# College for Creative Studies

# HANDBOOK FOR FULL-TIME FACULTY

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## TABLE OF CONTENTS

Appendix E:  INTELLECTUAL PROPERTY POLICY

Appendix F:  TRAFFIC/PARKING POLICIES AND GUIDELINES

Appendix G: ELECTRONIC COMMUNICATIONS POLICY

Appendix H: SOCIAL MEDIA POLICY

# 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 in Detroit 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 Buildings, 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.

Another strategic planning process began in 2008. By this time, the College had grown to 12 undergraduate departments serving 1,358 students. The new strategic plan envisioned starting the College's first graduate programs, increasing undergraduate enrollment and broadening community outreach efforts. To enable these goals and address a shortage of academic space and student housing, the plan also called for a study of options for facilities expansion.

In the course of the exploration of alternatives for acquiring additional space, the possibility of General Motors donating the historic Argonaut Building to the College arose in late 2006. Following a lengthy due diligence process, the Trustees decided to accept the donation and convert the building into a second campus site for the College – one mile north of the existing campus – that would house its undergraduate design departments, new graduate programs and student housing. In addition, the building would include the Henry Ford Academy: School for Creative Studies, a charter art and desig middle and high school to be launched by CCS, the Henry Ford Learning Institute and the Thompson Educational Foundation; the Detroit Creative Corridor Center, an economic development agency co-founded by CCS and Business Leaders for Michigan; a conference center, gallery and retail space. The building was completely renovated and opened in September, 2009 as the A. Alfred Taubman Center for Design Education.

The College's Cultural Center campus was then named the Walter and Josephine Ford Campus. The buildings on the Ford Campus were reconfigured to allow expansion of departments remaining there into the space vacated by the departments that moved to the Taubman Center. Thus, all departments benefited from the move to a two-site operation,

and a four-year effort to re-energize the College's mission and transform its physical presence came to fruition.

The College's mission now embraced sixth grade through graduate education in art and design, community service, and economic development focused on creative industries. Having redefined its mission, the College undertook yet another strategic planning process in 2012. The new plan that emerged focused on new program development, improved student retention, faculty and staff development, and social responsibility, as well as activities necessary to realize the new strategic goals.

One outcome of this process was a change in the administrative organization of the academic and student services components of the College to allow the College's senior leadership team to focus more on long-range strategic issues and delegate day-to-day operational management to a new set of positions. Thus, the position of Provost was created with Deans of Undergraduate and Graduate Studies reporting to it to manage the academic enterprise. The leader of enrollment and student services activities became a Vice President, and the position of Dean of Students was reinstated after a long absence. The new organization was better suited to an institution the size the College had become.

Guided by the current strategic plan, the College also developed two new MFA programs launched in fall 2014 and a new BFA program launching in fall 2015. More new programs are under consideration.

## 1.2    Mission Statement

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 development and opening career pathways to talented individuals of all ages.

## 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 Higher Learning Commission. The Interior Design department is accredited by the Council for Interior Design Accreditation.

# 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; Education; Facilities; Finance and Audit; Investment; Advancement; Marketing, Advertising and Public Relations; 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 Provost & Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Institutional Advancement, Vice President for Enrollment and Student Services, Director of Community Arts Partnerships, Director of the Detroit Creative Corridor Center, and the Assistant Secretary of the Board who is also the President's Executive Assistant. The President also chairs the Board of Directors

of Creative Urban Education Inc., the governing body of Henry Ford Academy: School for Creative Studies.

### 2.4.2 Provost & Vice President for Academic Affairs

The Provost & Vice President for Academic Affairs is the chief academic officer of the College responsible for the conduct, supervision and development of all academic programs and initiatives, and for ensuring academic quality and compliance with accreditation guidelines and standards. The Provost recommends appointment, reappointment, and advancement of faculty to the President. The Provost also promotes and encourages faculty professional development, interdisciplinary learning, integration of new technologies, and partnerships with varied outside organizations. The Provost helps to enhance the College's reputation by serving as a spokesman for it locally, nationally and internationally and advocating for the value of art and design to society. The following areas report to the Provost: Office of Provost, Undergraduate and Graduate Studies Divisions, Libraries, Academic Technologies, Academic Facilities, Student Success Center, and Exhibit Services.

### 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 operations 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 other officers of the college. 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 Enrollment and Student Services

The Vice President for Enrollment and Student Services is responsible for the College's efforts to provide excellent student services, and to recruit, enroll, and retain undergraduate, graduate, and pre-college and continuing studies students. The Vice President supervises the offices of Academic Advising and Registration, Undergraduate Admissions, Graduate Admissions, Recruitment Services, Career Services, Financial Aid, Student Affairs, International Student Services and Pre-College and Continuing Studies.

In addition, the Vice President prepares enrollment and retention reports, completes all required Federal and State reports, as well as various accreditation and third-party surveys.

### 2.4.5 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. The Vice President also supervises the Kresge Arts in Detroit program.

### 2.4.6 Deans of Undergraduate and Graduate Studies

Reporting to the Provost, the Dean of Undergraduate Studies and the Dean of Graduate Studies are responsible for the day-to-day management of the College's undergraduate and graduate academic departments and programs, respectively. They supervise the department chairs of those departments, make recommendations to the Provost regarding faculty contract renewals, collaborate with the Associate Provost and Registrar on class scheduling and work closely with the Provost on a variety of strategic initiatives.

### 2.4.7 Dean of Students

Reporting to the Vice President of Enrollment and Student Services, the Dean of Students is responsible for the day-to-day management of the offices within Student Affairs. In addition, the Dean of Students oversees institutional retention initiatives, judicial affairs, Student Concerns Committee, the Student Handbook, and the Code of Student Conduct.

## 2.5 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 posted on the College's Blackboard portal.

# 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, harassment, or retaliation, or who is aware of an incident of discrimination or harassment, must report the matter to the Director of Human Resources or the Dean of Students. 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 of a sexual nature.

### 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 may 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 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     Confidentiality**

Due to the nature of the College's work, you may be privy to confidential information. Certain information is required to be confidential by law, while other material must remain confidential in order to comply with contracts or good professional practice.

If you have access to confidential information, you must not disclose it to anyone inside or outside the College unless express authorization has been obtained from the College. If you have any questions about the confidentiality of the work you perform or the information that you receive, either in written or verbal form, please contact your supervisor or the director of Human Resources.

The College has a Social Security Number Privacy Policy (Appendix B) to ensure the security and protection of all employees' Social Security number and identification information.

**3.5     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 Provost. All decisions concerning whether a conflict of interest exists are within the sole discretion of CCS.

## 3.6    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 Office of Human Resources. An Accident/Injury Report form is available from Campus Security.

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 or within 15 feet of a building entrance.

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.

### 3.6.1  Health, Safety and Environment 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 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.

### 3.7    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 access to the CCS Handbook for Full-Time Faculty, including revisions through the date of delivery.  The handbook is 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.

### 3.7.1  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 Provost, the Deans, or Department Chairs to attend to faculty responsibilities (for example, on-campus departmental meetings or representing the department or College at various events) at times other than the regular academic year.

### 3.7.2   Teaching Load

The full-time teaching load for studio faculty is 18 contact hours and for Liberal Arts faculty, nine contact 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.

### 3.7.3   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 appropriate 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 unless on sabbatical or leave.

### 3.7.4   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.

### 3.7.5   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 appropriate 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 or interests.

### 3.7.6  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 practice and development.

At all times, a faculty member must act in the best interests of the students, encourage their educational development, demonstrate current knowledge of his or her 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:

### 3.7.6.1  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 the Provost.  This format is available from the department administrators. Syllabi due dates are determined by the department; upon receipt, syllabi are reviewed by the Chair who then forwards an approved copy to the Office of the Provost.

4. Adhere to best teaching practices:

   a. Demonstrate effectiveness as educators, evincing a thorough and up-to-date understanding of their field/discipline and pedagogical practices.

   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 Chair of each department has the discretion to determine whether a sponsored project meets the educational objectives of the course and to assign the project to a particular faculty. The Chair may decline the project if it does not meet the curricular needs of the program.

### 3.7.6.2 Departmental Responsibilities

1. Participate in departmental meetings.

2. Participate in curriculum assessment and planning.

3. Serve on departmental 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.

### 3.7.6.3    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

### 3.7.6.4    Professional Practice and 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

### 3.7.7   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, appropriate Dean and the Associate Provost.

### 3.7.8   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, faculty are required to arrange for a substitute instructor with a current full-time or adjunct faculty, or a member of the department's adjunct "pool," or schedule an equivalent make-up class period. If the faculty member misses class due to illness or another valid reason approved by the appropriate Chair, and an adjunct serves as substitute instructor, the College will provide appropriate remuneration for the substitute.  The Department Administrator should initiate a payment request for the substitute. The request should be signed by the Department Chair and forwarded to the appropriate Dean's office. Full-time faculty do not lose pay when they miss a class, nor are they paid when they offer their services as substitute instructors.  As this is the case, when full-time faculty require a substitute for their own classes, they should first call upon other full-time faculty for coverage when possible.

### 3.7.9   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 appropriate 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.

**3.7.10  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 3.7.6 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 at least 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 at least a week before the scheduled review.

    c.      Institutional student evaluations consistent with the form approved by the Faculty Assembly and College administration.

    d.      Evidence of participation in College service activities (committee meetings, faculty assembly, etc.)

    e.      Other relevant materials, including documentation of activities listed in section 3.7.6.4

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 appropriate 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 appropriate 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 the Provost.  The contents of the "faculty file" are described in section 3.9.7.3.  The Deans supervise the evaluation process and ensure that the procedures described in the handbook are followed.  The Deans ensure 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 Provost establishes procedures for the maintenance and use of the faculty files, including who has access to them and for what purposes.

## 3.7.11  Salary

### 3.7.11.1    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 Deans' and Provost's discretion, may be consulted in making salary recommendations.  The Provost consults with the Deans regarding salary increases for faculty in each Dean's division, and the Provost then 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.

### 3.7.11.2    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 has the option of electronic deposit of their paycheck or to receive a debit card paycheck.

### 3.7.11.3    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.

### 3.7.11.4    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.

### 3.7.12  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.

### 3.7.12.1    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.

### 3.7.12.2    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.

### 3.7.12.3    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.

### 3.7.12.4    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 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.  The CCS Tax Sheltered Annuity Plan is administered by TIAA/CREF.

