Faculty Handbook

College for Creative Studies

November 1, 2023

Contents

Chapter 1

History, Mission, And Accreditation

1.1 A Brief History

For more than a century, the College for Creative Studies (CCS) has distinguished itself as one of the premier institutions of higher learning in the world. The current College traces its heritage back to 1906 when a group of local civic leaders, inspired by the English Arts and Crafts movement, formed the Detroit Society of Arts and Crafts. The Society's mission was to keep the ideals of beauty and craftsmanship alive in what was rapidly becoming an industrialized world. At their original location on Farmer Street, Society members began teaching informal classes in basic design, drawing, and woodcarving. In 1911, they opened a gallery where students, as well as prominent modern artists, displayed and sold their work.

As Detroit's creative community continued to take root, the Society recognized the need to expand. They moved to a larger location on Watson Street (1916), and10 years later became one of the first arts and crafts organizations to offer a formal, four-year program in Art (1926). Within a year, the Art School of the Detroit Society of Arts and Crafts grew to an enrollment of 280 students.

Much of the school's success was attributed to its close integration of rigorous courses with the progression of the art and design movements and world-class, contemporary exhibitions—a tradition that continues to prevail. In addition to hiring talented, local artists and designers, the school sought renowned painters, sculptors, and craftspeople from around the world to teach courses. In 1933, the Society's gallery garnered national media attention as one of the first art institutions to recognize the automobile as an art form. This was around the same time that programs in industrial design and commercial art were introduced to the school's curriculum.

The school relocated for a third time in 1958 to its current location near the city's cultural center. The move provided students with more convenient

access to the Detroit Institute of Arts' impressive collection. All classes and offices were initially housed in the Arts & Crafts building designed by Minoru Yamasaki.

In 1962, the school officially became a college when the Michigan Department of Education authorized the institution to offer a Bachelor of Fine Arts in Industrial Design. Eight years later, the College was awarded the right to provide degrees in all of its major programs. The National Association of Schools of Art and Design (NASAD) granted original accreditation in 1972, and the North Central Association of Colleges and Schools (NCA) granted regional accreditation in 1977.

The next four decades brought about several improvements and significant changes to the campus. In 1975, construction of the architectural award-winning Kresge-Ford Building was completed, and the Detroit Society of Arts and Crafts changed its name to the Center for Creative Studies—College of Art and Design. The school acquired an apartment building adjacent to campus (the Art Centre building) in 1988 that serves as the main dormitory on campus and the building that formerly housed Detroit's African American Museum of History in 1997 that was later transformed into the Academic Resource Center (now the Manoogian Visual Resource Center), which contains the Center Galleries and library. A parking structure was added to the campus in 1999, and in the fall of 2001, the College inaugurated the Walter B. Ford II building for design and technology-driven disciplines. The donation to fund this project was the largest ever given to an art college at the time. That year, two historic homes on the northern side of campus were also renovated to accommodate administration and admissions offices.

The year 2001 brought about a milestone critical to the future of the school. Results of a research study led to the Board of Trustees' decision to change the school's name to the College for Creative Studies (CCS) to more clearly communicate its identity as an accredited, degree-granting "college."

The Josephine F. Ford Sculpture Garden was added in the fall of 2005 to provide a gathering place for the campus community, and in 2007, the College renovated another home on historic Ferry Street to house the Institutional Advancement and Human Resources offices. In 2008, CCS embarked on its most significant project to date—a $145 million redevelopment of the 760,000 sq. ft. historic Argonaut Building (formerly General Motors first research and design studio). Located in Detroit's New Center district (about a mile from the original Walter and Josephine Ford Campus), the building serves as the A. Alfred Taubman Center for Design Education.

The Taubman Center is home to the College's five undergraduate design departments, graduate degree programs in design and transportation design and the Henry Ford Academy: School for Creative Studies, an art and design charter school for middle and high school students. This site has enabled CCS to expand its curriculum to include new areas of the creative industries, improve facilities for all of its departments and connect with the local community through the Design Core Detroit. It represents the College's commitment toward accelerating metro Detroit's transition to an innovation-based economy by renewing

the infrastructure of an important urban neighborhood; attracting, developing and retaining talent in the creative industries; spurring research in sustainable product development; and creating jobs and new business opportunities. The original Ford campus continues to house arts and crafts disciplines as well as the majority of administrative offices.

The College's legacy has contributed to its recognition as an international leader in art and design education. In 2007, Bloomberg Business Week listed CCS among the top design schools in the world. The college now enrolls more than 1,400 students seeking undergraduate degrees across twelve majors and four graduate degrees. CCS also offers non-credit courses in the visual arts through its Precollege and Continuing Studies programs and annually provides over 4,000 high-risk Detroit youth with art and design education through the Community Arts Partnerships programs.

A century of tradition shaped by some of the most brilliant minds in the world has culminated in a truly unsurpassed institution of higher learning—a community where the creative spirit is free to soar.

1.2 Mission Statement

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

1.3 Accreditation

The College for Creative Studies is a nonprofit, private college authorized by the Michigan Education Department to grant Bachelor's and Master's degrees.

CCS is accredited by the Higher Learning Commission (HLC), CCS' institutional accreditation body. HLC evaluates educational institutions in terms of mission and HLC criteria and is one of six regional accrediting commissions.

CCS is an accredited member of the National Association of Schools of Art and Design (NASAD), an organization that establishes national standards for undergraduate and graduate degrees for art and design related disciplines.

CCS holds Interior Design Accreditation from the Council for Interior Design Accreditation (CIDA), an accrediting body for interior design education programs that identifies, develops, and promotes quality standards for the education of interior designers.

Chapter 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

Click here[1] for Table of Organization

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; and Nominating Committees. The Executive Committee meets about five times a year, and the other committees meet two to four times each year.

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[1]Table of Organization (
    https://drive.google.com/file/d/1z1JIG2sVxRQe1FLvOZZ7XckfOa87yD5j/view?usp=sharing)

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. They supervise and direct 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 Academic Affairs Deans, 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 Design Core Detroit, Assistant Dean for Institutional Equity and Inclusion, and the Assistant Secretary of the Board who is also the President's Executive Assistant.

2.4.2 Academic Deans

The Academic Deans, consisting of the Dean of Academic Affairs, Dean of Graduate Studies, and Dean of Undergraduate Studies, are 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 three Academic Deans work together to promote and encourage faculty professional development, interdisciplinary learning, integration of new technologies, and partnerships with varied outside organizations. The Deans enhance the College's reputation by serving as representatives for the institution locally, nationally, and internationally and advocating for the value of art and design to society. The Provost serves as the College's Chief Academic Officer (CAO). The CAO is the senior academic administrator at the institution and acts as the academic liaison between AICAD, MICU, NC-SARA, and CCS.

Deans of Graduate and Undergraduate Studies

The Dean of Graduate and Undergraduate Studies with the Assistant Dean of Undergraduate Studies is responsible for the day-to-day management of the College's graduate and undergraduate academic departments and programs, respectively. They collaborate with the Dean of Academic Affairs on academic development and work closely with the President on a variety of strategic initiatives. The Dean of Graduate and Undergraduate Studies supervises the department chairs and recommends appointment, reappointment, and advancement of faculty to the President.

Dean of Academic Affairs

In cooperation with the Deans of Graduate and Undergraduate Studies, the Dean of Academic Affairs coordinates the hiring of full-time and adjunct faculty in accordance with HR procedures, oversees faculty reappointment with promotion, and plans New Faculty Orientation. The Dean of Academic Affairs oversees the systematic application of the CCS assessment process, confirms compliance with applicable accreditation standards for all programs, and serves as ex officio on faculty-led committees. The Dean supervises the Director of Academic Research and the Director of Libraries.

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, 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 works collaboratively with stakeholders throughout the College and is responsible for augmenting the Col-

lege's financial resources through philanthropy as well as engaging the alumni community. The Vice President works closely with the Board of Trustees, President, Office of Partnerships, Department Chairs, Faculty and other colleagues in support of fundraising. Functions reporting to the Vice President include annual giving, major and planned giving, foundation relations, and alumni relations. The Vice President also supervises the Kresge Arts in Detroit program.

2.4.6   Vice President For Strategy And Communications

The Vice President of Strategy and Communications evaluates the College's strategic positioning and advances initiatives and partnerships to ensure the College's long-term adaptability and relevance in the face of changing social and economic conditions. In addition to supporting the development and implementation of CCS's strategic plan, the Vice President supervises CCS's external-facing offices, including Community Arts Partnership, Design Core Detroit, Marketing and Communications, and Office of Partnerships. Ultimately, the Vice President is responsible for stewarding and advancing CCS's brand.

2.4.7   Assistant Dean For Institutional Equity And Inclusion And Chief Diversity Officer

Reporting to the President, the Assistant Dean for Institutional Equity and Inclusion & Chief Diversity Officer is responsible for advancing a diverse and equitable campus culture and overseeing diversity, equity, and inclusion efforts that guide campus-wide decisions, practices, and policies. In addition, the Assistant Dean for Institutional Equity and Inclusion is responsible for administering the Policy on Prohibited Discrimination, Harassment, and Sexual Misconduct, including Title IX, and its implementing procedures.

2.4.8   Dean Of Students

Reporting to the Vice President for 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 the institutional retention initiatives, judicial affairs, the Student Concerns Committee, the Center for Tutoring and Writing, 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 plays a central role in developing curriculum and academic policies, setting standards of excellence, and 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 Academic Affairs Campus Offices page.

Chapter 3

Employment Policies And Procedures

3.1 Policy on Equal Opportunity, Discrimination, and Harassment

3.1.1 Equal Opportunity, Discrimination, and Harassment

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions, and educational programs and activities and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. The College is committed to an inclusive community that respects and values all its members, including students, faculty, and staff. This Policy on Prohibited Discrimination, Harassment, and Sexual Misconduct (including Title IX) ("Policy") prohibits discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law. This prohibition includes discrimination and harassment based on the perception of an individual's protected status, even if that perception is incorrect. It also prohibits misconduct related to protected status discrimination and harassment specifically, domestic violence, dating violence, and stalking. The Policy applies to the administration of employment and educational policies, practices, programs, and activities.

The Policy also prohibits retaliation against an individual: (1) who files a complaint or report of discrimination, harassment, or related misconduct; (2) against whom a complaint is filed; (3) who participates in the reporting, investigation, or adjudication of possible violations of this Policy; or (4) who engages in good faith opposition to what the individual reasonably believes to be discrimination, harassment, or related misconduct under this Policy. The Policy should be read in a way consistent with all applicable federal and state laws addressing discrimination, harassment, and related misconduct.

This Policy specifically prohibits sexual misconduct, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, and dating violence. In some cases, this conduct is also prohibited by or included in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or the Violence Against Women Reauthorization Act of 2013. Sexual misconduct represents a serious breach of the College's commitment to fostering a positive educational and working environment. An individual who violates this Policy may also be subject to criminal prosecution and civil litigation in addition to College disciplinary procedures. As described in the annual security report (see "Sexual Assault/Dating Violence Awareness and Prevention Programs"), with the intent of ending sexual misconduct, the College conducts primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaigns for students and employees.

The Office for Equity and Inclusion[1] is responsible for administering this Policy and its implementing procedures. The Title IX Coordinator is the College's designated Coordinator for Title IX of the Education Amendments of 1972; the Dean of Students is the Coordinator for Section 504 of the Rehabilitation Act of 1973 for educational matters and for the Age Discrimination Act of 1975; and the Human Resources Director is the Section 504 Coordinator for employment matters.

3.1.2   Definitions

Discrimination

Discrimination is a discrete adverse action taken by a College official against an applicant, student, or employee based on age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, or any other characteristic protected by law. Discrimination can occur under this Policy in either an employment or an educational context. Discrimination also includes failing to provide reasonable accommodations to a qualified person with a disability or to reasonably accommodate an employee's religious beliefs or practices, as required by state and federal law.

Harassment

Harassment is unwelcome verbal, visual, physical, electronic, or other conduct based on age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, or any other characteristic protected by law that is sufficiently severe, persistent, or pervasive to unreasonably interfere with a person's ability to participate in or benefit from the College's education program or activity or to interfere with the terms or conditions of the person's employment, as judged by a reasonable person in

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[1] Office for Equity and Inclusion (
     https://www.collegeforcreativestudies.edu/about-us/diversity-equity-and-inclusion)

the position of the individual subject to the conduct and considering all the circumstances.

Sexual Harassment

Sexual Harassment Under Appendix A [2]
Conduct that is sexual, or on the basis of sex or gender, committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved which is one of the following:

- When a College employee conditions the provision of an educational, research, scholarly, or work benefit, or service on an individual's participation in unwelcome sexual conduct (quid pro quo); and/or

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive, that it effectively denies a person equal access to an educational, research, scholarly, or work program, or activity of the College. Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns.

Sexual Harassment Under Appendix B [3]
Sexual harassment – Conduct that is sexual, or on the basis of sex or gender, committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved which is sufficiently severe, persistent, or pervasive to unreasonably interfere with a person's ability to participate in or benefit from the College's education program or activity or to interfere with the terms or conditions of the person's employment, as judged by a reasonable person in the position of the individual subject to the conduct and considering all the circumstances. This can take the form of conduct by one or more individual respondents that, for each respondent, meets this definition or it can take the form of a cumulative hostile environment.

