

College for Creative Studies

**HANDBOOK FOR
FULL-TIME FACULTY**

Approved by the Board of Trustees
updated December, 2001

updated June, 2009

INTRODUCTION

This handbook for full-time faculty provides information on the resources, policies and procedures of the College for Creative Studies. It focuses on academic activities and faculty members' employment relationship with CCS and does not include many administrative policies and procedures that are less germane to the College's educational mission. That mission is realized and upheld through the work of the faculty. The faculty's dedication to CCS's students, to high standards of teaching and creative work, and to the continual strengthening of the educational program give character and quality to CCS as a place of learning. This handbook is intended to assist faculty in fulfilling their responsibilities and achieving the best for our students.

The contents of this handbook have been approved by the Board of Trustees. CCS's policies are in accord with Federal and Michigan employment law, and the policies in this handbook will be interpreted consistent with those obligations. Policies and procedures may change from time to time. We will do our best to communicate changes in a timely manner.

Open communication is the key to maintaining good working relationships among faculty and administrators. If you have questions or concerns about any part of this handbook or any aspect of your employment at CCS, please speak with your department chair or the appropriate administrator. Wide availability of information and candid discussion of problems will make CCS a better place in which to work and to learn.

SECTION 1
HISTORY, MISSION, AND ACCREDITATION

1. History, Mission, and Accreditation

1.1 History of the College for Creative Studies

The College for Creative Studies began in 1906 as the Detroit Society of Arts and Crafts. Its founders included the Society's first president and principal benefactor, George Gough Booth, head of the Detroit News and a manufacturer of ornamental iron; architect William B. Stratton; Pewabic Pottery founders Mary Chase Perry Stratton and Horace Caulkins; and other prominent Detroiters. The Society's original purpose was "to encourage good and beautiful work as applied to useful service."

Through the generosity of Detroit business and industry, including Charles Lang Freer, owner of Penninsular Car Works, the Society opened the Detroit School of Design in November 1911 and offered courses in basic design, drawing, wood carving and architecture. Saturday morning art classes were provided for talented children. The Detroit School of Design closed in 1918, but the classes for children continue to the present day.

On property donated by George Gough Booth, in 1915 the Detroit Society of Arts and Crafts moved into a building on Watson Street, designed for the Society in the English Arts and Crafts style, by Detroit architects H. J. Maxwell Grylls, Albert Kahn and William B. Stratton. Watson Street facilities included a main building with office and galleries. Instruction was given in drawing and painting, metals, textiles and sculpture, interior decoration, costume design and illustration.

In 1926 the Detroit Society of Arts and Crafts formally established its art school as a four-year, certificate-granting institution, becoming the first American arts and crafts organization to operate its own educational institution.

Combining a school with a gallery was part of the Watson Street tradition. Robert Tannahill, a Detroit leader deeply committed to the Detroit Society of Arts and Crafts, devoted his efforts to organizing world-class exhibits. During the early 1930's, the first exhibit of contemporary art showed works by American artists John Marin, Charles Demuth and Georgia O'Keeffe. The next exhibit featured Cezanne, van Gogh, Matisse, Rodin, Renoir and Monet. In 1932, the Society's gallery honored Diego Rivera with his first comprehensive showing. Rivera was working on his now famous murals at the Detroit Institute of Arts. During the 1940's works by Picasso, Braque and Klee hung on the gallery walls of the Society.

In 1956, during the Fiftieth Anniversary of the Society, the Board of Trustees decided to move the School to its present location in the Detroit Cultural Center. In fall 1958, the School moved to a new building at 245 East Kirby designed by Minoru Yamasaki. The move and construction of the new building were led by Walter B. Ford II, who chaired the institution's Board of Trustees for three decades. The original stone lintel, still in place over the building entrance, reads "Arts and Crafts". Thus the traditional founding of the School as the Detroit Society of Arts and Crafts was acknowledged and respected, preserving its historic identity and maintaining its institutional integrity.

The years following the move to the Detroit Cultural Center were filled with the rapid expansion of programs and enrollment. In 1962 the Michigan Department of Education authorized granting a Bachelor of Fine Arts (BFA) degree in Industrial Design. In 1970 the Michigan Department of Education authorized the school to grant BFA degrees in painting, sculpture, ceramics, metalcraft, advertising design and photography, and provisional accreditation was granted by the National Association of Schools of Art and Design (NASAD). In 1973 unrestricted BFA granting authority from the Michigan Department of Education resulted in three additional areas of concentration: glass, weaving and graphic arts. That same year the College became a candidate for accreditation by the North Central Association of Colleges and Schools. In 1977 full accreditation was granted by NCA.

During all those years of expansion, between 1959 and 1975, the School was operated out of the Yamasaki Building and a dozen old houses and garages. Faculty and students had to improvise until a new structure, the Kresge-Ford Fine Arts and Design Arts Building, designed by architects William Kessler and Associates of Detroit, was completed in February 1975. Concurrent with the opening of the new building, a new name was adopted by the institution: Center for Creative Studies-College of Art and Design. The name reflected future plans for integrating the visual, literary and performing arts on one campus. As a means towards partially achieving that vision, in 1984 the College affiliated with the Detroit Community Music School, which became the Institute of Music and Dance, under the umbrella of the Center for Creative Studies. IMD was fully merged into CCS in 1989.

In 1983, CCS acquired the Art Centre Building, a 13-story apartment building adjacent to the Yamasaki Building. This was gradually converted into the College's residence hall, the first time in its history that CCS was able to offer on-campus student housing operated by the institution.

In the mid-1990's, CCS began a new phase of strategic planning for the future. This activity led to the creation of a campus master plan to address growing enrollment, changes in the disciplines taught at the College, and program diversification. In 1997, the institution acquired from the City of Detroit the building and property of the Museum of African American History, which was contiguous with CCS's property. The building was converted into the Academic Resource Center, now known as the Manoogian Visual Resource Center. In 1999, a 650-car parking structure was completed; and ground was broken for the construction of the 102,000 square foot Walter B. Ford II Building, which opened in fall, 2001. Work was also completed in 2001 on the restoration and linkage of two historic homes on Ferry Avenue, immediately north of the Art Centre Building, to house administrative offices.

In the course of the strategic planning efforts, a decision was made to refocus the institution's efforts solely on the visual arts. A new home was sought for the Institute of Music and Dance; and in 2000, the school moved to Marygrove College where it continues to offer music and dance instruction to the community. At the same time, CCS affirmed its intention to expand its community outreach in the visual arts; and in 2001, it established the office of Community Arts Partnerships to pursue collaborations with community organizations to offer art and design education to inner-city youth.

In 2001, after an extensive marketing study, the Board of Trustees decided to change the institution's name to the College for Creative Studies. Research had shown that the public did not broadly understand that CCS is an accredited, degree-granting college. The Board agreed that it would be advantageous to the College's future development to clarify CCS's identity. The name change became effective on July 1, 2001.

In summer, 2005, the College's ambition to have a genuine campus, as envisioned in the master plan, was realized with the complete re-landscaping of its central quadrangle and the installation of the Josephine F. Ford Sculpture Garden. The Sculpture Garden is a collaboration between CCS and the Detroit Institute of Arts, with works from the DIA collection being displayed on the College's grounds.

In June, 2006, the College acquired the building that housed the Fritz Funeral Home on Ferry Street, adjacent to the College's other Ferry Street structures. The new acquisition is also being used for administrative offices.

1.2 Mission, Goals, and Objectives

1.2.1 Mission Statement – approved December 15, 2004

The College's mission statement is as follows:

The College for Creative Studies nurtures the creativity that is vital to the enrichment of modern culture. The College educates visual artists and designers, knowledgeable in varied fields, who will be leaders in creative professions that shape society and advance economic growth. The College fosters students' resolve to pursue excellence, act ethically, embrace their responsibilities as citizens of diverse local and global communities, and learn throughout their lives. The College engages in community service by offering opportunities for artistic enrichment and opening career pathways to talented individuals of all ages.

1.2.2 Goals of the Bachelor of Fine Arts

A list of 11 goals of the BFA program has been affirmed by the College community. The goals of the BFA program are to develop in students:

1. Proficiency in the student's chosen media and an in-depth knowledge of their chosen area(s) of specialization.
2. The ability to make valid assessments of artistic and design quality.
3. The ability to utilize both critical thinking skills in their work and in their evaluation of others.

4. The ability to use words to receive and express ideas.
5. The ability to recognize, comprehend and apply basic design principles, concepts and terminology in their own work and in the analysis of the work of others.
6. Skill in drawing that is sufficient to communicate visually their ideas appropriately for their specialization.
7. A broad knowledge of the history of art as a product of culture and an appreciation of the relevance of history to contemporary practice.
8. An understanding of other major areas of human achievement and thinking which underlie the historical development of these disciplines.
9. An understanding of the citizenship responsibilities inherent in their professions.
10. Awareness of the necessity for flexibility, continued learning and self-actualization.
11. Knowledge of current technological developments applicable to their chosen disciplines.

1.2.3 Objectives of the Bachelor of Fine Arts

1. To provide a comprehensive foundation experience that serves all majors.
2. To provide a sequence of major courses and the opportunity and requirement to concentrate in a selected discipline.
3. To develop the ability to conduct visual analysis.
4. To complement the ability to conduct visual analysis with the ability to think conceptually. Through the intermediate level, assigned projects, both visual and writing, require increasingly more difficult problem solving. At the advanced level, the requirement for more intuitive and conceptual problem-solving occurs. Throughout this process, the student is confronted with self-evaluation, faculty evaluation and criticism, and peer criticism.
5. To provide a component of critical thinking in art history and liberal arts through written and oral presentations and to support this experience in the studios through critiques and class presentations.
6. To require a “Capstone” paper from all graduating seniors.
7. To provide an introduction to the history of art that integrates the object with the artist, the patron, and the general history of the period.

8. To offer a distribution of courses in literature, history, philosophy, social science and natural science and to support their importance in the studio environment.
9. To emphasize in both the studio and classroom the contemporary issues of plagiarism and copyright.
10. To support individual expression and through self evaluation, peer evaluation and mentor evaluation, support the necessity for growth and development.
11. To provide new and traditional technology in Foundation and as appropriate to each major.

1.3 Accreditation

The College is an accredited institutional member of the National Association of Schools of Art and Design (NASAD) and is accredited by the North Central Association of Colleges and Schools (NCA).

SECTION 2
ORGANIZATION

2. Organization

2.1 Legal Organization

The College for Creative Studies is a Michigan non-profit corporation. CCS is an educational institution as described in section 501(c)(3) of the Internal Revenue code. CCS is authorized by the Michigan Department of Education to grant undergraduate and graduate degrees.

2.2 Table of Organization

(See appendix A.)

2.3 Board of Trustees

The Board of Trustees is the legal governing body of the College for Creative Studies and its final institutional authority. The Board's responsibilities include policy-making, stewardship of the institution's financial and physical resources, appointment and supervision of the institution's chief executive officer, long-range planning, and representation of the institution to external communities. It delegates day-to-day management of the institution to the President.

The full Board ordinarily meets four times a year. Much of the Board's work is conducted through its committees, which include the Executive; Academic Planning; Facilities; Finance, Audit and Investment; Development and Marketing; and Nominating Committees. The Executive Committee meets about five times a year, and the other committees meet two to four times each year.

2.4 Administration

2.4.1 President

As chief executive officer of the institution, the President is responsible for carrying out the mission and goals of the College. He supervises and directs the affairs of the College through its staff, and assures that the standards and procedures used by the institution conform to the policies established by the Board of Trustees. The President is responsible for the preservation of existing institutional resources and the creation of new resources and is the chief spokesperson and representative of the College, working for public understanding and recognition. Reporting to the President are the Dean of the College, vice president for administration and finance, vice president for institutional advancement, dean of enrollment services, director of community arts partnerships, and the assistant secretary of the Board who is also the President's executive assistant.

2.4.2 Dean of the College

The Dean of the College is the chief academic officer of the College responsible for the conduct, supervision and development of all educational programs, and for ensuring quality academic standards and compliance with accreditation guidelines and standards. The following areas report to the Dean: Office of Academic Affairs, Academic Departments, Director of the Library, Director of the Academic Advising Center & Counseling Center, Director of Multicultural Affairs, Director of Center Galleries, Director of Continuing Education and Director of Exhibit Services. The Dean convenes regular meetings with the academic department chairs and directors of academic support services. Throughout this handbook, the word “Dean”, unless otherwise noted, refers to the Dean of the College.

2.4.3 Vice President for Administration and Finance

The Vice President for Administration and Finance is responsible for the day-to-day financial and administrative operation of the College and oversees the offices of business services, human resources, campus safety and security, facilities and administrative services and information technology services. The Vice President oversees the preparation of the annual budget, working closely with the chairs of academic departments, the faculty-staff budget committee, and other administrative department directors in the development of the budget. The Vice President is also responsible for ensuring that all departments follow, and are in compliance with, the budget approved by the Board of Trustees. This responsibility includes approving purchase requisitions before purchases may be made by any budget director (academic or administrative), obtaining appropriate approvals from the President and/or Board for deviations from budget, and generally providing answers to financial questions. All building, equipment and maintenance issues also fall within the responsibilities of the Vice President. These include operational concerns as well as major facility projects.

2.4.4 Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for augmenting the College’s financial resources and promoting awareness and understanding of the College in the wider community. The Vice President works closely with the Board of Trustees and the President as well as other senior administration and faculty. Functions reporting to the Vice President include annual giving, major gifts, corporate and foundation relations, government grants, capital and endowment fund raising, publications, public relations, marketing and alumni relations.

2.4.5 Dean of Enrollment Services

The Dean of Enrollment Services is responsible for the College's efforts to recruit, enroll, and retain matriculated students. The Dean supervises the offices of Admissions, Financial Aid, Registration, Student Life, International Students and Career Services.

2.5 Committee of Department Chairs

The Committee of Chairs consists of the Chairperson of each instructional department, and the associate and assistant deans. The Dean of the College presides at the meetings, and minutes are taken by the executive assistant to the Dean. The President is an *ex officio* member. Through discussion and action, the committee coordinates instructional activities and academic policies. Where appropriate, it refers issues to a committee of the Faculty Assembly. The Chairs Committee's concerns range from short-term issues to long-range planning.

2.6 Faculty Assembly

The faculty of the College participate in the governance of the College through the Faculty Assembly and its committees. The faculty play a central role in developing curriculum and academic policies, in setting standards of excellence, and in maintaining the quality of a CCS education. The Faculty Assembly is the principal vehicle through which the faculty fulfill this role. While the Faculty Assembly cannot by its decisions bind the administration or Board of Trustees, the administration and Board accord great respect to the Assembly and seek to cooperate with it in all areas affecting the well-being of the College. The Faculty Assembly operates according to the Faculty Assembly By-laws and through a set of committees. The By-Laws and committee guidelines are contained in Appendix B.

SECTION 3
EMPLOYMENT POLICIES AND PROCEDURES

3. Employment Policies and Procedures

3.1 Policy on Equal Opportunity, Discrimination and Harassment

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions and educational practices. The College strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law, is strictly prohibited. This policy applies to the conduct of faculty, staff, and students - or others who may be in a working relationship with the College - while on College premises or away on College-sponsored activities. This policy also applies to decisions concerning admission, hiring, promotion, matriculation and any other decision affecting educational or employment opportunities.

A CCS employee or student who believes he/she has been subject to discrimination or harassment, or who is aware of an incident of discrimination or harassment, must report the matter to the Director of Human Resources or the Director of Student Life. Complaints of harassment, discrimination or retaliation will be thoroughly and impartially investigated. Where warranted, appropriate remedial action will be taken and, depending on the circumstances, may include disciplinary action, discharge or expulsion. All students, staff and faculty have a responsibility to cooperate fully in any investigation, and the College for Creative Studies prohibits retaliation against anyone who, in good faith, reports a violation of this policy or participates in an investigation of such reports.

3.1.1 Harassment

Harassment is unwelcome verbal or physical conduct that (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, (2) has the purpose or effect of substantially interfering with an individual's employment, or (3) otherwise adversely affects an individual's employment opportunities.

3.1.2 Sexual Harassment

Sexual harassment is a form of unlawful harassment and may include a range of subtle and not-so-subtle behaviors involving individuals of the same or different gender. Sexual harassment involves unwelcome sexual behavior (1) that creates a hostile or offensive work or educational environment, or (2) submission to which becomes a factor in employment or educational decisions concerning the employee or student. Depending on the circumstances, sexual harassment may include sexual advances; sexual jokes and sexually suggestive objects or pictures; leering, touching, or commentary about a person's body; or insulting or obscene comments, gestures or behavior.

3.1.3 Intimate Relationships Between Students and Faculty

Faculty members are in positions of authority and influence in regard to students. Therefore, intimate relationships between a faculty member and student, whether or not the student is in the faculty member's class or department, can compromise the integrity of the student-faculty relationship. Faculty members therefore should not engage in romantic or intimate relationships with students, even if the relationship is welcomed and wholly consensual.

3.2 Drug and Alcohol Policy

CCS strictly prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances on CCS property. The use, possession, or distribution of alcohol by any employee on CCS property is also prohibited, except at events managed by the Office of Institutional Advancement. Use of alcohol, illegal drugs or controlled substances that affect workplace performance or conduct is likewise prohibited.

State of Michigan law prohibits anyone under the age of 21 from drinking or obtaining alcohol. Faculty members should not under any circumstances use alcohol with students who are not of the legal drinking age.

Alcohol and drug abuse rehabilitation and assistance programs are available through CCS's health benefit program, and employee assistance program with both in-patient and out-patient programs. Employees with alcohol or drug abuse problems are strongly encouraged to participate in these programs. Employees may contact the Office of Human Resources office to seek counseling assistance and / or referral to an appropriate outside agency. All communications between employees and CCS or outside agencies are strictly confidential.

CCS will take appropriate action, up to and including immediate termination, with employees in violation of this policy. Employees are notified that action under this policy may include successful participation in an alcohol or drug rehabilitation or assistance program as a condition of continued employment.

3.3 Weapons, Drugs or Dangerous Items

Students, faculty or staff may not use, carry, conceal, sell or bring onto CCS property any materials that are dangerous, illegal, or substantially disruptive to the educational process. These items are also prohibited at school sponsored events or meetings off campus. Examples include, but are not limited to: illegal drugs, firearms, weapons and explosive materials. Decisions whether items are dangerous or substantially disrupt the educational process are within the sole discretion of CCS. CCS may search desks, lockers, computers or other possessions brought onto campus any time CCS determines it is necessary to protect the health, safety and welfare of others, or

where there is reason to believe that illegal, dangerous or disruptive materials or weapons are being used, sold, carried or concealed.

3.4 Employee Conflict of Interest

CCS faculty members should avoid situations where their own interests materially conflict with their obligations to CCS, or create the perception of a conflict. All decisions and actions by faculty members in the course of their professional responsibilities are to be made consistent with their obligations to CCS.

Generally, a conflict of interest arises when a faculty member has a personal or financial interest in a transaction or event – or is a party to a transaction or event – that might adversely affect his or her judgment in performing professional or employment duties for CCS. Examples of potential conflicts of interest include, but are not limited to, the following:

1. Engaging in any business with, or employment by, an employer that is in competition or in conflict with any transaction, activity, or objective of CCS.
2. Engaging in business with or employment by a supplier of goods or services to CCS without prior approval of CCS.
3. Using equipment, supplies, or services owned or provided by CCS in conjunction with any external work, without obtaining prior agreement in writing from CCS.
4. Making use of any confidential information acquired through employment with CCS for personal profit or advantage, or the advantage of a third-party.
5. Publicly associating CCS or its prestige with an outside business interest for personal gain.

Faculty members who believe they have a financial, personal or professional interest that is (or could potentially become) a conflict of interest must fully disclose the nature of the potential conflict in writing to the Dean. All decisions concerning whether a conflict of interest exists are within the sole discretion of CCS.

3.5 Health and Safety

CCS is committed to a safe and healthful environment. We observe all federal, state and local laws governing occupational health and safety. Our policies encourage adherence to safe and healthful work practices.

Each faculty member is required to perform his/her job in a safe and careful manner. If required by law or best practices, use protective clothing or devices. If any faculty member observes any dangerous or potentially harmful situation, he/she is required to report it to his/her immediate supervisor or the Director of Facilities and Administrative Services. Each faculty member is asked to submit suggestions concerning safety in the workplace to his/her immediate supervisor.

While direct responsibility for the safety of any operation rests with the supervisor of that operation, each faculty member is personally responsible for performing assigned duties with the primary concern for his/her own safety, as well as the safety of students and other CCS employees.

CCS Safety Rules:

1. Any accident or injury requiring medical attention must be immediately reported to a supervisor and the Human Resources office. An Accident/Injury Report form is available from the Human Resources office.
2. Hazardous conditions or unsafe job practices must be brought to the attention of a supervisor.
3. Every faculty member is required to know and follow all safety procedures that apply to their job.
4. Every faculty member must keep work areas neat and clean.
5. Faculty members must wear proper and prescribed protective equipment and clothing for a job or task.
6. Faculty members must submit health and safety guidelines pertinent to the tools and materials used in each of their courses.
7. All CCS employees must think and practice safety at all times.
8. Flammable and dangerous articles and materials must be kept in their required storage places.

9. Fire extinguishers must be readily available when working with volatile materials.
10. There is no smoking allowed in any CCS building.
11. Faculty members must be familiar with machinery and equipment that they use.
12. Never attempt to operate equipment that is broken or not complete.
13. Safety is every CCS employee's responsibility.

3.5.1 Health and Safety Committee of the Faculty Assembly

The Health and Safety Committee of the Faculty Assembly assists in overseeing the safety and appropriate operation of academic facilities, and helps to ensure that instructional practices support the safe operation of these facilities. Working with the Director of Facilities and Administrative Services and the Director of Campus Safety, the Committee performs an annual review of academic facilities and instructional practices. Any concerns that faculty or students have regarding health and safety may be reported to the Committee, which will work with the appropriate department to ensure corrective action is taken. The Committee also works with the academic departments to identify new equipment and practices which might improve the academic working environment.

3.6 Terms of Employment for Full-Time Faculty

Full-time faculty are eligible to receive employment contracts of up to three academic years in length. The contract is in the form of a letter of appointment that incorporates the policies, duties, responsibilities and other information contained in this handbook. An appointment is to a specific department and, in some cases, to a section or concentration within that department. With the issuance of an initial contractual letter of appointment, faculty members are given a copy of the CCS Handbook for Full-Time Faculty, including revisions through the date of delivery. The handbook is also available on Blackboard. In certain circumstances, a faculty member may be employed without a contractual letter of appointment. In such a case, the faculty member is employed at-will, and either CCS or the employee may terminate the relationship, with or without cause, at any time.

3.6.1 Academic Year

A faculty member's responsibilities extend over the course of an academic year. The academic year begins the Monday of the week before the week in which classes begin in the Fall semester, and concludes with the Student Exhibition opening on the day following Commencement. While a faculty member's responsibilities fall primarily within this part of the calendar cycle, the responsibilities of full-time faculty members may and often do require them to perform duties at times outside the academic year. Faculty members are required to honor reasonable requests from the President, the Dean, or department chairs to attend to faculty responsibilities (for example, on-campus departmental meetings) at times other than the regular academic year.

3.6.2 Teaching Load

The full-time teaching load for studio faculty is 18 contact hours and for Liberal Arts faculty nine hours. There are faculty who teach in both the studio and Liberal Arts areas; three 3-credit courses is considered a full time load irrespective of the contact hours.

3.6.3 Teaching Schedule

The schedule of each faculty member is arranged by the department chair in consultation with the faculty member. Department schedules are subject to the approval of the Dean. A full-time faculty member must be scheduled to teach at least one class per semester in the department to which he/she is appointed.

3.6.4 Satisfactory Performance

CCS expects faculty members to perform their duties in a satisfactory manner. The duties and responsibilities of faculty members are described below, and CCS may assign other duties from time to time. In addition, CCS expects faculty members to follow the rules, regulations, policies and procedures of the College.

3.6.5 Full-Time Obligation

Full-time faculty members must devote their full time and attention to the performance of their responsibilities. In order for faculty members to fulfill their teaching responsibilities as well as their responsibilities outside the classroom, they should spend a significant amount of time on campus in addition to their teaching hours. Faculty members must not render any full-time services to or enter into the full-time employment of any person or entity other than CCS during the academic year. Faculty members must obtain the

prior approval of their department chair and the Dean in any semester in which they are interested in accepting part-time teaching assignments outside of CCS. The purpose is to ensure that such commitments do not conflict with CCS obligations.

3.6.6 Duties and Responsibilities of Full-Time Faculty

The quality of the education students receive at the College for Creative Studies depends upon the quality and dedication of its faculty. While the combination of duties that comprise a faculty member's contributions to the institution and its students will differ for each individual, a faculty member is expected to demonstrate excellence in the areas of teaching, departmental and College-wide responsibilities, and professional development.