### 3.7.12.5 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 plan.

### 3.7.12.6 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 $10,000 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 twenty six-week qualification period, which is covered by CCS's short-term disability income plan.

### 3.7.12.7 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 mentoring 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.

### 3.7.12.8    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.

### 3.7.12.9    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.

### 3.7.12.10   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 and Precollege Studies 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 CPS classes, employees, spouses, and dependents are eligible for tuition remission on a space available basis.

Employees, spouses and dependents receiving tuition remission may also be eligible to receive financial aid from the federal and state governments. For eligibility, complete the Free Application for Federal Student Aid at www.fafsa.gov.

CCS scholarships and grants are not available if tuition costs are covered in full by tuition remission. If the student is eligible for a partial tuition remission, this amount is compared to the amount they may be eligible for in CCS scholarship and grant funds. The student is eligible for the higher of the two amounts.

### 3.7.12.11  Discounts

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

### 3.7.12.12  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.

### 3.7.12.13  Employee Assistance Program

The College provides access to an Employee Assistance Program (EAP), which is currently through an outside organization called Ulliance. Ulliance provides confidential assistance to employees and family members to help resolve any concerns that may affect the employee's personal or work life. Services are provided for such concerns as family and children problems, marital and relationship conflicts, stress or other emotional difficulties, grief and loss issues, and alcohol or other drug use. Ulliance also provides assistance with legal issues, financial concerns, elder care referrals, and child care resources. Ulliance's role is to guide the employee and family members in finding whatever type of assistance is needed, either by providing that service directly, or connecting with an organization that can help. Ulliance is an outside vendor under contract to the College. The College pays for the services of Ulliance, up to limits set forth in its agreement with Ulliance. However, individuals providing services for Ulliance do not work for the College, and the College disclaims any liability related to the provision of services by Ulliance or any other EAP provider with whom the College may contract.

### 3.7.12.14  Pre-Paid Legal

The College provides two voluntary benefit plans for employees.  The Family Legal Plan provides for services such as creating a will, traffic violations, home purchase, civil suits, document review, and attorney consultations.  Identity Theft Shield provides for Credit Report Analysis and Monitoring, Identity Theft Restoration, and protection against crimes and unauthorized credit use in your name.

### 3.7.12.15  Parking

The College provides a secured, covered parking structure for all students, faculty and administrative staff.  Access to the parking structure is through the employee ID.  Violation of parking structure policies may result in tickets, suspension or expulsion from the parking structure.  Parking is available on a first-come, first-serve basis.

### 3.7.12.16  Direct Deposit Banking

All employees must have their paycheck automatically deposited in the bank(s) or credit union(s) of their choice or enroll for a debit card.  Paychecks may be deposited in more than one account and more than one bank or credit union.  Employees must complete a Direct Deposit form or Debit Card enrollment form with the Human Resource office.

## 3.7.13  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.

## 3.7.14  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.  Contact Human Resources for appropriate forms.

### 3.8    Appointment of New Full-Time Faculty

#### 3.8.1    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 and provide official transcripts from their alma maters. Faculty who falsify academic records or misrepresent their qualifications or experience will be immediately dismissed.

#### 3.8.2    Procedures

Once the President has authorized a search, the Department Chair develops a job description in consultation with the appropriate Dean.  The Provost approves the job description.  The Provost, in consultation with the relevant Dean and department Chair and the Director of Human Resources, appoints a search committee.  In addition to the appropriate 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

- Identifying effective vehicles for advertising the position

- Identifying potential candidates

- Evaluating applications

- Agreeing upon a set of specific interview questions to be asked of each candidate.

- Conducting pre-interviews using telecommunications means to select finalists

- Interviewing finalist candidates on campus

- Attending a lesson or lecture delivered by the candidates before a group of faculty and students

- Recommending to the Provost one or more candidates for the position

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

### 3.8.3    Designation of Rank

After considering input from the search committee and Dean, the Provost 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.

**3.9     Reappointment and Advancement of Full-Time Faculty**

    **3.9.1    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 by the Faculty Review Committee, the Department Chair, the appropriate Dean, the Provost, and the President.  Recommendations at each step of the review process are advisory in nature.  Final decisions on reappointments are made by the President.

    **3.9.2    Reappointment Procedures**

    1.    The Office of the Provost informs each faculty member who is to be reviewed for contract renewal of their eligibility, as well as the Chair of the faculty member's department.  The Provost's Office provides the entire list of faculty eligible for renewal to the Faculty Review Committee (FRC)

    2.    The FRC reviews the faculty member's reappointment according to the schedule and guidelines set forth in Section 3.9.6.

    3.    The Department Chair submits a letter to the appropriate 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 Chair's evaluations conducted during the current contract period.  The Chair 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 appropriate Dean formulates and submits to the Provost 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 Provost reviews the Dean's recommendation.  The Provost may also request additional information or clarification from any of the parties involved in the reappointment procedure.  The Provost then submits his own recommendation regarding reappointment to the President.

6.    The President reviews and approves or disapproves each of the Provost'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 Provost who is responsible for informing the faculty member, Chair, the appropriate Dean, FRC, and Director of Human Resources.

7.    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 Director of Human Resources.

The schedule of the reappointment process is as follows:

a. One-year contracts
        Chair's and FRC's recommendations by March 1
        Appropriate Dean's and Provost'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
        Appropriate Dean's and Provost'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
        Appropriate Dean's and Provost'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 Provost's office will inform the faculty member of the delay, the reason for it, and the date by which the review will be completed.

### 3.9.3   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 Provost, in consultation with the appropriate 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.

### 3.9.4 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 3.8.3. In exceptional circumstances, advancement may be

considered after a shorter time interval, although not until after completion of a faculty member's first contract.

### 3.9.5 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 appropriate Dean

2. The FRC reviews the faculty member's application for promotion according to the guidelines set forth in Section 3.9.6.

3. The Department Chair submits a letter to the appropriate 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 Provost 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 Provost reviews each of the appropriate Dean's recommendations. The Provost may also request additional information or clarification from any of the parties involved in the reappointment procedure. The Provost then submits his own recommendation regarding reappointment to the President

6. The President reviews and approves or disapproves each of the Provost's recommendations. The President may also request additional information or clarification from any of the parties involved in the promotion procedure.

7. The President communicates the decisions to the Provost, who is responsible for informing the Dean, faculty member, Chair, FRC, and Director of Human Resources

8. 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 appropriate Dean to discuss compensation and other matters.

9. A faculty member who is denied promotion may reapply the following academic year.

10. The schedule for consideration of advancement in rank is as follows:

Faculty member's application to appropriate Dean by January 15.

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

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

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

### 3.9.6    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 disciplines
       - 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 appropriate 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.

### 3.9.7  Faculty Review Committee

The Faculty Review Committee (FRC) is an elected standing committee of the Faculty Assembly. It makes non-binding recommendations to the appropriate 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.

#### 3.9.7.1  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 the contract, with recommendations being submitted by December 1.

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

#### 3.9.7.2  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."

### 3.9.7.3     Review Documents

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

1.  The "Summary and Response for Continuous Improvement" (or, for Department Chairs, the Department Chair Self Assessment Form" and any faculty review of the Chair that has occurred).

2.  The "Summary and Response for Continuous Improvement" (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 appropriate Dean.

### 3.9.7.4    Recommendation Procedures

1.  The Committee's recommendation is given to the appropriate 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.

### 3.9.7.5    Confidentiality of FRC Process

1.  All information assembled or used by the Committee will be confidential and will be kept in the Office of the Provost.

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 the Provost, the Director of Human Resources, and personnel in the Executive Office.

### 3.9.7.6    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.

## 3.10    Separation of Full-Time Faculty

### 3.10.1  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 3.9.2 on the reappointment of full-time faculty.

### 3.10.2  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 Provost. At such time as CCS determines that it may be in its best interest to terminate an appointment 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 3.11), 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.

## 3.11    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 Provost 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 Chair of the committee in writing. Once the

FCC has made its recommendation to the Provost, 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 Human Resources.

## 3.12    Department Chairs

### 3.12.1  Responsibilities

The Department Chair is a faculty member, administrator, and leader. The department Chair 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 3.7.6)

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 Academic Advising and Registration Office.

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 appropriate 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 appropriate 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 appropriate Dean and Provost.

   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 Provost.

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.  Plan activities to augment the academic program by securing visiting artists, critics, lecturers, exhibitions, workshops and international study programs.

r.  Coordinate responsibilities regarding accreditation requirements, assessment, strategic planning, and program evaluations.

s.  Support and facilitate interdisciplinary activities between departments, other colleges and universities.

t.  Partner in the development and assessment of the college retention plan.

u.  Delegate responsibilities as appropriate to support the mission and goals of the department.

v.  Support student international study opportunities working with individual students, international institutions and the Office of International Student Services at CCS.

w.  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 internships and employment opportunities.

b.  Partner with Institutional Advancement (IA) to develop learning opportunities through sponsored research 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.

Assist and encourage student and faculty participation in community art and design partnerships.

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

### 3.12.2 Appointment

Chairs are appointed annually by the President on the recommendation of the appropriate Dean and Provost and serve at the pleasure of the President. Chair reports to the appropriate Dean.

### 3.12.3 Teaching Load

Department Chairs are required to teach two 3-credit courses each semester.

### 3.12.4 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, Provost, appropriate Dean, and other administrators to attend to College responsibilities.

### 3.12.5 Evaluation

Each year, the Chair completes an Annual Report as a self-evaluation. The appropriate 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 Chair and the appropriate Dean is conducted to review the evaluation.

**3.13    Section Leads**

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 Lead.  Usually a section is organized around a discipline.

**3.13.1  Responsibilities**

The Section Leads serve in an advisory capacity to the Department Chair.  The Section Leads 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.

**3.13.2  Appointment**

The Section Leads are appointed annually by the Dean upon the recommendation of the Department Chair.

**3.13.3  Evaluation**

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

**3.14    Department Administrator**

The Department Administrator (DA) is responsible for providing administrative support to the Chair and faculty of the department and facilitating the delivery of educational and support services to the department's students.  The Administrator organizes and administers routine office functions, including scheduling, budgets, ordering and purchasing, and communications.  The Department Administrator reports to the appropriate Chair.  The Assistant Provost coordinates the activities of the DA's and resolves any issues in regard to their responsibilities.

**3.15    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 Chair, or a member of the Provost's Office 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 progresses and the instructional program is strengthened.