See CCS's full policy, including definitions – Policy On Prohibited Discrimination, Harassment, And Sexual Misconduct (Including Title IX)[4].

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[2]Appendix A (https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/)

[3]Appendix A (https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/)

[4]Policy On Prohibited Discrimination, Harassment, And Sexual Misconduct (Including Title IX) (https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/)

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 a 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.

Between Non-Supervisory Official And Faculty/Staff

Consensual relationships between a non-supervisory official and a faculty/staff person, while not prohibited, must be disclosed to the Human Resources Director so that the Director can take any steps necessary to protect the parties involved and avoid even the appearance of favoritism.

3.2   Alcohol And Other Drug Policy For Students, Faculty, And Staff

The College's Alcohol and Other Drug Policy[5] is in keeping with the Drug-Free Schools and Communities Act[6] and outlines the institution's prevention, education, and intervention efforts, as well as consequences that may be applied by both the College and external authorities for policy violations. This policy applies to all faculty and staff, as well as students enrolled in credit-bearing and non-credit-bearing courses at CCS, including any and all programs located off-site. The institution's Alcohol and Other Drug Policy[7] is available on the CCS Policy Database.

3.3   Weapons

Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances on College premises is expressly prohibited. The institution's full weapons policy[8] is available on the CCS Policy Database.

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[5]Alcohol and Other Drug Policy (
    https://campus.collegeforcreativestudies.edu/policy/alcohol-and-other-drug-policy-for-students-faculty-and-staff/)

[6]Drug-Free Schools and Communities Act (
    http://www2.ed.gov/policy/elsec/leg/esea02/pg51.html)

[7]Alcohol and Other Drug Policy (
    https://campus.collegeforcreativestudies.edu/policy/alcohol-and-other-drug-policy-for-students-faculty-and-staff/)

[8]weapons policy (https://campus.collegeforcreativestudies.edu/policy/weapons/)

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 practices.

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.

3.5 Employee Conflict Of Interest

CCS administrative staff 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 administrative staff in the course of their professional responsibilities are to be made consistent with their obligations to CCS.

Generally, a conflict of interest arises when an administrative staff 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 the department that owns the equipment/supplies.

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.

Administrative staff 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 Director of Human Resources. All decisions concerning whether a conflict of interest exists are within the sole discretion of CCS.

3.6   Health And Safety

3.6.1   Health And Safety

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

Each employee is required to perform their job in a safe and careful manner. If required by law or best practices, use protective clothing or devices. If any employee observes any dangerous or potentially harmful situation, they are required to report it to their immediate supervisor or the Director of Facilities and Administrative Services. Each employee is asked to submit suggestions concerning safety in the workplace to their immediate supervisor. While direct responsibility for the safety of any operation rests with the supervisor of that operation, each employee is personally responsible for performing assigned duties with the primary concern for their 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 employee is required to know and follow all safety procedures that apply to their job.

4. Every employee must keep work areas neat and clean.

5. Employees must wear proper and prescribed protective equipment and clothing for a job or task.

6. Employees must submit health and safety guidelines pertinent to the tools and materials used in each of their courses.

7. All CCS employees must prioritize 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. Employees 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.

3.6.2 Health And Safety Committee Of The Faculty Assembly

The Health and Safety Committee of the Faculty Assembly assists in overseeing the safety and appropriate operation of academic facilities and helps to ensure that instructional practices support the safe operation of these facilities. Working with the Director of Facilities and 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 Faculty Credentials and Equivalent Tested Experience

The College for Creative Studies adheres to The Higher Learning Commission (HLC) guidelines on *Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices*. These guidelines state that institutions will use *credentials* as the primary mechanism to ascertain minimal faculty qualifications. HLC recognizes that *tested experience* also may be considered in determining faculty qualifications. The following guidelines apply to all faculty members whose primary responsibility is teaching, including part-time, adjunct, dual credit, temporary, and/or non-tenure track faculty.

3.7.1 Credentials

Faculty credentials refer to the degrees that faculty have earned that establish their credibility as content experts and thus their competence to teach that content in the classroom. Common expectations for faculty credentials include the following:

- Faculty teaching should have completed a program of study in the discipline or subfield (as applicable) in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or developed. Completion of a degree in a specific field enhances an instructor's depth of subject matter knowledge and is easily identifiable.

- Faculty teaching in undergraduate programs should hold a degree at least one level above the program in which they are teaching. If a faculty member holds a master's degree or higher in a discipline other than that in which he or she is teaching, that faculty member should have completed

a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.

- Faculty teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.

- Faculty guiding doctoral education should have a record of scholarship and preparation to teach at the doctoral level. Research and scholarship should be appropriate to the program and degree offered.

3.7.2   Equivalent Tested Experience

According to HLC, "Tested experience may substitute for an unearned credential or portions thereof." Criterion B.2, Teaching and Learning: Quality, Resources, and Support state that "when faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process." Consistent with HLC policy, "experience should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching."

3.7.3   Determining Faculty Credentials or Equivalent Tested Experience

Once a search has been authorized for a full-time faculty position, the Department Chair develops a job description in consultation with the appropriate Dean. Throughout the search process, the CCS Faculty Credential Table should be used to evaluate candidates to determine qualified faculty requirements. The Faculty Credential Table should also be used to assess qualifications for adjunct instructors as well as continuing education faculty. If a candidate does not meet the minimum required credentials as outlined in the table, the rubric for Equivalent Tested Experience should be used to determine whether or not the candidate is qualified in lieu of having the appropriate credential.

3.7.4   Equivalent Tested Experience Rubric

Equivalent Tested Experience[9] form.

Higher Learning Commission. (2020). *Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices.* Retrieved from "Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices: Guidelines for Institutions and Peer Reviewers".

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[9]Equivalent Tested Experience (https://campus.collegeforcreativestudies.edu/academic-affairs/equivalent-tested-experience/)

DEPARTMENT	LEVEL BEING TAUGHT	COURSE LEVELS	REQUIREMENT
•ADVERTISING •ART PRACTICE •COMMUNICATION DESIGN •CRAFT AND MATERIAL STUDIES •ENTERTAINMENT ARTS •FOUNDATIONS •ILLUSTRATION •LIBERAL ARTS •PHOTOGRAPHY •PRODUCT DESIGN •TRANSPORTATION DESIGN	BFA UNDERGRADUATE DEGREE	100-400	MFA WITH SPECIALTY RELATIVE TO COURSE CONTENT BEING TAUGHT OR OTHER MASTER'S DEGREE WITH AT LEAST 18 GRADUATE CREDIT HOURS RELATIVE TO COURSE CONTENT BEING TAUGHT
ART EDUCATION	TEACHER CERTIFICATION	100-400	MA WITH STATE TEACHING CERTIFICATION OR MAAE OR MFA IN ART, STUDIO ART, OR ART EDUCATION
DEPARTMENT – GRADUATE LEVEL	LEVEL BEING TAUGHT	COURSE LEVELS	REQUIREMENT
•COLOR AND MATERIALS DESIGN •INTERACTION DESIGN •SYSTEMS DESIGN THINKING •TRANSPORTATION DESIGN	MFA GRADUATE DEGREE	500 – 700	MFA or PHD WITH SPECIALTY RELATIVE TO COURSE CONTENT BEING TAUGHT OR OTHER MASTER'S DEGREE WITH AT LEAST 18 GRADUATE CREDIT HOURS RELATIVE TO COURSE CONTENT BEING TAUGHT
ART EDUCATION	MA GRADUATE DEGREE	500 – 700	MFA or PHD IN ART EDUCATION

3.8 Terms Of Employment For Full-Time Faculty

3.8.1 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, but this does not preclude teaching outside of one's department. With the issuance of an initial contractual letter of appointment, faculty members are given access to the CCS Faculty Handbook[10]. 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.

3.8.2 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

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[10]Faculty Handbook (https://campus.collegeforcreativestudies.edu/faculty-handbook/)

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.

3.8.3   Teaching Load

The full-time teaching load for studio faculty is 18 contact hours and for faculty teaching lecture courses, nine contact hours per semester. There are faculty who teach both studio and lecture courses; three 3-credit courses are considered a full-time load irrespective of the contact hours.

3.8.4   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 they are appointed unless on sabbatical or leave.

3.8.5   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 adhere to the institution's guiding principles and observe the rules, regulations, policies, and procedures of the College.

3.8.6   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.

3.8.7 Duties And Responsibilities Of Full-Time Faculty

Duties And Responsibilities Of Full-Time Faculty

The quality of the education students receive at the College for Creative Studies depends upon the quality, dedication, and integrity 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 instructional quality; College service, including departmental contributions; and professional practice and scholarly research.

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

- Instructional Quality and Departmental Contributions

- College Service

- Professional Practice and/or Scholarly Research

Instructional Quality And Departmental Contributions

1. Teach courses as assigned by the department, in accordance with curricular goals and criteria established by the department and the College.

2. Teach the equivalent of 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 learning outcomes and expectations of the class. A syllabus must be prepared using the syllabus template provided by the Academic Affairs office. This format is available from the Program Managers. Syllabi due dates are determined by the department; upon receipt, syllabi are reviewed by the Chair who then forwards an approved copy to the Academic Affairs office prior to the start of the semester.

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 throughout 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.

(i) Create a learning environment that advances CCS's commitment to diversity, equity, and inclusion.

5. Seek or participate in sponsored, interdisciplinary, and/or community projects, where appropriate to their respective departments. The Chair of each department has the discretion to determine whether a 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.

6. Faculty are responsible for establishing an attendance policy for each of their classes and for outlining that policy on the course syllabus. Students are responsible for knowing the attendance policy for their class and adhering to those requirements. Students seeking exceptions to an instructor's attendance policy should discuss their request with that instructor. For the complete policy, see CCS Attendance Policy[11].

7. Participate in departmental meetings.

8. Participate in curriculum assessment and planning.

9. Serve on departmental committees.

10. Participate in the mentoring process and serve as a mentor.

11. Establish a method for weekly office hours to enable "mentees" and students to schedule appointments. The number of office hours necessary to meet mentoring needs may vary during the semester.

12. Participate in departmental student reviews.

13. Assist the department, as appropriate, in determining equipment and facilities needs and in maintaining the operational readiness of equipment and facilities.

14. Participate in preparing departmental budget submissions.

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[11] Attendance Policy (https://campus.collegeforcreativestudies.edu/policy/attendance/)

15. Assist in coordinating and encouraging student participation in departmental exhibitions and outreach.

16. Participate in the department's student recruitment activities and enhancement of departmental and College reputation.

17. Assist, as appropriate, in obtaining outside funding to support the department's educational program.

18. Maintain up-to-date skills related to the College's Learning Management System.

College Service

1. Participate in the Assessment Program

2. Attend Commencement

3. Serve on one tier I and one tier II Faculty Assembly committee. Committee service beyond that will be needed and encouraged to fulfill the College's mission and vision.

4. Participate in College-wide activities such as:

    (a) Faculty Assembly
    (b) Installation and deinstallation of the Student Exhibition
    (c) Strategic planning activities
    (d) Self-Study and re-accreditation activities
    (e) Admissions events and student recruitment
    (f) Be a positive advocate and ambassador for the College

5. Submit content for the department's monthly report submissions

Professional Practice And/Or Scholarly Research 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 an 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

- Peer-reviewed publications, conference papers, book chapters, and monographs

- Creative practice, such as fiction, creative nonfiction, artwork, design work, craft, films, artifacts, performances, systems, processes, or patents

- Lectures and presentations, participation in 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

- Juried competitions and awards

- Practice-based/led research including artworks, films, artifacts, performances, systems, processes, or patents

The College supports Faculty Development[12] in the above areas as detailed in the Faculty Development section of the Faculty Handbook.

3.8.8   Special Projects Classes

Faculty members may offer special projects (tutorials in regularly established courses, independent studies, and experimental courses) not listed in the catalog. Special project courses are run on an occasional basis and may only run twice. A special project course allows faculty to gauge student interest and see how the course performs.

All special project and experimental courses must be reviewed and approved by the Department Chair, and the appropriate Academic Dean. If a faculty person would like to make the special project course a regular part of the curriculum, a Request for New Course form would need to be completed and approved by the Chair, Academic Affairs, and the Curriculum Committee.

3.8.9   Missed Classes

Instructors who cannot meet a class for valid reasons must contact the Department Chair and the Program Manager, 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 have several options:

- They may arrange for a substitute instructor with a current full-time or adjunct faculty, or a member of the department's adjunct "pool,"

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[12]Faculty Development (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/faculty-development/)

- Upon approval of the Department Chair, move the class to a synchronous or asynchronous online format where all content for that class will be covered, 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 instructor serves as substitute instructor, the College will provide appropriate remuneration for the substitute. The Program Manager should initiate a payment request for the substitute. The request should be signed by the Department Chair and forwarded to the Academic Affairs 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.

3.8.10   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 their CCS responsibilities. In the event that the College determines that such outside professional activity conflicts with the satisfactory performance of the faculty member's obligation, the Dean of Graduate or Undergraduate Studies 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.

3.8.11   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:

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[13].

The evaluation process consists of a meeting of the faculty member with the Department Chair at which the following written materials are discussed:

1. An annual performance evaluation by the faculty member of their activities in the past year and plans for the coming year is submitted to the Department Chair at least two weeks before the scheduled review.