At all times, a faculty member must act in the best interests of the students, encourage their educational development, demonstrate current knowledge of one's discipline, treat all students fairly and in a non-discriminatory manner, and maintain the highest standards of professionalism.

The duties in each area of responsibility are as follows:

3.6.6.1 Teaching Responsibilities

1. Teach courses as assigned by the department, in accordance with curricular goals and criteria established by the department and the College.
2. Teach three 3-credit courses per semester. At least one-third of a faculty member's teaching load must be in the department to which the faculty member is appointed.
3. Prepare and distribute to students, in each course taught, a written syllabus describing the goals, objectives and expectations of the class. A syllabus must be prepared in the standard format requested by the Office of Academic Affairs. The format is available from the department administrators. The syllabus must be submitted to the department chair one week before the first day of classes each semester. The chair will review and approve it and ensure a copy is promptly forwarded to the Office of Academic Affairs.

4. Adhere to best teaching practices:
 - a. Demonstrate effectiveness as educators, evincing a thorough and up-to-date understanding of their field/discipline.
 - b. Clearly communicate course-specific content as determined by their respective departments.
 - c. Manifest openness to innovative practices that enhance student learning, including technological advancements in pedagogy.
 - d. Adhere to learning outcomes and assessment practices that have been established by their respective departments and the College.
 - e. Determine that the classroom is properly set up for each session. Arrive punctually and remain through the entire class.
 - f. Mentor students regarding their professional and academic goals.
 - g. Conduct timely evaluations of students, including grading, according to policies and criteria established by the department and the College.
 - h. Acquaint students with the proper use of materials and equipment, as appropriate.
5. Seek or participate in sponsored projects, where appropriate to their respective departments. The faculty member has the discretion to determine whether a sponsored project meets the educational objectives of the course and to decline the project if it does not.

3.6.6.2 Departmental Responsibilities

1. Participate in departmental meetings.
2. Participate in curriculum assessment and planning.
3. Serve on department committees.

4. Participate in the mentoring process, and serve as a mentor.
5. Establish and post regular weekly office hours to enable “mentees” and students to meet with you. The number of office hours necessary to meet mentoring needs may vary during the semester.
6. Participate in departmental student reviews.
7. Assist the department, as appropriate, in determining equipment and facilities needs and in maintaining the operational readiness of equipment and facilities.
8. Participate in preparing departmental budget submissions.
9. Assist in coordinating and encouraging student participation in departmental exhibitions and outreach.
10. Participate in the department’s student recruitment activities.
11. Assist, as appropriate, in obtaining outside funding to support the department’s educational program.

3.6.6.3 College-wide Responsibilities

1. Participate in the Assessment Program.
2. Attend Commencement
3. Serve on at least one Faculty Assembly or College-wide committee
4. Participate in College-wide activities such as:
 - Faculty Assembly
 - Installation of the Student Exhibition
 - Strategic planning activities
 - Self-Study and re-accreditation activities
 - Student recruitment activities

3.6.6.4 Professional Development

Faculty should demonstrate evidence of sustained inquiry and continual professional activity and growth, consistent with the opportunities, expectations, and advancement of their disciplines or professions. They should display active engagement in artistic, scholarly, or professional production. Professional development activities may include, but are not limited to, the following:

- Portfolio of published materials/projects
- Exhibitions, exhibition catalogs
- Published articles, fiction or non-fiction
- Lectures, participation on panels, symposia, etc.
- Jurying of exhibitions, guest critiques at another institution
- Guest teaching/artist residency
- Community activity, involvement, organization
- Introduction of new programs, courses, curricula
- Research
- Professional accounts/commissions
- Consulting

3.6.7 Special Topics Classes

Faculty members may offer special topics (tutorials in regularly established courses, independent studies and experimental courses) not listed in the catalog. All special study and experimental courses must be reviewed and approved by the department chair and the Dean.

3.6.8 Missed Classes

Instructors who cannot meet a class for valid reasons, must contact the department chair or the department administrator, as well as make all determined efforts to provide each student with as much advance notice as is realistically feasible. In the event of prior knowledge of valid inability to meet a class, instructors are required to organize an appropriate professional substitute or schedule an equivalent 'make-up' class period. If the faculty member misses class due to illness or another valid reason approved by the Dean, and a professional substitute is arranged, the College will provide appropriate remuneration for the substitute. If a professional substitute is arranged, the department administrator should initiate a payment request in the appropriate pro-rated amount for the substitute. The request should be signed by the department chairperson and forwarded to the Dean's Office.

3.6.9 Outside Professional Work

The College encourages and expects faculty to remain active in their professional or academic disciplines. These activities can take many forms, including doing professional work or providing services for pay. However, such activity should not interfere with the faculty member's ability to fulfill his or her CCS responsibilities. In the event that the College determines that such outside professional activity conflicts with the satisfactory performance of the faculty member's obligation, the Dean may require that the faculty member cease such activity or appropriately and effectively adjust the faculty member's teaching commitment and/or status.

No equipment or supplies owned or provided by CCS are to be taken off campus and used in conjunction with any external work, unless the faculty member obtains prior agreement in writing from CCS and accepts responsibility for the item as part of that agreement. A copy of such an agreement must be provided to the appropriate department chair or facility director.

The College assumes no responsibility and/or liability for the competence or performance of outside activities engaged in by faculty members, nor may any responsibility be implied in advertising with respect to such activities.

3.6.10 Annual Performance Evaluation

It is CCS's goal to evaluate the performance of each full-time faculty member annually. The purpose of the evaluation is to provide the department chair and the faculty member an opportunity to review the faculty member's work during the past year, to outline the strengths and weaknesses in the faculty member's performance, to share concerns and criticisms, to lay out a plan for the faculty member's work in the coming year, and generally to provide support, encouragement, and direction to the faculty member in the pursuit of excellence.

The annual performance evaluation procedure is as follows:

1. Faculty are evaluated on the basis of the work of the academic year that is concluding, including how they have addressed the expectations articulated in the evaluation of the previous academic year. The evaluation is based on the criteria established in "Duties and Responsibilities of Full-Time Faculty" (section 3.6.6 of the Handbook).

2. The evaluation process consists of a meeting of the faculty member with the department chair at which the following written materials are discussed:
 - a. An annual report by the faculty member of his/her activities in the past year and plans for the coming year, including appropriate support materials, submitted to the department chair two weeks before the scheduled review.
 - b. A written appraisal of the faculty member's performance prepared by the department chair, taking into consideration the faculty member's annual report. The chair forwards his/her written appraisal to the faculty member a week before the scheduled review.
 - c. Institutional student evaluations consistent with the form approved by the Faculty Assembly and College administration.
 - d. Documented attendance at Faculty Assembly and committee meetings.
 - e. Other relevant materials, including documentation of activities listed in section 3.6.6.4

At the conclusion of the meeting, the chair and faculty member sign the annual report and the chair's review, indicating that each party has seen and read each document but not necessarily indicating agreement with the comments. The department chair and faculty member endeavor to complete this portion of the evaluation by June 1.

3. The department chair should forward all documents pertaining to the evaluation to the Dean. The faculty member should receive copies of all documents sent to the Dean, including the summary. In the event that the faculty member disputes the evaluation, the faculty member and chair should seek to resolve the disagreement. The faculty member may respond in writing to the review. The chair may amend the annual appraisal in light of this discussion. If the disagreement cannot be resolved, the faculty member may ask, in writing, that the Dean review the evaluation and convene a meeting of the chair and faculty member, after which the Dean will make a determination as to whether the evaluation should be modified. The Dean's determination is final. However, the faculty member may bring to the Faculty

Concerns Committee any grievances related to termination, contract non-renewal, or contract length reduction.

4. From time to time, faculty members may teach in departments other than the department to which they are appointed. It is important, in developing a complete picture of the faculty member's performance, that the annual evaluation cover performance in these classes as well. In such cases, the Dean should ask the chair of the additional department to write an evaluation of the faculty member's performance, and the additional chair should first receive a copy of the faculty member's annual report. This written evaluation should be submitted to the Dean, with a copy to the faculty member and the chair of the faculty member's principal department.
5. The records of all faculty evaluations are maintained in confidential files in the Office of Academic Affairs. The contents of the "faculty file" are described in section 3.8.7.3. The Dean supervises the evaluation process and ensures that the procedures described in the handbook are followed. The Dean ensures that the integrity of the evaluation procedure is maintained.

Each faculty member's file includes an inventory of all materials in the file. It is the responsibility of the faculty member to ensure that the inventory of his/her file is accurate. The Dean establishes procedures for the maintenance and use of the faculty files, including who has access to them and for what purposes.

3.6.11 Salary and Benefits

3.6.11.1 Salary

Salaries are determined annually, based on the faculty member's performance and on salary policies established each year by the Board of Trustees. Department chairs, at the Dean's discretion, may be consulted in making salary recommendations. Based on performance evaluations, the Dean compiles a set of salary recommendations that are submitted to the President for consideration and approval. CCS is committed, within the constraints of its budget, to recognizing excellent faculty performance through salary adjustments. Poor performance may be recognized through low or, if appropriate, no salary increases.

3.6.11.2 Pay Periods

All faculty positions are classified as salaried and exempt. Full-time positions are paid in twenty-four (24) pay periods per year. All salaried, exempt positions are paid for the current pay period, with no waiting periods for paychecks. Salary information is confidential and should not be discussed with other employees.

Paychecks are issued on the fifteenth day and the last day of the month. If the regular payday falls on a Saturday, Sunday or holiday, paychecks will be issued on the last workday before the regular payday. Every employee is encouraged to participate in electronic deposit of their paycheck. You may pick up your check at the Business Office or have it mailed to your home.

3.6.11.3 Deductions

CCS will withhold deductions required by law and all voluntary deductions authorized by the employee. Deductions required by law are federal, state and local income tax, Social Security tax, Medicare tax, state disability and unemployment tax. These deductions are made automatically. In addition, the employee may authorize voluntary deductions for health insurance, a tax deferred annuity plan, and reimbursement accounts. It is the policy of CCS not to make any salary deductions that are inconsistent with the requirements of federal or state wage/hour laws.

3.6.11.4 Advances

CCS does not authorize pay advances. Exceptions may be made for emergency situations and only with the approval of your immediate supervisor and the Vice President for Administration and Finance.

3.6.12 Benefits

Full-time faculty members are entitled to participate in all the benefit programs, other than Paid Time Off, available to full-time employees. The current programs are described below. CCS periodically reviews its benefit programs and will make modifications as it deems appropriate from time to time. All benefits are subject to the terms and conditions of the underlying insurance policies and plan documents, and the terms of the insurance policies control all decisions concerning eligibility and coverage.

3.6.12.1 Workers Compensation

Workers compensation insurance is designed to cover all occupational injuries and illnesses. It is paid by the College and is effective from your first day of work. Workers compensation insurance provides benefits that may apply as a result of a work-related illness or injury. These benefit payments may cover expenses incurred for medical care, replacement of a portion of your income lost as a result of disability, and lump-sum payments to beneficiaries in case of death.

If you are injured while you are at work, or become ill as a result of your job, you must report this to your supervisor in a timely manner. In all cases of work related injury or illness, no matter how minor, an Accident/Injury Report form must be completed and forwarded to the Office of Human Resources. This record-keeping is required by OSHA and MIOSHA.

3.6.12.2 Social Security

Employees of CCS are covered by Social Security. As provided by law, CCS pays one half of your total Social Security taxes, and the other half is paid by you. In addition to providing you with retirement and Medicare benefits, Social Security may provide disability pay, burial benefits, and monthly survivor benefits for your spouse and minor children if you qualify.

3.6.12.3 Health Insurance

Medical, dental and vision insurance are available to all full-time employees on the first of the month following thirty days of employment. Employees may from time to time have a choice of plans. Refer to individual plan summaries from the Office of Human Resources for details. The employee will have his/her contribution taken on a pre-tax basis.

3.6.12.4 Tax Sheltered Annuity Plan (403b)

Because CCS is a non-profit organization, the IRS allows CCS employees to place a portion of their pay in a Tax Sheltered Annuity Plan without paying current federal, state and city income taxes on the amount contributed. Full-time employees, and qualified part-time employees, are eligible to participate on the first of the month following thirty days of employment. CCS contributes 6% of employees' gross earnings per pay. Employees

may choose to contribute a percentage of their pay on a pretax basis, up to IRS limitations. CCS offers numerous investment funds for employees to choose from.

3.6.12.5 Short-Term Disability

CCS provides a short-term disability plan for all full-time employees who are unable to work due to an illness or injury, as documented by a properly licensed physician acting within his or her field of expertise. CCS has the discretion to require an independent medical examination as a condition for receiving or continuing short-term disability benefits. Employees become eligible for this plan following one hundred eighty (180) days of employment. The duration and amount of short-term disability are per the following schedule:

Eligibility: After 7th Day of Illness/Injury
 Duration: 13 Weeks

Length of Employment	Percent of Pay	
	100%	80%
Less than 180 days	n/a	n/a
180 days to 2 years	n/a	13 weeks
2 years to < 5 years	6 weeks	7 weeks
5 years or more	13 weeks	n/a

CCS’s short-term disability plan is an income protection plan for eligible employees and does not guarantee a job, or any particular job, following an absence. If, however, an employee has a serious health condition and is eligible for leave under the Family and Medical Leave Act (FMLA), the employee may be simultaneously entitled to up to 12 weeks of job-protected leave under the FMLA and income benefits under this short-term disability policy.

3.6.12.6 Long-Term Disability

CCS employees are eligible for a long-term disability income plan after one year of employment. CCS’s long-term disability plan is an income protection plan for eligible employees and does not guarantee a job, or any particular job, following an absence. Full-time employees who are unable to work as the result of an accident or illness are eligible for a maximum of 60% of their regular salary, up to a maximum of \$5,000 per month when integrated with other benefits. You will remain eligible for benefits for as long as you

are disabled, up to age 65. This plan has a thirteen-week qualification period, which is covered by CCS's short-term disability income plan.

3.6.12.7 Liability Insurance/Errors and Omissions

CCS carries insurance that covers employees if they are sued as a result of actions taken within the scope of their duties at CCS. This insurance provides for the cost of legal defense as well as financial settlements. The total amount of coverage per claim is \$5,000,000. The aggregate coverage for a single year is also \$5,000,000.

Scope of duties for a faculty member would include anything reasonably expected in the course of their teaching and administrative duties, any assigned tasks by CCS as well as assigned student advising responsibilities. This coverage includes defense costs as well. This coverage would not apply in those cases where an employee or faculty member has actually committed an unlawful act, as such acts are generally not insurable.

3.6.12.8 Life Insurance and Accidental Death and Dismemberment

Full-time employees are eligible to participate in the group life insurance plan on the first of the month following ninety days employment. CCS pays 100% of the premium. The amount of the insurance is two times the employees' annual salary, rounded to the next highest thousand. The same amount of coverage is applied to accidental death and dismemberment coverage. Employees have optional supplemental life insurance and dependent life insurance plans available.

3.6.12.9 Employee Reimbursement Accounts

The Employee Reimbursement Account enables you to pay a portion of your Uninsured Health Care and Dependent Care expenses with pretax dollars. Prior to the beginning of each year, you will have the opportunity to elect to fund your Reimbursement Account for the coming year. The amount that you select will be deducted from your gross salary through automatic payroll deductions. Then, during the plan year, you may submit claims to the Administrator to reimburse yourself for health care expenses and/or dependent care expenses incurred during the plan year that were not reimbursed by your insurance plans.

3.6.12.10 Tuition Remission/Grants

After one year of service, employees, spouses and dependents are eligible to enroll in classes and receive credit at the College and in the Continuing Education program. Employees will be responsible to pay for registration and appropriate course fees. Dependents are defined as spouses or children up to age 25, who can legally be claimed on the employee's annual tax filings with the IRS.

Faculty members and their spouses and dependents are eligible for tuition remission up to the equivalent of one full-time enrollment in College programs. For CE classes, employees, spouses, and dependents are eligible for tuition remission on a space available basis.

3.6.12.11 Educational Assistance

CCS has a formal program of educational assistance to encourage all full-time employees to develop their potential through continued education. College courses and degree programs must meet job-related criteria. Approval will be given to courses which, in the opinion of management, would benefit the employee's performance and development at CCS. The educational institution must be accredited in the programs that are being taken.

After one year of service, full-time employees are eligible to participate in the Educational Assistance plan. The employee must not be eligible to receive similar assistance from any other source. A completed and approved Application for Educational Assistance form (available from the Office of Human Resources) must be processed prior to enrollment. Degree programs must be described in their entirety. The Application must list what courses are to be taken and when they will be taken and must agree with the program requirements in the school catalog. The Application for Educational Assistance will be approved by the immediate supervisor and Director of Human Resources and be kept in the employee's Personnel Record.

Class attendance and all related assignments must not conflict with the employee's regular work schedule. Reimbursement will be based on the employee submitting the following:

- approved Application for Educational Assistance

- successful completion of courses with a grade of “C” (2.0 on a 4.0 scale) or better; copy of the grade sheet required
- a copy of the registration form and paid invoice

CCS will reimburse 100% of tuition and fees up to a maximum of \$3000 per calendar year. CCS’s Educational Assistance program is for college level courses. Other forms of education (short courses, seminars, workshops) may be eligible for reimbursement under your department Professional Development budget.

If you leave CCS’s employment for any reason prior to completion of a course, you will not be eligible for reimbursement.

3.6.12.12 Discounts

A discount of 20% is generally offered to CCS employees in the bookstore on supplies, books, clothing and souvenir items.

3.6.12.13 Unemployment Insurance

This insurance provides a continuation of a certain portion of your salary in the event you lose your job through no cause of your own. If your employment is terminated, you may be eligible to receive unemployment compensation from the state. If it is your choice to leave CCS, generally you will not be eligible for benefits. If your termination was the choice of CCS, you may be entitled to receive unemployment benefits, depending on the circumstances.

3.6.13 Americans With Disabilities Act

The Americans with Disabilities Act (ADA) is meant to provide fair and equitable treatment of the disabled through non-discriminatory practices and reasonable accommodations.

The ADA protects people who are disabled – defined as anyone with a physical or mental impairment that substantially limits one or more major life activities. The law protects both job applicants and employees.

CCS supports and follows the provisions of the Americans with Disabilities Act, as stated in the law.

3.6.14 Family and Medical Leave Policy

CCS has a Family and Medical Leave policy that conforms to the federal Family and Medical Leave Act (FMLA). The act entitles qualifying employees to a job-protected, unpaid leave of absence in certain circumstances. All rights and obligations under the FMLA and this policy are interpreted according to the law. All leaves of absence, including workers' compensation, temporary disability and FMLA leaves, will be coordinated and will run concurrently as allowed by law. The policy is described in Appendix C.

3.7 Appointment of New Full-Time Faculty

3.7.1 General Principles

New full-time faculty are appointed to fill either an existing vacancy or a newly created position. The distribution of full-time faculty positions among the departments is determined through the College's planning and budgeting processes. The distribution is based on enrollments and curricular needs and may change over time.

All searches for full-time faculty are authorized by the President.

Full-time faculty positions are filled through national searches. Candidates should exhibit distinguished records of achievement as teachers, scholars, and practitioners in their respective fields. Candidates should have the potential to contribute at the highest level of quality as teachers, mentors, colleagues, and active professionals. Except in unusual circumstances, candidates are expected to possess the appropriate terminal degree in their fields.

3.7.2 Procedures

Upon authorization to conduct a search, the Dean of the College, in consultation with the relevant department chair and the Director of Human Resources, appoints a search committee. The Director of Human Resources serves as staff to the committee. In addition to the Dean, members of the search committee include, at a minimum, the following:

- Department Chair
- Full-time department faculty member
- Student department representative (non-voting)

The search committee is responsible for the following:

- Reviewing the job description for the position that is prepared by the Dean and the chair
- Identifying appropriate vehicles for advertising the position
- Identifying potential candidates
- Evaluating applications
- Agreeing upon a set of specific interview questions to be asked of each candidate.
- Interviewing candidates
- Attending a lesson or lecture delivered by the candidate before a group of students
- Recommending to the Dean one or more candidates for the position

The Dean may accept or reject the search committee's recommendation. When an acceptable candidate is identified, the Dean recommends the appointment of the candidate, the length of the appointment, and the candidate's rank to the President. The President may interview the candidate. When the President approves the candidate's selection, the Dean is responsible for discussing with the candidate the terms of employment. When all terms are agreed upon, the President sends the letter of appointment.

3.7.3 Designation of Rank

After considering input from the search committee, the Dean recommends to the President the rank of new full-time faculty. The ranks to which new full-time faculty may be appointed and the guidelines for determining those ranks are as follows:

Instructor – Entry level designation used for faculty without appropriate educational credentials and minimal college teaching or professional practice experience.

Assistant Professor – Entry level designation for faculty with appropriate educational credentials.

Associate Professor – Designation for faculty with appropriate educational credentials and at least eight years of distinguished teaching or professional practice.

Professor – The rank granted to those faculty with appropriate educational credentials, who have achieved a career of high distinction in teaching or professional practice of fifteen or more years.

3.8 Reappointment and Advancement of Full-Time Faculty

3.8.1 General Principles on Reappointment

Full-time faculty members who are under contract with CCS must be reviewed for reappointment. Contract renewal is not automatic and is based on a multitude of factors, including the previous performance of the faculty member, his or her compliance with CCS policies and the needs of the College. The reappointment process involves assessments by the following: faculty member's peers, as represented on the Faculty Review Committee, the department chair, the Dean, and the President. Recommendations at each step of the review process are advisory in nature. Final decisions on reappointments are made by the President.

3.8.2 Reappointment Procedures

1. The list of faculty to be reviewed for contract renewal will be provided by the Office of Academic Affairs to the following individuals:
 - the faculty member
 - the chair of the faculty member's department
 - members of the Faculty Review Committee (FRC)
2. The FRC reviews the faculty member's reappointment according to the schedule and guidelines set forth in Section 3.8.6.
3. The department chair submits a letter to the Dean with his/her own non-binding recommendation regarding the faculty member's reappointment. The letter should summarize the strengths and weaknesses noted in the chairperson's evaluations conducted during the current contract period. The chairperson supports his/her recommendation with specific information and conclusions. The letter should be submitted according to the same schedule as the FRC recommendations. In the case of the renewal of a department chair's own faculty appointment, the department chair's letter is omitted.

4. Upon receiving the recommendations of the FRC and department chair, the Dean formulates and submits to the President a recommendation on each faculty member's reappointment, including length of reappointment, if any, and rank. In doing so, the Dean may request additional information from or a meeting with the faculty member and may request clarification or elaboration from the FRC or chair.
5. The President reviews and approves or disapproves each of the Dean's recommendations. The President may also request additional information or clarification from any of the parties involved in the reappointment procedure. The President communicates the decisions to the Dean who is responsible for informing the faculty member, chair, and FRC.
6. In order to accept the reappointment and complete the process, the faculty member signs a copy of the appointment letter and returns it to the Dean.
7. The schedule of the reappointment process is as follows:
 - a. One-year contracts
Chair's and FRC's recommendations by March 1
Dean's recommendations and President's decision by March 31
 - b. Two-year contracts
Chair's and FRC's recommendations by December 1 of the second year of the contract
Dean's recommendations and President's decision by February 1 of the second year of the contract
 - c. Three-year contracts
Chair's and FRC's recommendations by June 1 of the second year of the contract
Dean's recommendations and President's decision by September 1 of the third year of the contract

CCS understands the need to give full-time faculty ample notice of the status of their appointments. While all parties to the reappointment procedure will make their best efforts to meet the schedule described above, circumstances may occasionally prevent that from happening. In an instance when a decision will not be rendered by the target date, the Dean's office will inform the faculty member of the delay, the reason for it, and the date by which the review will be completed.

3.8.3 Criteria for Reappointment

CCS and the faculty of the College collectively place a high value on excellence in all areas of faculty responsibility, the principal ones being teaching, service to the College, and professional practice, development, and research. All participants in the reappointment process are expected to observe the following criteria in arriving at their recommendations.

1. For faculty members on three-year contracts:
 - a. Recommendation for a three-year reappointment would ordinarily be made if the faculty member is performing at a high level of quality in all major areas of responsibility; is making significant contributions as a teacher, mentor, colleague, and artist, designer, or scholar; and is expected to continue to perform at this level.
 - b. Recommendation for a renewal of fewer than three years (i.e., two years or one year) would be made if performance in one or more areas of responsibility is below the expected high level of quality. The recommendation for length of reappointment would depend on the assessment of the seriousness of the faculty member's deficiencies and the likelihood that they can be corrected.
 - c. Recommendation for non-renewal would be made if there are serious performance issues in one or more areas of responsibility and if the faculty member has shown either a lack of inclination or an inability to correct the deficiencies.
2. For faculty members on one- or two-year contracts:
 - a. The Dean will determine the length of reappointment for which the faculty member is eligible.
 - b. Recommendation for reappointment for the longest period possible would be made if the faculty member demonstrates high quality performance in all areas of responsibility. Recommendation for a shorter length would be made if there are areas of responsibility in which there are performance concerns. Recommendation for non-renewal would be made if there are areas of responsibility that raise serious concerns.