Examples of faculty development activities include, but are not limited to:

- Attending conferences, seminars, or workshops
- Speaking, presenting, or participating in panel discussions at conferences and other events
- Participating in discipline-related professional communities

### 3.15.1  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 College and to the individual, for it encourages exploration and productivity which the faculty member brings back to his or her program and to the College at large.

#### 3.15.1.1  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.

#### 3.15.1.2  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 base pay.  Two- semester sabbaticals must be taken in the same academic year. Faculty development funding is not generally available to faculty who have been approved for sabbatical leave.

#### 3.15.1.3  Procedure/Application and Selection Process

1. Each year, in consultation with the President, the Provost determines and announces the number of sabbaticals available no later than March 15.

2. The Provost, in consultation with the Deans and Executive Committee of the Faculty Assembly, appoints a committee to evaluate the applications and make recommendations to the Provost regarding the merits of the application.

3. A faculty member eligible for sabbatical must file an application to the committee no later than April 15 of the semester preceding the academic year for which he/she is applying. A Department Chair's recommendation should be included with the application materials, along with a current CV and completed application form.

   The application must describe:

   - the project the faculty member will pursue during the sabbatical and the benefit to the faculty member's professional development

   - how the project is consistent with the academic interests and mission of the College and program

   - how the accomplishments of the sabbatical will promote excellence in the production and/or dissemination of knowledge and what the work product of the leave will be

   - how the project to be undertaken differs from what is typically considered part of the normal workload of the faculty member

4. The committee will make recommendations to the Provost 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.

5. Notification, pending Board approval of the budget in May, will be made by May 15.

6. The sabbatical may not be taken in order to teach or work at another institution or business.

**3.15.1.4    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, appropriate Dean, and Provost within a month after the completion of the sabbatical period.

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 to hold an exhibition of work produced by studio faculty during their sabbaticals. However, this is not a guaranteed opportunity and is subject to the availability of either Center Galleries or the Valade Family Gallery. Regardless of whether CCS exhibits studio or non-studio sabbatical work on campus, 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.

### 3.15.1.5   Performance Evaluation and Salary Adjustments

The annual performance evaluation process for faculty, as described in section 3.7.10, 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.

### 3.15.2  Faculty Development Grants and Conferences

CCS endeavors to budget funds each year to support faculty development. These funds may be used activities that include, but are not limited to:

- workshops, seminars, training, or courses related to their field
- travel to conferences or symposia
- other activities as determined by the appropriate Dean and Provost

Courses or workshops must be successfully completed to be eligible for reimbursement. 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 that enhance faculty's knowledge of current trends in their respective fields, their professional practice, and scholarly activities, and the College's visibility.

1. 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 Assistant Provost who will make a decision in consultation with the Provost and appropriate Dean 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 faculty development grants during the leave.

2.      If a request is approved, travel, lodging and registration arrangements are the responsibility of the faculty member.  Reimbursable expenses include registration fees, visa application (if necessary) 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 D.

# SECTION 4
# ACADEMIC POLICIES AND PROCEDURES

### 4. Academic Policies and Procedures

### 4.1 Registration

#### 4.1.1 Academic Advising and Registration Office

The Registrar directs the Academic Advising and Registration Office. The Academic Advising and Registration Office advises students on all aspects of their academic programs. It also 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 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, and maintains attendance records.

#### 4.1.2 Registration Procedures

New Students:
New students receive a letter welcoming them to the College along with their username and password. Students are sent electronic communication from their academic advisor with directions on how to register along with an academic evaluation. New Students are encouraged to register online via WebAdvisor or in person with their Academic Advisor. WebAdvisor is a secure Web interface that allows students and faculty to access information contained in the college's administrative database. For example, students can view their grades and transcript, search for open classes, view account balance information and print degree audits. Faculty members can view their class rosters, their scheduled classes, student information, and enter grades.

Returning Students:
Returning students are emailed an academic evaluation from the Academic Advising and Registration 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 online or at the Academic Advising and Registration Office. All students must pay a $100 commitment fee in order to register.

#### 4.1.3 Schedule Book

The Academic Advising and Registration Office produces the schedule book for the fall, winter, and summer semesters. The schedule book contains the academic calendar, course registration information, tuition/fees and financial policies and

procedures. 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 Academic Advising and 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. The preliminary class roster is for reference only. All attendance is to be submitted electronically through the WebAdvisor system. Taking attendance is a mandatory requirement, and instructions on how to submit attendance are distributed to each faculty member. Attendance should be submitted electronically on a weekly basis. Students are able to check their attendance as faculty submits the information.

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 indicates whether the student is a freshman, sophomore, etc.), credits earned for this class, add/drop date

*AD=Advertising, AE=Art Education, CR=Crafts, EA= Entertainment Arts, FA=Fine Arts, FN= Foundations, GD= Graphic Design, IL=Illustration, IN=Interior Design, LA= Liberal Arts, PH=Photograph, PR=Product Design, TR=Transportation Design, UN=Undeclared
DE=Design, TD=Transportation (Graduate Program)

### 4.1.5  Class Rosters

Taking attendance is a mandatory requirement and must be done electronically through the WebAdvisor system. The preliminary class rosters are passed out as a courtesy for you to have on the first day of class. 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 should access their attendance roster online. Instructors are required to maintain attendance records electronically, 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 Academic Advising and Registration office. Students are not permitted to be in your class unless they have officially registered for that class.

Faculty will begin to receive a weekly "drop notice" via email 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 and Registration Office, 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 Academic Advising and Registration Office must report non-attendance of these students to the VA within 30 days of the last date of attendance. Instructors must 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 Academic Advising and Registration Office. Students may also add or drop a course using the online WebAdvisor portal up until the first day of classes. 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 Academic Advising and 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 Academic Advising and 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.  The student should bring the signed pink permission slip to the Academic Advising and Registration Office for registration in the course.

### 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.  The Provost's Office must approve the independent study.

## 4.2     Academic Advising and 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 Department 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 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.

6.   **Declaration of Minor** – a form with which a student may declare a minor. Currently, students may minor in Art History, Art Therapy, Critical Theory, or in any department except Transportation Design.

7.   **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.

8. **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 Affairs Office about physical disability needs; or the Wellness Center about counseling needs.  This form is available from the Academic Advising and Registration Office.

9. **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 Registration Office and then a Financial Aid officer for an exit interview. The Academic Advising and Registration Office processes the Complete Withdrawal Form and distributes it to all concerned departments.

## 4.3 Grading and Academic Progress

### 4.3.1 Mid-Term Grades

CCS requires that mid-term grades be submitted electronically during the eighth (8th) week of the semester.  The Academic Advising and Registration office will send out instructions on how to submit midterm grades via WebAdvisor during the sixth (6th) week of classes.  Please notify a student if their name does not appear on the electronic roster.  The student MUST be advised to see the Academic Advising and Registration Office to verify enrollment in that course. Once all midterm grades are submitted via WebAdvisor they are made available to students.  Instructors are obligated to assign a mid-term grade to each student who is listed as registered for their class.

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 Academic Advising and Registration Office sends out instructions on how to enter final grades into the WebAdvisor portal on the Monday of the 13th week of the semester (students are not permitted to withdraw after the 12th week of classes).  Final grade instructions are distributed to the Department Administrators who then deliver to the Faculty.

Faculty must enter final grades into 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 entered by Faculty / and verified by the Academic Advising and Registration Office.

Faculty 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 Academic Advising and 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 or the Academic Advising and Registration Office. 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 Academic Advising and Registration Office. However, only the instructor may return the form to the Academic Advising and 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 3.5 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 the Provost.

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 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 / Academic Warning / Suspension / Readmission

To be considered to be 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 Academic Advising and Registration Office evaluates academic progress at the end of each semester.  Students who fail to make satisfactory academic progress are placed on academic warning.  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    Attendance Policy**

<u>Students are expected to attend every class</u>.  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.

Students who 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 may 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 Registration Office. The Office 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 that 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 the 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 Dean of Students and to the appropriate academic Dean.

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 Dean of Students and to the appropriate academic Dean. The Dean of Students will discuss the instructor's request with the appropriate academic Dean and the Vice President for Enrollment and Student Services. 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 electronically by creating an account with Docufide.com. Students may also visit the Academic Advising and Registration Office to complete a Transcript Request Form. No one other than the student may request that student's transcript, including faculty. The student's signature must accompany each request. There is a charge for each transcript.

## 4.7 Graduation

Commencement ceremonies occur in December and May. Degrees are also awarded in August to students who have completed their graduation requirements in the summer. 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 Academic Advising and Registration Office, complete an Application for Graduation, and pay a $100.00 fee (Undergraduate) or $150.00 (Graduate) 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 $125.00 (Undergraduate) or $175.00 (Graduate) fee. No Application for Graduation will be accepted after the 8th week of the semester. Undergraduate students who expect to complete their graduation requirements by the end of the summer term must submit their Application for Graduation along with a $100.00 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 every 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 Provost's 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 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 Blackboard and in the Student Handbook. Faculty members should be familiar with the Code and with the procedures to be followed should they witness a violation of the Code.  Violations of the Code of Student Conduct should be reported to the Dean of Students.

**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, appropriate Dean, Department 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 authorizes disclosure without consent.  One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest.  A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law and security, 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 Academic Advising and Registration Office.  The form is valid until the student notifies us to release directory information.


**4.11    Intellectual Property Policy**

(See Appendix E)

# SECTION 5
# STUDENT SUPPORT SERVICES

**5.    Student Support Services**

**5.1    Goals**

CCS strives to engage students in an active learning environment that challenges them to grow as artists and designers while providing the support network for them to succeed. The programs and services offered through various student support offices and programs are intended to help students develop into successful and civically engaged artists and designers.  Student success and persistence to graduation are the overarching goals for these offices.

**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.

The Academic Advising and Registration Office coordinates all advising activities. Trained advisors advise students, conduct academic evaluations, and assist students through the registration process.

**5.2.2    Academic Evaluation (Degree Audit)**

The Academic Evaluation, also referred to as a 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.

**5.3    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 their mentees twice each semester.  Mentoring sessions can be one-on-one or in groups.  A handbook on academic advising and mentoring is available from the Academic Advising and Registration Office.

**5.4     Student Success Center**

The Student Success Center (SSC) provides academic support for all students.  It is staffed by full-time higher education professionals as well as departmental tutors who are Juniors or Seniors in their major.  SSC services include one-on-one tutorial assistance tailored to each individual's learning style and academic needs.