2. A written appraisal of the faculty member's performance is prepared by the Department Chair, or in the case of the Chair themselves, their Dean taking into consideration the faculty member's annual performance evaluation. The Chair forwards their written appraisal to the faculty member at least a week before the scheduled review.

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

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.

The Department Chair should forward all documents pertaining to the evaluation to the Dean of Graduate or Undergraduate Studies. 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 and will be made within 30 days of receiving the written request for review. However, the faculty member may bring to the Faculty Concerns Committee any grievances related to termination, contract non-renewal, or contract length reduction.

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 covers performance in these classes as well. In such cases, the Chair of the

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[13]Duties and Responsibilities of Full-Time Faculty (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/duties-and-responsibilities-of-full-time-faculty/)

additional department should write a summary of the faculty member's performance and submit it to the Chair of the faculty member's home department for inclusion in their written evaluation.

The records of all faculty evaluations are maintained in confidential digital folders created by the Academic Affairs office. Faculty have the opportunity to add documentation to these folders during the reappointment/rank advancement process. The Academic Affairs Deans supervise the evaluation process and ensure that the procedures described in the Handbook are followed. It is the responsibility of the faculty member to ensure that their file is up to date when up for renewal. The Dean of Academic Affairs establishes procedures for the maintenance and use of the faculty files, including who has access to them and for what purposes.

3.8.12 Salary

Salary For Full-Time Faculty

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 Graduate and Undergraduate Deans' discretion, may be consulted in making salary recommendations. The Deans compile a set of salary recommendations for the faculty in their division 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.

Pay Periods

All full-time faculty positions are classified as salaried and exempt. Salaried staff is paid twice per month (semi-monthly/24 checks) on the 15th and last working day of the month.

For Adjunct Instructors, pay is disbursed on the 15th and last day of each month. Adjunct instructors receive six payroll deposits in the fall semester, eight pays in the winter semester, and four pays in the summer semester.

Hourly staff and work-study are paid biweekly (26 checks). When biweekly employees receive three pays within a calendar month, benefits are not deducted from the third payment 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.

Employees may elect to be paid via direct deposit or Wisely debit card; physical checks are not issued. Pay cannot be processed until the appropriate Human Resources forms are completed. Faculty can view their payroll information by logging into Self-Service and clicking on the Employees Menu link. For questions about Payroll, please contact the Payroll Coordinator at 313-664-7478.

Online access to pay information is available through the Self-Service link on CCS's Access Manager page.

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.

Direct Deposit Banking

All employees must have their paycheck automatically deposited in the bank(s) or credit union(s) of their choice or on the Wisely debit card. The College's Direct Deposit policy[14] can be found in the Policy Database.

Advances

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

3.8.13   Benefits

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.

- Workers Compensation[15]

- Social Security[16]

- Health Insurance[17]

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[14]Direct Deposit policy (
    https://campus.collegeforcreativestudies.edu/policy/direct-deposit-banking/)
[15]Workers Compensation (
    https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-
    procedures/administrative-staff-benefits/workers-compensation-2/)
[16]Social Security (
    https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-
    procedures/administrative-staff-benefits/social-security-2/)
[17]Health Insurance (
    https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-
    procedures/administrative-staff-benefits/health-insurance-2/)

- Tax Sheltered Annuity Plan (403b)[18]

- Short-Term Disability[19]

- Long-term disability[20]

- Liability Insurance/Errors and Omissions[21]

- Life Insurance and Accidental Death And Dismemberment[22]

- Employee Reimbursement Accounts[23]

- Tuition Remission[24]

- Tuition Reimbursement[25]

- Discounts[26]

- Unemployment Insurance[27]

- Employee Assistance Program[28]

- Pre-Paid Legal[29]

- Parking[30]

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[18]Tax Sheltered Annuity Plan (403b) (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/tax-sheltered-annuity-plan-403b/)

[19]Short-Term Disability (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/administrative-staff-benefits/short-term-disability-2/)

[20]Long-term disability (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/administrative-staff-benefits/long-term-disability-2/)

[21]Liability Insurance/Errors and Omissions (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/liability-insurance-errors-and-omissions/)

[22]Life Insurance and Accidental Death And Dismemberment (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/life-insurance-and-accidental-death-and-dismemberment/)

[23]Employee Reimbursement Accounts (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/administrative-staff-benefits/employee-reimbursement-accounts-2/)

[24]Tuition Remission (https://campus.collegeforcreativestudies.edu/policy/tuition-remission/)

[25]Tuition Reimbursement (https://campus.collegeforcreativestudies.edu/policy/tuition-reimbursement/)

[26]Discounts (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/administrative-staff-benefits/discounts-2/)

[27]Unemployment Insurance (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/administrative-staff-benefits/unemployment-insurance-2/)

[28]Employee Assistance Program (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/employee-assistance-program/)

[29]Pre-Paid Legal (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/pre-paid-legal/)

[30]Parking (https://campus.collegeforcreativestudies.edu/policy/parking-and-traffic-policy/)

- MySSP[31] – My SSP services are accessible 24/7/365 by calling 1.866.743.7732 or downloading the My SSP app.

3.8.14   Americans With Disabilities Act

The Americans with Disabilities Act[32] (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 and Michigan law, as stated in the law. The institution's ADA policy[33] is available on the CCS Policy Database.

3.8.15   Family And Medical Leave Act (FMLA)

The College affords eligible employees family or medical leave in accordance with the federal Family and Medical Leave Act[34] (FMLA). 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 College's Family and Medical Leave Act policy[35] can be found in the CCS Policy Database.

3.8.16   Appointment Of New Full-Time Faculty

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 can be filled through national and international 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,

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[31]MySSP (https://myssp.app/)
[32]Americans with Disabilities Act (https://www.ada.gov/pubs/adastatute08.pdf)
[33]ADA policy (
     https://campus.collegeforcreativestudies.edu/policy/americans-with-disabilities-act/)
[34]Family and Medical Leave Act (https://www.dol.gov/whd/fmla/employeeguide.pdf)
[35]Family and Medical Leave Act policy (
     https://campus.collegeforcreativestudies.edu/policy/family-and-medical-leave-act-fmla/
)

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.

Procedures

Once the President has authorized a search, the Department Chair develops a job description in consultation with the graduate or undergraduate Dean. The appropriate Dean works with the department Chair and the Director of Human Resources to appoint 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), as determined by Department Chair

The search committee is responsible for the following:

- Ensure that the DEI hiring statement is included in all job postings

- 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 President one or more candidates for the position

When an acceptable candidate is identified, the appropriate Dean 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 appropriate Dean discusses with the candidate the terms of employment. When all terms are agreed upon, the President sends the letter of appointment.

3.8.17   Designation Of Rank

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

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

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

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

3.8.18   Reappointment And Advancement Of Full-Time Faculty

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, their compliance with CCS policies, and the needs of the College. The reappointment process involves assessments by the faculty member's Department Chair, the appropriate Dean, and the President. Department Chairs are reviewed for reappointment by the appropriate Dean and the President. Recommendations by Chairs and Deans are advisory in nature. Final decisions on reappointments are made by the President.

Reappointment Procedures

1. The Dean of Academic Affairs 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 Dean of Academic Affairs provides the entire list of faculty eligible for renewal to the academic Deans.

2. The Department Chair submits a letter to the appropriate Dean with their 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 their recommendation with specific information and conclusions. The letter should be submitted according to the schedule provided by the Dean of Academic Affairs. In the case of the renewal of a Department Chair's own faculty appointment, the Department Chair's letter is omitted.

3. Upon receiving the recommendations of the Department Chair, the appropriate Dean formulates and submits to the President a recommendation

on each faculty member's reappointment, including length of reappointment, if any, and rank. In doing so, the Dean may request additional information from or a meeting with the faculty member and may request clarification or elaboration from the Chair.

4. The President reviews and approves or disapproves each of the Dean's recommendations. The President may also request additional information or clarification from any of the parties involved in the reappointment procedure. The President communicates the decisions to the Director of Human Resources and Dean of Academic Affairs. The Human Resources office sends the reappointment letter to the faculty member and copies the Dean of Academic Affairs who then informs the relevant Chair and the appropriate Dean. 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:

1. One-year contracts

   - Chair's recommendations by March 1
   - Appropriate Dean's recommendation and President's decision by March 31

2. Two-year contracts

   - Chair's recommendations by December 1 of the second year of the contract
   - Appropriate Dean's recommendation and President's decision by February 1 of the second year of the contract

3. Three-year contracts

   - Chair's recommendations by June 1 of the second year of the contract
   - Appropriate Dean's and President's decision due ninety days thereafter

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

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 instructional quality and department contributions to service 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, 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 the 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 appropriate Dean will determine the length of reappointment for which the faculty member is eligible.

    (b) A recommendation for reappointment for the longest period possible would be made if the faculty member demonstrates high-quality performance in all areas of responsibility. A recommendation for a shorter length would be made if there are areas of responsibility in which there are performance concerns. Recommendations for non-renewal would be made if there are areas of responsibility that raise serious concerns.

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 after completing five years as an assistant professor. Faculty at the associate level may apply to be full professor after their sixth year as

associate professor. The faculty member must meet all the criteria for the higher rank. In exceptional circumstances, an advancement may be considered after a shorter time interval, although not until after the completion of a faculty member's first contract.

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 a request letter to the appropriate Dean

2. The FRC reviews the faculty member's application for promotion according to the College's guidelines.

3. The Department Chair submits a letter to the appropriate Dean with their 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 Chair, the Dean formulates and submits to the President a recommendation on each faculty member's promotion. In doing so, the Dean may request additional information from, or a meeting with, the faculty member and may request clarification or elaboration from the FRC or Department Chair.

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

6. Upon approval of advancement in rank, faculty members may be eligible for additional compensation, consistent with CCS's salary policy. The faculty member may schedule a meeting with the appropriate Dean to discuss compensation and other matters.

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

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

   - Faculty member's request letter to the appropriate Dean by January 15.
   - Chair's and FRC's recommendations by June 1.
   - Appropriate Dean's recommendation and President's decision by September 1.

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

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 the 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 catalogs, reviews, and awards
      - Scholarly or literary publications
      - Lectures, participation in 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, or in the case of a department Chair seeking rank advancement, a letter of support from their Dean.

   (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 faculty member must supply the evaluator with a complete professional history, as well as the respective department's mission statement and goals.

Faculty Review Committee

Faculty Review Committee   The Faculty Review Committee (FRC) is an elected standing committee of the Faculty Assembly. It makes non-binding recommendations to the administration regarding advancement in the rank of full-time faculty. It is the desire and intent of the administration to work in a collaborative fashion with the FRC on the 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 restructuring plans) but which has a direct bearing on a faculty member's eligibility for advancement in rank, or by performance-related events that occur after completion of the FRC review.

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

1. Advancement to the next rank.

2. No advancement.

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

1. The "Full-Time Faculty Annual Self-Appraisal" and any other faculty review of the Chair that has occurred) which includes the following information.

   (a) Teaching performance/departmental activities including courses taught, initiating new courses, hanging shows, serving on departmental committees, team projects, interviews, independent studies, and student mentoring and advising duties.

   (b) Professional/creative work including exhibitions, commissions, publications, lectures, consultations, and 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, and workshops.

   (e) Research including peer-reviewed publications/conference presentations, academic textbooks, and practice-led research.

2. The faculty member's current professional resume/CV.

3. Other documentation relating to the faculty member's performance.

   The Committee will review student evaluations from courses taught by the faculty member, as well as any other pertinent evaluative materials from the contract period. 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.

Recommendation Procedures   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 reflects the review criteria. The form will remain in the faculty member's file. The faculty member will be notified in writing by the Dean of Academic Affairs of the recommendation made by the Committee.

Confidentiality Of FRC Process

1. All information assembled or used by the Committee will be confidential and will be contained within the Academic Affairs office.

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, other FRC members, personnel in the Academic Affairs office, the Director of Human Resources, and personnel in the Executive Office.

Appeal Procedure   The recommendation of the Faculty Review Committee may be appealed to the Faculty Concerns Committee within sixty days of notification. Such appeals will be reviewed according to the guidelines of the Faculty Concerns Committee. The Faculty Concerns Committee does not have the authority to handle discrimination and harassment matters.

3.8.19   Separation of Full-Time Faculty

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 the reappointment of full-time faculty[36].

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

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[36]reappointment of full-time faculty (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/reappointment-procedures/)

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[37] of staff, faculty, students, or other members of the CCS community. It is understood that continued employment may be impacted by a serious decline in enrollment, a financial exigency, and/or the elimination of faculty position(s) due to changing curriculum needs. If such a reduction in the number of faculty or the reorganization of an academic department or program is deemed necessary, CCS leadership will inform the Faculty Executive Committee of the Faculty Assembly when a plan and rationale for reduction or reorganization is being implemented.

Decisions regarding termination before the conclusion of a contractual term are made by the President, following recommendations by the Dean of Academic Affairs and the graduate or undergraduate Dean. 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[38] (FCC), and signs the necessary waiver of claims, 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.

3.8.20 Terms of Employment for Adjunct Instructors

Adjunct instructors receive an email letter that incorporates the class taught, rate of pay, and contact hours. All adjunct instructors are invited to a new faculty orientation that reviews policies, duties, responsibilities, and other information contained in the CCS Faculty Handbook[39].