3.8.4 General Principles on Advancement in Rank

Advancement to higher faculty ranks is based on performance and not automatic with time. Advancement occurs only when a faculty member is performing at the highest level of quality in all areas of faculty responsibility and is deemed to be capable of fulfilling the performance expectations inherent in a higher rank.

Faculty members at the assistant professor level may apply for promotion to associate professor in their fifth year as assistant professor. Faculty at the associate level may apply to be full professors in their sixth year as associate professor. The faculty member must meet all the criteria for the higher rank, as outlined in Section 3.7.3. In exceptional circumstances, advancement may be considered after a shorter time interval, although not until after completion of a faculty member's first contract.

3.8.5 Procedures for Advancement in Rank

The procedure for advancement in rank is similar to reappointment.

1. A faculty member eligible for advancement in rank submits an application to the Dean.
2. The FRC reviews the faculty member's application for promotion according to the guidelines set forth in Section 3.8.6.
3. The department chair submits a letter to the Dean with his/her own non-binding recommendation regarding the faculty member's promotion. The letter should be submitted according to the same schedule as the FRC recommendation.
4. Upon receiving the recommendation of the FRC and department chairs, the Dean formulates and submits to the President a recommendation on each faculty member's promotion. In doing so, the Dean may request additional information from, or a meeting with, the faculty member and may request clarification or elaboration from the FRC or department chair.
5. The President reviews and approves or disapproves each of the Dean's recommendations. The President may also request additional information or clarification from any of the parties involved in the promotion procedure.
6. The President communicates the decisions to the Dean, who is responsible for informing the faculty member, chair, and FRC.

7. Upon approval of advancement in rank, faculty members may be eligible for additional compensation, consistent with CCS's salary policies. The faculty member may schedule a meeting with the Dean to discuss compensation and other matters.
8. A faculty member who is denied promotion may reapply the following academic year.
9. The schedule for consideration of advancement in rank is as follows:

Faculty member's application to Dean by January 15.

Chair's and FRC's recommendations by June 1.

Dean's recommendation and President's decision by September 1.

If a decision cannot be rendered by September 1, the Dean's office will inform the faculty member of the delay, the reason for it, and the date by which a decision will be made.

3.8.6 Criteria for Advancement in Rank

1. Recommendations for advancement are made when a faculty member is deemed to be performing at the highest level of quality in all areas of faculty responsibility and to be capable of fulfilling the performance expectations inherent in a higher rank.
2. In considering advancement of a faculty member, documentation in addition to the faculty file is reviewed. This may include, but is not limited to:
 - a. Evidence of professional accomplishments, including:
 - Newly earned academic credentials
 - Portfolio of published material / projects
 - Exhibition catalogues, reviews and awards
 - Scholarly or literary publications
 - Lectures, participation on panels, symposia, etc.
 - Curating or jurying of exhibitions
 - Guest critiques at other institutions
 - Guest teaching/artist residencies
 - Community service activity in relation to the art and design discipline
 - Introduction of new programs, courses, curricula

- Published research
 - Client relationships and projects completed
 - Inclusion of films in accredited festivals and juried screening
- b. A letter of support from the faculty member's department chair.
 - c. A letter of support from a teaching colleague in another academic department at the College.
 - d. A letter of support from a professional educator in the faculty member's discipline at another institution of higher education. The chair and Dean must approve the faculty member's choice of an outside evaluator. The faculty member must supply the evaluator with a complete professional history, as well as the respective department's mission statement and goals.

3.8.7 Faculty Review Committee

The Faculty Review Committee (FRC) is an elected standing committee of the Faculty Assembly. It makes non-binding recommendations to the Dean regarding reappointment and advancement in rank of full-time faculty. It is the desire and intent of the administration to work in collaborative fashion with the FRC in the reappointment and promotion process. However, the extent of the FRC's influence in the process is contingent upon its adherence when making its recommendations to the schedule and criteria set forth in this handbook. There will be occasions when the administration's ultimate decision will be influenced by the existence of confidential information to which the FRC does not have access (e.g. misconduct, budget or business restructuring issues) but which has a direct bearing on a faculty member's eligibility for reappointment or advancement in rank, or by performance-related events that occur after completion of the FRC review.

3.8.7.1 Schedule for FRC Reviews

The Committee conducts reappointment reviews of full-time faculty members according to the following schedule:

1. For faculty on one-year contracts, in the winter semester after completion of the departmental annual review process, with recommendations being submitted by March 1.
2. For faculty on two-year contracts, in the fall semester of the second year of their contract, with recommendations being submitted by December 1.

3. For faculty on three-year contracts, in the spring semester of the second year of their contract, following completion of the departmental annual review process, with recommendations being submitted by June 1.

3.8.7.2 Recommendations

On reappointment reviews, the Committee recommends either reappointment or non-reappointment and provides its assessment of the quality of the faculty member's performance.

On advancement in rank reviews, the Committee recommends one of the following:

1. Advancement to the next rank.
2. No advancement.

In the event the Committee cannot reach a decision, the Committee reports "no recommendation."

3.8.7.3 Review Documents

The Committee will base its considerations upon the contents of the faculty member's "faculty file," maintained in the Office of Academic Affairs. Among the items included in the file are:

1. The "Department Chair's Annual Review of Full-Time Faculty" (or, for department chairs, the "Dean's Review of Department Chair" and any faculty review of the chair that has occurred).
2. The "Full-Time Faculty Annual Report" (or "Department_Chair Annual Report") written by the faculty member which includes information about:
 - a. Teaching performance/departmental activities including courses taught, initiating new courses, hanging shows, serving on departmental committees, team projects, interviews, independent studies, student mentoring and advising duties.

- b. Professional/creative work including exhibitions, commissions, publications, lectures, consultations, workshops
 - c. Service to the College, other than departmental activities, including membership on and substantial attendance at standing and *ad hoc* Committees of the faculty or College, release time duties, recruitment, arranging events, shows, etc.
 - d. Professionally related external activities, including jurying/judging, donated professional services, working with other institutions, serving on grant panels, workshops.
3. The faculty member's professional résumé/vita and a yearly update as necessary (with appropriate documentation).
 4. Other documentation relating to the faculty member's performance.

The Committee may review student evaluations from courses taught by the faculty member as well as any other pertinent evaluative materials. If the Committee desires clarification on any of the items in the file, it may request interviews with the faculty member, department chair or Dean.

3.8.7.4 Recommendation Procedures

1. The Committee's recommendation is given to the Dean on a standard recommendation form that includes the Committee's written statement on how its recommendation comports with the review criteria. The form will remain in the faculty member's file.
2. The faculty member will be notified in writing by the Dean of the recommendation made by the Committee.

3.8.7.5 Confidentiality

1. All information assembled or used by the Committee will be confidential and will be kept in the Office of Academic Affairs.
2. Members of the FRC must respect and observe the confidentiality of the faculty review process. They should discuss their recommendations and the process leading to those recommendations only with the faculty member directly affected,

personnel in the Office of Academic Affairs, the Director of Human Resources, and the President.

3.8.7.6 Appeal Procedure

The recommendation of the Faculty Review Committee may be appealed to the Faculty Concerns Committee within thirty days of notification. Such appeals will be reviewed according to the guidelines of the Faculty Concerns Committee.

3.9 Separation of Full-Time Faculty

3.9.1 Non-reappointment at the conclusion of a contractual term

As noted above, full-time faculty contractual appointments do not renew automatically. The reasons for non-reappointment may include, but are not limited to, unsatisfactory performance, violation of CCS's policies, failure to remain professionally active and to enhance one's professional skills, a change in curricular needs, a change in enrollment patterns, or financial exigency. Decisions regarding non-reappointment at the conclusion of an appointment term are made by the President, following procedures outlined in section 3.8.2 on the reappointment of full-time faculty.

3.9.2 Termination during a contractual term

A faculty member's contractual appointment may be terminated by CCS before the conclusion of its contractual term for the following reasons: (1) fraud, theft or dishonesty; (2) failure to perform contractual duties and responsibilities in a satisfactory manner as determined by CCS; (3) failure to follow the rules, regulations, policies and procedures of CCS; (4) failure of a faculty member to return to full-time employment and to perform the duties outlined in this handbook within 12 months following the beginning of an approved medical leave of absence; (5) the faculty member's death during the term of the appointment, in which case CCS shall pay to the faculty member's personal representatives earnings and expenses already accrued, but unpaid, for the period prior to death and upon such payment, CCS will have no further liability except for any fringe benefits that may arise at the time of faculty member's death; and (6) threatened or actual bodily harm, intimidation, or harassment of staff, faculty, students or other members of the CCS community. It is understood that continued employment may be affected by a serious decline in enrollment, a financial exigency, and/or the elimination of faculty position(s) due to changing curriculum needs. In the event such a reduction in the number of faculty or the reorganization of a department or

program is needed, CCS will consult with an appropriate committee of the Faculty Assembly prior to formulating a plan for reduction or reorganization.

Decisions regarding termination before the conclusion of a contractual term are made by the President, following recommendations by the Dean. At such time as CCS determines that it may be in its best interest to terminate this agreement for reasons (1), (2), (3), (4), and/or (6) above, CCS will first deliver to the faculty member written notice of its proposed termination which shall set forth the reasons for the proposed action. If the faculty member then within fifteen (15) days requests that the matter be reviewed by the Faculty Concerns Committee (FCC), and signs the necessary waiver of claims (see Section 3.10), then CCS will hold its decision in abeyance until the FCC has conducted its review and made a non-binding written recommendation to CCS, provided that such a review and recommendation are completed within thirty (30) days after the request for the review is made. If a termination notice is delivered with fewer than 45 days remaining in a semester, then the review by the Faculty Concerns Committee, if requested by the faculty member, must be completed within the first 45 days of the next semester.

3.10 Faculty Concerns Committee

A faculty member may seek to resolve a dispute by making a request to the Faculty Concerns Committee (FCC). The FCC serves as a body of appeal for faculty members seeking redress of grievances and concerns. Its purpose is resolution of issues, not initiation or proposal of concerns. The FCC judges the validity of grievances reported to it by individual faculty members and recommends appropriate resolutions to the Dean and President. The FCC serves as a body of appeal of Faculty Review Committee (FRC) decisions. Additionally, the FCC will hear faculty grievances related to termination, contract non-renewal, or contract length reduction. Any faculty member who wishes to institute such a grievance should notify the chairperson of the committee in writing. Once the FCC has made its recommendation to the Dean and/or the President, the administration will pass on to the aggrieved faculty member in a timely fashion, the findings of the committee, along with the administration's final decision.

CCS will participate in an FCC proceeding regarding an employment-related claim instituted by a faculty member only if the faculty member executes a release of claims that protects CCS from litigation related to the FCC process. CCS will not provide any information to the FCC regarding an employment-related claim without such a release. The release form is available from the Office of Academic Affairs.

3.11 Department Chairs

3.11.1 Responsibilities

The department chair is a faculty member, administrator, and leader. The department leader is responsible for planning and managing the educational objectives and the human, financial, and physical resources of his/her department. The department chair, working closely with the faculty of the department, sets standards of excellence and maintains the quality and reputation of the department, encourages innovation to sustain the department's vitality, encourages cohesion and harmony within the department, supports formal and informal interdisciplinary activities and programs, and is a vigorous advocate for the department's faculty and programs. As a member of the faculty, the department chair is expected to fulfill the duties and responsibilities of a faculty member as described in this handbook, although the number of credits a chair teaches will be affected by the administrative release time a chair receives. In addition, the department chair's duties are as follows:

1. Faculty / educator
 - a. Duties and responsibilities of Full-Time Faculty (see section 3.6.6)
2. Direct and support faculty development
 - a. In consultation with the faculty member, set development goals, motivate and encourage professional development and conduct annual performance reviews in accordance with established College procedures, including preparing a written evaluation of each faculty member using the established template.
 - b. Advocate on behalf of faculty in the support of professional development goals.
3. Curriculum development
 - a. Provide leadership in the development of courses and programs of study.
 - b. Approve the syllabi of all courses and independent study offered by department faculty.
 - c. Communicate approved curriculum requirements and changes to the office of Advising and Registration.

4. Planning / managing

- a. Hold and preside over regular department meetings throughout the academic year, preparing the agenda, and posting Department minutes to a college archive.
- b. Make written recommendations to the Faculty Review Committee (FRC) and the Academic Dean regarding promotion in rank, renewal of contracts, or dismissal.
- c. Coordinate with the Department Administrator to develop the teaching and course schedule of the department after consultation with the faculty, and subject to the approval of the Dean, ensuring that the workloads, teaching and departmental responsibilities are equitably distributed.
- d. Recruit new faculty, in accordance with institutional policy and in consultation with the Dean.
- e. Acquaint new faculty members with department policies and procedures.
- f. Develop in consultation with departmental faculty and the appropriate committees, long-range plans and departmental objectives.
- g. Develop, prepare and administer the yearly budget in consultation with members of the department.
- h. Assure that students' progress is evaluated and tracked, according to College policies, and that students receive timely reports of their progress.
- i. In partnership with members of the department, develop and coordinate the department's mentoring program.
- j. Prepare the department's monthly report.
- k. Review student and faculty concerns arising within the department and handle them in accordance with College policies and, when necessary, in consultation with the Office of the Dean.
- l. Manage the facilities of the department.
- m. Hire departmental support staff according to institutional procedures, supervise their duties, and evaluate their performance.

- n. Participate in the recruitment of new students to the College.
- o. Partner with the Admissions Office in the screening and evaluation of applicants.
- p. Participate in the Chairs' meetings as a partner in developing College governance and policy.
- q. Participate in the Council of Chairs meetings.
- r. Plan activities to augment the academic program by securing visiting artists, critics, lecturers, exhibitions, workshops and international study programs.
- s. Coordinate responsibilities regarding accreditation requirements, assessment, strategic planning, and program evaluations.
- t. Support and facilitate interdisciplinary activities between departments, other colleges and universities.
- u. Partner in the development and assessment of the college retention plan.
- v. Delegate responsibilities as appropriate to support the mission and goals of the department.
- w. Support student international studies opportunities working with individual students, international institutions and the office of International Student Services at CCS.
- x. Develop, facilitate, approve and manage, when appropriate, international programs through the College for Creative Studies.

5. External Relationships

- a. Coordinate the department's efforts and work with the Office of Career Services regarding the internships and employment opportunities.
- b. In departments where appropriate, partner with Institutional Advancement to develop learning opportunities through sponsored projects.
- c. Facilitate entering student work in national and international art and design competitions.

- d. Maintain and develop contacts in industries and professions for which the department educates students and stay abreast of changes in those fields that may affect the department's educational mission.
- e. Partner with IA in developing the tools and communications necessary to achieve the department's marketing and PR goals.
- f. Assist and encourage student and faculty participation in community art and design partnerships.

The Dean or President may assign other duties from time to time, following consultation with the Chairs.

3.11.2 Appointment

Chairpersons are appointed annually by the President on the recommendation of the Dean. They report to the Dean.

3.11.3 Teaching Load

Department chairs of departments with 100 or more students are required to teach one course per semester. The chairs of departments with fewer than 100 students must teach two courses each semester.

3.11.4 Calendar Year Responsibilities

The department chair's responsibilities for administering the department extend throughout the calendar year. The departments remain open during the summer; and numerous activities occur on campus, including summer classes, planning and preparation for the coming academic year, admissions, readying of facilities, long-range planning, and community education. While department chairs determine their own schedules during the summer, they continue to take all necessary steps to maintain the operations of the department and honor reasonable requests from the President, Dean, and other administrators to attend to College responsibilities.

3.11.5 Evaluation

Each year, the Chairperson complete an Annual Report as a self-evaluation. The Dean provides written responses within the same document. The Dean also seeks comment from the full-time faculty and department administrators as regards the Chair's performance. Afterwards, a meeting between the Chairperson and Dean is conducted to review the evaluation.

3.12 Section Chairs

In departments with extensive or diverse curricula, the Department Chair may recommend the establishment of a section for administrative purposes and the appointment of a full-time faculty member as section chair. Usually a section is organized around a discipline.

3.12.1 Responsibilities

The Section Chairs serve in an advisory capacity to the Department Chairperson. The Section Chairs make recommendations to the Chair in the areas of curriculum, faculty assignments, facilities maintenance and improvement, annual and capital budget, full and part-time faculty recruitment and visiting artists.

3.12.2 Appointment

The Section Chairs are appointed annually by the Dean upon the recommendation of the Department Chairperson.

3.12.3 Evaluation

The Section Chairs are evaluated by the Department Chairperson following the procedure for all faculty. In the evaluation the Chairperson will include the performance of the duties of the Section Chair.

3.13 Department Administrator

The Department Administrator is responsible for providing administrative support to the Chair and faculty of the department. The Administrator organizes and administers routine office functions, including scheduling, budgets, ordering and purchasing, and communications. The Department Administrator reports to both the Chair and the Associate Dean.

3.14 Faculty Development

The College is committed to the continuous improvement of its primary resource, the faculty. Through a variety of activities, supported in whole or in part by the College, faculty are able to strengthen educational, scholarly and professional abilities. Generally, individual faculty will initiate requests for funding to their chairperson, or a member of the Academic Affairs staff may recommend professional development opportunities to specific faculty.

The College has a strong commitment to faculty development and believes that it is through faculty development that the curriculum is developed and improved and the instructional program strengthened.

3.14.1 Sabbaticals

The purpose of the CCS sabbatical leave program is to enable a full-time faculty member to pursue scholarly and/or professional creative development with a degree of concentration and freedom not normally possible while teaching a full-time schedule.

Such a program is highly beneficial both to the school and to the individual, for it encourages exploration and productivity which the faculty member brings back to his or her students and to the College at large.

3.14.1.1 Eligibility

A full-time faculty member applying for sabbatical leave must have at least the rank of Assistant Professor and have completed six (6) years of full-time service at CCS. Leave of absence time is not counted in the total. Faculty members who have had a sabbatical leave become eligible for a new leave six years after the completion of the previous sabbatical. Faculty members who applied for but did not receive a sabbatical may re-apply the following year.

3.14.1.2 Compensation During Sabbatical

There are two types of sabbatical leaves. The one-semester leave provides for full pay and benefits for one semester and is available for either the fall or winter semester. The two-semester leave provides full benefits with 70% of your base pay. Faculty development funding is not generally available to faculty who have been approved for sabbatical leave.

3.14.1.3 Procedure/Application and Selection Process

1. A faculty member eligible for sabbatical must file an application no later than the beginning of the Winter semester preceding the academic year for which he/she is applying. A department chairperson's recommendation should be included with the application materials.

2. The Dean, in consultation with the Executive Committee of the Faculty Assembly appoints a committee to evaluate the applications and make recommendations to the Dean regarding the merits of the application.
3. The committee will make recommendations to the Dean based on the quality of the proposal, the value of the proposed work to the faculty member and the College, and the number of sabbatical leaves available in a given year.
4. Notification, pending Board approval of the budget in May, will be made by April 1.
5. The sabbatical may not be taken in order to teach at another institution.

3.14.1.4 Obligations of Sabbatical Recipients

The recipient of a sabbatical leave must:

1. Make every reasonable effort to fulfill the terms of the College sabbatical.
2. Return to the College for a minimum of one year following the completion of the sabbatical.
3. Submit a report on the sabbatical to the department Chair and Dean.
4. Ensure that all publications and other materials related to and produced as a result of the sabbatical support include an acknowledgement to the College.

It is common practice for Center Galleries to hold an exhibition periodically of work produced by studio faculty during their sabbaticals. However, this is not a guaranteed opportunity. Whether or not Center Galleries exhibits sabbatical work both studio and non-studio, faculty who have had sabbaticals have a responsibility to share the results of the sabbaticals with the CCS community. They also are encouraged to seek opportunities, both locally and nationally, to display, present, or publish their work.

3.14.1.5 Performance Evaluation and Salary Adjustments

The annual performance evaluation process for faculty, as described in section 3.6.10, continues to occur during periods when a faculty member is on sabbatical. If a faculty member has been on sabbatical during the period being evaluated, the faculty member should include the work done on sabbatical in his or her annual report. The chair should include this activity in the appraisal of the faculty member. The annual salary adjustment process will take this performance evaluation into account in the same manner as all other evaluations are considered.

3.14.2 Faculty Development Grants and Conferences

CCS endeavors to budget funds each year to support faculty development. These funds may be used for courses taken at established institutions related to their field, or conferences and other educational opportunities and associated travel expenses, or other activities as determined by the Dean. Courses must be successfully completed to be eligible for reimbursement. As distinct from Educational Assistance, faculty development grants are not used to support the pursuit of degrees. The College recognizes the value of faculty making presentations at and attending conferences which enhance faculty's knowledge of current trends in their respective fields, their professional practice, and scholarly activities, and the College's visibility.

1. Courses must be successfully completed to be eligible for reimbursement. As distinct from Educational Assistance, faculty development grants are not used to support the pursuit of degrees.
2. Full-time faculty members may request financial support to attend conferences, seminars, workshops and other means of professional development. Requests should include an explanation of the value of the event and a budget of the expenses required. Requests are given to the department chair for approval and then forwarded to the Dean who will make a decision based on funds available and the number and types of requests received. Faculty members who have been granted sabbatical leave are not eligible to receive funding for conferences and annual meetings.
3. If a request is approved, travel, lodging and registration arrangements are the responsibility of the faculty member. Reimbursable expenses include conference fees, air and ground travel, lodging, meals and tips up to the amount approved and consistent with the College's policy on travel. An approved expense report with original itemized receipts is required for reimbursement. Travel advances may be granted by completing a Payment

Requisition form with the Business Office one week in advance of when funds are required.

Please refer to the Policy on Travel and Entertainment in Appendix E.

SECTION 4
ACADEMIC POLICIES AND PROCEDURES

4. Academic Policies and Procedures

4.1 Registration Procedures

4.1.1 Registration Office

The Registrar directs the Registration Office. The Registration Office is responsible for processing registration forms, enrollment verifications, deferments, mid-term and final grades, grade changes, name and address changes, transcript requests, waivers, curriculum change forms and degree audit files. The office also produces schedule books for the fall, winter, and summer semesters, evaluates academic credits for transferability, audits prospective graduates' files, maintains student records, oversees Veterans' eligibility, maintains course equivalency guides, distributes attendance rosters and reserves classrooms for events other than classes.

4.1.2 Registration Procedures

New Students:

The Academic Advising Office registers freshmen and incoming transfer students. Academic Advising mails a registration packet including an academic evaluation, a schedule book, and other pertinent information to each new student. New students are then encouraged to register via mail or telephone. Students who do not register by mail or phone can do so in person at our Department Introduction and Registration (DIR) event.

DIR events take place three to four times during the summer and once in January. During these events new students take an English Placement Exam and attend a presentation on Foundations, Liberal Arts, Technology and the Library. Each department conducts a Department Introduction Session, and finally the student is advised by faculty advisors and registered.

Returning Students:

Returning students are sent an academic evaluation from the Academic Advising and Counseling Office. The Advisor audits the student's academic evaluation. If the student is on track with their academic program they are free to register in person or on-line. If the Advisor detects a concern with the academic evaluation, they place an advising hold on the student's record. The student is then required to meet with their Academic Advisor to consult about their schedule. Once the hold is removed, the student may register at the Registration Office or on-line. All students must pay a \$100 commitment fee in order to register.

4.1.3 Schedule Book

The Registration Office produces the schedule book for the fall, winter, and summer semesters. The schedule book contains the academic calendar, registration information, tuition/fees and financial policies and procedures as well as provides a listing of courses offered during that semester. The schedule book is available on-line as a downloadable document through Blackboard at <http://www.bb.collegeforcreativestudies.edu>. The CCS community may also search for course availability using the WebAdvisor system.

4.1.4 Preliminary Class Rosters

At the beginning of each term the Registration Office prepares for each instructor a preliminary class roster that lists which students are enrolled in the course. Department Administrators distribute rosters to instructors in their departments.

Class rosters provide the following information: student ID number, student name, telephone number (local phone number will be printed, if available; otherwise the permanent phone number will be printed), Veterans Administration status, major*, class (indicated as CLS, this means whether the student is a freshman, sophomore, etc.), credits earned for this class, add/drop date. You should begin to maintain attendance records on this preliminary roster.

