COLLEGE *for* Creative STUDIES

New Faculty Start-Up Guide

2021-2022

The Hagopian 31st Annual Student Award Winning Rug Design by Marziehsadat (Mahsa) Banadaki, Graduate Studies.

College for Creative Studies Mission Statement

The mission of the College for Creative Studies asserts that we embrace excellence, ethical action, and social responsibility in all aspects in the practice of art, design, and scholarship. To adequately support this mission, CCS must preserve freedom of expression in all its forms.

Graduate Color and Materials Design Adjunct Instructor Karen Lee's work, Macaroni for Every Being (2019).

Institutional Learning Outcomes

CCS graduates will be able to:
- THINK: Demonstrate critical thinking characterized by experimentation, inquiry and theoretically informed social, cultural and historical awareness.
- CREATE: Synthesize knowledge and skills in the conceptualization and realization of creative expression.
- COMMUNICATE: Articulate ideas and visual concepts in writing, presentations, and professional practice.
- INNOVATE: Frame visionary responses to evolving social, cultural, and economic needs and opportunities.
- CONNECT: Engage as responsible and ethical citizens of diverse, local, global and professional communities.
- LEAD: Demonstrate leadership through appropriate research, methods, design and professional conduct.

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Welcome from the Office of Academic Affairs

Welcome to the College for Creative Studies! We are pleased to provide you with this introductory information to help you successfully navigate your first days at the College. If you have any questions not addressed here, please contact your Program Manager, who is your "go to" person for everything you may need.

This guide will provide you with information about our campus facilities, CCS policies, classroom and department expectations, communication channels, and support services.

College Locations

CCS has two locations – the Walter and Josephine Ford campus (main campus) and the A. Alfred Taubman Center for Design Education. Your classes may be scheduled at either location. CCS runs a shuttle service between the two locations for your convenience.

The Ford campus is located at 201 East Kirby Street, Detroit, MI 48202. The following departments have their main offices at the Ford Campus: Art Education, Crafts, Entertainment Arts, Fine Arts, Foundation, Liberal Arts, Photography, and Illustration. Most of the College's shops are located on this campus.

The Taubman Center is located approximately a mile north of the main campus at 460 West Baltimore Avenue, Detroit, MI 48202. It houses Advertising Design, Communication Design, Fashion Accessories Design, Interior Design, Product Design, Transportation Design and the Graduate Programs in Color and Materials Design, Integrated Design, Interaction Design, and Transportation Design. In addition, the Office of Academic Affairs and CCS's main fabrication lab are found at this location.

❖ Maps of both locations can be found at the end of this guide.

Building Access

Access to campus buildings varies from building to building. To maintain a safe campus environment, all employees must have their campus ID visible at all times. After posted building hours, it is necessary to sign in and out at the security desk or office. Please check the CCS Campus Offices page for a detailed list of building and facility hours.

CCS SmART Card

All employees are required to have an Employee Identification (SmART) card. The ID cards can be obtained from the Campus Safety and Security Office located in the Kresge-Ford Building or on the 1st floor of the Taubman Center. Employee ID cards must be visible at all times and are required to access parking structures, various areas on the Ford campus, and elevators, as well as other areas within the Taubman Center.

Parking

All employees have free parking available to them in the CCS parking structures located on Brush Street (Ford campus) or Baltimore Street (Taubman Center). To access parking, all employees are required to have a parking hangtag, which can be obtained from the Campus Safety and Security Office at either the Ford or Taubman location. You will need your SmART Card to enter and to exit either parking structure.

24-Hour Computer Labs

CCS has two 24-Hour Computer Labs, one located on the 2nd floor of the Kresge-Ford Building and the other on the 6th floor of the Taubman Center. Each lab has Mac and PC computers, scanners, and black and white and color printers. Each lab has the major software that is used in each of the College's programs.

Campus Galleries

CCS provides three on-campus galleries. The Center Galleries are located on the 1st floor of the Manoogian Visual Resource Center, adjacent to the Library. The gallery hosts exhibitions of professional artists and designers. The building also houses the Student Showcase gallery; the Alumni, Faculty, and Staff gallery; and the Permanent Collection gallery.

The student-operated gallery, U245, is located on the 1st floor of the Art Center Building. A student director curates all shows in U245 and students from every department are encouraged to submit exhibition proposals.

