is at the sole discretion of Academy of Art University and furthermore, approval of a request for a particular semester is not an indication or expectation of future approval.

Before approving any request to assign additional work to a part-time staff employee, Human Resources will take into consideration available Full-time Faculty within the requesting Academic Department. Approval may be granted in circumstances where the workload and work schedule for the part-time staff position can be adjusted to accommodate the additional teaching and administrative duties for the semester without negatively impacting job performance or customer service. Employees are expected to perform satisfactorily in both positions and may be subject to disciplinary action, up to and including termination of employment for policy violations while performing in either capacity.

If approved the part-time staff employee will be restricted to working no more than 8 hours per day, 40 hours per week, and no more than six consecutive workdays in a Monday – Sunday week work, in both combined roles. Compensation for the additional teaching job assignment will be established by Human Resources and communicated directly to the part-time staff employee upon approval of the request. The part-time staff employee will continue to be eligible for the same benefits and time-off plans consistent with their part-time staff position.

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 provide education verification records. In addition, instructors are required to submit a list of any professional organization memberships

Employee Conduct

Performance

Employees are expected to perform their jobs efficiently, effectively, and in accordance with established procedures. Examples of unacceptable performance include:

- Failure to meet quality or other performance standards and deadlines;
- Refusal to work overtime or failing to accept work assignments or working overtime without prior authorization;
- Failing to follow a Manager's directions regarding job duties;
- Failure to treat customers, clients, vendors, or students in an ethical manner while conducting Academy business;
- Failure to follow operating procedures or Academy policies;
- Violation of safety rules;
- Signing contracts on behalf of Academy; Only the President and the Executive Vice President of Finance are authorized to do so.

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 depending on 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, health 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 ensuring 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 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 and for all 7.5 week semesters, course evaluations are only done at the end of the semester.

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.
- 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 themselves 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 the university where favoritism, harassment or any improper conduct might be perceived.

For the purposes of this policy, a personal relationship means a sexual or other intimate 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 at hr@academyart.edu. 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.

Academic Steering Committee Charter

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, Faculty) 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;
 - Provide regular updates to faculty via email and at the annual ASC open meeting;
- 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 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.

2024 Academic Steering Committee Members and Roles:

Bill Maughan (Chair), Director of Illustration
Rachel Platkin (Secretary), Vice President of Institutional Effectiveness
Antonio Borja, Director of Industrial Design
Eileen Everett, Chief Academic Officer
Neil Gilks, Director, School of Fashion
David Goodwine, Chief Academic Innovation Officer/Executive Director School of Game Development and Esports
Fred McHale, Director of Interaction & UI/UX Design
Anna Nelson, Online Director, Fine Art Painting
Karen Seong, Director of Undergraduate Architecture
Melissa Sydeman, Academic Vice President of Entertainment and Broadcast Media
Catherine Tate, Director of 3D Animation and Visual Effects
Nicholas Villarreal, Executive Director of Art Direction, Visual Development and 2D Animation

Additional Departments Represented by ASC Members:

Interior Architecture and Design, Landscape Architecture – Karen Seong
Art History, English for Art Purposes, Liberal Arts, Art Education – Eileen Everett
Foundations, Sculpture, Jewelry and Metal Arts – Anna Nelson
Acting, Music, Motion Pictures and Television, Writing – Melissa Sydeman
Advertising, Graphic Design, Communications and Media Technologies – Fred McHale

Meetings:

The ASC shall meet each month via Zoom 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.

Academic Steering Committee

Sub-Committees and Ad-Hoc Committees Spring 2024

The Academic Steering Committee has the authority to create sub-committees and ad-hoc committees to support its role and responsibilities as the primary body representing the faculty at the Academy. Sub-committees are standing committees that work on one or more projects to be presented for review and approval by the Academic Steering Committee for implementation. Additional sub-committee members may be invited to participate as needed to support specific projects. Additional sub-committee members may be full-time or part-time faculty, online or onsite. In addition, staff members with requisite expertise for the project at hand may be invited to contribute on a sub-committee.

Curriculum Subcommittee

Bill Maughan, Chair (Illustration)
Denise Cottin (Curriculum Systems)
Eileen Everett (Chief Academic Officer)

Technology Subcommittee

Antonio Borja, Co-Chair (Industrial Design)
David Goodwine, Co-Chair (Game Development)
Catherine Tate, Derek Flood (Animation and VFX)
Fred McHale (ADV and IXD)
Nicolas Villarreal (VIS)
Jana Memel (MPT)
Patrick Adsuar (IT)
Tom Collom (IAD)
Michael Sims (PH)
Doron Serban (ARH)
Matthew Perotto (LAN)

Online Academic Subcommittee

William Culpepper (GR) (Chair)
Charles Curtis (Online Education) (Secretary)
Tamara Hubbard (PH)
Charlie Huenergardt (Program Manager)
Jana Memel, Jess Kreuzler (MPT)
Catherine Tate, Michael Raphaelovich (ANM)
Iliana Ricketts (FSH)
Anna Nelson (FA)
David Goodwine, Jason Weesner (GAM)
Leandro Ng (FND)
Fred McHale (ADV and IXD)
Hideki Masuda (IND)
Michael Leitch (LA)

Faculty Subcommittee

Stephen Williams (LA) (Chair)
Sandra Isla (GR) (Secretary)
Melissa Sydeman (AVP) ASC Liaison
Timothy Archibald (PH)
Taylor Broussard (LAN)
Debra Sampson (Library)
Sameena Sitabkhan (ARH)
Walter Thoma (EAP)
Jesse Mangerson (FA)
Michael Raphaelovich (ANM)
Andrea Skillings (FSH)