*AD=Advertising Design, AE=Art Education, CR=Crafts, DA=Animation & Digital Media, FA=Fine Arts, FN= Foundations, GD= Graphic Design, ID=Industrial Design, IL=Illustration, IN=Interior Design, LA= Liberal Arts, PH=Photograph, UN=Undeclared

4.1.5 Class Rosters

The first week of each semester is a drop/add period during which students may drop courses for which they previously registered or register for new courses with no penalty. After the drop/add period instructors receive a final official attendance roster. At this point, you may discard the preliminary roster you received at the very beginning of the semester. Instructors are *required* to maintain attendance records on this final roster, which must be submitted at the end of the semester along with final grades. The roster includes all students registered in your class(es) through the end of the drop/add period.

If there is a person in your class who is NOT on your roster, it means the student is NOT REGISTERED for your class. It is imperative that you

immediately send them to the Registration office. Students are not permitted to be in your class unless they have officially registered for that class.

After you receive this attendance roster you will begin to receive a weekly “drop notice” to inform you of any student who has officially withdrawn from your class(es). If there is a student listed on your roster who is not attending class you must contact the Academic Advising Center, and they will inquire why he/she has not been attending.

In addition, you may notice a “V” next to the names of some students on your roster. This means the students receive benefits from the U.S. Dept of Veterans Affairs. The VA requires attendance rosters and it is the instructor’s responsibility to monitor this. The Registration Office must report non-attendance of these students to the VA within 30 days of the last date of attendance. We are counting on you to report any “V” student who has missed three (3) weeks of class as soon as he/she misses the third week.

4.1.6 Drops/Withdrawals/Additions

Students may withdraw from a class, add a class, or change a section by using the blue Drop/Add form available in the Registration Office. Adding classes or changing sections is not permitted after the 1st week of class. Students may add a class without a signature from their academic advisor. Dropping/withdrawing from a class is permitted until the 12th week of class, and the student must obtain an academic advisor’s signature to drop a course. Students may, however, drop a class via WebAdvisor up until the first day of class without the signature of an advisor.

Students are not officially withdrawn from a class unless they come in person to the Registration Office with the properly completed paperwork in order to complete the withdrawal procedure. A verbal notification to the instructor is not sufficient.

4.1.7 Waived Course

A required course may be waived by the department chair only. Waiving a course means only that the specific course is waived, not the credits attached to that course. The student must still plan to take a course to fill the credit deficiency. The department chair must complete a curriculum change form to indicate which course will replace the waived course. The curriculum change form is then submitted to the Registration Office.

4.1.8 Restricted Course

A restricted course is one that is restricted to Major (e.g., Crafts, Photography) and/or restricted to class (e.g., Junior, Senior). Students who desire to get into a restricted course must have a pink permission slip signed by the department administrator or chair.

4.1.9 Independent Study

Junior and Senior level students have the opportunity to work in an area or on a project not otherwise offered in a department curriculum or to replace a required course not available in the semester in which the student will graduate. The student must submit a written detailed proposal for approval. In order for the proposal to be approved, an instructor must agree to serve as advisor and to evaluate the student's work. The student must also commit to, and be responsible for, a formal meeting schedule. Academic Affairs must approve the independent study.

4.2 Registration Office Forms

1. **Registration** – a gold colored form that the student completes, in consultation with their academic advisor. It includes directory/demographic information as well as course selection information.
2. **Registration Permission** – a pink half-sheet form that requires the signature of the Department Chair or administrator, granting a student permission to register for a course that is filled or that has some other restriction.
3. **Drop/Add** – a blue colored form that the student must complete in order to begin the process of dropping (withdrawing) or adding a course. The student's academic advisor must sign the form for drops but no signature is needed to add a course. If the student is changing section numbers no advisor's signature is needed.
4. **Curriculum Change** – a form completed by a department chair advising Registration to alter a student's curriculum in some way.
5. **Department Declaration** – a form with which an Undeclared student declares their major. The department chair must sign the form and assign studio credit. Upon the receipt of this form, the Registration Office will update the student's record.
6. **Department Transfer** – a form with which a student may transfer from one department to another. The student must present their portfolio to the proposed new department for acceptance. The new department chair will sign

and date the form, which indicates acceptance of the student into the major and confirms assignment of studio credit.

7. **Declaration of Minor** – a form with which a student may declare a minor. Currently, students may minor in Art Therapy or Art History or in any department except Interior Design.
8. **Transfer Credit Pre-Approval** – a form which the student must complete when seeking to register for a course at another college and for which they plan to receive transfer credit at CCS. The department chair from the department in which the student seeks credit must sign the form. Students planning to study abroad also use this form.
9. **Student Support Services Referral** – a confidential referral form completed by a student’s advisor, instructor or department chair or an admissions counselor. The purpose of this form is to alert the Student Success Center about tutoring or learning disability needs; the Student Life Office about physical disability needs; or the Academic Advising and Counseling Center about counseling needs. This form is available from the Academic Advising and Counseling Center.
10. **Complete Withdrawal Form** – if a student intends a complete withdrawal from CCS for the semester they must meet with an advisor in the Academic Advising and Counseling Center and then a financial aid officer for an exit interview. The Advising Center completes the Complete Withdrawal Form and sends it to the Registration Office that distributes it to all concerned departments.

4.3 Grading and Academic Progress

4.3.1 Mid-Term Grades

The Registration Office distributes mid-term grade rosters to the departments during the sixth (6th) week of the semester. The department administrators distribute the rosters to the instructors. Keep in mind that if you teach in more than one department you will have grade rosters in your mailbox in each department. Please NOTIFY a student if their name does not appear on the roster. The student MUST be advised to see the Registration Office to ensure enrollment in that course.

Mid-term grades are due to the Registration Office the Wednesday of the 8th week of classes. Instructors must submit mid-term grades on-line using the WebAdvisor system. Mid-term grades are available to students once they are input into WebAdvisor.

Instructors are obligated to assign a mid-term grade to each student who is listed as still registered for their class. If a student is listed as anything other than dropped on your roster, the student is still officially registered for your class and you MUST assign a grade.

Valid mid-term grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F. You may not assign the I or W grades at mid-term.

Mid-term grades are a progress report only; they do not affect a student's cumulative grade point average. However, these grades are an essential component in the advising process.

4.3.2 Final Grades

The Registration Office prints final grade rosters on the Monday of the 13th week of the semester (students are not permitted to withdraw after the 12th week of classes). The final grade rosters are distributed to the department administrators who distribute the rosters to the instructors. Again, keep in mind, if you teach in more than one department you will have grade rosters in your mailbox in each department.

Faculty must enter final grades into our on-line grading system, WebAdvisor, the Monday after the last day of classes for the semester. There are no exceptions to the due date. Final grades are available to students as they are input by faculty and verified by the Registration Office.

Instructors are obligated to assign a grade to each student who is still registered for their class. If a student is listed as anything other than a drop on your roster, the student is still officially registered for your class and you MUST assign a grade.

Valid final grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I*.

*A grade of I (incomplete) should only be given rarely, when a student has encountered an unusual situation that prevented him/her from completing a SMALL portion of the semester's work. When you enter an "I" grade in WebAdvisor you must also enter an expiration date. This date will be given to you. Incomplete ("I") grades should NOT be assigned to a student if a student has stopped coming to class or has missed several assignments. If you have given a grade of "I" to a student in your class, you must also submit an INCOMPLETE GRADE VERIFICATION FORM to the Registration Office in addition to submitting the "I" grade via WebAdvisor. You and your department chair must sign this form before its submission. This form is available from your department administrator, Registration Office or Academic Advising Center. Grades of "I" automatically become "F" if the

instructor has not submitted a grade change form by the end of the next full semester.

4.3.3 Grade Change Forms

An instructor may change a student's grade. The reason for this change may be due to completion of work from the previous semester (grade of "I" being changed to a letter grade) or a review of the student's work which resulted in a better grade. A student who receives an "I" grade has one semester (Fall or Winter) to complete the work and receive the appropriate grade. After the one semester deadline, the "I" grade will be changed to an "F". Instructors, department administrators or the student may pick up the grade change form from the Registration Office. However, only the instructor may return the form to the Registration Office. The instructor and department chair must sign the form. Instructors must provide complete and accurate information to insure quick processing.

Students may appeal a grade up to 60 days after the last day of the semester in which the student was enrolled in the course. Appealing students should submit a written request to the Office of Academic Affairs identifying the course, instructor, and an explanation of the circumstances and reason for the request. The request will be reviewed and decided upon by the Committee on Academic Performance.

4.3.4 Course Repetitions

A student may repeat a course in which credit has been earned in order to improve their grade. When a course is repeated, the higher grade will be used in the calculation of the cumulative grade point average. Any course, or its equivalent transfer course, may be applied only once toward fulfillment of any and all degree requirements, including elective credit.

4.3.5 Dean's List and Honors

Students who complete a minimum of 12 credits during any semester and who attain a minimum grade point average of 3.50 are placed on the Dean's List. A notation will be placed on the student's transcript for each semester that Dean's List status is achieved. Students on the Dean's List for two consecutive semesters will receive a certificate from the Office of Academic Affairs.

Students who have shown outstanding achievement by attaining a cumulative grade point average of 3.5 and above are graduated with honors. Those who have achieved a cumulative grade point average of 3.8 and above are graduated with high honors.

4.3.6 Junior Status

Students are required to complete all 18 credits of Foundation courses and 15 credits of 100/200 level Liberal Arts courses before they can begin their junior level departmental studio courses. Each department decides which departmental courses students must complete before progressing to junior-level studio department courses.

4.3.7 Satisfactory Academic Progress / Probation / Suspension / Readmission

To be considered making satisfactory academic progress toward a degree, a student must maintain a minimum cumulative grade point average of 2.0, and achieve a minimum course completion rate of two-thirds (2/3). The Registration Office evaluates academic progress at the end of each semester. Students who fail to make satisfactory academic progress are placed on probation. If a student fails to make satisfactory academic progress the following semester, that student is suspended. Students suspended from the College may apply for re-admission after completing the equivalent of one full-time semester (12 credits) with a minimum C (2.0) average at another accredited college. The applicant must submit an official transcript and a new portfolio to the Admissions Office to be considered for re-admission.

4.3.8 Readmission Policy

Students who have been suspended or those who have voluntarily stopped attending for more than four consecutive semesters must follow the CCS readmission policy.

For readmission, students must reapply through the Office of Admissions. They must submit a portfolio of work, including work completed at CCS and any work completed during their absence from CCS. They may be required to have an interview with the chair of the department to which they are applying. Students who are suspended because of a low GPA must submit an official transcript showing 12 credits taken at another accredited institution that are eligible for transfer to CCS.

4.4 Class Attendance

Students are expected to attend every class. Attendance is taken at the beginning of each class. Students arriving 5 to 20 minutes late for any class are considered tardy. Three tardies equal one unexcused absence.

Arriving more than 20 minutes late or missing an entire class is considered an absence. This applies to all classes, regardless of class length, whether they are a 1.5 hour, 3 hour or 6 hour session.

Students who arrive late, do not return to class after break, or who leave early without the instructor's permission may be counted absent.

Three unexcused absences result in the reduction of one whole grade from the earned grade. Four unexcused absences equal failure in the course.

An absence may be excused if there is a medical reason, family emergency or extenuating circumstances beyond the student's control. Students seeking an excused absence may take their documentation to the Academic Advising and Counseling Center. The Center will send a written notice to the student's instructor(s) and department administrator notifying them that the documentation is on file. The final determination of whether an absence(s) will be excused is left to the discretion of the student's instructor(s).

4.5 Disciplinary Dismissal from a Class or Course

The sole acceptable cause for dismissal of a properly registered student from a class or course in which that student is enrolled is that her/his behavior is disruptive to the point where it interferes with the right of the teacher to teach or the right of other students to learn.

When a student's behavior is disruptive to the class the instructor should verbally warn the student about their behavior. If the disruptive behavior continues in the same class session, the instructor may order the student to leave the classroom for the remainder of the class session and should warn the student of the possibility of being dismissed from the course if the disruptive behavior continues. The instructor is under no obligation to allow the dismissed student to make up work or tests missed as a result of the dismissal. The instructor should send a written report of the dismissal to the Director of Student Life.

If the disruptive behavior continues to be a problem in future class sessions and the instructor wishes to dismiss the student from the course, the instructor must send written documentation to the Director of Student Life. The Director of Student Life will discuss the instructor's request with the Deans of the College and Enrollment Services and these three individuals reach a determination on dismissal. The student may continue to attend class sessions while the instructor's request for dismissal from the course is being reviewed. However, if the student repeats the disruptive behavior while the case is under review, the instructor may again dismiss the student from the class session and the student is barred from attending subsequent class sessions until the case has been resolved.

Dismissal from a course will be entered on the student's permanent record as a "W" grade.

4.6 Transcripts

Students may request copies of their transcripts by coming to the Registration Office and completing a Transcript Request Form. No one other than the student may request that student's transcript. The student's signature must accompany each request. There is a charge for each transcript.

4.7 Graduation

Commencement is held in May. However, degrees are also awarded in August and December, to students who have completed their graduation requirements in the summer or fall terms. A reception for December graduates is held at the end of the Fall Semester. Students who complete their requirements by the end of the Summer or Fall semesters may participate in the commencement ceremony that takes place the following May. Students are required to complete all of their academic requirements in order to participate in the commencement ceremony.

Students who expect to complete the graduation requirements in a given semester must come to the Registration Office, complete an Application for Graduation, and pay a \$80.00 fee by the end of the 4th week of the semester. Applications for Graduation submitted after the 4th week but before the end of the 8th week of the semester must be submitted with a \$105.00 fee. No Application for Graduation will be accepted after the 8th week of the semester. Students who expect to complete their graduation requirements by the end of the summer term must submit their Application for Graduation along with a \$80.00 fee no later than the 4th week of the term.

4.8 Academic Honesty

Faculty members have a responsibility to foster intellectual honesty as well as intellectual development in their students. Plagiarism and cheating are serious offenses that erode the academic environment. The College condones no form of plagiarism—defined as the use of another's words, ideas, visual or verbal material as one's own without proper permission or citation. Students should make sure they have a clear understanding of this important issue and how it applies to both Liberal Arts and studio classes.

Students who violate the standards of academic honesty face serious disciplinary consequences, including letters documenting the incident in their permanent record, immediate course failure and/or dismissal from the College.

A definition of plagiarism is to be included in the course syllabus.

4.8.1 Plagiarism Policy

In the event that an instructor suspects that a student's work product contains plagiarized materials, the instructor will attempt to determine whether or not the work is plagiarized. This will be done through discussion with the student who did the work, through examination of footnotes and bibliography, and through other appropriate methods of inquiry.

If the work is deemed plagiarized, the instructor will meet with the student and the department chair or a member of the Academic Affairs office regarding the seriousness of the infraction. If the work is determined or acknowledged by the student to be plagiarized, a letter will be placed in the student's file in the Registrar's Office where it will remain until graduation. The instructor will determine what academic action will be taken, such as re-writing the paper or re-doing the work, issuing a failing grade for the assignment and/or the course.

If a second case of plagiarism is determined before graduation then the case will be referred to the Committee on Academic Performance who will determine what further punitive action is to be taken.

In the case of denial by the student and the impossibility of determining plagiarism by the instructor, the charge will be dropped.

4.8.2 Deletion/Destruction of Student Work

The deletion or destruction of digital files, another student's artwork or college property is considered a serious offense. All students must refrain from altering work that does not belong to them, regardless of the date the piece was created or location. Students who violate this policy face serious disciplinary consequences.

4.9 Student Code of Conduct

The Student Code of Conduct is published on-line. Faculty members should be familiar with the Code and with the procedures to be followed should they witness a violation of the Code.

4.10 Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) accords the following rights to students regarding their academic records:

1. The right to inspect and review their educational records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, academic chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make

arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write the College official responsible for the record and clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent the FERPA authorized disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a paid person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law, security and personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College for Creative Studies to comply with the requirements of FERPA. The address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202-4605

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. This information, however, will not be disclosed if the student requests in

writing that it not be disclosed. A form for this purpose is available in the Registrar's office. The form is valid for one semester only. A form must be submitted for each semester the student wishes nondisclosure of information.

SECTION 5
STUDENT SUPPORT SERVICES

5. Student Support Services

5.1 Goals

CCS offers an array of support services to students. They are intended to assure that each student derives the full benefits of a CCS education and to maximize student retention to achieve the highest graduation rate possible.

Of these services, faculty mentoring is the function in which full-time faculty are most deeply involved. Faculty are involved in other services to varying degrees. Therefore, faculty should be familiar with the activities described below.

5.2 Academic Advising

5.2.1 General Statement

CCS believes that academic advising is an essential part of the educational process. The advising program is intended to make advising consistent across all departments and to assure that the academic needs and progress of each student are carefully supervised so that each may achieve his or her full educational and professional potential.

5.2.2 Director of Academic Advising and Counseling

The Director of Academic Advising supervises and manages the Academic Advising and Counseling Center. The Director works to assure that advising and counseling responsibilities are being fulfilled and student needs are being met.

5.2.3 Academic Advising and Counseling Center

The Academic Advising and Counseling Center coordinates all advising activities. It is staffed by trained advisors and licensed counseling personnel. The professionals in this office advise students, conduct degree audits and assist students through the registration process.

Individual counseling services on non-academic concerns are available to all College for Creative Studies students. The licensed, professional counselors who work within the AACC provide confidential counseling services, coordinate and administer student support groups and advocate for students in problem resolution as well as administer appropriate referrals with student crisis intervention.

5.2.4 Faculty Mentors

All full-time faculty are required to serve as mentors to students. The responsibility of mentors is to provide curriculum and career guidance, discuss the student's experience at CCS and their progress in the department, and discuss trends in the industry or field for which the student is preparing. Each student in the department is assigned a faculty mentor and remains with this mentor throughout their years at CCS. The faculty member is expected to meet with each "mentee" a minimum of twice each semester. Mentoring sessions can be one-on-one or in groups. A handbook on academic advising and mentoring is available from the Office of Academic Advising and Counseling.

5.2.5 Academic Evaluation (Degree Audit)

The Degree Audit is a computerized outline of a student's course requirements for graduation. It is an evaluation and synopsis of credits earned, credits in progress and credits yet to be taken towards graduation.

5.2.6 Department Administrators' Role in Advising

Department administrators function as liaisons between the AACC staff and their departments.

5.3 Student Success Center

The Director of the Student Success Center works closely with the Academic Advising and Counseling Center staff, supervising all activities of a comprehensive academic student tutorial program. The instructional program focuses on a range of strategies designed to foster and build academic skills in students experiencing learning challenges in life and at college. The Director's administrative responsibilities include direct consultation with the faculty on referrals.

5.4 Student Life

The Director of Student Life oversees all the daily operations of the Office of Student Life, including student programs, student government and various student groups. Additionally, the director is responsible for the college's residential facilities, and the organization of Commencement and Orientation. The director is also in charge of administering student judicial processes and producing the Student Handbook.

5.5 Career Counseling and Placement/Internships

The Office of Career Services provides information on employment and careers in art and design, workshops and seminars that assist students in their job search, on-line job books, recruitment events, internship coordination, employment opportunities for current students and alumni, and career counseling.

5.6 Multicultural Affairs

The Director of Multicultural Affairs serves as a student advocate and mentor to the entire cultural spectrum of students. The director, who also serves as the Black Artists Researching Trends (B.A.R.T.) organization advisor, is responsible for arranging workshops and lectures on cultural diversity, and assists the College in its efforts to create a more diverse campus community.

5.7 Director of International Student Services

The Director of International Student Services is responsible for recruiting and providing support to international students. Recruitment activities include international recruitment fairs, embassy tours, e-mail correspondence with prospective students and applicants. Support services include International Student Orientation, ESL coordination, weekly/monthly meetings with international students, visa issues and drop-in advising services.

5.8 Residence Hall

The residence hall is located in the Art Centre Building (ACB) and is staffed by the Director of Student Life, the Residence Life Coordinator, a number of Resident Assistants and front desk personnel. The front desk of the ACB is staffed 24 hours a day. The apartment style suites currently accommodate 263 students. The college also provides housing for 48 students at Palmer Court Townhomes located two blocks northeast of campus.

5.9 Off-campus Study

CCS is a member of the Association of Independent Colleges of Art and Design (AICAD). AICAD operates two programs that offer the benefits of study at other institutions and locales to CCS students.

5.9.1 Mobility Program

PURPOSE: The Mobility Program allows students to spend a semester at another AICAD institution. A student may see that an AICAD college other than his/her own can accommodate specific educational needs due to special facilities, curricular offerings, particular faculty competencies, or other resources appropriate to the student's development. The request for a Mobility semester must be approved by both institutions.

ELIGIBILITY: All students in good standing and with a GPA of at least a 2.7 are eligible after completing 51 credits. The Mobility Program is restricted to second semester sophomores and juniors (exceptions may be granted by the Department Chair to allow first semester seniors to participate). A student must be enrolled full-time while on Mobility at another institution. Students on Mobility will pay tuition to their home institution. The student pays the same tuition to CCS as he or she would if attending CCS. Details and information packets may be obtained from the AACC.

5.9.2 New York Studio Program

The member colleges of the Association of Independent Colleges of Art and Design (AICAD) established the New York Studio Program. It is designed for students to experience the challenges and rewards of living in a dynamic urban center. Students are enrolled in a full-time 15-credit program including a Contemporary Art Seminar and either the Independent Studio or Professional Internship. Only third-year students with a 3.0 GPA are eligible. Interested students should be referred to their department chairs.

5.9.3 Study Abroad

CCS encourages students to seek opportunities to study abroad. CCS offers several study-abroad opportunities through relationships it has with foreign institutions, and it is actively developing more such relationships. Students may also enroll in other institutions' study-abroad programs. Students interested in pursuing these opportunities should be advised to meet with the Director of International Student Services. A student must have a 3.0 GPA to qualify for study abroad.

5.10 Admissions

The Admissions Office is responsible for recruiting new students through various activities such as: high school visits, campus visits, campus events, college fairs, national portfolio days, international recruitment fairs, direct mail and telephone campaigns. The Dean of Enrollment Services and two associate directors of admissions oversee the daily operations of the Admissions Office. A team of Admissions Student Ambassadors assists with telecounseling, campus tours, and various Admissions events. Faculty participation in recruitment includes: college fairs, national portfolio days, campus events, portfolio reviews, placement of transfer credit, and phone calls to inquirers, applicants and accepted students.

5.11 Financial Aid

The Financial Aid Office is responsible for administering all Federal, State and institutional sources of financial assistance. The work-study/student employee program is coordinated through the Financial Aid Office. Students who have financial concerns should be directed to meet with the Director of Financial Aid.

SECTION 6
ACADEMIC RESOURCES

6. Academic Resources

6.1 Assessment Program

The College's Assessment Program is an initiative to evaluate how effectively the College is meeting its educational objectives in both the studio and liberal arts areas. The program is coordinated and administered via the Office of Academic Affairs under the direction of the Associate Dean. The goal of the program is to monitor the quality of teaching and learning with the objective of continuous improvement.

The Assessment Program includes the following components:

- English Placement Exercise (diagnostic)
- Visual Literacy Exercise (Art History) administered during Junior year
- Senior Thesis Essay
- External Review of the Annual Student Exhibition

The Associate Dean of the College, who is an *ex officio* member of the Assessment Committee of the Faculty Assembly, works collaboratively with the Liberal Arts and studio faculty to review and compile data. Additionally, the Associate Dean works closely with the department chairpersons, who are responsible for the departmental implementation of assessment program initiatives, evaluation of departmental learning outcomes, and monitoring continuous improvement in their respective majors.

6.2 Library

The CCS main library, located in the Manoogian Visual Resource Center, has over 34,000 books and subscribes to more than 200 periodicals that support the College's curriculum in art, design and liberal arts. The library's public computers have Internet access and word processing software. Additionally, staff computers and six public computers have over 60 databases for research, including periodical citation and full-text indexes as well as art-specific databases. The library houses the DVD/video collection of over 800 titles that are restricted for faculty checkout only. Seven stations equipped with flat screen monitors and DVD/VHS decks are dedicated for students to use these materials in the library.

The Slide Library and Image Collections Curator's office are also located within the Library. The College's slide collection of 88,000 visual art and design images continues to be used by faculty for class instruction.

Faculty and students also have access to the Design Library, a closed stack library located on the second floor of the Walter B. Ford II Building. The Design Library houses textbooks, color design materials and numerous samples.

6.2.1 Director

The Library Director provides direction for library operations, collections, and technology. The director works with the faculty to develop library collections and services and works with the Faculty Assembly Library Committee to establish library policies and to communicate those policies to the CCS community. The director provides for research assistance and instruction to students, faculty and staff.