The Valade Family Gallery at the Taubman Center is available for alumni, faculty, student, and professional artist exhibitions.

CCS Policies for Faculty and Staff

All CCS faculty are expected to conduct themselves in a professional manner in relation to their students, other CCS employees, and to the public and are governed by the policies and expectations detailed in the Faculty Handbook: https://forms.collegeforcreativestudies.edu/faculty-handbook/

CCS is committed to providing equal opportunity for all students and employees regardless of age, race, religion, color, national or ethnic origin, sex, sexual orientation, gender identity, marital status, disability, or any other characteristic protected by law. Discrimination of any kind is strictly prohibited.

The College also maintains a comprehensive Policy Database of established policies that govern the College.   Below is a list of the policies with which you need to be most familiar as you get started at CCS. The full Policy Database can be accessed here: https://policy.collegeforcreativestudies.edu/

Academic Honesty and Plagiarism
https://policy.collegeforcreativestudies.edu/documents/academic-honesty-plagiarism/

Alcohol and Other Drug Policy
https://policy.collegeforcreativestudies.edu/documents/alcohol-and-other-drug-policy-for-students-faculty-and-staff/

Code of Student Conduct
https://policy.collegeforcreativestudies.edu/documents/code-of-student-conduct

Family Educational Rights and Privacy Act (FERPA)
https://policy.collegeforcreativestudies.edu/documents/family-educational-rights-and-privacy-act-ferpa/

Field Trips
https://policy.collegeforcreativestudies.edu/documents/field-trips/

Monitoring Student Attendance
https://policy.collegeforcreativestudies.edu/documents/monitoring-student-attendance/

Policy on Sexual Harassment and Misconduct
https://policy.collegeforcreativestudies.edu/documents/policy-on-sexual-misconduct-updated-july-2016/

Privacy and Security Policy
https://policy.collegeforcreativestudies.edu/documents/information-security-plan/

Smoking Policy
https://policy.collegeforcreativestudies.edu/documents/smoking-policy/

Weapons Policy
https://policy.collegeforcreativestudies.edu/documents/weapons-drugs-or-dangerous-items/

Day-to-Day Information and Protocols

Department Organization

Program Manager

Your Program Manager is your best source of information within the Department. The Program Manager will provide direction and guidance on issues such as field trip requirements, arranging for substitutes, textbook orders, scheduling visiting artists, scheduling classes, room changes, technology or facility needs, and student issues. They act as the main communication conduit for the department. ***Please note: DAs are not required or expected to type exams or syllabi, make photocopies, or monitor classes for faculty.***

Department Chair

The Chair provides leadership and direction to the Department and is the faculty member's primary resource regarding College expectations. The Chair is available to faculty who need assistance in the classroom, guidance in dealing with student situations, or to share ideas on how to improve a course or the curriculum. Chairs perform annual evaluations of all full-time and adjunct faculty in their departments.

❖ An overview of the Department Chair role and responsibilities is provided at the end of this section.

Academic Calendar

The College operates on a semester basis. The Fall semester is 15 weeks. The Winter semester is 16 weeks (not including Spring Break) as it includes Review Week during which time annual departmental student reviews occur. There are no classes scheduled during Review Week, but all students must be in attendance. Student art work to be included in the year-end student exhibition is usually selected as part of the review process. The academic year officially ends with Commencement on the second Thursday in May, followed the next day by the Student Exhibition Opening (SEO). The Summer semester is eight weeks and typically begins in mid-June and ends early August.

The academic calendar is published on the Campus Offices Page and in the graduate and undergraduate course catalogs. A copy of the current semester academic calendar is also included at the end of this Guide.

Payroll

Pay is disbursed on the 15th and last day of each month. Adjunct faculty receive six payroll deposits in the Fall semester, and eight pays in the Winter semester. Employees may elect to be paid via direct deposit or Aline debit card (on a rare occasion); physical checks are not issued. Pay cannot be processed until the appropriate human resources forms are completed.   Faculty can view their payroll information by logging into WebAdvisor and clicking on the Employees Menu link. For questions about Payroll, please contact the Payroll Coordinator at 313-664-7435.

Emergency Closings/Class Cancellations

In the event it is necessary to close due to severe weather conditions or any other emergency, the following procedures for notification are followed:

The decision to cancel DAY (8:30 a.m.-3:30 p.m.) classes will be made by 6:00 a.m. Faculty may call 313-664-7400 after 7:00 a.m. or listen to WWJ (950AM) News Radio or other local radio/TV stations to be informed of any closures.