SSC services are free to all students and offer the possibility to boost classroom performance, develop better learning strategies, and hone study, writing and time management skills. Workshops highlighting these types of topics are conducted throughout each semester at lunchtime.  As an alternate computer lab, students have access to software specific to their majors in the SSC. Writing assistance is also available for any type of assignment, including research papers, essays, artist's statements, and resumes. International students can receive assistance specific to their needs as English Language learners.

Students come to the SSC on a voluntary basis, but may be encouraged by faculty to utilize this resource.  If a student is struggling in the classroom for any one of a multitude of reasons including absenteeism, missing assignments, poor academic performance or social issues, faculty can contact the SSC with questions as well as refer the student directly.  You may use the form available on Blackboard in the Content Collection under Student Success Center or just email or phone to discuss.  SSC personnel work closely with faculty, Academic Advising & Registration staff and other Student Affairs departments to build a network of support for students challenged by their workload.  Communication between these various parties aids significantly in students' success.

In addition, if you are allowing a student to make up a test, the SSC can work with you to provide time for that student to come and take the test in the SSC.

**5.4.1   Students with Disabilities**

The SSC also manages accommodations for students with disabilities in compliance with federal guidelines.  The SSC Learning Specialist serves as the Student Disability Advocate for CCS.

Students are asked to bring documentation to the SSC where a review of their accommodations will be made.  If students disclose to a faculty member that they have a disability, faculty should refer the students to the SSC and the Student Disability Advocate.

The Learning Specialist/Advocate will communicate via email with faculty regarding any accommodations relevant to the class. Retroactive accommodations are not made for students disclosing after an assignment and/or exam.  If you have any concerns about how the accommodations can be provided in your class, the Learning Specialist/Advocate will assist you.

**5.5    Student Concerns Committee**

The Student Concerns Committee (SCC) is an avenue for early communication for faculty and staff to raise concerns about College for Creative Studies students in a confidential environment.  The information shared during the course of the SCC meetings is considered sensitive and is used as one tool to determine if, when, and how further intervention will take place with a student.  This committee is an information gathering body that is used to help maintain a safe and caring environment for all community members.

A cross section of personnel from the College serves on the committee to gather the broadest picture possible of a student of concern.  At a minimum, representatives from Student Affairs, Campus Safety, Academic Advising and Registration, Financial Aid, Personal Counseling, Residence Life, and Academic Affairs will participate in the SCC meetings with additional staff being invited as seen fit.  The members of the SCC are encouraged to share information both personally collected and those concerns reported to them by other CCS personnel.

Some examples of concerns would be unusually withdrawn behavior, a dramatic change in mood, the student expressing loneliness or depression, or a recent and significant decrease in academic performance.  Please keep in mind that the Student Concerns Committee is not an emergency response team.  If an emergency arises please call Campus Safety.  Information reported to the committee is considered highly sensitive and will be shared only with those individuals at CCS who would be responding to the situation.  To make a referral to the SCC, you can email either the Dean of Students  or the Director of Wellness & Counseling Services

**5.6    Student Affairs**

The Office of Student Affairs is overseen by the Dean of Students and includes Student Life, Residence Life, the Wellness Center, and Multicultural Affairs.  The purpose of Student Affairs is to enhance the CCS educational environment through co-curricular programming and initiatives to engage the student body in learning and growth outside of the classroom.

**5.6.1    Student Life**

The Director of Student Life is responsible for new student orientation, CCS Experience, student activities, student organization oversight, Student Government, commencement ceremonies, and the Student Ombudsman function.

**5.6.2    Residence Life**

CCS offers students the option to live on campus in the Taubman Center and on the Ford Campus in the Art Centre Building.  Approximately 480 students live on campus each year in the two buildings. The Director of Residence Life and the

Residence Life Coordinator oversee the operation and management of the residence life program and 18 student staff members work as Resident Assistants in the buildings.  The Residence Life staff works to maintain a safe and welcoming environment in the residence halls.  Staff are trained in educational programming, crisis response, conflict mediation, and similar skills to enable them to help students make the most out of their learning environment.  Students must abide by both the CCS Code of Conduct as well as the CCS Housing Policies and Regulations in addition to being full-time students to live on campus.

### 5.6.3    Wellness Center

The Wellness Center offers free personal counseling to all registered CCS students, wellness seminars, yoga classes, and access to a nurse practitioner for basic medical care.

### 5.6.4    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    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, email and telephone campaigns.  In addition to the full-time staff, a team of Admissions Student Ambassadors assists with telecounseling, campus tours, and various Admissions events.

Department chairs and faculty play an important role in the student recruitment process.  Chairs and faculty may be asked to participate in a variety of activities including, but not limited to:  National Portfolio days, information sessions, high school visits, college fairs, portfolio reviews and the placement of transfer credit, and phone calls to inquirers, applicants and accepted students on a case by case basis.

In addition to the activities above, Chairs may be asked to participate in annual features and benefits meetings, art educators breakfasts, workshops for prospective students, and other events.

**5.8     Career Services**

The Office of Career Services is dedicated to exposing students and alumni to professional development and networking opportunities, as well as resources that will aid them in identifying and obtaining their personal career goals.

The Office provides information on employment and careers in art and design, workshops and seminars that assist students in their job search, individual career counseling and internship coordination. Additionally, Career Services manages an online job book that allows employers to post internships, freelance and contract positions, as well as full-time opportunities.

Career Services hosts a number of events throughout the academic year that bring companies and industry experts to campus to review student work, discuss professional opportunities and conduct on-campus interviews.

**5.9     Financial Aid**

The Financial Aid Office is responsible for administering all federal, state, institutional and private sources of financial assistance.  This includes:

- Counseling current and prospective students on the availability and terms of aid programs and assisting them in calculating their yearly out of pocket expense
- Determining eligibility for need-based programs based on the results of the Free Application for Federal Student Aid (FAFSA)
- Applying scholarships awarded by CCS through the admissions process, competitions, sponsored projects in the classroom, and from third party donors
- Processing student loan funds available through government and private sources and providing counseling regarding the rights and responsibilities of borrowers
- Recalculating aid amounts based on changes to enrollment level, such as half-time or less than half-time enrollment
- Coordinating the work-study/student employee program

Faculty are encouraged to direct students to the Financial Aid Office when they express financial concerns, or to contact the office directly if they feel the situation is of special concern that may recommend the student for additional assistance.

Some specific circumstances for which students should be directed to the Financial Aid Office are:
- If they are considering dropping classes or doing a complete withdrawal
- They will be enrolled less than half-time
- They are experiencing financial difficulties and/or there has been a change in the family's financial circumstances

- They need advice on applying for loans to supplement their financial aid package

## 5.10    International Student Services

The International Student Services Office (ISSO) is staffed by the Director and one Academic Advisor.  The ISSO is responsible for recruiting international undergraduate students, review of applications and admissions process for international students, academic advising for undergraduate international students and all graduate students, maintaining SEVIS records and certification for the College and its students, and programming.

Recruitment activities include, but are not limited to, international recruitment fairs, country visits to meet with applicants and prospective students, correspondence with prospective students and applicants, maintenance of agency agreements and agent visits, and hosting international students on campus for tours.

On campus programming includes orientation sessions for new international students, International Education Week activities, Tax, Curricular Practical Training (CPT) and Optional Practical Training information sessions, and meetings when necessary.

The ISSO is responsible for reviewing international student satisfaction surveys and developing strategies to address needs revealed by those surveys as well as providing on-going support services.

## 5.11    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.  In addition, CCS offers a variety of opportunities to study abroad.

### 5.11.1  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 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 Academic Advising and Registration Office.

### 5.11.2  New York Studio Residency Program

The member colleges of the Association of Independent Colleges of Art and Design (AICAD) established the New York Studio Residency 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 16-credit independent studio program. The program includes a Critical Art Seminar, Contemporary Art seminar, and Critique Session course requirement.  Only third-year students with a 3.0 GPA are eligible. Interested students should be referred to the Academic Advising and Registration office and will require the support of their department chairs.

### 5.11.3  Study Abroad

CCS encourages students to seek opportunities to study abroad and offers several study abroad opportunities through relationships it has with foreign institutions as well as faculty led programs and programs organized through other US colleges or universities.  Students may also seek enrollment at institutions with which CCS does not currently have a relationship by working with the Director of the International Student Services Office to determine if the proposed program is compatible with CCS's curriculum.  Students interested in pursuing these opportunities should be advised to meet with the Director of ISSO.  A student must have a 3.0 GPA to qualify to study abroad and be in junior standing with the exception of summer programs which are open to freshmen and sophomore students as well.

# SECTION 6
## ACADEMIC RESOURCES AND RELATED PROGRAMS

**6.  Academic Resources and Related Programs**

**6.1    Assessment Program**

The College engages in assessment of student learning to evaluate outcomes that demonstrate the effectiveness of the curriculum in meeting the educational goals and objectives of the undergraduate and graduate programs and to foster continuous improvement of the curriculum.  Assessment initiatives are coordinated and administered via the office of Academic Affairs under the direction of the Associate Provost.

The Assessment Committee of the Faculty Assembly consists of faculty members across all majors who serve a three-year term and support the College's engagement in assessment initiatives.  The Associate Provost of the College is an ex officio member of the Assessment Committee, and also works closely with the Deans and Department Chairs, who are responsible for the implementation of assessment initiatives, evaluation of departmental student learning outcomes, and continuous improvement of the curriculum within their respective majors.

Beginning with the 2013/2014 academic year through 2016/2017, the College is participating in the Higher Learning Commission's Assessment Academy of Student Learning in order to strengthen and improve its efforts in regard to the assessment of student learning.

**6.2    Libraries**

CCS has two libraries to serve its undergraduate and graduate programs.  The main library, housed in the Manoogian Visual Resource Center on the Ford campus, contains nearly 60,000 volumes, 267 periodicals, and over 2,500 DVDs, approximately 90 percent of which are related to art and design.  The Color & Materials Library, located on the ninth floor in the A. Alfred Taubman Design Center, houses a unique collection of over 7,000 books, 75 periodicals, and over 3,500 physical materials that are primarily focused on design.