6.2.2 Library Hours

During the academic year, the Library is open from 8:30 a.m. – 11:00 p.m. Monday – Thursday; 8:30 a.m. to 5:00 p.m. Friday ; 10:00 a.m. – 5:00 p.m. Saturday, and 1:00 p.m – 7:00 p.m. Sunday,

6.2.3 Loan Periods

You must show a current CCS ID to borrow library materials. Loan periods for library materials are as follows:

Books: one semester

Vertical File Materials: two weeks

Periodicals: one day. This includes both current and back issues.

Closed Reserve Books: one day. Closed Reserve books are permanently shelved behind the circulation desk; many photography books are on Closed Reserve.

Open Reserve Books: 2 weeks. Open Reserve books are shelved on the row next to the reference desk and have red tape on the spine above the call number level. These are heavily used, standard resources which are on open shelving for browsing and use in the library. They only need to be checked out if you wish to take them out of the library.

Reference Books: Reference books may not be taken out of the library.

In addition to these resources at CCS, faculty, students and staff have borrowing privileges at many area institutions, including Wayne State University libraries, University of Detroit-Mercy libraries, Detroit Public Library, and the DIA Research Library (closed stack library). CCS Library participates in Interlibrary loan, a worldwide service, and document delivery, a national database service, to provide materials not found at CCS or neighboring resources. Please see library staff for a detailed list and assistance in procuring these materials.

6.2.4 Image Collections

The Image Collections Department maintains two collections – over 88,000 slides and the new “Images for Teaching” digital database. The Image Collections Curator monitors circulation, oversees the production of images, catalogues images, provides training when needed, monitors copyright compliance and is the administrator for the digital database.

All users of the collections must attend a short orientation before borrowing privileges begin. At this time, faculty will become acquainted with checkout procedures, be assigned a pull card and given the opportunity to request new images. However, faculty must allow four weeks for images to be processed.

Images must be used for CCS classes only. Faculty will be charged a fee for lost or damaged slides (\$10 each).

6.3 Information Technology Services

The Director of Information Technology Services directs and leads the College’s information processing operations. These include planning, implementing, administration and evaluation of the College’s academic and administrative information technology needs. The department also administers the College’s digital reproduction, classroom audio and video equipment checkout and maintenance and photocopying needs through the Imaging Center and Audio-Visual Checkout Center. The Director oversees all hardware and software requests and employee computer training.

6.3.1 Imaging Center

The Imaging Center, located on the lower level of the Walter B. Ford II Building, produces high-quality digital images and documents at a reasonable price. For copies that will be used for instruction, an inter-departmental charge will be made through the Imaging Center, with appropriate departmental budget approval. The Imaging Center provides high-volume photocopies for institutional use at no cost, with a request generally for a one-day lead time, particularly at the beginning of a semester; at most times, turnaround is within three hours.

The Imaging Center also has a variety of digital equipment, available for checkout to students for a fee.

6.3.2 Audio-Visual Checkout Center

The Audio-Visual Checkout Center is located on the lower level of the Walter B. Ford II Building. The AVC maintains a supply of digital and audiovisual equipment for checkout to faculty and staff at no charge. The AVC also maintains production studio equipment for checkout to Animation Department classes.

6.3.3 Wendell W. Anderson, Jr. Auditorium

The Wendell W. Anderson, Jr. Auditorium is located on the ground floor of the Walter B. Ford II Building. This 250 person auditorium serves the entire campus for both internal events, classes and lectures as well as college sponsored events open to the public. It has a digital projection system, 16 mm film projection, 35 mm slide projection and a multi-channel audio system for lectures and panel discussions. The maintenance and technical support for the audio/visual systems within the auditorium are provided by Audio-Visual Checkout Center staff. Reservations for the auditorium are made through the Executive Office.

6.4 Center Galleries

Center Galleries, College for Creative Studies' forum for contemporary visual, literary, and performance art and design, exists to present the work of faculty, alumni, and local and nationally prominent artists for the education and enjoyment of both the students and faculty of CCS and the community at large. The programs of Center Galleries are accessible to and encourage the participation of the widest possible audience consistent with its mission and resources.

Center Galleries is dedicated to exploring the relationship between culture and artistic practice, to fostering intellectual inquiry, and to creating multidisciplinary exhibitions and educational programming that enable diverse audiences to connect their experiences of art to everyday life. Center Galleries recognizes a special responsibility to support the academic and teaching missions of the College through close collaboration with academic departments on campus. Off campus, Center Galleries places special emphasis on serving the cultural needs of the people of southeastern Michigan, while simultaneously participating as an active member of the national art community.

Ideas for exhibitions at Center Galleries are generated by the director and the Speakers and Exhibitions Committee, and through outside proposals submitted to the Committee. Center Galleries director and the Speakers and Exhibitions Committee are collectively responsible for approving all exhibits. The exhibition schedule is determined one year in advance.

Included under the Center Galleries umbrella is the Underground 245 student gallery, which is managed by CCS students and features selected exhibitions of student work throughout the year. Center Galleries also showcases the work of alumni, faculty and staff in its Alumni and Faculty Hall and the College's own art collection in the Permanent Collection Gallery. Additional programming by Center Galleries includes film, literary and performance events, benefits and artist receptions, and occasional special exhibitions throughout the campus. Center Galleries' educational programs are designed for the education and enjoyment of CCS students, and to help build audiences for contemporary art. Lectures, gallery talks with artists and curators, workshops, catalogues and other publications, and ongoing gallery tours for art educators and their students introduce visitors to new artists, new work, and other issues and ideas about contemporary art practice.

The Woodward Lecture Series is supported by an endowed fund to bring three visiting artists to campus each semester. Visitors may be selected from the areas of Fine Arts, Crafts, Photography, Illustration, Art History and Criticism, and History. The visitors are well established with national or international reputations. During each visit there is a public lecture and an opportunity for students to interact with the visitor in a classroom or studio setting. Planning for the series is conducted by the faculty Speakers and Exhibitions Committee together with the Director of Center Galleries.

6.5 Community Arts Division

Located in the heart of a complex urban region and possessing unique resources of value to that region, CCS recognizes a responsibility to serve the community of which it is a part. Thus, its mission includes not only collegiate education in art and design but community education as well. The goals of its community outreach activities include:

- bringing the enrichment of art and design education to a wider population
- illuminating the satisfying career opportunities available in the art and design fields
- increasing the representation of minorities in the art and design professions
- promoting economic and community development in Detroit and Southeastern Michigan

Community outreach occurs in many ways at CCS, through the activities of individual faculty members, through the academic departments, and through special projects and programs. These offices play key roles in outreach and comprise the Community Arts

Division: Center Galleries (described above), Continuing Education, and Community Arts Partnerships.

6.5.1 Director of Continuing Education

The Director of Continuing Education is responsible for art and design courses for adults, high school students, children and families; pre-college programs such as Camp Portfolio; certificate and diploma programs; professional development programs; and training for corporate clients.

6.5.2 Director of Community Arts Partnerships

The Director of Community Arts Partnerships is responsible for developing and maintaining collaborations with community organizations to bring educational experiences in art, design, and new technologies to underserved populations.

6.6 Shops and Labs

Shops and labs include the foundry, metal shop, wood shop, printmaking, Foundation, 3-D, Industrial Design model making and computer labs and photo labs.

6.6.1 Hours and Access

Access to shops and labs is permitted only when the director or a technician is present. Hours of access are determined by the Office of Academic Affairs, within the published building hours. Schedules are available from that office.

6.6.2 Competency Training and Testing

The Shops and Labs require users to have passed the Materials and Processes Class for that specific area. Competency training and testing are mandatory for faculty, staff and students who do not matriculate through the Materials and Processes curriculum. There also may be additional training requirements for specialized equipment not covered in the Materials and Processes curriculum.

6.6.3 Emergency Response

The Shops and Labs have a step-by-step response plan to accidents, injuries and fire that is posted in each area. Faculty should familiarize themselves with these procedures.

When a student is injured, the supervisor at the shop must fill out an Incident Report at the CCS Security Office.

6.6.4 Hazardous Waste

Hazardous waste disposal is contracted out to a contractor licensed by the State of Michigan. Containers are provided for areas where hazardous waste has been identified. It is the departments' responsibility to inform the Facilities Office of hazardous waste located in areas other than the shops and labs.

6.6.5 Tools and Equipment

The Shops lend out tools and equipment by having the student fill out a form and leaving their student I.D. Certain materials are available for purchase in the shops and labs. The Bookstore stocks respirators and safety glasses for sale. Faculty and supervisors must require users of the shop to use the proper safety gear.

6.7 Bookstore

The College bookstore is located across from the cafeteria on the ground floor of the Kresge-Ford Building. It is open Monday through Saturday during the academic year. Throughout the summer months, it is open on a limited schedule. Textbooks and other supplies are stocked each semester based upon the faculty's needs. The bookstore sends out a request to all academic departments in May (for the following fall semester) and in October (for the following winter semester) for information regarding required texts. Based upon these requests, the bookstore will carry the necessary textbooks and supplies.

SECTION 7
ADMINISTRATIVE SUPPORT SERVICES

7. Administrative Support Services

7.1 Human Resources

The Director of Human Resources is responsible for the administration of all human resource related functions. These include policy and procedure development and administration, recruitment, employment, employee development, compensation and benefits. The director provides leadership for college administrators to develop and implement positive employee relations, policies and procedures, performance management and salary and benefit plan administration.

7.2 Business Services

The Director of Business Services oversees the day-to-day operations of the Business Office which include budget, general ledger, annual audit, accounts receivable, purchasing, cashiering, and collections. The director works closely with the Vice President for Administration and Finance and other executive staff in preparing and monitoring the operating budget for the College as well as assisting with the capital budget and all restricted and endowment accounts. The director also works closely with other directors, staff and faculty on financial and budgetary matters. Additionally, the College's bookstore reports to the director.

7.3 Information Technology Services

Information Technology Services supports the College's mission by implementing and maintaining technologies and systems for academic, administrative and outreach initiatives, with a strong emphasis on customer service. ITS is divided into three areas: Network Services provides networking infrastructure, security, e-mail and desktop support; Academic Technology Services oversees lab and classroom support, the Imaging Center and Audio Visual Center; Application Services maintains the College website and offers database applications support.

7.4 Systems Planning

The Director of Systems Planning is responsible for initiating, directing and coordinating campus-wide projects to improve institutional efficiency, effectiveness and communication. The director will assist constituent groups with implementation and management of system and process change. The director works directly with academic and administrative departments to identify areas where improvements in process are needed and assists in identifying and implementing solutions.

7.5 Facilities and Administrative Services

7.5.1 Buildings and Grounds

The Department of Facilities and Administrative Services is generally responsible for the maintenance and repair of the institution's buildings and grounds. Cleaning is performed on a daily basis; however, in classroom environments, cleaning will not be performed beyond emptying the trash if it appears that student or faculty work might be harmed. As this is commonly the case in many studio environments, faculty should communicate with Facilities if classroom studio environments are not being cleaned appropriately.

For most maintenance and repair needs, a Maintenance Service Request (MSR) should be completed and submitted to Facilities. The work will be assigned a priority. Every effort is made to fulfill all MSR's in a timely manner. If the work has not been performed within two weeks, the Facilities staff should inform the department as to the status of the work. Call the Facilities department coordinator if there has been no communication regarding a submitted MSR within the indicated time.

The Facilities department also oversees major construction projects, and will coordinate these activities with the normal operations of CCS.

7.5.2 Mailroom

The mailroom is part of the Facilities department. All CCS mail is processed through the mailroom. Incoming mail is picked up by the Facilities department in the morning from the post office, and all outgoing mail is picked up from CCS departments by 3:00 p.m. so it can be delivered to the post office by 4:30 p.m. If you are sending out personal mail from CCS, it must already have the proper postage affixed. Under no circumstances should CCS postage be used for personal mail.

7.6 Security

Security is overseen by the Director of Campus Safety and Security. CCS provides security service 24 hours a day, 7 days a week, including roving patrols and fixed posts. The staffing patterns are adjusted based on the level of activity on campus, but there is always a security presence.

If you notice any suspicious or inappropriate activity, please notify the Security department (extension 7444) immediately, or push the red "assistant button" on one of the seventeen Emergency phones located around campus and in the parking deck.

Once Campus Safety is notified of an incident, they will take the appropriate action to ensure your safety on campus.

In addition to the emergency phones and patrols, activity on campus and in the parking deck at CCS is monitored and digitally recorded by fifty closed circuit television cameras strategically placed.

If you become a victim of a crime while on campus, call Security immediately or report to the Campus Safety office on the main level of the Kresge-Ford Building, across from the CCS bookstore. Campus Safety will provide immediate assistance and first aid if required. If additional assistance is needed, the shift supervisor will make the necessary notifications.

If at any time you would like an escort anywhere on campus, dial extension 7444 and let the Campus Safety officer know your location. The on duty supervisor will send a campus safety officer to escort you to your indicated destination on campus.

A pamphlet on emergency procedures is available in each administrative office. Additional copies can be obtained from the Office of Campus Safety and Security or the Human Resources office.

7.7 Institutional Advancement

The College for Creative Studies accomplishes its mission based on the quality of its faculty, programs and facilities. Financial resources enable and continually elevate this quality. A growing base of donors – individuals, business enterprises, foundations and government – provides these financial resources. Institutional Advancement (IA) is responsible for innovating, organizing and implementing fund raising initiatives to fulfill the CCS mission. IA is also charged with generating awareness among key audiences to attract the students most capable of benefiting from a CCS education. Integrating department personnel and tactics to attain strategic fund raising, admissions and brand visibility goals, IA is concentrating effort in three primary areas: Development (fund raising), Marketing Communication and Public Relations.

7.7.1 Development

7.7.1.1 Development

The Development unit in IA obtains contributions from individuals to support CCS at all levels, from supporting general operations and addressing ongoing needs to enabling special projects and making possible capital improvements. Development identifies and implements the pathways and opportunities for such giving. This function manages donor acquisition and stewardship as well as cultivating donors to higher levels of giving. The CCS Development unit

generates annual giving through fund raising events such as the Detroit International Wine Auction and the Spring Student Exhibition, and through other fund raising tactics including direct mail solicitations and online giving as well as major donor and capital giving efforts. Development provides leadership and support for alumni and volunteer involvement with CCS. IA's Development unit builds and maintains a strong regional and national network among alumni to keep them connected with CCS and each other. Volunteers are recruited, trained and assigned based on their interests and CCS needs, which range from helping to staff fund raising events to assisting with campus visits by potential students.

7.7.1.2 Corporate, Foundation and Government Relations

The Corporate, Foundation and Government Relations unit in IA secures financial and in-kind contributions from business enterprises, foundations and government sources. This unit works closely with faculty, staff and others to organize and develop programs for funding, while also cultivating and soliciting prospects for capital giving, endowments, grants, scholarships and other support.

7.7.1.3 Sponsored Projects

The College partners with corporations, associations and other enterprises to incorporate sponsored projects into the educational experience for CCS students. Sponsors typically present a design challenge of strong educational value to a CCS studio class. Students present their solutions to leading industry representatives at the end of each project. Beyond the educational benefits to students, sponsored projects enable CCS to build relationships with industry for internships and career placement as well as generating revenue and helping create marketing and public relations opportunities for the College.

7.7.2 Marketing Communication

The IA Marketing Communication unit is responsible for the brand-based planning, budgeting, writing, design, production and distribution of all internal and external CCS communications including student recruitment materials and the CCS website. Marketing Communication also manages the CCS brand and graphic identity standards.

CCS staff needing print, video, web-based marketing materials or printed documents should contact the Director of Marketing Communication. CCS

personnel other than Marketing Communication staff should not hire designers, contract printing or proceed with websites without the involvement of IA. All printing jobs must go through the Marketing Communication office.

7.7.3 Public Relations

PR, primarily news media outreach, is managed from within the IA Marketing Communication unit. The CCS public relations function is charged with engaging key audiences (potential students, donors, industry and government opinion leaders) to promote and strengthen the CCS brand image. Chief responsibilities of the Marketing Communication PR unit include initiating and maintaining relationships with the media, promoting newsworthy CCS events and activities to key audience segments, while helping coordinate CCS involvement in community activities.

SECTION 8
ADMINISTRATIVE POLICIES AND PROCEDURES

8. Administrative Policies and Procedures

8.1 Personnel Records

A master personnel record containing faculty records and other pertinent data is maintained in the Human Resources Office. The Human Resources office keeps records concerning employment, performance, payroll, benefits, and other miscellaneous items. The Academic Affairs Office also maintains files on each faculty member which include: Full-Time Faculty Annual Reports, Department Chair Annual Reviews of Full-Time Faculty, faculty member's resume, and correspondence. No information, except verification of employment dates, will be released to outside sources without the faculty member's written authorization, unless disclosure is required by subpoena or court order or is necessary to meet some legal obligation of CCS. A written authorization from the faculty member is required for the Human Resources Office to release salary information.

It is each faculty member's responsibility to inform the Human Resources office of any changes in the following: name, address, telephone, marital status, dependents, beneficiaries, and emergency contacts.

Faculty members have the right to review their Personnel Record in the Human Resources Office or their file in the Office of Academic Affairs, with a prior appointment. These Personnel Records are confidential and may only be reviewed by the faculty member, or the appropriate supervisory personnel of the faculty member.

8.2 Budget

8.2.1 General

CCS's fiscal year is a twelve-month period, beginning on July 1, and ending June 30. The budget for CCS is prepared annually, with formal Board of Trustees approval in the May preceding the commencement of the next budget year. The process of preparing the budget begins in the fall preceding the start of the next fiscal year. At that time, enrollment projections are made for the following year, and by December, the tuition rates for the following year are established and approved by the Board of Trustees. Following soon thereafter, the process of developing detailed revenue, expense and capital acquisition budgets commences.

In February, all department chairpersons and other staff with budget responsibilities are given information regarding the budget preparation process. They prepare revenue, expense and capital budget requests based upon the information in the budget package, as well as needs they might have due to curriculum or enrollment expectations. These requests are submitted in late February, with individual departmental presentations made to senior management in early March. Subsequent to these presentations, senior management makes final budget decisions, and the budget is prepared for submission to the Finance and Audit Committee of the Board in early April. This is followed by presentations to the Executive Committee of the Board in late April and to the Board for final approval in May.

8.2.2 Faculty/Staff Budget Committee

The faculty/staff budget committee consists of four to six faculty members and four administrative staff members. Individuals are selected to serve on this committee from among CCS employees who do not have direct budget authority, in order to include in the planning and budget process employees who do not otherwise have a formal role. This committee has a two-fold purpose. The first is to inform members about the process itself, the structure and parameters of the budget and how decisions are made. The second is to get direct input and guidance about budget priorities.

The committee meets two to three times a year, with the meetings called by the Dean and the Vice President for Administration and Finance. The first meeting is intended to provide an overview of the budget process and parameters; the second meeting provides a forum for budget input from the members; and the final meeting provides an opportunity for feedback to the committee members as to how their input has been addressed.

8.3 Contractual Commitments

Any contract that legally binds CCS or any of its employees to perform a service, pay a fee, or fulfill any other responsibility must be signed by either the Vice President for Administration and Finance or the President. Faculty may not sign contracts on behalf of CCS. In all matters that require an official signature on a contractual commitment the following steps shall apply in order for CCS to be legally responsible:

1. Faculty members may recommend contractual commitments to their department chairs.
2. Department Chairs may initiate and recommend contractual commitments within their area of responsibility to the Dean.
3. The Dean and/or the Vice-President for Administration and Finance must review and approve all contractual commitments for official authorization.
4. The Vice-President for Administration and Finance will determine the necessity for the President's signature. In all cases, any contractual arrangements between CCS and another party will only be considered officially approved if signed by the Vice President for Administration and Finance and/or the President.

8.4 Emergency Weather Closing

CCS's policy is to keep the school open during periods of inclement weather, if at all possible. 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 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) NewsRadio or other local radio/TV stations. The decision to cancel Evening Classes will be made by 2:00 p.m. and faculty may call 313-664-7400 to listen to this announcement.

Faculty are required to reschedule any classes that are cancelled due to weather or emergency closings.

8.5 I.D. Cards

Identification cards are issued to all employees at the time of hire. You must keep your ID card with you at all times while you are on campus and must present it when asked. ID cards are issued through the Campus Safety and Security Office, upon completion of new hire employment forms with the Human Resources office. You are responsible for your ID card, and if you lose it, you will be required to pay a \$15 replacement fee.

8.6 Access to Buildings and Parking Areas

If you need access to College buildings outside of posted hours, contact the CCS Security Office (313-664-7444). You must check in with the Security Office upon arrival and check out when departing. Your picture ID must be presented to be admitted to the building.

Please refer to the Traffic Parking Policies and Guidelines in Appendix F.

8.7 Keys

Keys for use on gates, doors, desks, file cabinets, vehicles and other CCS equipment are issued through the Facilities Department. They remain the property of CCS. If you are provided with a key, you are responsible for its safekeeping. You will be required to pay for the replacement of lost or stolen keys that have been assigned to you. If your job changes or you leave CCS, you must return all keys to the Assistant Director of Facilities. You must not duplicate keys without authorization.

8.8 Purchasing Policy and Procedure

All purchases over \$60 require a Purchase Requisition. Purchases less than \$60 can be reimbursed through the Business Office petty cash fund. Purchase requisitions are available from the Department Administrator. Purchase requisitions over \$1000 require approval by the Office of Academic Affairs and Vice President for Administration and Finance.

8.9 Electronic Communications

CCS continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of

electronic media and services, including computers, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web.

CCS encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone associated with CCS must be aware that electronic media and services provided by CCS are for the purpose of facilitating and supporting CCS related business. Personal use should be kept to a minimum. The Electronic Communications Policy is contained in Appendix D.

8.10 Field Trips

From time to time, a faculty member will want to take a group of students on a field trip. All students must sign a waiver of liability form covering the trip. These forms may be obtained from the Office of Student Life, or from the Business Office. Whether travelling locally, or long distance, transportation should be organized through a reputable carrier. If traveling by motor vehicle, it is preferable to hire a bus or van, with a properly licensed driver. In this case, the company providing the transportation must furnish proof of current insurance. It is permissible for faculty to use personal vehicles to transport students. However, faculty may not solicit students to transport other students. Properly licensed and insured faculty or staff, with clean driving records, may drive as long as students have signed the waiver forms. The driver will be reimbursed for actual mileage at the established reimbursement rate, which may be obtained from the Business Office.

Out-of-town accommodations must be made at reputable establishments. Reservations should be confirmed in writing, and if the hotel insists on a contract being signed, it must be reviewed and signed for CCS by the Vice President for Administration and Finance.

Funding for field trips may be available through the Office of Academic Affairs, with approval by the Dean. All monies due from the student for a given trip must be paid to CCS before leaving on the trip, with absolutely no exceptions. The Business Office will handle paying the bills and issuing travel advances to the faculty members. Subsequent to the trip, proper accounting, including all appropriate receipts, must be made of all funds expended. The forms to be used in this accounting may be obtained from the Business Office.

LIST OF APPENDICES

Appendix A: **TABLE OF ORGANIZATION**

Appendix B: **BY-LAWS OF THE FACULTY ASSEMBLY**

Appendix C: **FAMILY AND MEDICAL LEAVE POLICY**

Appendix D: **ELECTRONIC COMMUNICATIONS POLICY**

Appendix E: **TRAVEL AND ENTERTAINMENT POLICY**

Appendix F: **TRAFFIC/PARKING POLICIES AND GUIDELINES**

Appendix B: BY-LAWS OF THE FACULTY ASSEMBLY

I. Purpose

The Faculty Assembly is recognized by the Board of Trustees as the vehicle by which the faculty members exercise their responsibility to advise and make recommendations to the President regarding the following:

- A. The College's educational objectives, curriculum and standards
- B. Policies, regulations, and procedures necessary to achieve those objectives. Promotion of a rich and stimulating artistic intellectual environment in which teaching and learning occur
- C. Criteria for faculty performance and review (faculty appointments, promotions, and renewals)
- D. Professional development of the faculty and all matters reflecting the well-being of the faculty and their concerns, including grievances
- E. All matters essential to the general welfare of the students

The Faculty Assembly receives reports from the President and other administrative personnel and is encouraged to engage in regular dialogue with those individuals.

II. Membership And Voting

- A. Membership in the Faculty Assembly is constituted by full and part-time faculty
- B. Voting rights are extended to full-time faculty and adjunct faculty teaching six (6) credit hours in the current semester or nine (9) credit hours cumulatively in two consecutive semesters. Faculty teaching fewer than the above stated hours are encouraged to attend meetings and participate in discussions, but may not vote.
- C. The presence of at least half of the full-time faculty will constitute a quorum, for the purpose of voting and approving issues before the Faculty Assembly.

III. Officers

- A. Six (6) new full-time faculty members are nominated by the Faculty Assembly in January of the second year of the outgoing Executive Committee's service. Nomination is followed by the election of four (4) new Executive Committee members at the February Faculty Assembly. To ensure a smooth transition, newly elected members of the Executive Committee will serve concurrently with existing members of the Executive Committee during the final two months of the outgoing committee's term of service (March and April) and will fully participate in all Executive Committee meetings and Faculty Assemblies.