The decision to cancel EVENING (4:00 p.m.-10:00 p.m.) classes will be made by 2:00 p.m. Faculty should call 313-664-7400 for the official announcement or listen to the local news as noted above.

The College for Creative Studies provides a campus-wide emergency alert system to its students, staff, and faculty. Those who sign up will be notified of closures or emergency situations via email and/or text message. For instructions on how to sign up, please go to the CCS Applications Page and click on Campus Alerts.

Course Cancellations

On occasion, low enrollment in courses may result in course cancellation. This typically occurs no later than the week before the semester is scheduled to begin. If a class is cancelled, the Department Chair or Program Manager will inform the faculty member of the cancellation as soon as possible.

Required Student Workload for Credit Courses

Most classes offered at CCS award three credit hours upon successful completion, hence an average of at least nine hours per week of classroom and outside work, totaling 135 hours in a 15-week semester, is expected. For studio courses, three credit hours represents six hours of class time with an average of at least three hours of work outside of class each week. For lecture classes, including Liberal Arts, three credit hours represents three hours of class time with an average of at least six hours of work outside of class each week. Workloads may vary from class to class, depending upon the period during the semester, but students should expect to commit to an average of at least nine hours of classroom and outside work per week for every three credit hour class taken.

During a 15- or 16-week semester, students enrolled in a three credit hour independent study or a three credit fully online course are expected to commit to at least nine hours of work per week or 135 hours. Summer courses that are offered in a condensed term are scheduled to have the same number of classroom hours as a lecture or studio class of equal credit would have over a 15-week semester. Likewise the weekly expectation of outside of class work is adjusted so that the classroom and outside work totals at least 135 hours.

Class Meeting Time

Faculty are expected to start classes on time and to be present for the full scheduled time of class. If faculty know they will be more than 15 minutes late, they should call the Program Manager and ask him/her to inform the class of an expected arrival time. Students should be given a 20-minute break for every 3 hours a class meets.

Change of Class Day, Time, or Room

Faculty members may not change the day, time, or room assignment for classes. Classes must be held in the room in which they are assigned. Any and all changes of class meeting time or location must be approved by the Department Chair and facilitated by the Program Manager. Faculty may not do this on their own.

Faculty Absences

Faculty who cannot meet a class for valid reasons must contact the Department Chair or the Program Manager, as well as make all determined efforts to provide each student with as much advance notice as is realistically feasible, i.e. communicate with students via email or Canvas. In the event of prior knowledge of a valid absence, faculty should immediately contact their Program Manager, who will facilitate making the arrangements for a substitute. Faculty are NOT to make their own arrangements with associates outside of CCS.

If an adjunct instructor requires a substitute, the prorated amount for the missed class will be taken from their pay. Full-time faculty do not lose pay when they miss a class, nor are they paid when they offer their services as substitute instructors.

Field Trip Arrangements

Field trips should be planned in such a way to ensure that attending does not cause a student to miss a subsequent class because of travel time.

Due to liability reasons, faculty cannot transport students without the proper clearance from the Director of Campus Safety and Security. Students should be responsible for making their own arrangements to meet at the predetermined off-campus location. All off-campus meetings or field trips must be cleared through the department.

Field trips to a special exhibit or out of town can be exceptional educational experiences, but because of the time and cost involved they cannot be mandatory. In addition, students who do not participate should not be penalized. Before planning a field trip, be sure to be completely familiar with the CCS Field Trip Policy found here: **https://policy.collegeforcreativestudies.edu/documents/field-trips/**. Contact your Program Manager for help in arranging field trips.

> ***Field Trip Waiver forms must be completed by all students in the class prior to participating in any field trip. Please contact the Department Administrator for the appropriate form.***

Academic Advising and Registration

Academic Advising and Registration assists students with course selection, registration and/or assistance and guidance with the registration process and refers students to the Student Success Center. Registration Staff also assist with adding program minors, verifying enrollment, providing copies of transcripts, and degree audits. The Registrar is responsible for creating the college catalog, distributing the class rosters, tracking room assignments, and ensuring that graduation requirements are met. All grades are submitted to the Registrar via WebAdvisor at mid-term and at the end of each semester.