In certain circumstances, an adjunct instructor may be employed without an email letter of appointment. Adjunct instructors are appointed on a semester-by-semester basis at the sole discretion of the Department Chair. An appoint-

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[37]harassment (https://campus.collegeforcreativestudies.edu/policy/prohibited-discrimination-harassment-sexual-misconduct/)

[38]Faculty Concerns Committee (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/faculty-concerns-committee/)

[39]Faculty Handbook (https://campus.collegeforcreativestudies.edu/faculty-handbook/)

ment for one semester does not guarantee an appointment for any subsequent semester. Adjunct instructors are assessed twice in their first semester; subsequent evaluations take place in years three and five in their employ. Thereafter, they are evaluated every five years.

Adjunct instructors may be terminated for cause at any time during a semester. Such causes may include but are not limited to academic falsification of credentials or work product, professional or personal misconduct, incompetence, and failure to perform teaching responsibilities and/or other assigned duties. Adjunct instructor terminations are handled by the Department Chair in consultation with the appropriate Dean.

CCS Alumni Teaching At The College

In order to ensure that an individual has developed the appropriate background and skills to qualify as an instructor, a graduate of the College for Creative Studies may be hired as an adjunct instructor only after having three years of direct or related work experience.

Administrative Staff Teaching At The College

Administrative staff may, from time to time, teach classes in the degree, Pre-College and Continuing Studies, and Community Arts Partnerships programs. Administrative staff may teach classes in these programs providing the classes do not interfere with their primary responsibilities and scheduled work times. Administrative staff may not teach any classes scheduled prior to 4:00 p.m. Monday through Friday unless otherwise approved by their supervisor, appropriate Dean (if applicable), or the Dean of Academic Affairs (if applicable).

Missed Classes

Refer to the article on Missed Classes[40] for more information.

3.8.21   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 the resolution of issues, not initiation or proposal of concerns. The FCC judges the validity of grievances reported to it by individual faculty members and recommends appropriate resolutions to the Dean of Academic Affairs, graduate and undergraduate Deans, and the President. The FCC serves as a body of appeals of Faculty Review Committee (FRC) decisions. Additionally, the FCC will hear faculty grievances related to termination, contract non-renewal, or contract length reduction. The Faculty Concerns Committee does not have

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[40]Missed Classes (https://campus.collegeforcreativestudies.edu/faculty-handbook/employment-policies-procedures/missed-classes/)

the authority to handle discrimination and harassment matters. 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 appropriate Dean, and/or the President, the administration will pass on to the aggrieved faculty member in a timely fashion, the findings of the Committee, along with the administration's final decision.

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

3.8.22 New Faculty Review Process

New faculty are reviewed by the Department Chair or a designated full-time faculty member by the eighth week of the semester through a Classroom Observation evaluation. Faculty are evaluated on planning/preparation, creating a positive learning environment, content delivery, achieving learning outcomes, and communication style. A semester-end evaluation is completed after the course concludes, which determines whether the faculty will be retained. An action plan is included, if needed, for performance improvement. This process may be repeated in subsequent semesters should the Department Chair determine it is needed.

3.8.23 Department Chairs

Teaching Load

Both graduate and undergraduate Chairs carry a minimum 2:1 teaching two courses in the fall semester and one course in the winter) or 1:2 (one course in the fall semester and two courses in the winter) teaching load.

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 the department. The Department Chair, working closely with the faculty and Program Manager 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, staff, 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 is typically fewer. In addition, the Department Chair's duties are as follows:

1. 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.

2. Curriculum development

   (a) Provide leadership in the development of courses and programs of study.

   (b) Approve the syllabi of all courses and independent study courses offered by department faculty.

   (c) Communicate approved curriculum requirements and changes to the Academic Advising and Registration Office.

3. Planning/managing

   (a) Hold and preside over regular department meetings throughout the academic year, preparing the agenda, and ensuring that Department minutes are posted to a College archive, as appropriate.

   (b) Make written recommendations to the Faculty Review Committee (FRC) and the appropriate Dean regarding promotion in rank, renewal of contracts, or dismissal of faculty.

   (c) Coordinate with the Program Manager to develop the teaching and course schedule of the department after consultation with the faculty, 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.

   (e) Orient new faculty members.

   (f) Develop, in consultation with departmental faculty and the appropriate committees, long-range plans, and departmental objectives. Develop, prepare, and administer the yearly budget in consultation with members of the department.

   (g) Assure that faculty members provide appropriate and ongoing assessments to students, including midterm and final grades, in accordance with College deadlines.

(h) In partnership with members of the department, develop and coordinate the department's mentoring program.

(i) Ensure timely submissions of the department's monthly report.

(j) Review student and faculty concerns arising within the department and handle them in accordance with College policies and, when necessary, in consultation with the Academic Affairs office.

(k) Ensure functionality of CCS facilities of which the department is the primary user.

(l) Hire departmental support staff according to institutional procedures, supervise their duties, and evaluate their performance.

(m) Participate in the recruitment of new students to the College.

(n) Partner with the Admissions Office in the screening and evaluation of applicants.

(o) Participate in the Chairs' meetings as a partner in developing College governance and policy.

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

(q) Coordinate responsibilities regarding accreditation requirements, assessment, strategic planning, and program evaluations.

(r) Support and facilitate interdisciplinary activities between departments and other colleges and universities.

(s) Partner in the development and assessment of the College retention plan.

(t) Delegate responsibilities, as appropriate, to support the mission and goals of the department.

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

(v) Develop, facilitate, approve, and manage when appropriate, international programs through the College for Creative Studies.

4. External Relationships

(a) Coordinate the department's efforts and work with the Office of Career Development regarding internships and employment opportunities.

(b) Collaborator with Corporate and Foundation Partnerships 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 Marketing and Corporate Relations in developing the tools and communications necessary to achieve the department's marketing and PR goals.

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

The graduate or undergraduate Dean or President may assign other duties from time to time.

Evaluation

Each year, the Chair completes an Annual Self Appraisal as a self-evaluation. The appropriate Dean provides written responses within the same document. Afterward, a meeting between the Chair and the appropriate Dean is conducted to review the evaluation.

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, including vacation time, they continue to take all necessary steps to maintain the operations of the department and honor reasonable requests from the President, Deans, and other administrators to attend to College responsibilities.

Appointment

The Department Chair is appointed by the President on the recommendation of the appropriate Dean and serves at the pleasure of the President. Chairs report to the graduate or undergraduate Dean.

3.8.24   Section Leads

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.

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.

Position Description

- Manages shop space in collaboration with technicians. This includes maintenance, ordering supplies, capital requests, cleaning, organizing, etc.

- Monitors shop space in collaboration with technicians; creates and enforces access policies.

- Manages course tally in collaboration with Chair and PM, determines and schedules classes for each semester, to be consistent with demand and curriculum requirements.

- Manages Adjunct Instructors in collaboration with Department Chairs. The Section Lead may be involved in hiring, reviewing, fielding questions, and ensuring teaching quality.

- Manages review, editing, and submission of course syllabi as assigned by Chair.

- Section leads are full-time faculty and are responsible for full-time faculty course load and college service.

- In collaboration with Department Chairs, manages curriculum-related tasks such as department transfer requests, independent study requests, student concerns, new courses, course updates, and curriculum charts per emphasis.

Department Eligibility

- Departments that require a faculty member to oversee physical shop space and/or manage a specific curriculum are eligible.

- Departments apply for stipend funds through the budget process and complete a Change to Existing Position form.

- Workload is evaluated collaboratively by the Dean and Chair to evaluate the need.

Appointment

- Section Lead duties are designated in the job description upon hiring. The Department Chair may appoint a Section Lead from full-time faculty if approved through the budget process and a Change to Existing Position form is completed.

- Reappointment is annually based on Chair recommendation.

- Only full-time faculty are eligible.

Evaluation

- Section Leads are evaluated in the annual appraisal by the Department Chair following the procedure for all faculty.

3.8.25   Program Manager

The Program Manager (PM) 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 Manager organizes and administers routine functions, including scheduling, budgets, ordering and purchasing, and communications. The Program Manager reports to the appropriate Chair. The Dean of Academic Affairs acts as a liaison and resolves any issues in regard to their responsibilities.

3.8.26   Faculty Development

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 Academic Affairs 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

Sabbaticals

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

a full-time schedule. Details on the College's Sabbatical Leave Program policy[41] can be found on the CCS Policy Database.

Faculty Development Grants And Conferences

CCS endeavors to budget funds each year to support faculty development. These funds may be used for 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

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 Dean of Academic Affairs who will make a decision in consultation with the 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[42].

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[41]Sabbatical Leave Program policy (
     https://campus.collegeforcreativestudies.edu/policy/sabbatical-leave-program/)
[42]Travel and Entertainment (
     https://campus.collegeforcreativestudies.edu/policy/travel-and-entertainment/)

Course Release

Course releases are a one-course reduction in a full-time faculty teaching load and are provided to further the faculty member's scholarship, research, and/or creative activity. Details on the Course Release policy[43] can be found on the CCS Policy Database.

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[43]Course Release policy (
    https://campus.collegeforcreativestudies.edu/policy/course-release/)

Chapter 4

Academic Policies And Procedures

4.1 Registration

4.1.1 Academic Advising And Registration Office

The Registrar and the Director of Academic Advising manage 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 verification forms, 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 or in person with their Academic Advisor. Self-Service 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, and 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 online. 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 pay a $100 Registration Fee.

4.2   Semester Course Listing

The Academic Advising and Registration Office (AARO) produces a fall, winter, and summer semester course listing[1] available on the AARO Campus Office page[2]. The AARO Campus Office page also offers information on the academic calendar and course registration. Tuition and fees information and financial policies and procedures are available on the Financial Aid Campus Offices page. The CCS community may also search for course availability using the Self-Service system.

4.3   Class Roster

Class rosters are available in Self-Service and are emailed by the Academic Advising and Registration Office (AARO) to the Program Managers at the beginning of the semester for distribution to their faculty. 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

To be in compliance with the U.S. Department of Education regulations, faculty must record attendance during each class period and Academic Affairs must monitor attendance records every day for the first fourteen days of the semester. This requirement applies to all classes, on campus, online, internships, and independent study.

Regular class attendance is essential for learning and academic success. Students are expected to attend all class meetings, on time and for the full duration, and be prepared to work on that day's assignment. Faculty are responsible for establishing an attendance policy for each of their classes and for outlining that

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[1]semester course listing (
    https://selfservice.collegeforcreativestudies.edu:8443/Student/Courses)
[2]AARO Campus Office page (
    https://campus.collegeforcreativestudies.edu/academic-advising/)

policy on the course syllabus. Students are responsible for knowing the attendance policy for their class and adhering to those requirements. Exceptions to an instructor's attendance policy should be discussed with that instructor.

CCS students using veterans' benefits will have attendance monitored throughout the semester for reporting purposes to the Department of Veterans Affairs (DVA).

The first week of each semester is an add/drop period during which students may drop courses for which they previously registered or register for new courses with no penalty. After the add/drop period instructors must 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 add/drop period.

If there is a person in class who is NOT on the class roster, it means the student is NOT REGISTERED for the class. It is imperative that faculty members immediately send the student to the Academic Advising and Registration office. Students are not permitted to be in class unless they have officially registered for that class.

Faculty will begin to receive a weekly "drop notice" via email to inform them of any student who has officially withdrawn from their class(es). If there is a student listed on your roster who is not attending class, faculty members must contact the Academic Advising and Registration Office, and they will inquire why they have not been attending.

In addition, faculty members may notice a "V" next to the names of some students on the class roster. This means the students receive benefits from the U.S. Department 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 the 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 they miss the third week.

4.4 Adding/Dropping Classes

Courses for which a student is enrolled at the conclusion of the Add/Drop period will be used to determine attempted courses for the Course Completion Rate. Therefore, if it is necessary to adjust one's class schedule, it is best to do so during the Add/Drop period of the semester. Courses that are dropped after the conclusion of the Add/Drop period will show a recorded grade of W, WN, or WF. This will be counted as an unsuccessfully completed course, thus lowering the student's completion rate.

Students may use Self-Service[3] to add or drop classes up until the last day

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[3]Self-Service (
    https://selfservice.collegeforcreativestudies.edu:9443/Student/?hideProxyDialog=false)

to add a class in accordance with the academic calendar[4]. After the last day to add a course, if a student wishes to drop a course, students must complete the online drop[5] form that is available on the AARO Campus Office page.

Students who drop classes during the first seven business days of classes (see Academic Calendar[6] for specific dates) are not charged for the drop. After the seventh day, dropped classes are charged on a sliding scale and those courses will receive a grade of "W", "WN", or "WF".

The academic calendar offers specific tuition reimbursement information. The last day to withdraw from a course is on the Friday of the thirteenth week of classes. No exceptions to this deadline will be made.

The College reserves the right to cancel or change classes, instructors, and schedules; to revise tuition and fee structure; to amend College policies for the efficient operation of the College. Students are notified by the Academic Advising and Registration Office of any course changes.

4.5   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 Program 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.

4.6   Restricted Course

Students who intend to register for a course that is restricted to a particular major or class level (for example, Product Design only or juniors only) and who are not in that department or at the required class level must have the Department Chair or Program Manager complete and sign the Registration Permission form and submit it to the Academic Advising and Registration Office.

4.7   Independent Study

An Independent Study is available to students who are at junior or senior level standing with a cumulative grade point average of 3.00 or above. The student may receive approval to work in an area or on a project that is not otherwise offered or addressed in the curriculum. Students may receive credit toward graduation for no more than 6 credit hours of independent study.