- B. The four members of the Executive Committee are: Chair, Vice Chair, Secretary, and Parliamentarian. These positions are self-determined by the committee.
- C. The Chair shall preside at the Faculty Assembly meetings and perform other duties as assigned by the Executive Committee. The Chair is also an *ex officio* member of the Board of Trustees of the College for Creative Studies and shall attend all full board meetings. The Chair will report to the Assembly on the Board of Trustees meetings.
- D. The Vice Chair shall preside over the Faculty Assembly in the absence of the Chair. He/she will also perform other duties as assigned by the Executive Committee.
- E. The Secretary shall keep the minutes of the Faculty Assembly and Executive Committee meetings, compose correspondence and perform other duties as assigned by the Executive Committee.
- F. The Parliamentarian shall make decisions about procedures in meetings of the Assembly and ensure that *Robert's Rules of Order, Newly Revised* are followed.
- G. Faculty who want to approach an issue on a confidential basis may do so by approaching member(s) of the Faculty Assembly Executive Committee. The Executive Committee will act as a fact finder in this matter, and report back to the inquiring faculty on a confidential basis. Based on the outcome of the inquiry, and if appropriate, the Executive Committee may carry the issue forward, make recommendations to bring the matter before the Faculty Assembly, or refer it to an appropriate Committee. Person(s) approaching the Executive Committee with such a request can reasonably expect their confidentiality to be maintained.

IV. Meetings Of The Faculty Assembly

- A. Regular meetings of the Faculty Assembly will be held according to a schedule established by the Executive Committee prior to the beginning of the current academic year. There will be a minimum of four (4) regularly scheduled meetings per semester.
- B. All faculty, full-time and adjunct, as well as staff and administrative personnel, regularly attend and present at the Faculty Assembly.
- C. Additional meetings (or retreats) may be called by the Executive Committee, or by faculty referendum.
- D. A schedule of meetings shall be electronically posted and distributed in writing to all faculty members at the beginning of the school year. A hard copy agenda of the Faculty Assembly in question shall be distributed at the beginning of each meeting.
- E. Committee proposals which require a vote of the Faculty Assembly shall be presented at one meeting and voted on at the next meeting. A motion from a committee shall be placed on the agenda only after said committee has held open meetings to allow

- F. adequate discussion of the motion. Motions from committees shall be placed on the agenda and shall not be made from the floor.
- G. Minutes of the Faculty Assemblies are electronically posted within two weeks of the meeting. Minutes of the prior assembly will also be made available in hard copy at each Faculty Assembly.
- H. Meetings are conducted according to *Robert's Rules of Order, Newly Revised*.

V. Committees

The work of the Faculty Assembly is conducted through its standing committees, which are as follows:

Elected Standing Committees:

Executive Committee: The Executive Committee sets the schedule for Faculty Assembly meetings, plans the agenda for each meeting, appoints the members of the appointed standing committees, and performs other duties as specified by *Robert's Rules of Order, Newly Revised*.

Faculty Review Committee: The mission of the Faculty Review Committee (FRC) is to support, identify, and acknowledge excellence in the full-time faculty of the College for Creative Studies. The Committee will function as a body of peers to annually review, evaluate, and rank the full-time faculty, and to provide its decisions to the administration regarding promotions, contracts, and terminations. Through this process, the Committee will endeavor to ensure equitable, high standards in the review of each faculty member's achievements in instructional quality, college service, and professional practice.

Faculty Concerns Committee: The Faculty Concerns Committee (FCC) serves as a body of appeal for full-time faculty members seeking redress (arbitration) of grievances and concerns. Its purpose should be resolution of issues, not initiation or proposal of such issues. The committee will judge the validity of grievances reported to it by individual faculty members, and recommend an appropriate resolution to the Dean of Academic Affairs and President. The FCC serves as the grievance mechanism for appeals of Faculty Review Committee (FRC) decisions, as stated in Section X of FRC guidelines. Additionally, the FCC will hear faculty grievances related to termination, contract non-renewal, or contract length reduction based on the actions or recommendations of the faculty member's Department Chair or the Office of Academic Affairs.

Appointed Standing Committees:

Academic Performance Committee: The Academic Performance Committee annually reviews institutional policies regarding admissions, scholarships, conditional acceptance and satisfactory progress of students. The committee also reviews student petitions requesting exceptions to academic requirements, and serves, when necessary, on the Council of

Adjudication. Decisions of the committee are forwarded as recommendations to the Dean of Enrollment Services or the Dean of the College, as appropriate.

Academic Technology Committee: The Academic Technology Committee is charged with reviewing technology requests for facilities, departments, and faculty training, prioritizing these requests, and recommending the adoption of new technology/ies that support the curricular goals and strategic priorities of the institution.

Assessment Committee: The Assessment Committee exists to research and promote best practices of assessment and evaluation for the College at the course, department, and institutional levels. The Committee serves the academic needs of students and instructors by supporting continuous improvement and adding value to the educational experience.

Curriculum Committee: The Curriculum Committee regularly reviews the curriculum so philosophical and pedagogical goals set by faculty and described by the mission statement can be achieved. The Curriculum Committee will review and approve all curriculum changes including new programs, specific courses and special topic courses. It also will review and evaluate proposed courses and programs. Additionally, the Curriculum Committee will assist assessment, Registrar, Academic Affairs, and other units involved in curriculum policies and procedures. The Curriculum Committee meetings are open to all faculty.

Health and Safety Committee: The Health and Safety Committee gathers and identifies campus wide health and safety related concerns. The committee serves as a liaison between the reporting party and appropriate CCS staff to initiate correction. The Committee conducts reviews of corrections and compiles an annual report.

Library Committee: The Library Committee serves as a liaison between the Director of the Library and the CCS community regarding the acquisition of books, periodicals, reference materials, and research software. The Committee also co-operates with the Director of the Library to establish policies for the Library. It is the mandate of the Library Committee to promote the range of resources provided by the library to the CCS community, and to communicate with the CCS community as these resources are updated. Consistent with its mission of maximizing the use of the resources of the Library, the Library Committee seeks to make means available for the training of all faculty in the use of library resources on a regular basis.

Speakers and Exhibitions Committee: The Speakers and Exhibitions Committee represents the academic departments of the College and serves in an advisory capacity to the Director of Center Galleries. The Committee coordinates with the Director of Center Galleries in defining Center Galleries' mission and its exhibitions and educational programs, sets and reviews gallery policies, and reviews and approves the annual schedule of exhibitions. The Committee also provides input on the Woodward Lecture Series, and assists the Director of Center Galleries in identifying potential speakers for the Series. When appropriate, the Committee may also make recommendations regarding other College exhibitions and the College's Permanent Collection.

VI. Membership on Standing Committees

- A. Membership on **elected** standing committees is determined by vote of the Faculty Assembly in accordance with the guidelines of each committee.
- B. Membership on **appointed** standing committees is determined by the Executive Committee, which will endeavor to balance the committee workload equitably among all faculty members and departments.
- C. With the committee's consent, the Executive Committee may invite staff members or students to selected meetings of the appointed committee when such staff member's or student's duties or expertise are well suited to the responsibilities of the appointed committee in question.
- D. Adjunct faculty members may attend and participate in committee meetings of the appointed standing committees, but may not vote.
- E. Administrative officers of the College may attend appropriate meetings of the appointed standing committees on an *ex officio* basis.
- F. Members of the Office of Academic Affairs serve as *ex officio* members of elected and appointed standing committees
- G. Committee terms of service are determined by each standing committee on an individual basis and are clearly stated in each committee's guidelines.

VII. Procedures of Appointed Standing Committees

- A. The chairperson of each appointed standing committee will be designated by election of the committee during the first meeting in September. Outgoing or standing Chairs will call the first meeting of the school year.
- B. Each committee will select a Secretary from among its members to record minutes. Committee minutes will be archived in the Office of Academic Affairs, distributed to members of the committee, and posted electronically.
- C. Committees will meet regularly, at least once per semester, at times agreed upon by the committee members.
- D. Special meetings of a committee may be called by the chairperson, the Dean of Academic Affairs, at the request of committee members, or by a vote of the Faculty Assembly.
- E. Each committee will establish its own guidelines. Outgoing Chairs will make sure that all procedures/ minutes/ documents are passed down efficiently to the next Chair.

- F. Each committee should be prepared to report regularly to the Faculty Assembly and may propose actions for consideration by the Faculty Assembly as prescribed by the Assembly's Bylaws and rules of conduct.

VIII. Other Committees

- A. The Faculty Assembly, on recommendation of the Executive Committee or on motion from the floor, may appoint ad hoc committees to consider specific issues or accomplish specific objectives.
- B. The President and/ or Dean of Academic Affairs may from time to time appoint special committees or task forces of faculty and/ or staff to consider specific issues or accomplish specific objectives.

IX. Amendments to Faculty Assembly By-laws

- A. In order to amend these By-laws, the Faculty Assembly shall make a recommendation, in the form of a two thirds vote in a regularly scheduled Assembly, to the President and Board of Trustees, who may approve or disapprove the recommendation
- B. These By-laws are subject to approval by the Board of Trustees, the legal governing body of the College for Creative Studies. The Board reserves the right to modify them at any time, following consultation by the President with the Assembly, and will duly inform the Faculty Assembly via the President of such changes.

Academic Performance Committee Guidelines

I. Purpose of the Committee

The Academic Performance Committee makes recommendations about admissions criteria, conditional acceptance and satisfactory academic progress of students. The committee also reviews student petitions requesting exceptions to academic policy or requirements. When appropriate or necessary, decisions of the committee are forwarded as recommendations to the Dean of the College or Dean of Enrollment Services. Review of institutional policies is seen as a support position by the committee to improve the process through feedback from direct faculty experiences. It is not viewed as an oversight position.

II. Membership

- A. The committee is comprised of full time faculty with no two members from the same department. Adjunct faculty can participate as long as they are teaching six credits in a given semester and are able to attend the meetings. The membership should represent as broad a cross-section of departments as possible.
- B. There are two Ex-Officio members, the Associate Dean and the Registrar.
- C. The term of service on the committee is three years.
- D. Membership on the committee is determined by appointment of the Executive Committee. Substitutes needed due to sabbatical leave, etc., are also appointed by the Executive Committee.
- E. The committee has a Chair, Co-Chair and Recording Secretary. It is recommended that the Chair and Co-Chair not exit the committee in the same year to insure continuity.
- F. The Chair, Co-Chair and Recording Secretary shall be elected by vote of the committee members at the first meeting of the academic year. This first meeting is called by the vice-chair from the previous academic year.
- G. Due to the confidential nature of student petitions, student participation on the committee is not permitted.

III. Defined Roles:

- A. Committee Chair: Convenes meetings, prepares agendas, and reports issues to the Faculty Assembly. The Chair also presents the committee recommendations to the Dean of Enrollment Services or the Dean of the College.
- B. Co-Chair: To function as the Chair in the event the Chair is unavailable.

- C. Recording Secretary: Records notes, attendance, minutes, decisions, recommendations, and votes (excluding confidential student petition information). Distributes and amend minutes to committee members and to the Secretary of Executive Committee for posting on Blackboard.
- D. Ex-Officio: Provide confidential information regarding student petitions as well as additional background information needed for the committee to function as outlined in the purpose statement.
- E. The committee may meet without the Ex-Officio members present in instances where no student petitions are to be discussed.

III. Procedures

- A. There should be monthly meetings during the fall and winter semesters with no maximum number. The meeting schedule is established during the first meeting of the academic year and is forwarded to the Secretary of Executive Committee for posting on Blackboard.
- B. The goals of the committee for the year could also be established at the initial meeting. Information may be requested from the Ex-Officio members regarding institutional policy, admissions, conditional acceptance and satisfactory student progress.
- C. Minutes and meeting agendas are communicated to the committee members through e-mail and paper copies.
- D. Special meetings may be called by the Registrar to review and make decisions on student petitions. It is required that all committee members maintain absolute confidentiality regarding student petitions. Copies of petition documentation is distributed by the Registrar at the start of the meeting, collected at the end of the meeting, and then destroyed.
- E. Individual committee members may be asked to perform additional tasks. The Chair/Co-Chair delegates duties to members if no volunteers come forward in these instances.
- F. Minutes of student petition matters will not be kept in detail due to the confidential nature of the information. A log of submitted petitions is kept by the Registrar as part of the committee records.

IV. Voting:

- A. Decisions and recommendations are made based upon information supplied to the committee. In cases where school and student records are needed for review, the Ex-Officio members supply the appropriate information.

- B. All committee votes require quorum (50% +1 of the committee members). Ex-Officio members are not voting members of the committee.
- C. In the case where a student petition involves one of the committee members, that committee member must excuse him/herself from the meeting where said petition is discussed.

V. Amendment of Guidelines

Committee guidelines are reviewed by the committee each year. In addition, any revisions deemed necessary are taken to the Faculty Assembly approval.

VI. Archiving of Committee Guidelines and Records

- A. The Chair, Co-chair and Ex Officio members archive and keep records of committee business in both electronic format and hard copy. The committee guidelines are also archived in the faculty handbook and on Blackboard.
- B. A copy of the committee guidelines are kept on file in the Office of Academic Affairs.
- C. The guidelines and all archived information about the committee's activities are delivered by the outgoing Chair to the new Chair at the beginning of the academic year.

Academic Technology Committee Guidelines

I. Purpose of Committee

The Academic Technology Committee is charged with reviewing academic technology requests for instruction and training, then prioritizing those requests. The committee is also charged with recommending the adoption of new technologies that support the curricular goals and strategic priorities of the institution.

II. Membership

- A. Committee membership should be composed of a least one representative from each academic department and from each key department with technology concerns. Faculty members are appointed to the committee by the Executive Committee of the Faculty Assembly.
- B. Only faculty members on the committee will have the right to vote.
- C. Members will serve a 2 year or 3 year term as designated by the Executive Committee.
- D. Membership will be staggered in order that some members will be in their first year of service while others will be in their second or third year of service.
- E. Chair will be at least a 2nd year member; assistant chair will become chair upon completion of previous chairs term. Assistant Chair will be note-taker.
- F. Members will vote on an Assistant Chair each year.
- G. There will be a non-voting, student member appointed by the student government.
- H. One substitute from each department will be allowed when necessary.
- I. A facilities representative may be asked to join when appropriate.
- J. The Director of Academic Technology is a non-voting *ex officio* member of the committee.

III. Procedures

- A. The Academic Technology Committee will meet at least once before the third week of the new fall semester to vote on the Assistant Chair and set the agenda for the year.
- B. At the first meeting of the fall semester, the Chair will report old business and a member from the Academic Technology Department will report on any summer installation activities.
- C. The committee will meet with the CFO and focus on budget processes no later than the first meeting of the winter semester.
- D. Quorum will be fifty percent plus one of the committee voting membership.
- E. All members will receive email notification of upcoming votes.

IV. Amendment Of Guidelines/Archiving

- A. The Academic Technology Committee will review and change procedures with a quorum vote.
- B. Guidelines will be kept in the binder with committee minutes and be posted on the web site and held in Academic Affairs office.
- C. Staggered service terms will ensure consistency of guidelines and practices.

Assessment Committee Guidelines

I. Purpose of Committee

The Assessment Committee works with the Office of Academic Affairs to shape and guide the College's assessment activities for the purpose of improving student learning.

II. Membership

- A. The Committee is comprised of full time faculty members from each academic department where possible. Terms of service should be staggered to ensure continuity and departmental representation over time.
- B. Term of service: 3 years. Ideally committee membership should be distributed between first, second and third year members.

C. Defined Roles:

The Committee Chair is responsible for project communication, defining outcomes, scheduling meetings, assigning tasks, and reporting to the faculty assembly. The Chair ensures timely completion of projects agreed upon by the committee. The term of the Chair is one year.

The Vice-Chair is responsible for conducting meetings in the event that the chair is absent or becomes unable to perform his/her duties. To maintain continuity in accomplishing the charge of the Committee, the Vice-Chair transitions into the position of Committee Chair the following year. The Vice-Chair must be a 1st or 2nd year committee member. The term of the Vice-Chair is one year.

The Recording Secretary is responsible for taking notes, writing minutes, and photocopying /delivering minutes at the beginning of each meeting. In addition, the Secretary is responsible for forwarding minutes in a timely fashion to the Secretary of the Executive Committee for posting on Blackboard.

The Ex-Officio is the Associate Dean. Ex-Officio guides and manages the implementation and documentation of the College's assessment program.

Note: The Assessment Committee reserves the right to hold meetings without the Ex-Officio.

III. Procedures

- A. Nominations and voting for Vice-Chair and Recording Secretary occurs at the first meeting of the academic year. In the event that the Committee Chair position is vacant due to the previous Vice-Chair not returning, the Committee elects a Chair as well.

- B. Meetings shall take place once a month. The first meeting of academic year should be scheduled no later than 4 weeks from the beginning of the semester. Meetings for the academic year should be coordinated at this time. The meeting calendar is posted to Blackboard and GroupWise, and sent via email to members by the Secretary.
- C. Specific committee tasks are coordinated and administered by Chair in agreement with Committee members.
- D. All committee votes require a quorum (50% +1 of the committee members). The Ex-Officio member is not a voting member of the Committee.
- E. The Vice-Chair schedules the first meeting for the following fall. In case the Vice-Chair is no longer on faculty at CCS, the Ex-Officio is responsible for scheduling the first meeting.

IV. Archiving and Amending Guidelines

- A. The Chair and Recording Secretary maintain a binder of meeting notes and documents. The Recording Secretary is responsible for forwarding minutes to the Secretary of the Executive Committee for posting on Blackboard.
- B. Guidelines are reviewed annually by the Assessment Committee and revised as needed. If revisions are necessary, recommendations from the Committee are submitted to the Faculty Assembly for approval.
- C. A digital copy of Committee guidelines is posted to Blackboard.
- D. The Chair of the Assessment Committee submits an annual report of the Committee's activities to the Ex-Officio at the end of the academic year or no later than May 30.

Curriculum Committee Guidelines

I. Purpose of Committee

The curriculum committee regularly reviews both undergraduate and graduate level curricula so philosophical and pedagogical goals set by faculty and described by the mission statement can be achieved. The curriculum committee will review and approve all curriculum changes including new programs, specific courses and special topic courses. It also reviews and evaluates proposed courses and programs. The Curriculum Committee will assist the Assessment, Committee Registrar, Office of Academic Affairs, and other units involved in curriculum policies and procedures. The Curriculum Committee meetings are open to all faculty members.

II. Membership

- A. Fourteen (14) members (one and only one representative per department).
- B. Departments submitting requests may send representative/s to explain submissions.
- C. Term of service: Two (2) years a member may elect a third-year option

Defined roles:

- D. Committee Chair: convene meetings, prepare agendas, report to the faculty assembly
- E. Secretary/Chair-in-Waiting: will keep/distribute/post minutes and assumes Chair responsibilities in second year of service.
- F. Ex Officio: offer insight relevant to their particular area of expertise; Ex Officio participants are non-voting members. Committee reserves the right to hold meetings without Ex Officio members present.
- G. Substitutes will be selected by the Executive Committee
- H. Committee Members are selected by the Executive Committee
- I. Student representation is welcomed. The student representative may be selected by student government. Students are non-voting members.

III. Procedures

- A. The committee will meet monthly prior to the faculty assembly and as needed throughout the year.
- B. Requests from departments will be routed first through Academic Affairs where they will be copied/posted/distributed to members one week in advance of the scheduled Curriculum Committee meeting date.
- C. Committee tasks will be handled by the consensus of the Committee

- D. Decisions & Voting: decisions will be made by majority vote of the faculty members of the Committee. Ex Officio, observers and students members are non-voting participants; faculty members must attend in order to vote.
- E. Minutes and Agendas will be archived digitally and hard copies kept by the recording secretary in a binder; minutes and agendas will be communicated to committee members including Ex Officio and student members via email

IV. Amendment of Guidelines/Archiving

- A. Committee guidelines will be reviewed at the start of each academic year and revised as needed.
- B. Committee guidelines will be archived digitally and hard copies kept on file/in binders.
- C. Committee guidelines will be passed from one chair to the next digitally along with a hard copy (above mentioned binder).

Faculty Concerns Committee Guidelines

I. Purpose

The Faculty Concerns Committee (FCC) serves as a body of appeal for full-time faculty members seeking redress (arbitration) of grievances and concerns. Its purpose should be resolution of issues, not initiation or proposal of such issues. The committee will judge the validity of grievances reported to it by individual faculty members, and recommend to the Dean of Academic Affairs and President an appropriate resolution. The FCC serves as the grievance mechanism for appeals of Faculty Review Committee (FRC) decisions, as stated in Section X of FRC guidelines. Additionally, the FCC will hear faculty grievances related to termination, contract non-renewal, or contract length reduction based on the actions or recommendations of the faculty member's Department Chair or the Office of Academic Affairs.

II. Membership

- A. Nine full time faculty members selected from the following departments: Advertising Design, Entertainment Arts, Art Education, Crafts, Fine Arts, Foundations, Graphic Design, Illustration, Product and Transportation Design, Interior Design, Liberal Arts, and Photography shall constitute the committee.
- B. The Assistant or Associate Dean will serve as an Ex Officio member of the committee in order to facilitate communication and consultation. The Ex Officio member shall absent themselves from the adjudication of grievances.
- C. The FCC will not have a student representative due to the nature of the committee.

III. Election Procedure (Constituency of the Committee)

- A. Election to fill vacancies will be by ballot of the Faculty Assembly by September of each year. Terms of membership are staggered with the election of two or three members each year as appropriate (see D below). There shall be no more than one member from a given department sitting on the committee at any given time.
- B. Each committee member will be elected by the Faculty Assembly at large, from a complete list of eligible members provided by each department
- C. In the event that a member becomes unavailable during a portion of his/ her term (due to a sabbatical or leave of absence), a special election at the Faculty Assembly shall be held for an eligible substitute from that member's department. The duly elected substitute shall serve only during the regular committee member's absence. The committee will not meet in consideration of any grievance unless and until it is fully constituted of duly elected members or an elected substitute.
- D. No faculty member may serve two consecutive terms, a term being of *three years*. It is the responsibility of the chair of the Faculty Assembly to keep a record of the committee members' terms and organize the election of new or substitute members as necessary.

- E. No faculty member may serve on the Faculty Review Committee and the Faculty Concerns Committee concurrently.
- F. A faculty member may not serve consecutive terms on the Faculty Review Committee and the Faculty Concerns Committee.
- G. The committee chair will be elected by the committee membership at the first meeting of the Academic Year. This initial meeting will be called by the outgoing chair from the previous Academic Year.

IV. Procedures

- A. The FCC committee will maintain an attendance record that will document member participation and dates of meetings.
- B. Any full time faculty member may institute the process of grievance based on the conditions outlined in Section I by notifying the chairperson of the committee in writing no later than twenty-one days prior to the end of the semester.
- C. In addition to requests for hearings of grievances and concerns sent directly to the chairperson of the committee, the FCC will also take under consideration concerns that are forwarded to the committee by the Executive Committee of the Faculty Assembly. The Executive Committee has been identified as a clearing house for questions and concerns of the faculty. Those concerns of individuals that require a deliberative resolution of grievances may be appropriate for FCC consideration. Prior to recommending such a case to the FCC the Executive Committee shall obtain the consent of the faculty member who initiated the concern.
- D. The FCC committee will take the grievance under advisement and respond to the faculty member and administration within fourteen business days regarding the committee's decision to hear the grievance and a timetable for the adjudication of the grievance. If a grievance is filed after the 21st day prior to the end of the fall semester, the committee reserves the right to defer its action until the beginning of the winter semester. If a grievance is filed after the 21st day prior to the end of winter semester, the committee reserves the right to defer action until the beginning of the following fall semester. Once the committee commences hearing a case its deliberations shall be carried out as expeditiously as possible within the academic year. If the committee finds that it cannot conclude its deliberations due to the availability of concerned parties, witnesses or documents and reach a decision by the end of the academic year as defined in the faculty Handbook section 3.6.1 it reserves the right to defer the matter until the beginning of the following fall semester. In this case the constituency of the committee that undertook hearing a grievance will be maintained for the hearing of the grievance in question until the committee has reached its decision. When appropriate, the findings of such deferred deliberations shall be recommended to be enacted retroactively.