The online public access catalog is automated (www.lib.collegeforcreativestudies.edu), and allows for a number of searching options of the CCS collections. While logged into their account, students, faculty and staff can look up current checkouts, place holds, and request materials for interlibrary loan or acquisition   Both libraries have wi-fi capability, and all computers are equipped with Internet access and word processing software.  The libraries subscribe to eighteen electronic databases, which are specific to art and design, and an additional seventy general education and newspaper databases through the College's consortium with the Midwest Collaborative for Library Services.  Beginning with the fall, 2014 semester, the Library has subscribed to an academic e-book collection of more than 115,000 titles.  Remote access to all electronic resources is available through e-z proxy via the College's Blackboard portal. Document delivery needs and interlibrary loan services are also available for resources the libraries do not hold or are unable to acquire.  In addition, currently registered students have borrowing privileges at Detroit Public Library, Wayne State University libraries, and a number of other academic

institutions through CCS's membership in SEMLOL (Southeastern Michigan League of Libraries) (http://www.semlol.org).  Access to Wayne State University's public catalog can be found on the CCS Library Blackboard page.  Suggestions for library acquisitions by faculty, students and staff are given the highest priority.

Bibliographic sessions are available in a dedicated lab located on the Ford Campus, which is equipped with a LED projector/screen and 18 computer stations that allow students tactile instruction.  In-class instruction and ad-hoc workshops are offered on both campuses   Numerous handouts have also been developed targeted to specific student issues, including writing, scholarly research searching, citation of sources, plagiarism, and evaluation of Internet sources   All handouts are available on Blackboard.

### 6.2.1   Director

The Library Director oversees all library operations, collections, and technology.  The director works with the faculty, students and staff to develop library collections and services.  The Director is an ex-officio member of the Library Committee of Faculty Assembly that works 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

Library hours are available on Blackboard.

### 6.2.3   Loan Periods

A current CCS ID must be presented 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; this collection includes preserved and irreplaceable materials.

Open Reserve Books:  Two 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.

Videos and Films:  Please contact the library and reserve the video or film title that you will be using in your class at least two days ahead of your class date. The loan period is four hours.  If you wish to preview a video and it has not been reserved by someone else, you may check it out overnight only.  Materials may be returned to either library.

### 6.2.4   Image Collections

Luna is the digital software that organizes CCS's extensive digital image collections.  It can be accessed online at (http://luna.collegeforcreativestudies.edu. A login and password are required to obtain institutional content.

There are two collections: CCS Images for Teaching which is our local collection and consists of approximately 65,000 images, and AMICA, which consists of digital images contributed by twenty-one art museums. Additionally, Luna Commons is a group of free access collections enabled by the software company. An external search tool also allows users to pull in images from Flickr.  Faculty must obtain basic training and sign a contract in order to obtain high-resolution images suitable for classroom use.  Academic Technologies provides basic instruction and Visual Resources provides search help and fills image requests – both general and specific.

### 6.3    Academic Technologies

The Academic Technologies Office supports the technology needs of all academic programs at CCS.  This includes evaluating, acquiring and maintaining academic hardware and software in consultation with the faculty and academic administration.  The department also provides faculty and academic staff technology training and support, administers the College's digital reproduction through the Imaging Center; administers audio and video equipment checkout, manages stages and studios, the Wendell W. Anderson Jr. Auditorium, and supports academic events through the Audio Visual Services office.

The Academic Technologies office offers regular training in all campus academic systems, such as Blackboard, Luna Digital Images Database, Microsoft Word, Campus Email, and Adobe Cloud software.  Training in additional technologies or software can be requested through your department and will be arranged in conjunction with your Chair.  CCS also provides full access to Lynda.com, an online library of on-demand and self-paced software tutorials for all students, faculty and staff to support effective education of digital technology.

### 6.3.1 Imaging Center

The Imaging Center (IC) provides a variety of print services to the CCS community. It is located on the 6th floor of the Taubman Center in room 631. The IC is generally open Monday – Thursday from 8am to 10pm and Friday from 8am to 3pm. There are extended weekend hours during midterms and finals, which are posted on Blackboard and on the information monitors.

The Imaging Center has a production laser printer, which includes basic copying and scanning services, two wide-format and two sheet-feed inkjet printers. All files must come in to the IC print-ready on a flash drive. The Imaging Center will accept files from staff and faculty through fillable online forms that can be found on the "Imaging Center" link within the "Campus Offices" page on the CCS Blackboard website. On the Canon laser printer, students can print up to 13" x 19" and use 120 lb card stock. Students can also provide their own laser paper to print at a low-cost rate. When using the inkjet printers, please encourage students to create test strips or hard proofs prior to submitting their final print job. These test strips are free. Students can also use a Soft Proofing station located in the 24-hour lab to preview their print job with our laser and inkjet color profiles on a calibrated monitor. The Imaging Center also provides various plastic coil and wire binding services.

Black and white copying is available for faculty (self-serve) in the adjunct faculty office space located on the 2nd floor of the Kresge-Ford building, room C205.

Services are available at a discounted price for staff and faculty. If color prints or posters are being charged to a department, an 8-digit budget code number is required in order for the job to be processed. The appropriate account number can be obtained from your Department Administrator.

For faculty teaching a sponsored project course, or any other course that will require large-scale printing, please contact the Imaging Center within the first few weeks of the semester with information on what type and how much printing is needed to complete the project and any major due dates. In order to set up a student print budget, the Imaging Center will need a current class roster.

For more information, click the "Imaging Center" link within the "Campus Offices" page on Blackboard. The Imaging Center can be also contacted at (313) 664-1507 or by emailing jc@collegeforcreativestudies.edu

### 6.3.2 Audio Visual Services

Audio Visual Services provides equipment check-out and support for faculty, staff, and students. In addition, Audio Visual Services manages the reservations for and supports the Stage, Photography studio area and Wendell W. Anderson Jr. Auditorium and supports academic events on campus. The Audio Visual Services

Center is located on the first floor of the WBFII Building, room W109. You may contact the Center on the Ford Campus at 313.664.7647.

Through Audio Visual Services, faculty may request equipment such as cameras, projectors, tablets, and DVD/TV carts for class purposes. The Center also has cables and adapters available for loan.  All staff/faculty are required to pick up reserved equipment (with the exception of TV carts, which are generally delivered to your class). Equipment is limited, so please submit all audio/visual requests at least two (2) weeks in advance to ensure that the equipment you need is available. Rental is free for faculty and staff; daily rentals are free for students, but students are charged a fee for any equipment returned late.  Faculty may also make reservations for using the sound or video editing suites, and the Stages located in the WBFII Building.  Reservations can be made in the Audio Visual Services Center or by emailing avc@collegeforcreativestudies.edu

## 6.4     Academic Facilities

Academic Facilities includes the Foundry, Metalshop, Model Shop / Rapid Prototyping Lab, and the Wood Shop.  These are a group of individually managed shops or departments that operate within Academic Affairs.

### 6.4.1     Director of Academic Facilities

The Director of Academic Facilities is responsible for strengthening the infrastructure for teaching and learning in an interdisciplinary environment through the safe operation of the facilities.  The Director of Academic Facilities provides direction for operations, equipment purchasing, training, growth and technology, and works with the Health, Safety and the Environment Committee of Faculty Assembly to assure the safety of the facilities.

### 6.4.2     Hours and Access

Academic Facilities maintains consistent open shop hours to facilitate the needs of students, faculty and staff.  Hours are posted at the beginning of each semester and are aligned with the building hours posted by Campus Safety.

### 6.4.3     Competency Training and Testing

In order for students to be able to work in the shops they must take DFN-116 3D Design Techniques.  If students pass the course with a C / (2.0) or better they are allowed access to the shops during their tenure at the college.

Academic facilities are not instructional facilities.  All faculty are responsible for instructing their students in the use of the tools and techniques in each individual shop that they expect their students to use in the completion of course work and finished projects.

Competency training is mandatory for faculty and staff who wish to use the shops.

### 6.4.4    Emergency Response

All Academic Facilities shop managers, staff and work-study technicians are certified in First Aid, CPR and AED.  Campus Safety has implemented a step-by-step response plan for accidents, injuries and fire that may occur in the shops.  The plan is posted in each area.  Faculty should familiarize themselves with these procedures.

When anyone is injured, the supervisor at the shop must fill out an Accident/Injury Report Form at the CCS Security Office.

### 6.4.5    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.

### 6.4.6    Tools and Equipment

The Shops may at their discretion lend out tools and equipment by having the faculty, staff, or student fill out a form and leave their I.D. or drivers license. Certain materials are available for purchase in the shops and labs.  The Bookstore stocks respirators and safety glasses for sale.  Faculty and staff must require users of the shop to use the proper safety gear.

## 6.5    Galleries

### 6.5.1    Center Galleries

Center Galleries, located on the Ford Campus in the Manoogian Visual Resource Center, presents 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.

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.

### 6.5.2 Valade Family Gallery

The Valade Family Gallery is located on the first floor of the A. Alfred Taubman Center for Design Education. The Gallery offers 5500 square feet of event space available for internal and external use. The Assistant Provost oversees the Gallery, including scheduling events and managing floor supervisors. Ideas for exhibitions are generated by the Speakers and Exhibitions Committee and through outside proposals submitted to the Assistant Provost. The exhibition schedule is determined at the beginning of the academic year.

The Valade Family Gallery showcases the work of visiting artists, alumni, faculty, and staff. Additional programming of the Gallery includes special events, benefits, student exhibitions, and artist receptions. The space can accommodate up to 150 people and provides a flexible layout to accommodate all types of exhibitions and events.

### 6.5.3 U245 Gallery

The U245 Gallery is a student-managed space that offers CCS students the opportunity to showcase their creative achievements to the public. Located on the ground floor of the Art Centre Building, the gallery has easy access and good visibility from the campus.

The Chair of the Fine Arts department or his/her designee serves as Faculty Advisor for U245 Gallery. The Chair appoints the gallery manager. When necessary, Exhibit Services may support installation of work.

### 6.5.4 Knight Foundation Gallery

The Knight Foundation Gallery is located on the 11th floor of Taubman Center and is part of the Benson & Edith Ford Conference Center. It has 5,600 square feet of space designed for exhibition and other social events such as receptions,

banquets, or seated presentations.  This space can accommodate 200 guests for a sit-down dinner, 300 for a reception or 350 guests for theater-style seating.

**6.6    Auditoria**

**6.6.1    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 college for internal events, classes and lectures as well as the college-sponsored events open to the public.  It has two projectors and the capability for surround sound audio.  The auditorium further provides the capability for HD projection, podium-based lectures, table lectures, or panel discussions.

The maintenance and technical support for the systems within the auditorium are provided by Audio Visual Services staff withi9n Academic Technology.  Reservations for the auditorium are made through the Executive Office.  Since certain events will override class presentation reservations, be sure to check before committing a reservation to a class schedule.