The student, working with the supervising faculty, must complete an Independent Study form for consideration by the Department Chair and Academic

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[4]academic calendar (https://campus.collegeforcreativestudies.edu/academic-calendar/)

[5]online drop (https://ccsedu.wufoo.com/forms/course-withdrawal-form/)

[6]Academic Calendar (https://campus.collegeforcreativestudies.edu/academic-calendar/)

Affairs. The student may register for the course upon approval from all signatories.

The student must submit a minimum 150-word Independent Study Proposal, along with the Independent Study Approval Form, to the Chair of the department in which they wish to study stating the reason for the independent study and their plan for study, including topics to be covered and goals.

Once the Department Chair approves the Independent Study, the instructor appointed to oversee the Independent Study must write an Independent Study syllabus with a detailed course description, learning outcomes, assignments, meeting dates (minimum of four), due dates, and grading criteria. The Independent Study Approval Form, with faculty and Chair signatures, must be submitted to the Office of Academic Affairs for final approval by the appropriate Dean.

The final approved form will be sent by Academic Affairs to the Academic Advising and Registration Office for registration of the Independent Study. Independent Study forms must be turned in no later than the final day to add a class of the semester in which the Independent Study is to be taken.

4.8 Academic Advising And Registration Office Forms

A list of helpful Academic Advising and Registration forms available on the College's Campus Offices page follows:

- **Academic Alert Form**[7] – This online form was designed to proactively help students who may need additional support with their academic progress. An instructor may submit an Academic Alert Referral for any student in order to address an academic concern.

- **Registration Permission**[8] – An online form that requires the signature of the Department Chair or Program Manager, granting a student permission to register for a course that is filled or that has some other restriction.

- **Drop Request**[9] – An online form that the student must complete in order to begin the process of dropping (withdrawing) a course. The student's Academic Advisor must sign the form for drops. If the student is changing section numbers no Advisor's signature is needed.

- **Curriculum Change** – An online form completed by a Department Chair advising Registration to alter a student's curriculum in some way. Contact

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[7] Academic Alert Form (
    https://campus.collegeforcreativestudies.edu/student-affairs/academic-alert-referral/)
[8] Registration Permission (https://ccsedu.wufoo.com/forms/registration-permission-form/)
[9] Drop Request (https://ccsedu.wufoo.com/forms/course-withdrawal-form/)

the Academic Advising and Registration Office[10] to obtain the appropriate form.

- Change of Major[11] – A form with which a student may transfer from one program to another. The student must present their portfolio to the proposed new Department Chair for acceptance. The new Department Chair will sign and date the form, which indicates acceptance of the student into the major and confirms the assignment of studio credit.

- **Declaration of Minor** – A form with which an undergraduate student may declare a minor.

  - Liberal Arts Minor Declaration[12]

  - Studio Minor Declaration[13]

- **Complete Withdrawal Form**[14] – 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.

4.9   Grading And Academic Progress

4.9.1   Grading

Grading is based on performance in coursework, growth in ability, attendance, and attitude. A continuous record of all grades throughout a student's enrolment is kept in the Academic Advising and Registration Office. Final grade reports are available on Blackboard the week after classes end. CCS uses the following grading system:

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[10]Academic Advising and Registration Office (aaro@collegeforcreativestudies.edu)

[11]Change of Major (https://campus.collegeforcreativestudies.edu/academic-advising/wp-content/uploads/sites/9/2019/10/2022-09-14-AARO-CHANGE-OF-MAJOR.pdf)

[12]Liberal Arts Minor Declaration (http://campus.collegeforcreativestudies.edu/academic-advising/wp-content/uploads/sites/9/2020/02/$AARO_{LIBERAL-ARTS-MINOR-DECLARATION-FORM-22-23.pdf}$)

[13]Studio Minor Declaration (https://campus.collegeforcreativestudies.edu/academic-advising/wp-content/uploads/sites/9/2021/09/AARO-STUDIO-MINOR-DECLARATION-FORM-22-23.pdf)

[14]Complete Withdrawal Form (https://docs.google.com/forms/d/e/1FAIpQLSePrLcNpiNmpE8YpzhkA-ZwF9tQeswwoOLfS8F8ddmMULC0bg/viewform)

Undergraduate Grading Scale

Grade	Rating	GPA	Description
A	Excellent	4.00	grade point
A-		3.70	grade point
B+		3.30	grade point
B	Good	3.00	grade point
B-		2.70	grade point
C+		2.30	grade point
C	Average	2.00	grade point
C-		1.70	grade point
D+		1.30	grade point
D	Poor	1.00	grade point
D-		0.70	grade point
F	Failing	0.00	grade point
NC	No Credit	0.00	no grade point value
P	Passing	0.00	no grade point value
I	Incomplete	0.00	no grade point value
W	Withdrawal	0.00	second through fourth week of class
WN	Withdrawal	0.00	after the fourth week of class
WF*	Wthdrawal	0.00	stopped attending course without official withdrawal

Graduate Grading Scale

Grade	Rating	GPA	Description
A	Excellent	4.00	grade point
A-		3.70	grade point
B+		3.30	grade point
B	Good	3.00	grade point
B-		2.70	grade point
C+		2.30	grade point
C	Below Graduate	2.00	grade point (minimum required standard)
F	Failing	0.00	grade point
NC	No Credit	0.00	no grade point value
P	Passing	0.00	no grade point value
I	Incomplete	0.00	no grae point value
W	Withdrawal	0.00	second through fourth week of class
WN	Withdrawal	0.00	after the fourth week of class
WF*	Withdrawal	0.00	stopped attending course without official withdrawal

NOTE: *Due to the COVID-19 Pandemic, students have the option to request that their grade(s) be changed to P/NC (Pass/No Credit) for the Winter 2020, Fall 2020, and Winter 2021 semesters. Please see the Pass/No Credit –*

Winter 2020[15] *and Pass/No Credit – 2020 – 2021 Academic Year*[16] *policies for more details.*

4.9.2 Midterm Grade Procedure

CCS requires that midterm grades be submitted electronically during the eighth week of the semester. The Academic Advising and Registration office will email instructions to faculty on how to submit midterm grades via WebAdvisor during the sixth week of classes. Faculty should 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 midterm grade to each student who is listed as registered for their class.

Valid undergraduate mid-term grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, WF*. "I," "W," or "WN" grades may not be assigned at midterm. A "WF" may be assigned at midterm.

Valid graduate mid-term grades are: A, A-, B+, B, B-, C+, C, F, WF*. The "I," "W," or "WN" grades may not be assigned at midterm. A "WF" may be assigned at midterm.

*The "WF" grade is counted in the student's grade point average calculation like an "F" grade. Students that receive a "WF" grade for all classes in a semester will be completely withdrawn from CCS effective on the last date of attendance. "WF" grades may affect grade point average and satisfactory academic progress.

Midterm 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.

4.9.3 Final Grade Procedure

The Academic Advising and Registration Office emails faculty instructions on how to enter final grades into the WebAdvisor portal on the Monday of the thirteenth week of the semester (students are not permitted to withdraw after the twelfth week of classes).

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 once all grades are entered and they are 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 the roster,

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[15] Pass/No Credit - Winter 2020 (
 https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-winter-2020-2/)
[16] Pass/No Credit - 2020 - 2021 Academic Year
 (https://campus.collegeforcreativestudies.edu/policy/pass-no-credit-fall-2020/)

the student is still officially registered for the class and MUST be assigned a grade.

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

Valid final graduate grades are: A, A-, B+, B, B-, C+, C, F, I*, W, WN, WF**.

* A grade of I (incomplete) should only be given rarely, when a student has encountered an unusual situation that prevents them from completing a SMALL portion of the semester's work. When entering an "I" grade in WebAdvisor, the faculty must also enter an expiration date. This date will be provided by the Academic Advising and Registration Office. Incomplete ("I") grades should NOT be assigned to a student if a student has stopped coming to class or has missed several assignments. If a grade of "I" is given to a student, faculty must also submit an Incomplete Grade Verification form and submit it to the Academic Advising and Registration Office in addition to submitting the "I" grade via WebAdvisor. The faculty and appropriate Chair must sign this form before its submission. Program Managers and the Academic Advising and Registration Office can provide the form. Grades of "I" automatically become "F" if the instructor has not submitted a grade change form by the end of the next full semester.

** The "WF" grade is counted in the student's grade point average calculation like an "F" grade. Students that receive a "WF" grade for all classes in a semester will be completely withdrawn from CCS effective on the last date of attendance. "WF" grades may affect grade point average and satisfactory academic progress.

4.10 Grade Change Forms

An instructor may change a student's grade. The reason for this change may be due to the 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 and Program Managers can obtain the Grade Change form from the Academic Advising and Registration Office[17] (AARO). The instructor and Department Chair must sign the form, and it is then sent to the Office of Academic Affairs who returns the approved form to the AARO. Instructors must provide complete and accurate information to ensure 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.

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[17]Academic Advising and Registration Office (aaro@collegeforcreativestudies.edu)

The request will be reviewed and decided upon by the Academic Performance Committee.

4.11   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. Work from previous attempts at the course cannot be reused in future attempts without written approval from the faculty member teaching the repeated course.

4.12   Dean's Or President's List

Undergraduate students who complete a minimum of 12 credits during any semester and who attain a grade point average of 3.50 to 3.799 are placed on the Dean's List. Students who achieve a GPA of 3.80 or above are placed on the President's List. A notation will be placed on the student's transcript for each semester that Dean's List status is achieved.

4.13   Junior Status

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

Each department decides which departmental courses students must complete before progressing to junior-level department courses. Students who are placed into ELS 107 are not subject to the same Junior Status Policy requirements.

Students who fail to complete Junior Status requirements by the end of their sophomore year will receive a "Junior Status hold" and may need registration approval.

4.13.1 Foundation Courses Required

For Advertising, Communication Design, Photography, Film, and Interior Design Majors	For Art Practice, Craft & Material Studies, and Fashion Design* Majors	For Entertainment Arts (Concept, Game, Animation), Illustration, Product Design, Transportation Design
DFN 135 Image Concepts I	DFN 103 Drawing I: Materials & Methods	DFN 101 Drawing I: Rapid Concept
DFN 136 Image Concepts II	DFN 104 Drawing II: Drawing as a Practice	DFN 112 Drawing II: Style & Skill
DFN 137 2D & 3D Integrated Design Studio	DFN 116 3D Techniques*	DFN 117 2D Design Principles
DFN 138 4D Design Studio	DFN 120 Design Color & Context	DFN 118 3D Design Form & Space
DFN 139 Color & Light Studies	DFN 121 3D Design Material Manifestation	DFN 119 Digital Techniques
DFN 142 Performance Spaces	DFN 119 Digital Techniques	DFN 132 Process & Making

(Fashion does not require DFN 116 due to the nature of its program.)

4.13.2 Liberal Arts Courses Required

- DEN 101, Composition I

- DEN 102, Composition II

- DEN 239, Survey of World Literature (catalog year, 2021 or earlier) or DAH —, History of Major (i.e. History of Advertising, Photography, etc.) (catalog year, 2022 or later)

- DAH 200, Art & Culture: Ages of Discovery

- DAH 201, Visual Narration: Asia or Africa/America

4.14 Undergraduate Student Readmission

Students returning to CCS after an absence of more than two consecutive academic years or students who seek readmission after suspension must complete the Application for Readmission[18]. This application along with a $50 nonrefundable readmission fee should be submitted to the Academic Advising and Registration Office at least two months prior to the start of the semester the student wishes to attend. Official transcripts with final grades from other institutions attended during the absence from CCS should be included with the readmission application.

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[18]Application for Readmission (https://ccsedu.wufoo.com/forms/z1p30jpj1ildkc4/)

Readmitted students must meet the program and graduation requirements in effect at the time of readmission. Studio courses older than seven years at the time of readmission cannot be used toward the degree, except with prior written approval from the Department Chair and Director of Academic Advising and Registration. The Department Chair must review and approve studio courses completed prior to the seven-year limit or taken at another college during the absence from CCS. This approval will be based on the student's ability to demonstrate current curriculum proficiency as evidenced by a review of a current portfolio. The cumulative grade point average for all readmitted students includes all CCS grades, regardless of how much time elapsed between enrollments.

Students who have left for mandatory military service are able to resume studies at CCS without completing the readmission application for up to three academic years from the time of their withdrawal.

4.14.1   Procedure

Readmission For Students In Good Standing:

Readmission for Students in Good Standing: Students, who left CCS in good academic standing with a grade point average of 2.0 or higher, should complete the Application for Readmission[19] and attach the $50 Readmission Fee. Students will be notified via mail when their application has been processed.

Readmission After Academic Suspension:

Students applying for readmission after academic suspension must complete the Application for Readmission[20], attach the $50 Readmission Fee, and address the problems that led to the academic suspension, and put forth the case for the student's success upon returning to CCS. This information should be provided in the "Student Explanation" section of the Application for Readmission. The Committee on Academic Performance will review appeals for readmission after academic suspension. If approved, the student's academic standing would carry the status of "Continued Academic Warning."

Readmission After Suspension Related To Conduct:

Students applying for readmission after a suspension related to conduct must complete the Application for Readmission[21], attach the $50 Readmission Fee, and include any relevant information that will build a case for the student's success upon returning to CCS. This information should be provided in the "Student Explanation" section of the readmission application. The Dean of Students will review appeals for readmission after a conduct suspension.