- E. During the adjudication of a grievance, the FCC will be empowered to call all parties, including staff, faculty, or students involved in the case. All testimony will be given in good faith and held in strict confidence by the committee members. The committee will be empowered to review all documents pertinent to the case such as the faculty member's FRC file, annual Faculty Reports and annual Chair's Review, student evaluations, as well as other materials submitted by the faculty member or their supervisory personnel.
- F. Records will be kept during the process of committee deliberations. Specifically, the grievance record will document each of the following pertinent dates:
- The date the grievance is received by the FCC
 - The date of the FCC's decision and final recommendation
 - The date the FCC recommendation is delivered to administration
 - The date the FCC recommendation is delivered to the aggrieved
 - The date the final decision of the administration is delivered to the aggrieved
 - The date the administration provides a written response/ final follow up to the FCC

(Please Note: The FCC will deliver a copy of timetables and documentation concerning a case to the Department of Academic Affairs).

- G. To preserve confidentiality, no permanent records of grievance deliberations will be kept by the FCC. Committee records of meeting minutes and a log of meetings will be maintained as a part of the Faculty Assembly record to be kept in the Office of Academic Affairs.
- H. All members must be present for a grievance hearing. A three- quarter vote of all FCC committee members constitutes a majority in the adjudication of a grievance. Members of the committee that are Department Chairs will absent themselves from cases involving a member of their own department upon members request.
- I. A detailed written finding of the FCC will be presented as a recommendation to the aggrieved faculty member, the Dean of Academic Affairs as well as the President of the College for Creative Studies. A statement of outcome of the committee deliberations will also be sent to the Executive Committee of the Faculty Assembly. The administration, acting in good faith, should pass on, in a timely fashion, their final decision to the aggrieved faculty member and the FCC committee.
- J. If a member of the FCC files a grievance on their own behalf, s/he will reclude themselves from the committee during the deliberation of their case.
- K. The FCC will meet initially in the Fall semester of each Academic Year to review and revise the FCC guidelines when appropriate. Additionally the FCC will meet as needed to hear grievances and implement the procedures outlined herein.

V. Change in Guidelines/ Archiving of Guidelines

- A. Any revisions to the above stated FCC guidelines must be approved by a two-thirds decision of the voting members of the Faculty Assembly.
- B. A copy of the FCC guidelines will be preserved in the Department of Academic Affairs and will be delivered by the former Chair to the new Chair of the FCC at the beginning of the academic year.

Faculty Review Committee Guidelines

I Preface

The mission of the Faculty Review Committee, hereafter known as “the Committee”, is to function as a peer panel in review and evaluation of full-time faculty, providing recommendations to the administration regarding promotions, contracts and terminations. The Committee will endeavor to ensure equitable, high standards in the review of each faculty member’s achievements in instructional quality, college service and professional practice throughout this process.

II Membership on the Committee

The composition of the committee will be as follows:

- A. Ten (10) full-time faculties, one from each department when available.
- B. The Dean of the college or an appointee who may attend the meetings on an ex-officio basis, at the discretion of the Committee.
Department chair persons will be excused from evaluating a member of their department at the discretion of the committee.

III Election Procedure

- A. Election will take place during the first Faculty Assembly meeting of the academic year, by paper ballot.
- B. Each September four (4) full-time members shall be elected for terms of three years each and every third year five (5) members shall be elected. A slate of eligible full-time faculty, by department, shall be listed on the ballot.
- C. Any faculty member who cannot fulfill his/her elected term on the committee shall resign promptly. A temporary replacement, from the resigned members’ department, shall be appointed by the department chairperson until a permanent member is elected at the next Faculty Assembly meeting.
- D. No faculty member shall serve two consecutive terms. No faculty member shall serve on the Faculty Review Committee and the Faculty Concerns Committee simultaneously. No faculty member shall serve on the Faculty Concerns Committee in the term following membership on the Faculty Review Committee.

IV Committee Structure

- A. The Committee chairperson and vice chairperson are elected by the Committee.
- B. To maintain continuity in accomplishing the charge of the Committee, the current vice-chair will transition into the position of Committee Chairperson at the final meeting of the year. The chairperson is responsible to call meetings and to organize the agenda for the next year.
- C. A new vice-chairperson will be elected at the committee’s final meeting of the year
- D. The committee Vice Chair will serve as the recording secretary.

V General Procedures

- A. The Committee will not keep minutes of their meetings, however, records of the Committee meetings dates and members in attendance shall be kept. Only the results of the Committee’s recommendations, which will be confidential, will be kept on file on a standard form, as explained in Section IX.
 - 1. All committee records will reside in the Academic Dean’s office.

B. Committee members under review/consideration will absent themselves.

C. The Committee strongly suggests that faculty being considered for contract renewal provide an up to date self-assessment of their instructional quality, college service and professional practice on the Faculty Self Assessment for Contract Renewal form.

D. Faculty on one-year contracts must request promotion in writing no later than February 28.

E. Faculty under one, two and three year contracts will be reviewed for contract renewal based on the following schedule:

1. Faculty with one year contracts shall be reviewed in the winter semester of their one year appointment.
 - a. The faculty member shall provide all related documentation on or before Friday of the second week, of the winter semester.
 - b. The department chair shall provide all related documentation on or before Friday of the second week, of the winter semester.
 - c. The Committee shall forward a recommendation to the Dean on or before March 1st of the contract year.
 2. Faculty with two-year contracts shall be reviewed during the fall semester of the second year of their contract.
 - a. The faculty member shall provide all related documentation, on or before Friday of the 10th week of the fall semester.
 - b. The department chair shall provide all related documentation, on or before Friday of the 10th week of the fall semester.
 - c. The Committee shall forward a recommendation to the Dean on or before Friday of the 13th week of the fall semester.
 3. Faculty with three-year contracts shall be reviewed during the winter semester of the second year of their contract.
 - a. Academic Affairs will notify each faculty member who is due to be reviewed for contract renewal, on or before Friday of the 10th week of the fall semester.
 - b. The faculty member shall provide all related documentation on or before Friday of the second week of the winter semester.
 - c. The department chair shall provide all related documentation on or before Friday of the second week, of the winter semester.
 - d. The Committee shall forward a recommendation to the Dean on or before March 1st.
- F. Faculty member wishing to be reviewed for promotion in the year in which his/her contract is not

reviewed should file a written request with the Committee on or before October 31.

G. Faculty being reviewed for contract renewal shall be reviewed for promotion also, if they qualify and have filed a written request with the Committee.

H. All members of the Committee vote. Nine (9) members (present) constitute a quorum: five (5) votes constitute a majority. No abstentions shall be allowed.

I. The Committee shall recommend one or more of the following:

1. "Reappointment", with specific recommendation to length or "No reappointment"
2. "Advancement to next rank or "No advancement"
3. "No recommendation"
4. "Other- see comments"

J. The Committee shall support all recommendations regarding contract renewal and /or promotion with detailed written comments as documented on the Faculty Review Committee Evaluation Form.

K. A recommendation regarding contract renewal and/or promotion and a copy of the Faculty Review Committee Evaluation Form shall be provided to the faculty member. This shall be done within 14 days of receiving the recommendation from the Committee.

L. With the input of the Academic Dean, the President of the college will make the final and binding decision. Without exception, this decision will be outlined on the standard Contract document. A copy of the Contract shall be given to the faculty member, by the end of the academic year.

VI Review Criteria

Faculty is reviewed by the Committee on evidence of instructional quality, college service, and professional practice.

The Committee shall base the review and recommendation on support materials presented in the faculty file.

Faculty are responsible for the update of support materials in their files providing evidence of *College Service, Professional Activity* and any additional evidence of *Instructional Quality* listed below.

Faculty will be notified by Academic Affairs when they are scheduled for review. It is the faculty members' responsibility to update their file prior to the scheduled FRC review date. The committee must act on the assumption that each file is current when presented for review.

Faculty files will be maintained by the college administration. Access to these files will be restricted to the president of the college, academic affairs and the faculty member.

Only faculty documents from the current contract period will be evaluated.

All file access will be logged on a "sign in and sign out" form by the date and time.

All supporting materials, evaluations and letters will be entered on an inventory list by the date and time as they are submitted into the file.

Faculty will be notified by the office of Academic affairs when any document is entered into /or removed from their file.

Support materials for review shall include, but are not limited to:

A. The "Department Chairs reply" to the faculty member's "Summary and Response for Continuous Improvement" signed by the faculty member (to indicate receipt of the document) and the chair, a copy of which shall be given to the faculty member.

B. The "Summary and Response for Continuous Improvement" written by the full-time faculty member which shall specifically address the following

areas:

1. Effectiveness as a department member, with examples of ways you support the goals of your department.
 2. **Instructional Quality:** Effectiveness as an educator with examples of learning activity that takes place in your classroom and/or studio.

3. Teaching challenges with examples of difficulties you have experienced in the classroom and/or studio.
4. Professional Practice: Creative, scholarly, professional and other related activities and accomplishments.
5. Faculty Mentor experiences that describe examples of the way you provide educational and professional guidance to students.
6. College Service: Committee activity, service to the CCS community and administrative duties.
7. Goals for continuous improvement with examples of challenges to your effectiveness as a faculty member and your plan/proposal to address these issues.
- C. The faculty member's updated professional resume/vita with attached documentation.
- D. Student evaluations from courses taught by the faculty member during the current contract period.
- E. In a case of significant disparity between A and B, the Committee may proceed as follows:
 1. The Committee may request further documentation from the faculty member and the chair.
 2. The Committee may request interviews with the faculty member and the chair.
 3. The Committee, following the issuance of its recommendation, may recommend to the faculty member that he or she bring the matter before the Faculty Concerns Committee.

VII Guidelines for Contract Renewal

- A. Subject to review of the required documentation the Committee may make a recommendation for renewal of a three-year contract.
- B. Subject to review of the required documentation the Committee may make a recommendation for renewal under the following guidelines:
 1. Faculty with five (5) or more years' full-time teaching at C.C.S. shall be eligible for a three (3) year contract.
 2. Faculty with three (3) or four (4) years full-time teaching at C.C.S. shall be eligible for a two (2) year contract.
 3. Faculty with less than three (3) years full-time teaching at C.C.S. shall be eligible for continuation on a one (1) year contract.
- C. Recommendation for non renewal of contract will take place on the following schedule:
 1. One-year contract- on or before March 1st of the contract year.
 2. Multi- year contract- on or before one calendar year prior to the expiration date.
 3. The Committee shall notify the faculty member, in writing, that a recommendation has been forwarded to the Academic Dean, within seven working days of its issuance.
 4. The Dean shall notify the faculty member of the Committee's recommendation and provide him or her with a copy of the Faculty Review Committee Evaluation Form on or before 14 days following the Dean's receipt of the Committee's recommendation.
 5. The President of the college, with the input of the Academic Dean, shall make the final and binding decision.
 - a. Without exception, the binding decision shall be outlined on the

standard Contract document and a copy shall be given to the faculty member, by the end of the academic year.

- b. When the binding decision is different than the recommendation forwarded by the Committee, a letter addressing the basis of that decision shall be provided to the Committee and to the faculty member.

VIII Guidelines for Promotion

A. For beginning rank, full-time faculty shall be hired at a rank appropriate to his/her experience, qualifications and academic credentials as deemed mutually acceptable by the faculty member and the administration. This applies also to faculty members who may become full-time members after teaching part-time.

B. Promotion shall not be automatic with time but shall be determined by the criteria outlined in Section V, A, B, C and D. Additional documentation provided to the Committee may include, but is not limited to, the following:

1. Academic credentials
2. Portfolio of published materials/projects
3. Exhibitions, exhibition catalogues, reviews
4. Published articles, fiction or non-fiction
5. Lectures, participation on panels, symposia, etc.
6. Jurying of exhibitions, guest critique at another institution
7. Guest teaching/artist residency
8. Community activity, involvement, organization
9. Introduction of new programs, courses, curricula
10. Research
11. Professional accounts/commissions

C. Recommendation for promotion in rank shall require:

1. A letter from the faculty member, supporting their request for Committee review for promotion.
2. A letter of support for promotion from the faculty member's department chair.
3. Positive annual self-evaluations by the faculty member as documented on the "Summary and Response for Continuous Improvement" report.
4. Positive annual evaluations by the department chair as documented on the "Summary and Response for Continuous Improvement" report.

D. Full-time faculty rank shall be established in accordance with the following:

1. Instructor shall show strong teaching ability and evidence of professional/creative involvement and growth.
2. Assistant Professor shall have: five years of full-time college teaching experience, or the equivalent.
3. Associate Professor shall have seven years of full-time college teaching experience, or the equivalent.
4. Professor shall have twelve years of full-time college teaching experience, or the equivalent.
5. Professor Emeritus shall have:
 - a. Twenty years full-time college teaching experience with a minimum of fifteen years at CCS

- b. An established reputation as an outstanding teacher and a record of continued professional/creative work.

- c. Officially retired from CCS
- E. The Committee may consider and approve requests for accelerated promotion in cases of exceptional achievement.
- F. No faculty shall bypass a rank.
 - 1. Once a full-time faculty member's rank is established the Committee may not recommend that it be lowered.

IX Guidelines for Reduction in Contract Length or Contract Termination:

- A. It is the responsibility of the department chairperson to communicate regularly with the individual faculty members in his/her department about their performance, as it relates to the specific criteria outlined in the Summary and Response for Continuous Improvement form, both verbally and in writing.
 - a. If the assessment is critical and/or disputed by the faculty member, the department chairperson shall make sure his or her communications are put in written form.
 - b. The chairperson shall ask the faculty member to give a written response.
 - c. All related communications shall be cosigned by the department chairperson and the faculty member and inserted into the faculty member's file.
 - d. If there is no documentation of poor performance in the faculty files, this Committee may conclude that the faculty member's performance has been satisfactory and not deserving of contract reduction or contract termination.
- B. After the first negative document, letter, or (negative) annual evaluation, the department chairperson shall establish written criteria for what he or she would consider to be minimum adequate performance, detailing the changes necessary and the time period within which the faculty member must perform those changes.
 - 1. The department chairperson shall also provide a method by which the faculty member can adequately document achievement of the required changes.
 - 2. The faculty member may insert, into his or her file, (letters) documents, which shall also be signed by the chairperson.
- C. Negative letters along with supportive documentation must be entered into the faculty member's file within the period of the faculty member's current contract.

The faculty member may also submit a letter along with supportive documentation responding to the alleged allegations and have it inserted into his/her file.

 - 1. Upon notification, the Committee Chairperson shall schedule a meeting between the department chairperson, the Academic Dean and the faculty member, which shall take place within two weeks.
 - 2. After the meeting, the Academic Dean shall write and place in the faculty member's file a letter documenting the meeting. This letter shall be signed by the Academic Dean, the department chairperson and the faculty member.
- D. After the above outlined procedure has been followed, the Committee shall recommend one of the following:
 - 1. Continuation of the contract at its current length
 - 2. Reduction of the contract length
 - 3. Contract termination

4. Subject to review of the required documentation, the Committee shall recommend to the faculty member that he or she bring the matter to the Faculty Concerns Committee.
- E. The faculty member shall be notified in writing of the committee's recommendation as outlined below.

X Decision Procedure

- A. The Committee's recommendation, as documented on the Faculty Review Committee Evaluation Form, shall be given to the Academic Dean by the Committee chair at a mutually agreed upon meeting. The purpose of this meeting shall be to discuss the committee recommendations in detail.
- B. A copy of the Faculty Review Committee Evaluation Form shall remain in the faculty member's confidential file.
- C. The faculty member shall be notified in writing that the Committee recommendation has been forwarded to the Academic Dean, within seven days of its issuance.
- D. The Academic Dean shall notify the faculty member of the Committee's recommendation and provide him or her a copy of the Faculty Review Committee Evaluation Form on or before 14 days following the receipt of the Committee's recommendation.
- E. The President of the college, with the input of the Academic Dean, shall make the final and binding decision.
 1. The binding decision shall be outlined on the standard letter of reappointment and a copy shall be given to the faculty member, by the end of the academic year.
 2. When the binding decision is different than the recommendation forwarded by the Committee, a letter addressing the basis of that decision shall be provided to the Committee and to the faculty member.

XI Confidentiality

- A. All information assembled by the Committee as well as written recommendations shall be kept confidential. The recommendation shall be recorded on the Faculty Review Committee Evaluation Form and kept in a single locked file in the Dean's office. All references to the faculty member's file in these guidelines refer to this single confidential file, which is the sole source of Committee documentation.
- B. Accessibility:
 1. The individual may see his/her own file upon request. A log shall be kept of anyone who checks out a file. The Dean's office shall notify a faculty member when his or her file is modified.
 2. The Faculty Review Committee shall have access to faculty files under review during the period of deliberations, which will be conducted only in the Dean's suite.
 3. The Faculty Concerns Committee has access to faculty files under review during an appeal process.
 4. A faculty member's file may be reduced in size at the discretion of the Dean, and with the written consent of the faculty member.
 5. Academic Affairs shall provide a secure and private place for FRC members to review files.

XII Appeal Procedure

The recommendation of the Faculty Review Committee may be appealed to the Faculty Concerns Committee within 21 days of notification from the Academic Dean's office. If it appears that an appeal would be filed too late in the year as a result of late issuance of contracts or other substantive reason, the procedure is carried over to the next (Fall) semester. In such cases, an appeal would have to be filed within 30 days after the election date of newly elected FRC Committee members, or by September 30. A contract signed prior to the appeal period, can be written on a retroactive basis upon a positive decision by the Faculty Concerns Committee and approval by the Academic Dean and the President.

XIII Change in Guidelines

The preceding guidelines may be amended by a two-thirds decision of the voting faculty members of the Faculty Assembly. In the event the Committee experiences difficulty proceeding under these guidelines, a special meeting of the Faculty Assembly shall be immediately convened.

Health and Safety Committee Guidelines

Committee Mandate:

The Health and Safety Committee gathers and identifies campus wide health and safety related concerns. The committee is the liaison between the reporting party and appropriate CCS Staff to initiate correction. The Committee conducts reviews of corrections and compiles an annual report.

Membership:

- The term of service is three years.
- A Minimum of 6 Mandatory Voting Members and one non-voting student.
 1. 5 of the Mandatory Members must be faculty from departments specifically susceptible to concerns. Currently listed as: Industrial Design, Interior Design, Crafts, Fine Arts and Foundations.
 2. The 6th Mandatory Members is to be an Ex-officio staff member defaulting to the Supervisor of Facilities Services or The Facilities Director.
 3. One non-voting student appointed by Student Government.
- There is no limit on the number of members.

Members' Specific Roles:

- A single **Chair** is responsible to call meetings, set the agenda, compile information, and represent the committee to the Faculty Assembly. This position is to be held for a minimum of a full Academic Year.
- A single **Vice-Chair** performs the duties of recording secretary, archiving, uploading data and stepping in as Chair when necessary. This position is to be held for a minimum of a full Academic Year.
- **Department Representatives** serve as contact persons for communication of concerns and notifies the Committee Chair. Each is responsible for contacting their Department Chair to recommend a replacement in the event their department would not have representation.
- The **Ex-officio** reports on regulatory changes, status of previously voted actions, and corrections initiated. When discussing possible solutions to concerns the Ex-Officio should identify Staff members to facilitate the action. It is the Ex-officio's responsibility to recommend an Ex-officio substitute member when needed.
- One **Non-Voting Student Member** will attend meetings when student representation or perspective is needed, at will, or when students have specific concerns.

Meeting Procedures:

1. The committee Chair will call a meeting at the beginning of each semester, at which the frequency of meetings for the remainder of the semester will be determined.
2. Unscheduled meetings required to address urgent concerns will be called by the Committee Chair.
3. The Committee reviews concerns presented by the Chair and votes on the correction to be initiated.
4. All committee votes require a quorum (50% +1 of the committee members). The Ex-Officio member is not a voting member of the Committee.
5. The Vice Chair serves as Recording Secretary.

The Annual Report and Last meeting of the Academic year:

1. Annual Report is compiled at the last meeting. Containing specifically:
 - a. The year's minutes.
 - b. Health and safety concerns presented that year.
 - c. Correspondence pertaining to specific concerns.
 - d. Current status of all corrections initiated.
2. A Vote is called for the Officers of the next year and archives are transferred to the new Chair.
3. Possible Committee Guideline amendments are presented for future review.

Amendment of Guidelines:

1. Committee Guidelines will be reviewed annually during the first meeting of the academic year.
2. Previously suggested amendments as well new Guideline conflicts may be discussed.
3. Revised Committee Guidelines if needed will be decided by vote.
4. The Vice Chair will add revisions to Committee Guidelines and forward to the Faculty Assembly Secretary.

Archiving:

1. Finished Annual Reports will consist of a binder containing both hard and digital copies of all data.
2. All Annual Reports will reside with the current Chair and a duplicate within the Office of Academic Affairs.
3. Recent Committee minutes will be posted by the Vice Chair 10 days prior to the next regular meeting.
4. Minutes along with correspondence needed to compile the current Annual Report will be kept in a current year's binder held by the Vice Chair and archived in a binder held at the Office of Academic Affairs.
5. The Vice Chair will finish the Annual Report within 1 month from the last meeting. This Report will replace the current binder kept in the Office of Academic Affairs and a duplicate presented to the current Chair.

Library Committee Guidelines

PURPOSE OF COMMITTEE

The library Committee serves as liaison between the Director of the Library and the CCS community regarding the acquisition of books, periodicals, reference materials and research software. The Committee also co-operates with the Director of the Library to establish policies for the Library. It is the mandate of the Library Committee to make more widely known within the CCS community the range of resources provided by the Library and to communicate with the CCS community as these resources are updated. Consistent with its mission of maximizing the use of the resources of the Library, the Library Committee seeks to make means available for the training of all faculty in the use of library resources on a regular basis.

MEMBERSHIP

Library committee members agreed that a member from each major and Liberal Arts should serve on the committee for a period of two years. The Chair should run the meeting, and is responsible for archiving the minutes, as well as the smooth transfer of said documents to the new chair. At this time, the ex-officio is the recording secretary. Library committee members are appointed by the Executive Committee; this committee is open to student participation, and would request that Student Government appoint an interested student for inclusion in its membership.

PROCEDURES

Library Committee meetings are determined by the Chair, based on need. The ex-officio prepares the agenda based upon issues and concerns communicated to her by faculty, students and staff. A vote is called for when appropriate, but the ex-officio does not participate in voting; decision is by majority consensus after appropriate discussion. The agenda and subsequent minutes of meetings will be produced in hard copy, to be kept in a binder by the Chair, as well as electronically, to be posted on the College's Blackboard web portal.

AMENDMENT OF GUIDELINES/ARCHIVING

The committee guidelines will be reviewed annually within the first month of the fall semester and revisions will be discussed and revised where appropriate. The revisions will be submitted to Faculty Assembly for approval at its next scheduled meeting.

As stated under Membership, the Library Committee Chair is responsible for archiving hard copies of the guidelines as well as committee meeting agendas and minutes.

Speakers and Exhibitions Committee

Purpose

The Speakers and Exhibitions Committee represents the academic departments of the College serving in an advisory capacity to the Director of Center Galleries. The committee coordinates with the Director of Center Galleries in defining Center Galleries' mission and its exhibitions and educational programs, setting and reviewing gallery policies, and reviewing and approving the annual schedule of exhibitions. The committee also provides input on the Woodward Lecture Series, and assists the Director of Center Galleries in identifying potential speakers for the series. When appropriate the committee may also make recommendations regarding other College exhibitions and the College's Permanent Collection.

Membership

Committee membership shall consist of seven members selected by the Executive Committee of the Faculty Assembly from the academic departments of the college. Additionally the Director of the Center Galleries will serve as an ex officio member of the committee. The non-voting student representative to the committee will be the Student Director of the U 245 gallery.

The committee members will serve a three year term.

There will be no more than one committee member from any one department in a given year.

In the event that a committee member is not teaching for a period of time such as in the case of a sabbatical the Executive Committee will appoint a substitute.

Procedures

The Exhibition Committee will meet at least three times during each semester within the Academic Year.

Decisions will be made based on a consensus of the committee or if necessary by vote.

The chair of the committee will be selected annually by the committee members at the first meeting of each year. It is the responsibility of the outgoing chair to call the first meeting of each year.

The chair of the committee will call meetings set the meeting agendas and present the points of the agenda for discussion by the committee. The duties of recording secretary will rotate through the committee membership.

Agendas and minutes of committee proceedings will be forwarded to the Executive Committee of the Faculty Assembly and also posted on Blackboard.

A complete set of agendas and minutes, as well as the committee guidelines will be archived in the Faculty Assembly Record in the Office of Academic Affairs. Additionally the Director of the Center Galleries will retain a current copy of the committee guidelines that will be passed on annually to the new committee members.

Amendment of Guidelines

The committee guidelines will be revisited annually during the fall semester and any necessary revisions will be considered at that time.

All proposed revisions to the guidelines shall be brought to the Faculty Assembly for approval at a regularly scheduled meeting of the assembly.

Appendix C: FAMILY AND MEDICAL LEAVE POLICY

The Leave Policy. You may be eligible for a job-protected, unpaid leave of absence for up to twelve (12) weeks each calendar year if you:

- (1) have been employed by CCS for at least 12 months (the months need not be consecutive);
- (2) worked at least 1,250 hours of service in the 12 months immediately preceding the leave; and
- (3) are taking the leave for a qualifying reason.