**6.6.2    General Motors Auditorium**

The General Motors Auditorium is located on the 11th floor of the Taubman Center within the Benson & Edith Ford Conference Center.  It has over 5,800 square feet of space and can accommodate a variety of configurations for any type of event.  An ideal location for conferences, lectures, parties, luncheons and award ceremonies, the auditorium can accommodate 450 guests with theater-style seating and 360 guests at banquet rounds.  Immediately outside the auditorium is the Knight Gallery which serves as a prefunction area for auditorium events and also a site for exhibits, meetings and other smaller events.

**6.7    Lecture Series**

**6.7.1    Woodward Lecture Series**

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.  The Director of Center Galleries manages the series in consultation with the faculty Speakers and Exhibitions Committee.

### 6.7.2 Toyota Lecture Series

The Toyota Lecture Series in Design was established through a generous $1 million endowment gift to the College for Creative Studies from Toyota Motor Company. The endowment is used to bring prominent designers and scholars in all fields of design to speak at CCS. There are between six and eight Toyota Lectures that occur throughout the academic year. The Assistant Provost manages the Series, including scheduling guest lecturers and special workshops. Ideas for lecturers are generated by the Speakers and Exhibitions Committee and through outside proposals submitted to the Assistant Provost. The lecture schedule is determined throughout the academic year and proposals are accepted on a rolling basis.

## 6.8    Community Outreach

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), Pre-College and Continuing Studies and Community Arts Partnerships.

### 6.8.1    Precollege and Continuing Studies

Precollege and Continuing Studies offers art and design courses for high school students, summer pre-college programs, youth programs; adult courses; and the Professional Automotive Modeling certificate programs

### 6.8.2    Community Arts Partnerships

Community Arts Partnerships program develops and maintains collaborations between the College and community organizations to bring educational experiences in art, design, and new technologies to underserved populations. The Director acts as a resource for faculty and programs within the College that seek to develop community partnerships.

**6.9     Henry Ford Academy: School for Creative Studies**

Henry Ford Academy: School for Creative Studies is a charter middle and high school (grades 6 – 12) founded and operated by CCS and the Henry Ford Learning Institute.  It has a strong art and design focus combined with an academic curriculum keyed to the Michigan Common Core standards.  Its purpose is to give inner-city students the opportunity to pursue a path leading to an art and design college and ultimately to a career in the creative industries.  It is located in the Taubman Center.  CCS faculty and students, and particularly the Art Education department, play an active role at the school.

**6.10    Detroit Creative Corridor (DC3)**

The Detroit Creative Corridor Center (DC3) is an economic development organization with a targeted purpose: connecting these assets to enhance the collective potential of Detroit's creative community and grow Detroit's creative economy.  It is located on the first floor of the A. Alfred Taubman Center for Design Education, and houses organizational operations as well as shared work space for creative sector firms enrolled in its Creative Ventures Business Accelerator.

The mission of the DC3 is to serve as the regional champion for the creative economy: accelerating creative sector firms, supporting creative sector business attraction efforts and connecting creative talent to global markets.  It seeks to concentrate this creative and design activity to build a Creative Corridor in Detroit, and position these strategies to transform the image of Southeast Michigan.  The three core objectives of the DC3 are as follows:

1.  Provide accelerator services that ensure viable creative sector businesses have the tools they need to prosper in Detroit's Creative Corridor

2.  Connect stakeholders and position assets to attract new creative sector businesses to corridor, and,

3.  Ensure creative talent is identified, engaged and virtually connected in Southeast Michigan.

The DC3 is a partnership between Business Leaders for Michigan and the College for Creative Studies.

**6.11    Book and Art Supply Stores**

The main College bookstore is located on the ground floor of the Taubman Center.  It is open Monday through Saturday during the academic year.  Throughout the summer months, it is open on a limited schedule.  A smaller College bookstore is located on the Ford campus in the Yamasaki Building on the ground floor. It is open Monday through Friday during the academic year and limited hours during the summer. 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 Human Resources Office 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 sustain positive employee relations, policies and procedures, performance management, and salary and benefit plan administration.

### 7.2    Business Services

The Business Services Office functions include managing budgets, 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 (ITS) supports the College's mission by implementing and maintaining administrative and enterprise (shared) infrastructure technologies and systems.  These include the institution's administrative and student information systems software, Colleague, the institutional communication portal, Blackboard, the room scheduling system R25, as well as managing the institutional help desk.  ITS also manages the campus-wide network and Internet access, email, and voice and data services.  ITS further oversees compliance with required governmental and contractual policies and protocols.

### 7.4    Facilities and Administrative Services

#### 7.4.1   Buildings and Grounds

The Office of Facilities and Administrative Services is responsible for the maintenance and repair of the institution's buildings and grounds.  Cleaning is performed on a daily basis.  To avoid harming student or faculty work, classrooms and studios will only have trash removed.  Faculty should communicate with Facilities if classrooms and studios are not being cleaned properly.

For most maintenance and repair, a Maintenance Service Request (MSR) should be completed and submitted to Facilities.  MSR's are 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 will inform the department as to

the status of the MSR.  The department should 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.

### 7.4.2  Mailroom

All CCS mail is processed through the mailroom.  Incoming mail is picked up by Facilities staff in the morning from the post office, and all outgoing mail is picked up from CCS offices 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 may CCS postage be used for personal mail.

## 7.5  Security

Campus Safety provides 24-hour security at both the Ford Campus and the Taubman Center. Three college administrative positions (Director, Assistant Director, Security Manager) are responsible for enforcing the security policies and procedures, as well as directing and overseeing security guard services.  Other Security personnel are employed by a contract guard agency that provides fixed and mobile security patrols, patrol supervisors and shuttle drivers supervised by CCS personnel.  Services provided by Campus Safety include safety patrols, escort service to parked vehicles on campus, auto lock out service, battery jump starts and tire inflation, and issuing and replacing access cards.

Participation in new student orientation as well as periodic specialized training on topics such as active shooter is provided in coordination with the Student Affairs Office.

Campus Safety also maintains sixty-five First Aid stations located throughout the campuses that provide immediate accessible first aid supplies to injured persons.  The department also has trained first medical responders located on each campus.  If immediate medical attention or transportation is needed, Campus Safety will contact the contracted ambulance company which will provide transport to a local medical facility.

### 7.5.1  Codespear

The emergency notification system, Codespear, is maintained by the security administrative staff to send out emergency notifications to all personnel enrolled in the program. In addition to electronic notification, the system has the capability to send emergency messages to computer labs and electronic information monitors on both campuses in case of a critical incident.  To enroll, log on to Blackboard, locate the Quick Links menu on the left hand side, select Alert Notifications, and click on "SIGN-UP NOW" for SMARTMSG.

### 7.5.2 Security Procedures and Services

If you notice any suspicious or inappropriate activity, please notify the Security office (extension 7444, Ford Campus or extension 1444, Taubman Campus) immediately, or push the red "assistance button" on one of the Emergency phones located around each campus and in the parking decks. When 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 250 closed circuit television cameras strategically placed on the campuses.

If you become a victim of a crime while on campus or in the vicinity of 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 or on the main floor of the Taubman Center. 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 at the Ford Campus and 1444 at the Taubman Center 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.

### 7.5.3 Crisis Management Plan

The college has a Crisis Management Plan, developed by Campus Safety and Human Resources that details procedures for responding to man-made and natural emergencies that might confront the college.  The plan covers medical emergencies, crimes in progress, bomb threats, tornadoes and fires.  The focus is on reporting emergencies, critical infrastructure assessment, evacuations of buildings, recovery of services and return to operating standards.  The full plan is available on Blackboard; and, a pamphlet is available from Campus Safety with important summary information.

## 7.6    Institutional Advancement

Philanthropy helps the College for Creative Studies accomplish its mission by supporting scholarships, faculty, programs and facilities.  A growing base of donors – individuals, corporations, foundations and government – supplement the financial resources provided by tuition and other operating income.  Institutional Advancement (IA) is responsible for

overseeing fund raising initiatives and promoting the CCS brand. IA concentrates in three primary areas: Development (fund raising), Marketing and Communication and Public Relations.

## 7.6.1 Development

### 7.6.1.1 Development

The Development unit in IA raises funds to support CCS at all levels, from supporting general operations and addressing ongoing needs to enabling special projects and making possible capital improvements. The Development team is also responsible for managing on going donor relationships. The team generates revenue through fund raising events such as the Detroit International Wine Auction and the Student Exhibition Opening, and through other fund raising tactics including direct mail solicitations and online giving as well as major donor and capital giving campaigns. 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 advising the College on key programs and initiatives.

If faculty are interested in raising money for a project or initiative, they should begin by discussing their idea with their Department Chair and/or Dean to ensure that their initiative aligns with the College's mission and priorities. Once they have approval, they can reach out directly to the VP of IA or the Director of Corporate and Foundation Relations to explore grants and other funding resources. IA can help research funding opportunities and will oversee solicitations to ensure that there are no conflicting proposals submitted to existing or new donors.

### 7.6.1.2 Corporate, Foundation and Government Relations

The Corporate, Foundation and Government Relations unit in IA secures financial and in-kind contributions from corporations, 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. A primary role of this unit is corporate sponsored research projects.

### 7.6.1.3 Sponsored Research Projects

The College partners with corporations, associations and other enterprises to incorporate sponsored research projects into the educational experience for CCS students. Sponsors typically present a design challenge of strong educational value to

a CCS studio class for the class to work on over the course of a semester. Students present their solutions to leading industry representatives at the end of each project. Beyond the educational benefits to students, sponsored research 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.

### 7.6.1.4 Gifts in Kind

The College accepts gifts in kind on a limited basis and they must be approved by IA in advance of accepting any such gift. If the donor stated value of the gift exceeds $10,000, approval by the Vice President for Administration and Finance is also required. The Gift in Kind Form can be found on the IA page of Blackboard or can be obtained from IA and should be returned to IA once the donor completes the form for acknowledgement and record-keeping purposes.

### 7.6.2 Marketing and Communications

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

CCS staff needing print, video, web-based marketing materials should contact the Director of Marketing and Communications. CCS personnel other than Marketing and Communications staff should not hire designers, contract printing or develop websites or Facebook pages without the involvement of IA. All print jobs must go through the Marketing and Communications office.