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[19] Application for Readmission (
        https://www.collegeforcreativestudies.edu/admissions/readmission/)
[20] Application for Readmission (https://ccsedu.wufoo.com/forms/z1p30jpj1ildkc4/)
[21] Application for Readmission (https://ccsedu.wufoo.com/forms/z1p30jpj1ildkc4/)

4.15 Graduate Student Readmission

Graduate students returning to College for Creative Studies (CCS) after an absence of more than two consecutive academic years or students who seek readmission after suspension, must complete the Application for Readmission[22]. This application along with a $50 nonrefundable readmission fee must be submitted to the Academic Advising and Registration Office at least two months prior to the start of the semester the student wishes to attend. Official transcripts with final grades from other institutions attended during the absence from CCS must be included with the readmission application.

Readmitted students must meet the program and graduation requirements in effect at the time of readmission. Studio courses older than seven years at the time of readmission cannot be used toward the degree, except with prior written approval from the Department Chair and Director of Academic Advising. The Department Chair must review and approve studio courses completed prior to the seven-year limit or taken at another college during the absence from CCS. This approval will be based on the student's ability to demonstrate current curriculum proficiency as evidenced by a review of a current portfolio. The cumulative grade point average for all re-admitted students includes all CCS grades, regardless of how much time elapsed between enrollments. Students, who have left for mandatory military service, are not required to apply for readmission to the College for up to three academic years from the time of their withdrawal.

4.15.1 Readmission for students in good standing

Graduate students, who left CCS in good academic standing with a grade point average of 3.0 or higher, must complete the Application for Readmission and attach the $50 Readmission Fee. Students will be notified via email when their application has been processed.

4.15.2 Readmission after academic suspension

Graduate students applying for readmission after academic suspension must complete the Application for Readmission, attach the $50 Readmission Fee, address the problems that led to the academic suspension, and put forth the case for their success upon returning to CCS. This information must be provided in the "Student Explanation" section of the Application for Readmission. The Committee on Academic Performance will review appeals for readmission after academic suspension. If approved, the student's academic standing would carry the status of "Continued Academic Warning."

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[22]Application for Readmission (https://ccsedu.wufoo.com/forms/z1p30jpj1ildkc4/)

4.15.3   Readmission After Suspension Related To Conduct

Graduate students applying for readmission after a suspension related to conduct must complete the Application for Readmission, attach the $50 Readmission Fee, and include any relevant information that will build a case for the student's success upon returning to CCS. This information must be provided in the "Student Explanation" section of the readmission application. The Dean of Students will review appeals for readmission after a conduct suspension.

4.16   Attendance

Regular class attendance is essential for learning and academic success. Students are expected to attend all class meetings, on time and for the full duration, and be prepared to work on that day's assignment. Faculty are responsible for establishing an attendance policy for each of their classes and for outlining that policy on the course syllabus. Students are responsible for knowing the attendance policy for their class and adhering to those requirements. Exceptions to an instructor's attendance policy should be discussed with that instructor.

CCS Students using veterans' benefits will have attendance monitored throughout the semester for reporting purposes to the Department of Veterans Affairs (DVA).

4.16.1   Related Forms

ABSENCE EXPLANATION FORM[23]

4.17   Disruptive Students And Disciplinary Procedures

4.17.1   Summary And Scope

This policy covers the process for addressing disruptive student behavior in classrooms and campus environments outside of the classroom (computer labs, shared studios, Library, student support offices, academic shops, Canvas, CCS email usage, etc.). This policy is meant to supplement the Code of Student Conduct[24] and CCS Judicial Process[25] found in the Student Handbook[26]. This policy is not intended to address overt threats of violence or violent behavior. In the event an overt threat of violence or violent action is taken by a student,

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[23]ABSENCE EXPLANATION FORM (
      https://campus.collegeforcreativestudies.edu/policy/wp-
      content/uploads/sites/7/ABSENCE-EXPLANATION-FORM_rev2.pdf)
[24]Code of Student Conduct (
      https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/)
[25]CCS Judicial Process (
      https://campus.collegeforcreativestudies.edu/student-affairs/ccs-judicial-process/)
[26]Student Handbook (https://campus.collegeforcreativestudies.edu/student-handbook/)

Campus Safety should immediately be contacted to remove the student from the space and notify the Dean of Students or other CCS judicial officer as defined in the CCS Judicial Process.

4.17.2 Definition

Disruptive behavior in the classroom or campus environment is defined as behavior that significantly limits the ability of the instructor to teach or the other students to learn or for academic tasks to be completed. Examples of disruptive behavior include but are not limited to:

- Excessive disrespect of other students or the instructor (including but not limited to insults, personal attacks, or verbal threats);

- Creating excessive and intentionally disruptive noise;

- Repeated use of obscenities;

- Failure to follow instructor directions;

- Repeatedly leaving and returning to the classroom without extenuating circumstances such as illness;

- Frequent interruptions/inhibiting other students from participating in classroom discussions;

- Distracting behaviors like phone calls, personal side conversations, and use of technology for non-academic purposes.

4.17.3 Procedure

Disruptive behavior should first be addressed by the faculty member (classroom) or appropriate staff person (campus environment) at the time the disruption occurs. If the disruptive behavior continues, the following steps should be taken in order:

1. An explanation of what behaviors are occurring and why they are unacceptable in the current environment should be provided to the student verbally. This should be done as soon as the disruptive behavior begins but does not need to occur outside of the classroom or academic environment. A simple statement such as "Student, you are interrupting and talking over your classmates, please allow other voices to be heard" may be sufficient.

2. If the disruptive behavior continues after the initial intervention

   - In the classroom, the student should be told to leave class and return at the next scheduled class time. This should be marked as an absence by the faculty member.

- In a campus environment, the student should be told to leave the space and may return during the next normal period of access (typically the next day).

3. As soon as possible, after a student is removed from the classroom or campus environment the faculty member or relevant staff member should send an email to the Department Chair (if applicable) and the Dean of Students. This email will be used as the reporting format for the judicial process and should include:

   - Name of the disruptive student;
   - Date and time of the incident;
   - Detailed description of the incident;
   - Preferred method of communication for follow-up.

4. A follow-up conversation will happen between the faculty member/staff member and the Department Chair and/or the Dean of Students to determine the next steps and potential outcomes.

5. The Dean of Students will then meet with the student to learn any additional relevant information pertaining to the documented situation. If the student is permitted to return to the classroom or campus environment it is with the understanding that the disruptive behavior will cease and the student will be on judicial probation. Faculty/Staff will be notified if the student will be returning to the classroom prior to the next scheduled class session or environment availability by the Dean of Students and under what conditions they will be allowed to return.

6. If the disruptive behavior continues after the steps outlined above, the continued disruption should be documented in the same manner outlined in step 3 for additional follow-up. Follow-up may include other leadership team members as appropriate.

7. If the disruptive behavior constitutes a repeated offense or the first instance is potentially severe enough to warrant removal from the class or permanent loss of access to a campus environment, the Dean of Students will reach that determination in consultation with the appropriate Academic Dean and Vice President for Enrollment and Student Services based on the information provided by the faculty/staff member and the information learned through the meeting between the Dean of Students and the Student. Faculty/Staff will be notified of the final outcome of this meeting prior to the next class session or environment availability. If a student is removed from a course through this process, a grade of "W" will be entered into the student's transcript. Students are not eligible for a tuition refund when judicially removed from a course.

4.17.4   Faculty/Staff Rights And Responsibilities

- Faculty/Staff have the right to tell any disruptive student that they need to leave the classroom/space immediately.

- Faculty/Staff have the right to enlist the support of Campus Safety at any time to remove and/or support them in resolving a disruptive situation.

- Faculty/Staff have the right to ask for support from their Department Chair or supervisor in addressing disruptive behavior.

- Faculty/Staff have the right to request additional time with their Department Chair, supervisor, or Dean of Students to process or discuss the situation as needed.

- Faculty/Staff have the right to be informed if the student will be allowed to return to the class/academic environment and additional information about the judicial outcome as outlined in the Judicial Follow Up section.

- Faculty/Staff have the responsibility to address disruptive behavior as soon as possible.

- Faculty/Staff have the responsibility to document the incident in the manner outlined above as soon as possible.

4.17.5   Student Rights And Responsibilities

This policy is meant to supplement the Code of Student Conduct[27] and CCS Judicial Process[28] found in the Student Handbook[29]. Additionally:

- Students have the right to attend classes and utilize campus environments free from disruption.

- Students have the right to report a disruption to the Dean of Students without going through the relevant faculty or staff member.

- Students have the right to a fair and impartial hearing process as outlined in the CCS Judicial Process.

- Students have the right to be held to equitable standards in all CCS environments.

- Students have the responsibility to engage with peers and CCS educators in a respectful manner that is appropriate to our professional learning environment.

- Students have the responsibility to modify their behavior in an appropriate fashion in response to reasonable requests.

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[27]Code of Student Conduct (
    https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/)
[28]CCS Judicial Process (
    https://campus.collegeforcreativestudies.edu/student-affairs/ccs-judicial-process/)
[29]Student Handbook (https://campus.collegeforcreativestudies.edu/student-handbook/)

4.17.6   Judicial Follow-Up

CCS officials will respond to reports of disruptive behavior in line with the CCS Judicial Process[30]. If the disruptive behavior occurred in a campus space, a determination on temporary access will be made based on the student's educational circumstances and the nature of the disruption. Temporary access may be granted on a probationary basis. If disruptive behavior occurs in the classroom, the judicial process may take more than one class session to resolve. Temporary classroom access restrictions will be determined in collaboration with the student and faculty members.

Notice will be provided by the Dean of Students to the reporting faculty/staff member regarding the final judicial outcome for the student. Full details of judicial sanctions may not be available to share with the reporting faculty/staff member but will include at a minimum whether the student is permitted to rejoin the class/return to the academic environment, any relevant probationary status, and relevant conditions/restriction for returning.

4.18   Code Of Student Conduct

The Code of Student Conduct[31] is in place to ensure students are aware of the behavior expected of them as members of the CCS community. The purpose of this Code is to create an environment that fosters civility, personal responsibility, and mutual respect for others and their differences.

For further information, please see the CCS Code of Student Conduct[32].

4.19   Academic Integrity

This statement on academic integrity applies to all undergraduate and graduate students at College for Creative Studies. Students are responsible for seeking clarification in assignments to ensure a full understanding of what practices might be deemed an incidence of academic misconduct, including unethical use of language, ideas, or creative expression.

For further detail, please see the Academic Integrity Policy[33].

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[30]CCS Judicial Process (https://campus.collegeforcreativestudies.edu/student-handbook/)
[31]Code of Student Conduct (
    https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/)
[32]CCS Code of Student Conduct (
    https://campus.collegeforcreativestudies.edu/policy/code-of-student-conduct/)
[33]Academic Integrity Policy (
    https://campus.collegeforcreativestudies.edu/policy/academic-honesty-plagiarism/)

4.20 Family Educational Rights And Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College for Creative Studies (CCS) receives a request for access. A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar 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 school 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
A student who wishes to ask CCS to amend a record should write the Registrar, clearly identifying the part of the record the student wants changed and specify why it should be changed.
If CCS decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for 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 provide written consent before CCS discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

   - To other school officials, including faculty, within CCS whom the College has determined to have legitimate educational interests. This

includes Board of Trustees, a student serving on an official committee, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11)). CCS defines the following as "directory information:"
  - Name
  - Dates of Attendance
  - Graduation Date
  - Major/Academic Program
  - Degrees, honors, and awards received

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
400 Maryland Avenue, SW
U.S. Department of Education
Washington, DC 20202

4.20.1 Information for Dual Enrolled High School Students

A student attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

4.20.2 Student Information Release Authorization

To release PII to a parent, another individual, or organization, the Student Information Release Authorization must be completed and signed. This form is available in the Academic Advising and Registration Office (AARO).

4.20.3 Request to Withhold Release Directory Information

To request to withhold the release of directory information, the Request to Withhold Release of Directory Information must be completed and signed. This form is available in the Academic Advising and Registration Office (AARO).

4.21 Intellectual Property Rights

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 is 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 those 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, encourage the best educational experiences for students, allow faculty and students to reap the benefits of their own creativity, and enable the College to celebrate the work of its faculty and students in order to promote the College to its varied constituencies.

Please see the Intellectual Property Policy[34] in the CCS Policy Database for further detail.

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[34]Intellectual Property Policy (
    https://campus.collegeforcreativestudies.edu/policy/intellectual-property-rights/)

Chapter 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

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 their 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.

5.3   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 toward graduation.

5.4 Mentor Program

All full-time faculty are required to serve as formal mentors to students. Full-time Faculty will work with an adjunct or staff member, as well as alumni to create a team or "pod" for a designated number of students within their departments beginning Freshman year. Mentors will remain with their group of mentees for the duration of the mentees' time at CCS. Groups are assigned by Chairs and PMs in communication with Academic Affairs and Institutional Advancement. Each mentor in the pod will have different mentorship responsibilities within the group. This is outlined in more detail in the Mentorship Program Guide. Full-time faculty-specific responsibilities include, but are not limited to:

- Responsible for sending out meeting email reminders and populating the calendar for the pod meetings each semester

- Goal setting focus: Program/Academic/Career

- Creating supportive departmental culture connections within the pod

- Cultivating curiosity/developing strengths

- Supporting mentee's goals in and out of the classroom

Mentorship meetings are mapped out in the mentorship guide to provide consistency across the campus. Mentoring sessions include one-on-one and small and large groups. Mentoring activities will vary from one department to another so there is flexibility within the suggested structure. Specific information concerning departmental activities will be determined by pods in discussion with the Department Chair or Program Manager.