Academic advisors help students develop educational plans and provide direction to help them achieve their educational goals. Faculty are encouraged to contact the academic advisor assigned to their department with any questions or concerns about a student's academic progress or plans.

Center for Tutoring and Writing

The Center for Tutoring and Writing (CTW) provides one-on-one academic support for all CCS students. Staffed by higher-education professionals and 20 faculty-recommended peer tutors, the CTW assists students with ALL assignments in Foundations, Liberal Arts, and majors while helping students develop individualized strategies for achievement.

Faculty may refer and/or encourage students who are challenged in their classes to visit the CTW. All student participation is on a voluntary basis. Students may request an appointment with the full-time staff or find tutor schedules on the CTW campus office page, or email ctw@collegeforcreativestudies.edu for more information.

Personal Counseling Services and Support Groups

The Wellness and Counseling Center provides professional support to students for private issues that may or may not be related to academic concerns. Master's level, licensed, professional counselors are available to provide counseling services to students.

If faculty have concerns about a student, they may refer the student to the Wellness and Counseling Center either by asking the student to seek assistance or by asking the Counseling Center to seek out the student. Counselors are also available to consult with faculty regarding concerns or problematic situations.

Student Life

The Student Life Office handles all student-related disciplinary action. Faculty should report any student whom they believe has violated the Code of Student Conduct (see CCS Policies above) to the Director of Student Life at 313.664.7676 or the Dean of Students at 313.664.7675.

Communication Policies

Your CCS Email

All employees and students receive a CCS email address. CCS frequently communicates information to faculty, staff, and students via our Google email system. It is mandatory that all CCS employees use the College's email system, especially when communicating with students. Faculty must respond to student email within 48 hours. For assistance with forwarding your CCS email to your personal account, please contact Academic Technologies at 313.664.1500.

Your CCS Calendar

It is mandatory that all full-time faculty and staff update their CCS Google calendars regularly; adjunct instructors are strongly encouraged to do so. All College appointments are to be scheduled through the Google calendar function, hence a person's availability to attend scheduled meetings is judged by what is reflected on the calendar.

Mailbox

All faculty are provided with a mailbox within their home department and should remember to check the mailbox on a regular basis.

Office Telephone and Computer

All faculty, whether full-time or adjunct, have a telephone extension or access to a phone, computer, printer, and copier/scanner within their department. Necessary copying should be done in your home department.

Canvas

Canvas serves as both the campus portal and the course management system at CCS. The portal provides access to up-to-date campus information, campus resources, and CCS administrative services through a single interface.

Program Managers use Canvas to communicate important messages to students and faculty. Each department has a home page on Canvas that should be checked regularly by all faculty and students assigned to the department.

All faculty are required to use Canvas as a supplement to their courses. Online courses are administered via Canvas.

Canvas enables faculty to easily make the course syllabus available online, post announcements, offer supplemental materials, and encourage out-of-class interaction. Faculty are required to use the Canvas gradebook, an online grading module, so students can track their progress throughout a course.

For questions on the use of Canvas, please contact the Information Technology Services at 313-664-7668.

CCS HelpDesk

The CCS HelpDesk provides the CCS community with support for campus computers, wireless, campus-owned software, password issues, email, phones, and copiers.

- Monday – Friday, 8:30 AM – 4:30 PM for all issues: Call 313-664-7818
- After hours and Saturday **for classroom issues ONLY**: call 313-664- 7647
- Anytime: Submit a HelpDesk ticket at **www.helpdesk.collegeforcreativestudies.edu**
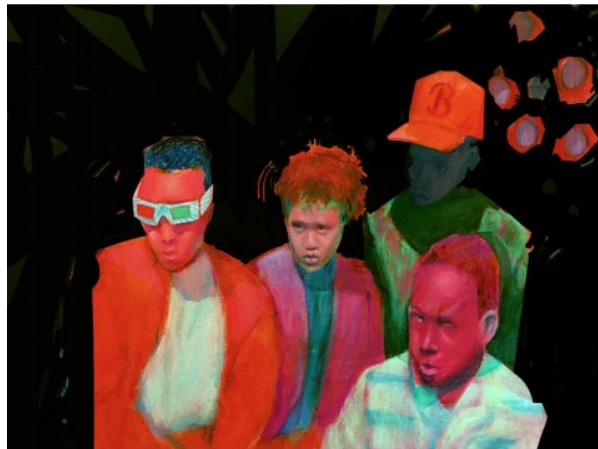
Faculty Responsibilities & Teaching Expectations