### 7.6.3 Public Relations

Public Relations, primarily news media outreach, is managed from within IA Marketing and Communications. 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 public relations 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. Any requests made to faculty or staff for media interviews, tours, etc. should be run through the Public Relations manager prior to being accepted.

### 7.6.4  Special Events

The Special Events unit of IA is responsible for overseeing all fund raising, community and third party events for the College.  It works with academic and administrative departments, outside organizations, and individuals to schedule auditoriums, galleries and conference space for purposes other than regular academic activities. The events team books facilities ensuring that the appropriate spaces are used, and coordinates audio-visual and other equipment set-ups, catering, crowd control, security and parking arrangements.

The College has outlined general event policies for events being held at the A. Alfred Taubman Center for Design Education, and the Walter and Josephine Ford Campus in a manual found on the IA page on Blackboard and entitled "Facility Use and Special Events Manual".  A Student Fund Raising Event Policy can also be found on Blackboard, to provide guidance to any student groups who may be looking to raise money for projects or departments.

# 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 maintains records concerning employment, performance, payroll, benefits, and other miscellaneous items.  The Provost's Office also maintains records 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 employee'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 employee 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 Provost's Office, 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 January, 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.  Following 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 of Trustees for final approval in May.

**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 Provost.

3.   The Provost 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, or their designee.

**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. and to cancel Evening Classes will be made by 2:00 p.m.   Faculty may call 313-664-7400 after 7:00 a.m. or listen to local radio/TV stations for information.  Class cancellations are also available on Codespear, the College Emergency Notification System

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 display your ID card 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 $20 replacement fee.

**8.6     Access to Buildings and Parking Areas**

If you need access to College buildings outside of posted hours, contact the CCS Ford Campus Security Office at 313-664-7444 or the Taubman Security Office  at 313-664-1444. You must check in with the Security Office upon arrival and check out when departing.  Your CCS ID must be presented to be admitted to the building.

Please refer to the Traffic and 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 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 Director of Human Resources.  You may not duplicate keys without authorization.

**8.8     Children in the Workplace**

All College employees, including faculty, staff, and students, may occasionally experience the need to bring children to campus.  The following guidelines are established to clarify the College's practice regarding such situations.

Employees who are responsible for the care of minor children are expected to arrange childcare away from the workplace and campus.  The College does not condone bringing children into the workplace and on campus, except as provided below.  The College accepts no responsibility for the actions of children on campus; the parents or custodians assume all such responsibility.  Bringing children into the workplace and on campus creates a distraction, for the parent or custodian, for other employees and for students, impeding the performance of College duties.  The immediate supervisor will counsel or notify employees who bring children to campus without proper authorization in advance.

**Exceptions**
Employees may bring children to campus under the following conditions:

An employee is coming to campus for a short visit, or errand, of less than two (2) hours:

- delivering College-related work (forms, reports, grades, pay a bill, etc.)
- bringing a new baby to introduce to co-workers
- other casual, informal College business with co-workers
- CCS sponsored special events

Other conditions to bring children to campus will need approval from the immediate supervisor and director of Human Resources.

## 8.9     Purchasing Policy and Procedure

All purchases over $60 require a Purchase Requisition with the appropriate approvals. Purchases less than $60 can be reimbursed through the Business Office petty cash fund, only with a valid receipt signed by the individual's supervisor. Purchase requisitions forms can be found on Blackboard, Business Services, forms for faculty and staff. Purchase requisitions over $1000 require approval by the Vice President for Administration and Finance. All capital purchases, regardless of the amount, require approval by the Vice President for Administration and Finance. Purchase requisitions should be accompanied by the appropriate backup documentation to support the purchase, such as a quote.

## 8.10    Smoke-Free Campus

State and local laws prohibit smoking in all parts of College buildings.  City ordinance prohibits smoking within 15 feet of any building entrance.

## 8.11    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 forums, 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 G.

## 8.12    Social Media Policy

The College for Creative Studies recognizes that social media sites, such as Facebook, LinkedIn, Twitter, YouTube, personal websites, and blogs, can be effective tools for exchanging information and raising visibility.  Therefore, faculty and staff are encouraged to contribute content about CCS and their work.  However, there are a number of guidelines employees are asked to follow when posting information about CCS on personal media sites, blogs or other forms of user-generated media.  Please keep in mind the mission of CCS when unsure what or how to post.  And understand that you

are as much a representative of the College in your "virtual" world as you are in your "real" world.  Social Media Policy guidelines are contained in Appendix H.

**8.13    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, from the Business Office, or from the Department Administrator. Once completed, two copies of the liability waiver should be made; the original is kept in the department and the copy taken on the trip with the chaperone. Faculty are responsible for providing a digital version of all field trip release forms to their Department Administrator at least 24 hours before the scheduled field trip. 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 comes from the involved students and the department; if additional funding is required, the faculty may submit student or faculty development requests to the Office of Academic Affairs after receiving approval from the Department Chair.  All monies due from students for a given trip must be paid to CCS before leaving on the trip, with 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    (Section 2.2)**

**Appendix B:  SOCIAL SECURITY NUMBER PRIVACY POLICY   (Section 3.4)**

**Appendix C:  FAMILY AND MEDICAL LEAVE POLICY   (Section 3.7.14)**

**Appendix D:  TRAVEL AND ENTERTAINMENT POLICY   (Section 3.15.2)**

**Appendix E:  INTELLECTUAL PROPERTY POLICY   (Section 4.11)**

**Appendix F:  TRAFFIC/PARKING POLICIES AND GUIDELINES   (Section 8.6)**

**Appendix G:  ELECTRONIC COMMUNICATIONS POLICY   (Section 8.11)**

**Appendix H:  SOCIAL MEDIA Policy   (Section 8.12)**

**Appendix A: TABLE OF ORGANIZATION**

INSERT TABLE OF ORGANIATION HERE….

**Appendix B:  SOCIAL SECURITY NUMBER PRIVACY**

The College for Creative Studies, in order to properly secure and protect employee Social Security number/identification information, holds all employees that use or have access to any employee's Social Security number and information to the highest degree of confidentiality.

In addition to the College's normal security and confidentiality policy/practices, employees are prohibited from accessing, viewing or using other employees' Social Security information.  No employee is permitted to access or use Social Security numbers without express permission of the College.

Only authorized personnel may access records and documents, both internal and external, that contain employee Social Security number and identification information.

Any employee who accesses Social Security data without authorization, or for illegal purposes, shall be disciplined up to and including termination and, if illegal intent is determined, referred to authorities for possible criminal prosecution.

All documents and records containing Social Security numbers and information will be kept in a secure environment with need to know access by authorized personnel only.  When necessary, documents containing this and other confidential information will be properly destroyed through shredding or other means before disposal.

Any questions regarding Social Security number privacy and security should be directed to the Director of Human Resources for further information.

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

**Purpose**
The College affords eligible employees family or medical leave in accordance with the federal Family and Medical Leave Act (FMLA). All rights and obligations under the FMLA and this policy are interpreted according to the law. All leave of absence, including workers' compensation, temporary disability and FMLA leaves, will be coordinated and will run concurrently as allowed by law.

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

A leave year is defined as the rolling 12-month period measured backward from the date you first too FMLA leave. 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.

(5)     because of a "qualifying exigency" arising out of active duty or a call to covered active duty of a covered relation in the Armed Forces or:

(6)     to care for a covered relation or next of kin who is a covered service member and has incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces, including the National Guard or Reserves.

FMLA leave may not exceed 12 weeks per leave year, except where the leave is to care for an injured or ill service member, in which case an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member.  Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks on a single 12-month period.  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.  Spouses who both work for CCS will be entitled to a combined 12 weeks of FMLA in a given leave year when leave is take for the birth of a child, placement of a child for adoption or foster care, or care of a parent with a serious health condition.  Similarly, spouses who both work for the College may take only a combined 26 workweeks of leave to care for a covered service member with a serious injury or illness.

A child 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.  (However, where leave is due to a qualifying exigency arising out of active duty or a call to active duty or to care for an injured or ill service member, there is no age limit on the child).  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.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.  Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.  Other conditions may meet the definition of continuing treatment.

A "qualifying exigency" means short-notice deployment (notice of seven days or less), military events, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities where CCS and the employee agree.

 "Covered service duty" means, in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country, and, in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

A "covered service member" is (1)  a member of the Armed Forces, including the National guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in

outpatient status, or is otherwise in the temporary disability retired list, for a serious injury or illness or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including the National guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

A "serious injury or illness" is one that was incurred in the line of duty on active duty (or existed before the beginning of active duty and was aggravated by service in the line of duty on active duty) and that may render the service member medically unfit to perform duties of the member's office, grade, rank, or rating. Whit respect to a veteran who was a member of the Armed Forces at any time during the period of five years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, a serious injury or illness means that qualifying injury or illness that was incurred in the line of duty on active duty or existed before the beginning of active duty and was aggravated by service in the line of duty and that manifested itself before or after the member became a veteran.

**Use of Paid Leave**
In general, FMLA leave is unpaid. However, 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 use any available unused paid time off (PTO) to supplement your worker's compensation or temporary disability pay, up to 100% of your regular pay.

**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.  (Second and third opinions will not be requested for a covered service member's serious injury or illness, however.

Notice:  The Genetic Information nondiscrimination act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law.  To comply with this law, we are asking that you not provide any genetic information when responding to requests for medical information.  "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**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 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) when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt CCS' operations. Leave for qualifying exigencies may also be taken on an intermittent basis.

If your leave is unpaid, CCS will reduce your salary as permitted by law based upon the amount of time actually worked. In some situations, while you are on an 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. Generally, 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.

**Additional Information**
The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the existence of any right provided under the FMLA or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede and State or local law or collective bargaining agreement which provides greater family or medical leave rights. If you have any questions regarding this policy, please contact Human Resources.

CCS reserves the right to modify this policy when circumstances warrant modification, or to change any provision of this policy as determined by CCS in its discretion, consistent with the FMLA and any other applicable law.

**Appendix D:  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;

- 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. Internet access on flights and in the airport should not be utilized unless absolutely necessary for business purposes.

**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. Mileage will not be reimbursed for trips between College locations when the College shuttle is available.

**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. No cash advances will be given to students, only employees of the College.