The time commitment for mentors varies from year to year but is designed to include approximately 16 student contact hours per academic year.

5.5 Center for Tutoring and Writing

The Center for Tutoring and Writing (CTW) 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. CTW services include one-on-one tutorial assistance tailored to each individual's learning style and academic needs, writing support services, and academic coaching on topics like time and project management.

CTW 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. 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. Many services are available to students both in person in the CTL office, but also remotely through Zoom meetings.

Students come to the CTW on a voluntary basis but should 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, missing assignments, poor academic performance, faculty can contact the CTW with questions as well as refer the student directly. Faculty may use the form available on the College's learning management system or email or phone to discuss. CTW personnel work closely with faculty, Academic Advising and Registration staff, and other Student Affairs offices to build a network of support for students challenged by their workload. Communication between these various parties aids significantly in students' success.

In addition, faculty allowing a student to make up a test can work with the CTW to provide time for that student to come and take the test in the CTW.

5.6 Students with Disabilities

All students are encouraged to disclose disabilities that they feel may affect their academic success. The College wants students to succeed, and its ability to offer students the best education is more possible if they receive the appropriate assistance for their circumstances. The Americans with Disabilities Act, in conjunction with section 504 of the Rehabilitation Act, are Federal laws that protect people with disabilities, both life-long as well as short-term disabilities.

Students identified as having any type of disability are entitled and encouraged to request accommodations.

5.6.1 Requesting Accommodations

Students wishing to disclose a disability and/or request accommodation should contact the Dean of Students at 313.664.7675 or email to discuss. Students requesting accommodations must provide documentation substantiating their disability. CCS will then:

- Review the request for accommodations with the student

- Take appropriate measures to provide approved accommodations

Information disclosed to CCS regarding disabilities will not be shared with anyone except CCS staff who will assist in meeting student accommodation needs. Students will be notified prior to the sharing of any information regarding their disability.

Faculty will be sent accommodations notices approximately one week prior to a semester starting. The email will contain the student's name that is enrolled in their class and a list of accommodations for that semester. Accommodation notices do not include diagnosis or symptomatic information unless the student has explicitly requested that it is included. Questions about the nature of the

accommodations or how to implement them should be directed to the Dean of Students.

Students are encouraged to self-disclose their disability if they feel it will affect their academic performance. This should be done before the start of each term. Students may choose to disclose at any time during the semester but should remember – retroactive accommodations cannot be made after an assignment is due or an exam has been taken. Disabilities accommodations are not meant to guarantee academic success at the College but are meant to provide equal access to educational opportunities to all individuals regardless of disabilities.

5.7   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. The SCC reviews all Academic Alert Referral forms to identify potential students of concern.

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, Academic Advising and Registration, Personal Counseling, and Center for Tutoring and Writing 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, Campus Safety should be called. 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 CTW, faculty can email either the Dean of Students or the Director of Counseling and Wellness Center.

5.8   Student Affairs

The Office of Student Affairs is overseen by the Dean of Students and includes Student Engagement, Housing and Residence Life, the Wellness Center, the Center for Tutoring and Writing, and Dining Services. 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.

5.8.1 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 610 students live on campus each year in the two buildings. The Director of Residence Life and the Residence Life Coordinators oversee the operation and management of the residence life program and 21 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 is 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.

5.8.2 Counseling and 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.

5.9 Admissions

The Admissions Office is responsible for recruiting new students through various activities such as high school visits, campus visits, virtual and on-campus events, college fairs, portfolio days, international recruitment fairs, direct mail, email, social media, and telephone campaigns. In addition to the full-time staff, a team of Admissions Student Ambassadors assists with tele-counseling, 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: Portfolio days, open houses and department-specific events, high school visits, college fairs, portfolio reviews, the review of transfer student work for the placement of transfer credit in upper-level studios, incoming student events, and phone calls/virtual meetings with prospective students, applicants and accepted students on a case-by-case basis.

In addition to the activities above, Chairs may be asked to participate in annual department liaison meetings or reporting of department highlights, art educators' breakfasts, workshops for prospective students, and other events that showcase their program to prospective students and parents.

5.10   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 are considering withdrawing from their course(s). If faculty think the student's situation needs immediate attention, they can contact the Financial Aid Director directly at 313-664-7497.

5.11   International Student Services

The International Student Services Office (ISSO) is staffed by the Director, an Academic Advisor, and a part-time Coordinator. The ISSO is responsible for academic advising for undergraduate international students and all graduate student international exchange partnerships and student advising, as well as advising for all F-1 Visa and J-1 Visa International Students. The ISSO maintains (SEVI) Student and Exchange Visitor records and SEVP certification for the College and its students and offers programming.

On-campus programming includes orientation sessions for new international students, International Education Week activities; Student Ambassador Program, Curricular Practical Training (CPT) and Optional Practical Training (OPT) information sessions; and other meetings/training for students when necessary.

The ISSO maintains and grows international partnerships with CCS including advising study abroad outgoing and incoming students. The office also assists with Faculty-Led Global Programs and the student Global Club.

The ISSO maintains the College's international travel registry, as well as several related policies including Protecting CCS Students Abroad and the International High-Risk Destination Travel Policy[1].

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

Please find all policies for International Services and Study Abroad on the following pages:

- International Student Services[2]

- Study Abroad[3]

5.12 Off-campus Study

5.12.1 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.

5.12.2 Mobility Program

The Mobility Program allows students to spend a semester at another AICAD institution. A student may see that an AICAD college other than their 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.

Students are eligible if they are 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 they would if attending CCS. Details and information packets may be obtained from the Academic Advising and Registration Office.

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[1]International High Risk Destination Travel Policy (
    https://campus.collegeforcreativestudies.edu/policy/student-travel-to-high-risk-
    destinations/)
[2]International Student Services (
    https://campus.collegeforcreativestudies.edu/intl-student-services/)
[3]Study Abroad (
    https://campus.collegeforcreativestudies.edu/intl-student-services/study-abroad/)

5.13   Study Abroad

To be eligible for all study abroad opportunities, students must have a cumulative GPA of 3.0 and written permission from the Department Chair. Studying for an academic semester or year abroad requires that a student be a junior or in the first semester of the senior year. Graduate students should meet with their Chair to determine the best semester to participate in a study abroad opportunity. Participation in one of the summer faculty-led programs is open to all students, regardless of year.

Studying abroad during the final semester at CCS is not permitted. For more information, please see the Study Abroad page[4] on the College's learning management system.

Students must meet with the Director of International Student Services and their Department Chair no later than April 1 for fall or October 1 for winter.

Students must:

1. Complete the Study Abroad Approval Form[5] and Packet and submit to the International Student Services Office (ISSO)

2. Comply with the CCS International Travel Policy requirements

3. Attend a pre-departure Informational Meeting with the ISSO

All forms are available from the office of International Student Services. The ISSO is located on the 2nd Floor of the Yamasaki.

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[4]Study Abroad page (
    https://campus.collegeforcreativestudies.edu/intl-student-services/study-abroad/)
[5]Study Abroad Approval Form (
    https://campus.collegeforcreativestudies.edu/intl-student-services/wp-
    content/uploads/sites/22/2020/11/2019_03_14_ISS_studyabroadapplication.pdf)

Chapter 6

Academic Resources And Related Programs

6.1 Assessment Program

The College engages in the 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 Dean of Academic Affairs.

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 Dean of Academic Affairs is an ex-official 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.

6.2 Library

6.2.1 Library

The CCS Library, housed in the Manoogian Visual Resource Center on the Ford campus, serves both undergraduate and graduate programs. The Library contains over 70,000 print volumes, 238 print periodicals, 4,690 video/DVDs, and an extensive material sample collection. Approximately 90 percent of the Library's holdings are related to art and design.

The online Library catalog, accessible through the Library[1] website, allows

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[1]Library (https://lib.collegeforcreativestudies.edu/)

students to review their check-outs, renew materials, and place holds on materials. The Library provides access to wi-fi and computer workstations for students, faculty, and staff. The Library provides access to over 100 databases with curated database lists available for each academic department. Remote access to all electronic resources is available through e-z proxy via the College's portal. Interlibrary loan services are available for resource needs that extend beyond local holdings. In addition, currently registered students have borrowing privileges at Detroit Public Library, Wayne State University libraries, and a number of other academic Detroit area institutions.

Reference services are available to provide support to students on an individual basis. Library instruction sessions are offered to classes to provide tailored information literacy and research assignment support. Classes are offered in the Library lab on the Ford campus or via in-class instruction. The Library website includes links to worksheets and resource guides on numerous topics including writing, research, citation, and academic integrity.

6.2.2   Library Director

The Library Director oversees all library operations, collections, technology, and strategic planning. 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 the Faculty Assembly. The Director provides pedagogical support to faculty, as well as research assistance and instruction to students, faculty, and staff.

6.2.3   Library Hours

Current Library hours are available on the Library website[2].

6.2.4   Loan Periods

A current CCS ID must be presented to borrow library materials. Information on loan periods[3] for library material is available on the library website, as well as the CCS Policy Database[4].

6.2.5   Image Collections

CCS's extensive digital image collections are accessible through the Luna database[5]. A login and password are required to obtain institutional content. Collections include CCS Images for Teaching and AMICA, which consists of digital images contributed by twenty-one art museums. Together with AMICA and common

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[2]Library website (https://libguides.collegeforcreativestudies.edu/home)

[3]loan periods (https://libguides.collegeforcreativestudies.edu/guideshome/borrow)

[4]CCS Policy Database (https://campus.collegeforcreativestudies.edu/policy/library-fines/)

[5]Luna database (https://luna.collegeforcreativestudies.edu/luna/servlet/login)

collections, faculty, students, and staff have access to 262,109 images for research and teaching.

Faculty must obtain basic training and sign a contract in order to obtain high-resolution images suitable for classroom use. Library staff provide instruction, research help, and fill image requests for teaching needs.

6.3   Educational Technology and Innovation

The Educational Technology and Innovation Office supports the technology research and training needs of all academic programs at CCS. This includes research and evaluation of emerging technologies for use in the classroom and online in consultation with the faculty and academic administration. The department also provides faculty and academic staff with technology training, support, and certifications.

The Educational Technology and Innovation office offers regular training in the College's Learning Management System (Canvas.) Training in additional technologies or software can be requested through the faculty member's department and will be arranged in conjunction with their Chair. CCS also provides full access to LinkedIn Learning, an online library of on-demand and self-paced software tutorials for all students, faculty, and staff to support effective education of digital technology.

In addition to training, the Educational Technology and Innovation office supports the development of all online programming at CCS by working with faculty in the discovery, blueprint and course build phases. Details are available from the Educational Technology + Innovation office. New course or program offerings are created in collaboration with the Department Chair and Academic Affairs. Proposals for new offerings can be arranged with Department Chairs.

6.4   Imaging Center

The Imaging Center (IC) provides a variety of print and binding services to the CCS community. It is located on the 6th floor of the Taubman Center in room 631. All services are processed by work-study students from various departments on campus.

The IC's regular hours are Monday – Thursday from 8am to 7pm and Friday from 8am to 4pm. There are extended weekend hours during finals, which are posted on the IC Campus Offices page

The Imaging Center has two Canon production laser printers[6], two Epson wide-format printers, and two Epson sheet-feed inkjet printers[7]. In addition, the

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[6]Canon production laser printers (https://campus.collegeforcreativestudies.edu/imaging-center/imaging-center-services/ccs-imaging-center-laser-printing/)

[7]two Epson wide-format printers, and two Epson sheet-feed inkjet printers (https://campus.collegeforcreativestudies.edu/imaging-center/imaging-center-services/inkjet-printing-epson/)

IC also offers draft quality wide-format printing on two Epson plotter printers[8]. The latest addition to the IC print services is Risograph printing[9]. Furthermore, the IC offers finishing services[10] which include stack cutting and plastic coil or wire binding.

Students must submit files to the IC that are print-ready via the online print request forms found on the Imaging Center's Campus Office page[11]. Turnaround times for each service vary but generally take between one and two business days. Turnaround times will increase during midterms and finals. Once a print request has been submitted, IC staff will respond with a price quote and an estimated time of completion, along with a link to schedule a pickup appointment. Students can pay for services with cash, credit card, and the CCS Flex.

The Imaging Center will accept staff and faculty print jobs through the Department Print Request Form[12]. 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. Faculty and staff are welcome to print personal projects in the Imaging Center.

For faculty teaching a sponsored project course[13], 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 and budget authorization from Institutional Advancement.

For more information, please visit the Imaging Center's Faculty and Staff information page[14]. The Imaging Center is also available for digital or in-person consultations to assist with proper file setup or to give advice on projects. Consultations can be scheduled by visiting the IC Calendly page[15]. The IC can be contacted at (313) 664-1507 or by emailing ic@collegeforcreativestudies.edu.