FERPA – The Family Educational Rights and Privacy Act

The *Family Educational Rights and Privacy Act of 1974* helps protect the privacy of student education records. The *Act* provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The *Act* applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

The College requires all employees to comply with every aspect of the Family Educational Rights and Privacy Act. Below are the key points of FERPA to keep in mind. You can access the full policy in the CCS Policy Database: **https://policy.collegeforcreativestudies.edu/documents/family-educational-rights-and-privacy-act-ferpa/**

1. FERPA covers privacy related to grades and includes test scores, comments, evaluations and similar assessments about a student, maintained by an instructor, counselor or any other school official.
2. FERPA prohibits any person connected with the institution--including administrators and faculty--from improperly disclosing student information.
3. Students may authorize the release of their educational records through written documentation – but only the student has the exclusive right to decide whether or not to authorize the release
4. Students must sign an authorization form, even when disclosing their educational record to their parents.

Access and privacy of a student's educational records continues even after they graduate or leave the institution.

Grading Practices

The College uses a standard A through F grading system. Other possible grades for a course include an "I" (Incomplete), a "W" (withdrawal), a "WN" (late withdrawal), or "WF" (stopped attending course without official withdrawal).

A grade of Incomplete should only be assigned if there are extenuating circumstances and the student is unable to complete a portion of their course work. Incomplete and Grade Change forms are available through the Program Manager. Students who have failed to turn in course work regularly throughout the semester should not be given an Incomplete. Students have one semester (excluding the summer semester) to complete course work if they are assigned an Incomplete. If outstanding course work is not completed by that time, the "I" grade is changed to an "F." Students may obtain written permission to extend the Incomplete for one additional semester. If the course work is not completed during the extension period, the grade is changed to an "F."

"W", "WN", and "WF" grades are assigned by the Registrar upon withdrawal from a course. Students who withdraw from a course(s) before the end of the 4th week of class receive a grade of "W." Students who withdraw from a course(s) after the 4th week of class receive a grade of "WN." The "WF" grade is counted in the student's grade point average calculation like an "F" grade. Students that receive a "WF" grade for all classes in a semester will be completely withdrawn from CCS effective on the last date of attendance. "WF" grades may affect grade point average and satisfactory academic progress. No withdrawals are permitted after the 12th week of class. Students who withdraw from a course are automatically removed from the Canvas course site.

Midterm grades are due at the end of the 7th week of the semester. The purpose of mid-term grades is to give students an idea of how they are progressing in the course; they are not part of their permanent record. Faculty need to keep students updated on their progress in class in a timely manner by inputting grades into Canvas and

submitting midterm and final grades into WebAdvisor. ***Incomplete or Withdrawal grades are not accepted for mid-term submission.***

Final grades are due after the 15th week of the semester.

> **Grades must be submitted via WebAdvisor by the scheduled due date. Grades cannot be submitted via telephone.**

Academic Alert Referral System

CCS has an Academic Alert Referral process to help students who may need additional support with their academic progress. An instructor may submit an Academic Alert Referral form for any student in order to address an academic concern. Students about whom there is a concern should be identified before mid-semester if at all possible. When a referral is submitted the appropriate support service office for follow up with the student. An update will be sent to the instructor confirming the status of the referral. The Academic Alert Referral form can be found as a link on the campus page for academic advising and registration under faculty resources. Or you may go directly to the Academic Alert Referral URL: https://campus.collegeforcreativestudies.edu/student-affairs/academic-alert-referral/form-academic-alert-referral/

Institutional Attendance Policy

Faculty are required to accurately record attendance for the first week of classes and for Veteran students that are enrolled in their classes.

> **Regular class attendance is essential for learning and academic success. Students are expected to attend all class meetings, on time and for the full duration, and be prepared to work on that day's assignment. Faculty are responsible for establishing an attendance policy for each of their classes and for outlining that policy on the course syllabus. Students are responsible for knowing the attendance policy for their class and adhering to those requirements. Exceptions to an instructor's policy should be discussed with that instructor.**
>
> **CCS students using veterans' benefits will have attendance monitored throughout the semester for reporting purposes to the**

Recording Student Attendance

CCS must record and monitor student attendance during the first week of classes to document that a student actually began attendance in all classes that contributed to the enrollment status of that student.