**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 reimburseable.  Room service, movie rentals and mini bar purchases are also 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 judgment 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
- room service
- personal care (spas, pedicures, manicures, 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.  In some cases, room service will be allowed if the hotel restaurants are closed and leaving the hotel will result in a compromise of the employee's safety.*

## 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 detailed 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 adherance 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, the Provost 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 College President or Vice Presidents. 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 E: INTELLECTUAL PROPERTY POLICY**

**Policy Goals**

The College for Creative Studies ("the College" or "CCS") is committed to nurturing students' creative and intellectual abilities. This is best done in an environment that encourages exploration and experimentation and in which artistic and academic freedom are respected and protected. As artists, designers, writers, and scholars, the College's faculty and students continually produce creative works in the course of their academic activities. These works constitute Intellectual Property ("IP"). It is important that the rights to ownership and use of this Intellectual Property are understood by all members of the CCS community and by those members of the public who support their work. This policy explains those rights. It proceeds from the basic principles that the College's primary responsibility is the education of its students and not the commercialization of their work, and that creators should in general retain intellectual property rights in their works subject to reasonable use rights held by various members of the CCS community. The policy is intended to promote innovation and excellence in educational and artistic pursuits, to encourage the best educational experiences for students, to allow faculty and students to reap the benefits of their own creativity, and to enable the College to celebrate the work of its faculty and students in order to promote the College to its varied constituencies.

**Policy Overview**

This policy covers work created at or in connection with CCS and sets forth the intellectual property rights of faculty, students, staff, and CCS in that work. It describes the categories of works subject to the policy and specifies the ownership and usage rights for each of those categories. This policy also describes when and how the ownership and usage rights applying to a particular work may be changed, typically by mutual agreement of the relevant parties.

**Categories of Works**

Several categories of Works that may be subject to Intellectual Property Rights are covered by this policy. "Works" refers to all designs, works of authorship, works of art, literary works, writings, student theses, inventions, software, discoveries, and other work products that may be subject to Intellectual Property Rights. The categories include the following:

- "Scholarly and Artistic Works"—Works created by faculty or students in the scope of their respective employment or student status at the College, including instructional materials produced by faculty for use in the course of classroom and studio activities, Works of art or scholarship produced by faculty or students in the course of classroom and studio activities, and other Works created using more than a minimal amount of CCS facilities or equipment.

- "Sponsored Works"—Works created by faculty or students with the sponsorship or special support of a Sponsor pursuant to a written sponsorship agreement.

- "Commissioned Works"—Works created by faculty or students at the specific request of CCS and not in the course of their individual scholarly, academic, and artistic pursuits,

including materials created for use in or as CCS publications and promotional materials, logos, graphic or other designs, commemorative items, and the like.

- "Administrative Works"—Works created by faculty in the course and scope of their employment other than Scholarly and Artistic Works, Sponsored Works, and Commissioned Works, including evaluations of student work, correspondence and memos, materials prepared in connection with work on CCS committees, materials created for use in CCS bulletins, brochures, and catalogs, and the like; and Works created by staff (including student employees) in the course and scope of their employment.

- "Non-Covered Works"—Works created by faculty, staff, or students outside the scope of their employment or student status at the College using minimal or no CCS facilities or equipment, without the sponsorship or support of a Sponsor, and not created at the request of CCS.

**General Rules on Intellectual Property Ownership and Usage**
The following explains who owns the intellectual property rights in the Works described above:

- Faculty own the IP Rights in their own Scholarly and Artistic Works.

- Students own the IP Rights in their own Scholarly and Artistic Works. However, in a case where the College provides resources in the development of a Work that go beyond what the College typically provides to students in their daily academic activities, the College may share in the ownership of the IP Rights in that Work.

- Ownership of IP Rights in Sponsored Works is determined by a written agreement between the College and the Sponsor. Sponsored Projects are accepted in CCS classes only when they provide educational value and are approved by the course instructor and department chair. In cases where the College agrees to transfer to or share with a Sponsor the ownership of the IP Rights in a Sponsored Work or Works produced by students, the College will inform students of this agreement prior to the commencement of the Sponsored Project and will obtain their informed consent to the terms of the agreement. If a student is unwilling to relinquish his/her IP Rights, the College will find an equivalent class in which the student can enroll. Students should never be coerced into taking a class with a Sponsored Project or relinquishing their IP Rights. Regardless of who owns the IP Rights in Sponsored Works, students must be permitted to include the Work products in their portfolios for purposes of self-promotion, subject to certain limitations in Sponsorship agreements, such as removing company logos.

- CCS owns all Intellectual Property Rights in all Commissioned Works and all Administrative Works.

- CCS does not claim any ownership or use rights in Non-Covered Works.

**Use Rights**
Although the IP Rights in a Work may be owned by an individual, a Sponsor, or the College under this policy, others may have the right to make use of that Work or the IP rights to it. These rights are called "Use Rights" and are as follows:

- Faculty and Students have the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, their own Works for noncommercial educational and scholarly purposes, as examples of their own work, and for purposes of exhibition.

- Faculty also have the right to make photographic or similar representational reproductions of their students' Works; and to distribute, display, perform, and otherwise use those reproductions for noncommercial educational and scholarly purposes and as examples of their students' work.

- CCS has the right to make, distribute, display, perform, and otherwise use photographic or similar representational reproductions of faculty and student Works for noncommercial purposes of education, scholarship, exhibition, accreditation, development, alumni relations, promotion, and the like; as examples of faculty and student work; and for inclusion in CCS's permanent collection and archives.

- A Sponsor has the right to make, distribute, display, perform, and otherwise use reproductions of, and make derivative works based on, Works for commercial and non-commercial purposes pursuant to the terms of a written sponsorship agreement.

**Modification of the General Rules With Respect to Particular Works**
It is anticipated that members of the CCS community may on occasion wish to modify the General Rules of this Policy with respect to specific Works, particularly in cases involving Sponsored Works. Such modification is allowed if all of the parties having an ownership interest in the Work under the applicable General Rules agree in writing to the desired modification. The burden of seeking and obtaining such written agreement is on the party seeking the modification. If all of the parties having rights in the Work under the applicable General Rules are unable to reach a written agreement, then the allocation of ownership and usage rights in the Work provided by the relevant General Rule will remain in effect.

**Patent Policy**
In a case where the College shares in the ownership of the IP Rights in a student's Work, the College may, from time to time, at its own initiative or upon request, elect to pursue the registration of a patent on the Work in one or more jurisdictions, and shall do so entirely at

CCS's cost; no creators of a Work shall be charged or assessed any fees or cost in connection with that registration.  In furtherance of this policy, the creator(s) of the Work may be required to execute formal paperwork relating to the registration process, and CCS shall be responsible for the costs associated with execution.  CCS will share with the creator(s) of the Work any monetary proceeds that are derived from the patented Work, according to an agreement that the College will reach with the creators, prior to filing the patent application.  Any third parties interested in licensing a Work for commercialization should consult the Senior Director for Corporate Relations in the Office of Institutional Advancement.

**Procedures**
This policy will be administered by the Office of the Provost.  The Provost will establish procedures to be adopted by CCS to ensure compliance with this policy, including a procedure for considering in a timely manner any questions, objections, complaints, or other challenges arising from or relating to this policy.  We welcome any questions or concerns that you may have concerning this policy or its application.

This policy is complete and effective as of the date set out above, and may be amended from time to time by the Provost in consultation with the faculty and with the approval of the President and Board of Trustees. This policy and all amendments thereto will be published on and made available through the CCS Blackboard website. Amendments will be effective as of their date of publication.

**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.

The Taubman Campus includes the parking deck, Woodward Lot and the East Parking lot adjacent to the building entrance on Cass Avenue and the main entrance on the south side of the building.

**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
- <u>Open vehicle doors carefully</u>
- 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) and during extended  hours for mid-terms and finals.

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.

**Appendix G:  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 forums, 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 H:  SOCIAL MEDIA POLICY**

The following are guidelines – for placing CCS-related content on social media sites.

Participation may be part of your job.  CCS may request that faculty and staff maintain work-related, supervisor-approved social media accounts or blogs, which can be managed and updated during work hours.  Employees should be transparent in their activities, using their real name rather than writing anonymously or under a pseudonym, and disclose or explain their role at the College.

Be professional.  Engaging in dialogue in an interesting, fun and productive manner is the best way to use social media.  If you choose to include CCS in your profile on a social site, conduct yourself professionally there.  Be transparent and identify yourself clearly as an employee in any business-related discussions.  Be yourself and feel free to say what is on your mind, but do so respectfully.  Your opinions should be apparent as yours and not represent the views and opinions of CCS, unless specifically authorized by a supervisor to do so.

Official groups or pages must be supervisor-approved.  Groups and fan pages on social media sites are easy to create and promote, sometimes making it difficult for users to identify "official" pages.  However, these pages require input and maintenance to be effective.  If you feel there is a need and value to generating an official group or page for CCS, ask your supervisor before allocating time or resources to the endeavor.  Also, please consult with CCS's Director of Marketing and Communications.  There are several existing CCS-related groups and fan pages that are not "official."  Participation in those groups can be as valuable as creating your own group.  Weigh the value of these groups/pages as opposed to creating a new one prior to starting.

Social sites are public, permanent and retrievable.  Your messages on social media websites can be read by anyone, even those not in your "social sphere."  You are searchable and what you say can spread and stays online forever.  Presume that even if you don't identify yourself as a CCS employee on a particular site, the vast and growing repository of data on the Web will make you identifiable to outside parties as such.  Similar to College email, employees should have no expectation of privacy when using or posting on social media websites.

Be selective.  Not everything needs a response.  CCS has a long, storied history that has fostered a wide range of artist movements and, as such, is open to criticism about any number of things, from works of art, to policies.  When you see these things online, don't feel compelled to respond.  If you have the ability to correct an error or factually incorrect statement, or give someone direction to a webpage that does so, that's helpful.  If you feel there is a post or comment that is sensitive and needs response, forward it to your supervisor or to CCS's Director of Marketing and Communications.

Mind and learn from the competitors.  One of the many benefits of social media is the ability to learn and share with colleagues around the world.  Watching how other cultural icons are using social media and engaging with them can be a valuable way to share best practices and create great professional relationships.

Protect confidential and proprietary information.  Sensitive information should never be shared via social networks, even via "Direct Messages" that are considered private.  Mistakes happen, and in the world of social media, they spread rapidly and they are impossible to take back.  If something is considered of a sensitive nature, err on the side of caution and use traditional methods to distribute to appropriate parties.

Be aware of liability.  You are legally liable for what you post on your own sites and on others.

For any questions about these guidelines or any matter related to CCS's policy on social media, personal websites, and other user-generated web content contact the Director of Marketing and Communications.