During FMLA leave, you will be entitled to group health benefits as if you were still working. Upon completion of FMLA leave, you will be restored to your same or equivalent job with the same pay, benefits and conditions of employment. After 12 weeks, the FMLA provisions regarding job restoration do not apply. If your leave exceeds 12 weeks, your right to job restoration and/or benefits, if any, will be determined by CCS's existing policies. Please note that CCS's short-term and long-term disability plans are income protection plans for eligible employees and do not guarantee a job, or any particular job, following an absence.

Reasons For Leave. FMLA leave may be taken for any of the following reasons:

- (1) the birth of a son or daughter and in order to care for such child;
- (2) the placement of a child with you for adoption or foster care;
- (3) to care for your spouse, child or parent ("covered relation") with a serious health condition; or
- (4) because your own serious health condition renders you unable to perform the essential functions of your position.

A leave to care for a newborn son or daughter or due to the placement with you of a foster or adopted son or daughter must conclude within 12 months of the birth or placement. A "son or daughter" includes a biological, adopted, foster or stepchild (or legal ward) who is under 18 years old. Children over 18 who are incapable of self-care because of physical or mental disability are also included. A "parent" includes your biological parent or person who stood in the position of parent to you when you were a child. A parent does not include your spouse's parent.

Use of Paid Leave. CCS generally requires that you substitute any paid leave (assuming you are eligible for paid leave) for unpaid leave. Your entitlement to up to 12 weeks of FMLA leave will run concurrently with any workers'

compensation or temporary disability absence as long as the criteria for a serious health condition is met. You may substitute any available unused paid time off (PTO) days for unpaid FMLA leave.

Notice of Leave. If it is foreseeable that you will need FMLA leave, you must give CCS at least 30 days advance written notice. If your need for FMLA leave, or the timing of the leave, is unforeseeable, you must give CCS notice as soon as practicable, generally within two business days after the need for leave becomes known to you. You are also expected to comply with CCS' normal call-in or reporting practices and procedures. Failure to give the required notice may result in the delay of your leave. If the leave is due to planned medical treatment, you must make a reasonable effort to schedule the treatment to minimize disruption to CCS. Requests for leave must be submitted to Human Resources and forms are available in that office.

Medical and Family Certificates. If you request leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply an appropriate medical certification to CCS. You may obtain Medical Certification forms from Human Resources. Generally, for foreseeable leave, any required medical certification must be provided to Human Resources before your leave begins, unless it is impractical to do so, in which case a medical certification must be provided as soon as possible. Also, if the leave is for the birth or care of a covered relation, CCS may require you to provide reasonable documentation or a statement confirming the family relationship. Failure to timely provide the requested medical certification or other documentation may result in a delay or denial of your leave.

CCS may, at its discretion and expense, require an examination by a second health care provider designated by CCS. If the second health care provider's opinion conflicts with the original medical certification, CCS may require a third, mutually acceptable health care provider to conduct an examination and provide a binding opinion.

Reporting During Leave and Upon Return From Leave. If you take an FMLA leave due to your own or a covered relation's serious health condition, CCS will require you to provide medical re-certifications, at reasonable intervals during your leave, generally not more than every 30 days. While on an FMLA leave, you must periodically report on your status and intent to return to work. If the circumstances precipitating the need for an FMLA leave change while you are on leave, you must promptly notify the Human Resources office in writing of those changes, generally within two (2) business days.

CCS will require you to provide a certificate of fitness to return to work, at your expense, when your leave was due to your own serious health condition. A fitness to return to work certificate will not be required if the leave was taken on an intermittent or reduced schedule basis. Failure to timely provide the above status reports, re-certifications or fitness to return to work

certificates may result in the delay or denial of leave, or restoration to your position.

Medical and Other Benefits During Leave. During an approved FMLA leave, CCS will maintain your group health benefits as if you continue to work. All other benefits will be maintained in accord with CCS established policies. Paid time off (PTO) days do not accrue during leaves of absence, including FMLA and temporary disability absences.

If you normally pay a portion of your group health or other elective benefit premium, and if you are on a paid leave, CCS will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium to the Human Resources office by the 20th day of the month prior to the month the premium will cover. Failure to timely pay your portion of the premium may result in termination of coverage, provided you are notified in advance that coverage will lapse. If CCS pays your portion of any elective benefit premium or group health premium during your leave, CCS will seek reimbursement from you when you return to work.

If you do not return to work at the end of the leave period, you will be required to reimburse CCS for its share of the premiums paid for maintaining your group health benefits during any unpaid leave, unless you cannot return to work due to a serious health condition or other circumstances beyond your control.

Intermittent and Reduced Schedule Leave. Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work) if medically necessary or to provide care or psychological comfort to a Covered Relation with a serious health condition. If leave is unpaid, CCS will reduce your salary as permitted by law based upon the amount of time actually worked. While on intermittent or reduced schedule leave, CCS may temporarily transfer you to an available alternative position (with equivalent pay and benefits) that better accommodates your leave request. Intermittent or reduced schedule leave to care for a newborn child (or child placed with you for adoption or foster care) requires prior consent of CCS, unless the leave is due to a serious health condition.

Special FMLA Rules Applicable to Instructional Employees. The FMLA contains special rules for instructional employees who seek intermittent leave or a leave near the end of an academic term. “Instructional employees” include, for example, faculty members. General teacher assistants, and counselors are not considered instructional employees. The purpose of the special rules is to avoid undue disruption to students. If the special rules apply to you, CCS may require you to remain on leave until the end of the semester. If you have requested intermittent or reduced schedule leave, CCS may require that you take leave in a block of time or it may temporarily transfer you to

another position. If you have any questions regarding these special FMLA rules and whether they apply to you, contact Human Resources.

Other Rights and Obligations. Your rights and obligations under FMLA are posted in the workplace. In certain circumstances where spouses work for CCS and both are eligible for FMLA leave, their *combined* allowable leave is 12 weeks if the leave is for the birth or care of a newborn child (or the placement of a child for adoption or foster care), or the care of a parent with a serious health condition.

Appendix D: ELECTRONIC COMMUNICATIONS POLICY

CCS continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including: computers, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web.

CCS encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with CCS must be aware that electronic media and services provided by CCS are for the purpose of facilitating and supporting CCS educational and business use.

This policy cannot establish rules to cover every possible situation. Instead, it is designed to support CCS's Mission Statement and set forth general principles employees should apply when using electronic media and services.

The following procedures apply to all electronic media and services that are:

- accessed on or from CCS premises;
- accessed using CCS computer equipment or via CCS paid access methods; or
- used in a manner that identifies the individual with CCS.

Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communications that are:

- discriminatory, annoying, or harassing;
- derogatory to any individual or group;
- offensive, obscene, defamatory, or threatening;
- attempting to test, circumvent, or defeat security or auditing systems;
- SPAMMING, the method of mass distribution of communications, that does not support CCS related business;
- engaged in for any purpose that is illegal, fraudulent, malicious, or contrary to CCS policy or educational and business interests.

CCS reserves the right for interpretation of the above prohibited communications.

Personal Use

Electronic media and services are provided by CCS primarily for employees' educational and business use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable. Personal use of CCS's electronic media and services cannot interfere with an employees' position responsibilities. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Access to Employee Communications

CCS does not routinely access or monitor employee communications directly. However, individual use patterns – telephone numbers called, sites accessed, call length, and time at which calls are made – are monitored for the following purposes:

- cost analysis;
- resource allocation;
- optimum technical management of information resources; and
- detecting patterns of use that indicate employees are violating CCS policies or engaging in illegal activity

CCS reserves the right to review any employee's electronic files and messages at any time to ensure electronic media and services are being used in compliance with the law, this policy, and other CCS policies. Employees should not assume that electronic communications are private.

Software Use

CCS licenses the use of various computer software for educational and business purposes and does not own the copyright to this software or its related documentation. The employees of CCS, do not have the right to reproduce such software for use on more than one computer, or use the software for purposes other than those authorized by the license.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. CCS prohibits the illegal duplication of software and its related documentation.

Security / Appropriate Use

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which authorization has been granted by CCS management, employees are prohibited from engaging in, or attempting to engage in:

- monitoring or intercepting the files or electronic communications of other employees or third parties;
- hacking or obtaining access to systems or accounts they are not authorized to use;
- using other people's log-ins or passwords; and
- breaching, testing, or monitoring computer or network security measures

No e-mail or other electronic communications can be sent using CCS equipment that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other organizations' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials, except as permitted by the copyright owner.

Confidential Information

The confidentiality of student and employee records is protected by state and federal laws. No employee may access confidential information unless authorized to do so. CCS confidential information should never be transmitted or forwarded to outside individuals or organizations without authorization. Employees are required and expected to protect CCS confidential information.

Participation in On-Line Forums

Employees must be aware that any messages or information sent on CCS provided facilities to one or more individuals via an electronic network (i.e.: Internet mailing lists, bulletin boards, and other on-line services) are statements identifiable and attributable to CCS.

CCS recognizes that participation in some forums might be important to the performance of certain employees' positions. Employees should include the following disclaimer in all of their postings to public forums:

The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by CCS.

Employees should note that, even with a disclaimer, connection with CCS exists and a statement could be imputed legally to CCS. Therefore, employees should not rely on disclaimers as a way of insulating CCS from the comments and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using CCS systems or a CCS provided account. Communications must not reveal information about CCS's business or confidential information and must not otherwise conflict with this or other CCS policies.

Policy Violations

Employees who abuse or violate the privilege of CCS facilitated access to electronic media or services are subject to corrective action, up to and including termination.

Appendix E: TRAVEL AND ENTERTAINMENT

Policy

CCS recognizes that the effective conduct of the College's activities will require employees to travel from time to time on behalf of CCS. It is therefore the policy of the College to reimburse employees for all expenses that are necessary, and incurred, when traveling on authorized College business.

Purpose

This policy is to establish and communicate equitable standards and effective procedures for administering and controlling travel and entertainment expenses, and ensure consistent and fair treatment of all employees who travel on CCS business. This policy's purpose is:

- To provide guidance to employees, and those with authority to approve expense reports, on travel and entertainment expenditures incurred on behalf of CCS;
- To ensure compliance with legal and internal control requirements;
- To identify reimbursable and non-reimbursable expenses;
- To clarify employee responsibility for controlling and reporting travel and entertainment expenses.

Rationale

CCS's Travel and Entertainment expense guidelines are based on generally accepted business practices and IRS regulations which describe those expenses that a business or an individual may legally deduct from gross income when paying Federal taxes. In addition, certain procedures and practices have been included to maintain good internal accounting controls.

Procedure

For each trip an employee takes, an expense report must be completed, approved and submitted to Business Services within ten business days of completion of the trip. Expense reports must contain a detailed description of all business expenses and appropriate receipts, to include airline boarding passes and/or a copy of the travel itinerary. Receipts are normally provided for airfare, hotel, and car rental. If not provided, you should request a receipt for meals, taxi, parking and miscellaneous items. Acceptable receipts must be original and itemized.

General

CCS wishes that its employees who are required to travel, do so in reasonable comfort. Employees are expected to exercise good judgment in distinguishing between reasonable comfort and extravagance. Employees are expected to:

- exercise discretion and good judgment with respect to expenses;
- check for accuracy of bills prior to payment;
- report all expenses and advancements promptly and accurately with required documentation;
- if plans change and the employee does not make a trip, return all advanced funds to Business Services immediately;
- reference the list of recommended local restaurants and hotels on Blackboard for local meetings;

- plan travel in advance to insure lowest cost; research arriving one day before and/or staying one day later on trips if that may be less expensive and time effective (considering work schedules, air fare, hotel, and meals);
- provide documentation for all advance cost quotes for air fare, hotel, car rental, and taxi/limo service vs mileage/parking.

Travel Guidelines

(effective May 1, 2009, all travel must be pre-approved by an officer of the College)

Air:

All employees will travel the most economical fare available at all times. Reservations should provide the most economical airfare within a two hour window of requested departure and arrival times (one hour before or after requested departure and one hour before or after requested arrival). Airfare change or upgrade fees are allowable only if necessary due to College business, and approved in writing by reporting officer. Reporting officers have some discretion to approve seat only upgrades on flights over four (4) hours. Trip Protector insurance is not an allowable expense except for international travel and only with reporting officer approval. Employees are allowed one (1) piece of checked luggage on domestic flights.

Automobile:

Employees must obtain prior approval from their supervisor before using personal vehicles for business trips when doing so would be more economical and time effective than traveling by air. Personal vehicle mileage will be reimbursed per the current IRS limits, which are subject to change annually, and may not exceed the cost of the most economical air fare. For evaluation purposes, employees must confirm airfare rates at the time they register or plan their trip. Personal vehicle mileage allowance covers the cost of gasoline, oil, and wear and tear of the automobile. Employees using personal vehicles must have a current Motor Vehicle Record file in Human Resources. If two or more employees are attending the same event, it is recommended that they make every effort to carpool.

Cash Advance:

A cash advance may be approved for legitimate business purposes and in cases of emergency. A cash advance must be requested and approved no later than five working days in advance of any planned travel. A cash advance may not be requested prior to ten business days before the start of any planned travel. A cash advance may be used only by the person requesting it and approved for the cash advance. Cash advance balances must be cleared with a personal check or cash submitted with the expense report within ten business days of completion of the trip. Petty cash advances must be cleared with Business Services within five business days.

Car Rental:

With many promotional programs constantly changing, the least expensive car should be reserved unless there is a business necessity to upgrade. Travelers should decline Collision Damage Waiver (CDW) and Personal Accident Insurance. This coverage is provided through our College policy. Rental cars need to be re-fueled prior to drop off to avoid the refueling and service charges.

Frequent Flyer:

Frequent Flyer bonus programs and usage credits awarded by airlines, car rental agencies or hotels shall be assigned to the employee. CCS considers this a perquisite well earned by the employee. However, the employee must still travel at the lowest possible rate.

Family:

Spouse or family members may accompany employees on trips, with approval from your immediate supervisor. When a spouse, companion or family travel with an employee, their travel must be accounted for, and paid for separately. The College will pay for a standard room, no upgrades. Any additional charges for spouse, companion, or family sharing a room is the employee's responsibility. Employees must separate all expenses associated with spouse, companion, or family members, with no incremental expenses to the College.

Hotel:

Reservations will be made at moderately priced establishments that will be comfortable, but not extravagant. Travelers should insure that the rate charged matches the rate on the itinerary. "No-show" bills are incurred when "guaranteed" hotel reservations are not used and have not been canceled. It is the responsibility of the traveler to cancel hotel rooms which become unnecessary due to changes in travel plans. The cancellation can be made through the travel agency or with the hotel directly. In either case, the traveler should obtain a cancellation number. Room change or upgrade fees are allowable only if necessary due to College business and approved in writing by a reporting officer. Personal upgrades and changes are not reimbursable.

Local Transportation:

Employees are expected to use their own transportation when traveling to/from home and/or CCS campus to Metro Airport or other local sites. CCS or the employee's home, whichever is less mileage, is considered the home base for local trips. Mileage will be reimbursed from the home base to the local site. Limousine services (e.g. Checker, Metro Cars) are not to be used when traveling to/from CCS or the employee's home and Metro Airport unless the cost is less than the cost for mileage and airport parking. Employees are expected to use the most economical ground transportation when traveling to and from airports and hotels while out of town. Taxi, rental car, bus, and van are all acceptable. Travelers should always ask if the hotel at which they are staying provides a shuttle service to and from the airport.

Meals:

While traveling, employees should eat at moderately priced restaurants. The actual cost of meals, including tips, incurred while traveling on CCS business is reimbursable. Up to twenty (20%) percent of the meal cost is the maximum tip in the U. S. The tip or "service" is often included in the meal cost at certain restaurants. Alcoholic beverages are limited to one (1) per person with any meal. Employees are expected to exercise discretion and good judgement with respect to meals, alcoholic beverages and tipping.

Parking:

Discounted parking rates are available at lots around Detroit Metropolitan Airport. These lots provide parking for about one half the cost of parking at airport lots. All of these lots provide 24/7 shuttle service to all terminals. Online coupons for one day free parking are available at their websites. Discounted parking is available at these lots:

Airlines Parking 800-300-9069

Park N Go 734-729-3000

Quik Park 888-844-PARK

US Park 800-447-PARK

Employees should not park in Detroit Metropolitan Airport lots and valet parking is not allowed as it is approximately twice the cost of long-term lots.

Telephone:

Telephone and Internet access from hotel rooms should be used only as necessary and with discretion. Personal phone calls should be limited to one call per day, except for emergencies or special circumstances. Cell phones and pre-paid calling cards are low-cost options.

International Travel:

Employees on international travel should always use their credit card and not cash for expenses. Credit card use insures charges are processed at the current exchange rate on the day the charges were incurred. This eliminates the need to research the exchange rate when the expense report is processed.

Entertainment

Entertainment is defined in this policy as limited to entertainment when traveling on College business. Employees will be reimbursed for the actual cost of entertainment, when such expenses have been determined reasonable and beneficial to the College. Entertainment must conform to current tax and legal requirements. Discretion must be used as to levels of entertainment. Unreasonable entertainment expenses will not be reimbursed. When an employee pays the expense of any other person who is not an employee of the College, the expenses of all persons in attendance, including CCS employees, are to be listed on the expense report and itemized receipt. Spouses or partners expenses are not eligible for reimbursement, unless approved in advance by a reporting officer.

Expenses not Authorized

The following is given as a guide, and not necessarily a complete list, of expenses that are not reimbursable:

- alcoholic beverages not part of a meal, with discretion allowed for College officers to approve appropriate entertainment
- alcoholic beverages in excess of one (1) per person at any meal
- alcoholic beverages at department meeting or events
- tobacco products
- minibar expenses
- snack food
- personal care (spas, medication – laundry is allowed up to a maximum of \$50 for domestic trips longer than 7 days and for international travel)
- personal entertainment (movies in hotels or on flights)
- personal items (books, dvds, newspapers, magazines, maps, personal care items, souvenirs, etc.)
- parking or traffic tickets
- rental car GPS charges, unless approved in advance by a reporting officer

- airline or travel insurance; Trip Protector insurance except for international travel with officer pre-approval
- valet parking at airports
- ATM fees
- gifts to employees or departments

Exceptions

In unusual business circumstances, actual expenses that are incurred, and that are not covered by this policy, are subject to approval and/or adjustment by the Vice President of Administration and Finance or the President.

Federal Income Tax Regulations and Compliance

Employee's will appreciate that, if the Travel and Entertainment Policy is to work to everyone's best interest, each employee must be responsible for supporting and complying with it in both spirit and letter. To meet IRS requirements, travel and entertainment expenses must adhere to the following conditions:

- the expenditure must be shown to be ordinary and necessary in the course of business
- original, itemized receipts, no photocopies, must be submitted; credit card statements or non-itemized receipts are not acceptable; credit card receipts with only a total amount are not reimburseable; ATM receipts for cash are not acceptable
- the expenditure must actually be incurred, and supported with exact and detailed records, verifying the names, amount, date and location, business purpose and business relationship of the person entertained (name, company, title)
- name, title and company affiliation of those present
- employees must account for all travel expenditures by submitting a complete and accurate Expense Report within 10 business days after the completion of a trip or business event
- incomplete reports and those lacking receipts, approvals, or other required documentation, will be returned, delaying reimbursement
- no reimbursement will be made for expenses incurred in violation of the Travel and Entertainment Policy
- Expense Reports will be monitored and audited on a regular basis to ensure adherence to the provisions of the Travel and Entertainment Policy
- non-compliance may result in disciplinary action

Approvals

The Internal Revenue Code specifically states that an individual may not approve his/her own expense report. Immediate supervisors must approve cash advances, expense reports, and travel related expenses charged to the College Corporate American Express and Master Card of employees reporting to them. Additionally, Deans and Vice Presidents must approve cash advances, expense reports, and Corporate American Express and Master Card charges for faculty and staff in their division. It is the responsibility of the approving individual to determine if the advance and expense was:

- ordinary and necessary for the benefit of the College and within budget;
- properly substantiated to meet CCS policy.

The Expense Report will be further reviewed and approved by Business Services, for conformance to both College policy and IRS regulations. All Expense Reports over \$1,000 will require approval by the Administration and Finance division. Individual expenses not approved will be returned and be the responsibility of the employee. The employee will be required to complete and resubmit a new Travel and Expense Report.

Appendix F: TRAFFIC/PARKING POLICIES AND GUIDELINES

Please keep in mind that driving and parking on campus is a privilege not a right. Failure to follow the below policies/guidelines will result in ticketing and excessive violations will result in the loss of on campus parking privileges. For the purpose of these guidelines the campus includes the CCS alley, Kirby Street and the bordering streets of Brush, Ferry, John R, and Frederick Douglass.

Driving On Campus

In order to provide a safe environment on campus when driving, please adhere to the following:

- Drive no faster than 10 mph
- Drive in a responsible and prudent manner
- Yield to pedestrians

Unloading On Campus

When it is necessary to park in a restricted area for the purpose of unloading:

- Put on your hazard lights
- Notify Campus Safety of your task and vehicle location
- Move your vehicle to a designated parking space within 20 minutes

Parking On Campus

In order to park on campus:

- All student vehicles must have a current school year parking sticker adhered to the inside, lower left corner of the windshield or a temporary parking hangtag on the inside rear view mirror to park on campus.
- All employee vehicles must display their authorized employee parking hangtag on the inside rear view mirror.
- All visitor vehicles must display a visitor parking hangtag on the inside rear view mirror. The department that the person is visiting or the Campus Safety Officer at the entrance of the parking structure will issue the individual a visitor parking hangtag.

When parking on campus everyone is expected to:

- Park in designated areas and between the lines
- Open vehicle doors carefully
- Stop at stop signs
- Report all accidents to the Campus Safety office
- Maintain current vehicle license plates
- Remove their vehicle from campus after 2:00 a.m. (except ACB residents)

Do not park in illegal, unmarked or restricted areas on campus. This includes, but is not limited to, parking in fire lanes, the CCS alley, or places that result in another vehicle being blocked.

The storing or repairing of motor vehicles on campus property is prohibited.

Parking Structure

Students, employees and visitors are welcome to park in the structure. Students and employees must use their CCS ID card to enter the parking structure. If you lose your ID, go to the Campus Safety Office for replacement at a cost of \$20. Visitors must identify whom they are coming to visit when entering the parking structure and obtain a temporary parking tag from the officer in the entrance booth.

Only vehicles belonging to residents of the ACB that have a current school year ACB resident parking sticker can use the parking structure as their primary parking space. Thus, overnight parking in the parking structure is only permitted for residents of the ACB.

Please note that vehicles parked in the parking structure after 2:00 a.m. that do not have a current school year ACB resident parking sticker will be ticketed for unauthorized parking.

Administration/Admissions Lot

The parking lot east of the ADM Building is for assigned employees and visitors to the building.

Employees are to park in their assigned parking space and visitors in the designated visitor parking spaces. **Students are not permitted to park in this parking lot.** Visitors will be issued parking hangtags by the department they are visiting in the Administration building. Visitor hangtags must be displayed on the inside rear view mirror.

Walter B. Ford II Lot & Mud Lot

The parking lot on the south side of the Walter B. Ford II Building and the Mud Lot located on the north side of the Kresge-Ford Building are for employee, student and visitor parking. Vehicles using these lots must bear a current CCS parking sticker or hangtag. Overnight parking is prohibited in both of these lots.

Parking/Traffic Violation Sanctions

CCS tickets, which carry a \$50 fine, will be issued to any vehicle violating the traffic/parking guidelines on campus. Fines will be posted to student accounts, and if unpaid, will result in both registration and grade holds. The

Human Resources office will track tickets issued to employees and failure to pay will result in disciplinary action.

The Office of Student Life & the Office of Campus Safety and Security will track CCS tickets. Upon receiving a third ticket, the student/employee will lose all parking privileges on campus. This will include deactivating their access to the parking structure, as well as having their vehicle placed on the Tow List. Vehicles on the Tow List that subsequently park on campus will be towed at the owner's expense.

Ticket and Loss of Parking Privileges

Anyone receiving a CCS traffic/parking ticket who wishes to appeal the ticket can do so by submitting their appeal in writing to the Director of Student Life (students) or the Director of Human Resources (employees) within 14 days of the date the ticket was issued.

Anyone wishing to appeal the sanction of losing their parking privileges on campus must submit a letter of appeal to the Director of Student Life (students) or the Director of Human Resources (employees) within 14 days of the date of the written notification of this sanction. If the appeal is approved the payment of a \$25 reactivation fee will be required prior to the reactivation.

City of Detroit Tickets

CCS has no control over tickets issued by the City of Detroit.