In order to meet this requirement and follow the U.S. Department of Education regulations, faculty must record attendance during each class period and Academic Affairs must monitor attendance records every day for the first seven days of the semester. This requirement applies to all classes on campus, online, internships, or independent study.

Recording Procedure

For each class period for the first week of the semester**:**

- Faculty must record each student's attendance during or immediately following each class period
- If the student is present, they must be marked present
- Excused and unexcused absences must be included
- Tardies must be included

Attendance in Online classes, Internships, and Independent Study Courses

Online Classes

Per federal regulation, one of the following academically related activities must occur, during the first-class session, for the student to have "attended" an online course:

- Submitting an academic assignment
- Submitting an exam
- Participating in an interactive tutorial or computer-assisted instruction
- Posting in an online study group that is assigned by the institution
- Posting in an online discussion about academic matters
- Sending an e-mail from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course

Internships

Within the first week of the semester, the Career Development Office will verify that the student reported to the internship supervisor.

Independent Study

The faculty member will use the attendance roster to indicate that they met with the student during the first week of the semester.

For more information on attendance and meeting compliance requirements, faculty can refer to the CCS policy for monitoring attendance: https://policy.collegeforcreativestudies.edu/documents/monitoring-student-attendance/

Texts/Materials Ordering from the CCS Bookstore

The CCS bookstore is able to order textbooks prior to the start of each semester. Textbooks must be ordered in March for both the summer and fall semesters and in October for the winter semester. Some departments order all textbooks on behalf of the faculty, so please check with your Program Manager before placing an order.

The College strictly adheres to all copyright laws. Books may be put on reserve in the Library as an additional resource.

> **Duplicating or allowing for the duplication of portions of a textbook as a substitute for purchasing the book is prohibited**.

Accessing Academic Facilities (Shops) Access for your Class

If it is anticipated that access to the College's shops will be needed in the course of a class, coordination must take place prior to the start of the semester to ensure space availability. As can be expected, facility usage increases dramatically at the end of each semester. It is also necessary that shop staff are aware of the project(s) planned so that they might ready the needed materials.

Faculty should work with the Program Manager to coordinate shop access and materials ordering. Faculty who wish to have their class work in the shops must accompany and supervise the class in the shop. Department approval is necessary for any materials ordered as the department budget is impacted. Faculty must undergo shop orientation and safety training in order to use the shop and supervise students in the shop(s). To schedule an orientation and training session, please contact the Director of Academic Facilities at 313-664-7485.

Studio/Facilities Maintenance

It is the responsibility of every employee to maintain the College's facilities. Faculty are expected to monitor their class's activities to be sure that damage does not occur in any College space. At the end of each class session, faculty should make sure students clean up the workspace/studio to ensure it is ready for the next class.

Scheduling Independent Studies and Internships

Students who wish to enroll in an Independent Study course or an Internship must contact the faculty member with whom they wish to study and the Department Chair. Eligibility criteria for each course is listed in the course catalog. Adjunct faculty who decide to teach an Independent Study course receive a modest stipend. Full-time faculty supervise Independent Study courses as part of their contractual duties and do not receive additional compensation. Only full-time faculty may supervise Internships.

Faculty Department Role

Evaluation
Newly-hired faculty will receive classroom observations twice during their first semester teaching at CCS--once prior to week 8, and then again at the end of the semester. Evaluations will also be completed for any faculty with poor student course evaluations and/or any other issue affecting classroom performance. Student Course Evaluations are administered at the end of each semester, and faculty have access to review their own results after the semester grade submission deadline.

Office Hours
Faculty must post office hours for each 3-credit course. Virtual (online) office hours are permitted for adjunct instructors.

Student Mentoring
All full-time faculty serve as mentors to provide academic and professional advice to students in their department. Adjunct faculty can volunteer to serve as faculty mentors. Your Chair can talk with you about the details of your responsibilities as a mentor.

Service Opportunities
As a faculty member, there are several opportunities to participate in College service including Faculty Assembly, the end of the year Student Show, and Strategic Planning. Your Chair will be talking with you further about all the opportunities available to you.

❖ An overview of full-time and adjunct faculty roles and responsibilities is provided at the end of this section.