6.5 Audio Visual Services

Audio Visual Services[16] provides equipment check-out and AV support for faculty, staff, and students. In addition, Audio Visual Services manages the reser-

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[8] Epson plotter printers (https://campus.collegeforcreativestudies.edu/imaging-center/imaging-center-services/plotter-printing-epson-t5270d/)

[9] Risograph printing (https://campus.collegeforcreativestudies.edu/imaging-center/imaging-center-services/risograph-printing-riso-mf4950/)

[10] finishing services (https://campus.collegeforcreativestudies.edu/imaging-center/imaging-center-services/finishing-services-button-making/)

[11] Imaging Center's Campus Office page (https://campus.collegeforcreativestudies.edu/imaging-center/lets-print/)

[12] Print Request Form (https://campus.collegeforcreativestudies.edu/imaging-center/lets-print/form-department-print-request/)

[13] sponsored project course (https://campus.collegeforcreativestudies.edu/imaging-center/2021/05/26/sponsored-projects/)

[14] Imaging Center's Faculty and Staff information page (https://campus.collegeforcreativestudies.edu/imaging-center/)

[15] IC Calendly page (https://calendly.com/ccs$_i$c)

[16] Audio Visual Services (https://campus.collegeforcreativestudies.edu/avs/)

vations for and supports the Stage, the Green Screen Production studio, the Ford campus Wendell W. Anderson Jr. Auditorium and supports academic events on campus.

The Ford Audio Visual Center (AVC) is located on the first floor of the WBFII Building, room W109. The Ford AVC may be contacted at 313-664-7647. The Taubman Audio Visual Center is located on the 6th floor of the Taubman Center in room 623 and may be contacted at 313-664-1501.

Through the Audio Visual Centers, faculty may request 24 hour usage of equipment such as digital cameras, TV's, projectors, and tablets 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 the classroom). Equipment is limited; please submit all audio/visual requests at least two (2) weeks in advance to ensure that the equipment needed is available. Twenty-four hour rentals are free for faculty and staff; three day rentals are free for students, but students are charged a fee for any equipment returned late. Faculty may also make reservations through the AVC for using the sound or video editing suites, and the Stages located in the WBFII Building. Certain shops, labs, and studios may also be reserved through the AVC and Patron Portal[17]. Reservations can be made by calling one of the Audio Visual Centers, reserving online through Patron Portal, or by emailing avc@collegeforcreativestudies.edu

6.5.1   Equipment Checkout

- Equipment checkouts are free for current CCS students, staff, and faculty. Patrons must present a current CCS ID in order to check out equipment. No ID = No Checkout. Equipment can only be checked out in person and only during checkout desk hours. All checkouts are video recorded and monitored.

- Students may keep equipment for no more than 72 hours for each check out and renew. Students may renew a checkout one time for an additional 72 hours if the equipment has not been reserved.

- Students can check out equipment over spring break and Thanksgiving break.

- Students cannot check out equipment between semesters.

- To ensure student supply, Staff and Faculty can only check out equipment for 24 hours during the active winter and fall semesters.

- The patron is fully responsible for the care and safeguard of all equipment that they check out. The patron must pay close attention to all items being checked out to them. Read and sign the checkout agreement to avoid mistakes.

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[17]Patron Portal (https://ccs.webcheckout.net/patron)

- The patron must check for equipment damage before they take it. Test and report any faulty equipment and return it immediately.

- The centers do not supply AA, AAA, or 9V batteries or media cards. We are not responsible for damage to the patron's card by AVC equipment.

6.5.2   Reservations

- Equipment can be reserved two weeks prior to pick up. Patrons may reserve in person, by phone or email.

- AVC staff are not responsible for miscommunication during phone in reservations or voicemail.

- A reservation confirmation email will be sent to the patron.

- Patrons are responsible for ensuring the information is correct on the reservation confirmation email.

- Reserved equipment will only be held for 30 minutes after the initial reservation. After 30 minutes, equipment not picked up will be available for normal checkout by other patrons.

- Equipment may be held longer for patrons who call to inform of a late pick up.

- The patron who reserved the equipment must pick up equipment.

- Consecutive reservation "No shows" (more than 3 times) may result in the semester suspension of check out privileges.

6.5.3   Returns

- All equipment must be returned on time.

- All equipment must be returned in the condition in which it was checked out (cords wrapped, cases packed neatly and clean).

- A $20.00 fee will be charged if AVC/Photo staff has to repack a disheveled equipment case or clean the returned equipment.

- It is encouraged that the patron stays and observes the AVC/Photo staff while they check in the returned equipment.

- Someone other than the patron who checked the equipment out may return equipment but the patron is still responsible for the condition of the returned equipment and any fees associated with a late return.

6.5.4 Late fees, fines, and suspensions

- Students, Staff, and Faculty are subject to late fines and replacement fees.

- Emails are sent by the system to notify the patron of due equipment and overdue equipment (Read system emails).

- Late fees begin to accumulate 30 minutes after items become overdue.

- Overdue fees accrue by the hour, including up to 5 hours after the checkout center closes.

- Different equipment items have different fine rates. Fines for individual items are calculated independently up to $5.00 per hour.

- Equipment overdue by more than 24 hours will result in accumulated fines and the suspension of checkout privileges.

- 24 hours late = two week suspension plus fines

- 48 hours late = three week suspension plus fines

- A late return that adversely affects another student's reservation and project will result in an automatic four week suspension.

- Equipment overdue by 72 hours will result in a replacement fee, and indefinite suspension of check out privileges. Students will have a hold placed on their academic account. Staff and Faculty supervisors will be notified.

- Equipment overdue by one week will be considered stolen by the patron. A police report and arrest warrant will be issued.

- Overdue fines may be forgiven due to a patron involved in an automotive accident, injury requiring hospitalization, or death.

- Lost, stolen, or damaged equipment will result in a mandatory, non-negotiable, full replacement or repair charge.

- An official police report must be submitted for stolen equipment.

- Consecutive overdue returns and late fees may result in the semester suspension of check out privileges.

- Threatening or rude conduct toward any AVC checkout employee will result in the permanent loss of check out privileges.

- Fines must be paid at the CCS business office.

- Only the Equipment Checkout supervisor or Manager can override policy terms.

ITS_AVC CONTRACT[18]

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[18] ITS_AVC CONTRACT (https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/ITS_AVC-CONTRACT.docx)

6.6   Academic Facilities

Academic Facilities currently include the Metalshop and Foundry, Model shop and Digital Fabrication Lab (CNC/rapid prototyping, and laser cutting), and the Wood shop. These are a group of individually budgeted and managed shops or departments that operate under the Academic Facilities umbrella. The Director reports to the Assistant Dean of Undergraduate Studies at the College. There is a direct line of communication with Academic Affairs and an informal lateral reporting structure with the technical staff for the departments of Art Practice, Craft and Material Studies, and Foundation.

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

Currently, the educational structure for students to be able to work in all of the shops is to complete the Foundation course – DFN 116 3D Design Techniques. Limited access to the Model shop and Digital Fabrication Lab and the Wood shop requires completion of DFN132 – Process and Making. Students who pass these courses with a C (2.0) or better are allowed access to the corresponding shops during their curricular tenure at the college. This provides for entry-level access and does not mean they can use every tool in the shop. Department specific courses are offered that build on these basic skills. Permission to use certain tools must be obtained from the individual shop Manager(s).

The Digital Fabrication Lab, Foundry, Metalshop, Model shop, and Woodshop are not instructional facilities. All faculty are responsible for teaching their students how to utilize the tools and techniques they expect their students to use in the construction of finished projects.

Faculty must notify the shop managers if they wish to instruct their classes in any of the shops at the beginning of each semester. An Academic Project Form is required with a copy of the course syllabus, a complete timeline, roster, and support materials. These forms are necessary for any class project that needs to utilize the shop and will help us to schedule and communicate more effectively. These documents need to be turned in to your Department Chair and to the appropriate Academic Facility Manager at the same time syllabi are due. The reason for this are:

1. Overall student experience, safety, and health precautions.

2. Timelines and scheduled appointments to let the shop be better prepared for your class and identify potential overload. There are classes that are scheduled in the shops and shop classrooms that have priority for work space and equipment.

3. Identify potential training, supplies, equipment, staff, and budget needs.

4. Faculty Training. A Faculty member's personal understanding of how to use the shop equipment does not mean they are teaching consistent and

proper safety techniques to students or know the limitations and require-
ments of the individual facilities.

5. Open shop time is required for students who have course work in the shop
for their curricular requirements. This open work time is at a premium
with the current number of scheduled courses in all Academic Facilities.

Classes that wish to be held in the classroom within any Academic Facility;
foundry, metalshop, model shop or wood shop for the entire semester need to
be scheduled appropriately through Colleague. The curriculum, course content
and learning outcomes for these courses will need to be developed and approved
with the Director of Academic Facilities and the appropriate shop Manager to
ensure that proper operation and safety protocols are included and competency
is benchmarked.

If faculty are not capable of teaching the techniques needed to complete an
assigned project the project should be modified to accommodate the skills of
the instructor, or the instructor should give themselves ample time to learn the
skills they wish to pass on to the student.

Shop technicians and work-study are not necessarily qualified to teach faculty
and students how to use equipment. Nor are they allowed to complete work for
students or faculty during working hours.

A Mandatory Safety Orientation for each individual shop area is required
for all faculty and staff of the college that would like to use the shops in their
course curriculum or would just like to utilize the shops in any capacity. There
is at least one orientation session at the beginning of each semester. Contact
the appropriate shop manager for scheduling.

Forms are required for: Academic projects, individual projects, and inde-
pendent student projects. Hold Harmless Waivers are required for any visiting
artist or anyone that is going to be in the shop working in any capacity and is
not enrolled or in the College payroll system, as they are not covered by any
liability insurance.

6.6.1   Director of Academic Facilities

The Director of Academic Facilities oversees all Academic Facilities operations,
equipment, technology, and strategic planning. The Director works with faculty,
staff, and students to strengthen the infrastructure for teaching and to learn in
an interdisciplinary environment through the safe operation of the academic fa-
cilities. The Director of Academic Facilities provides direction and support for
pedagogy, research, operations, equipment purchasing, training, growth, and
technology. The Director is an ex-official member of the Health and Safety
Committee of the Faculty Assembly that works to create a policy that improves
and supports a safe and healthy working environment campus-wide and com-
municates those policies to the larger CCS community.

6.6.2   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 fires 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.

6.6.3   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 department's responsibility to inform Campus Facilities of hazardous waste located in areas other than the shops and labs.

6.6.4   Tools And Equipment

Certain materials are available for purchase in the shops and labs. The Campus Bookstore stocks basic personal protection equipment — face masks, gloves, and safety glasses for sale. Faculty and staff must instruct and require users of the shop to use the proper safety gear in the appropriate manner.

6.7   Galleries

6.7.1   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, fostering intellectual inquiry, and 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, catalogs, 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.

6.7.2   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 5,500 square feet of event space available for internal and external use.

The Valade Family Gallery showcases the work of visiting artists, alumni, faculty, and staff. 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.

6.7.3   U245 Gallery

The U245 Gallery is a student-managed gallery exhibition space that offers CCS students from all departments 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. Exhibitions are open to the public.

The Chair of the Art Practice department or their designee serves as Faculty Advisor for U245 Gallery. Two work-study positions are available annually for two students from any department to manage the exhibition proposal and curatorial process. The Art Practice Chair (or faculty designee) hires the work-study positions and serves as the U245 faculty advisor. When necessary, Exhibit Services may support the installation of work.

6.7.4   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 exhibitions 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.

6.8 Auditoria

6.8.1 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 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, lecture recording, and streaming, 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. 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.

6.8.2 General Motors Auditorium

The General Motors Auditorium is located on the 11th floor of the Taubman Center within the Benson and 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 pre-function area for auditorium events and also a site for exhibits, meetings, and other smaller events.

6.9 Lecture Series

6.9.1 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 Art Practice, 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.

6.9.2 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. Academic Affairs manages

the Series, including scheduling guest lecturers and special workshops. Ideas for lecturers are generated by the Chairs and their Departments when requested in February. The Speakers and Exhibitions Committee then reviews submissions and approves six-eight with two alternatives. The lecture schedule is determined by April end of the next academic year.

6.10 Community Outreach

6.10.1 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.

6.10.2 Precollege And Continuing Studies

The Precollege and Continuing Studies (PCCS) department at CCS offers art and design courses for people of all ages; pre-college programs such as Precollege Summer Experience, Teen Summer Camps, Dual Enrollment, youth programs such as Second Saturdays and Summer youth day camps; adult non-credit courses, certificate programs; and professional development programs.

6.10.3 Community Arts Partnerships

The 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.

6.11 Design Core Detroit

Design Core Detroit is an economic development organization within the College with the mission of developing Detroit into a global resource for creative talent. Design Core serves design-driven industries that specialize in design or utilize design as a central discipline of their business strategy. The steward of Detroit's UNESCO City of Design designation, Design Core is located on the first floor of the A. Alfred Taubman Center for Design Education. Design Core Detroit champions design-driven businesses and their role in strengthening Detroit's economy through its three main programs: Detroit Design Network, Detroit Month of Design, and Detroit City of Design. It offers services to strengthen, grow and attract design businesses, increases market demand for design services and tells Detroit's design story locally and globally. More information can be found at designcore.org[19].

6.12 Book And Art Supply Stores

The CCS Bookstore[20] 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 Monday through Friday, 9:00 AM to 4:00 PM. Textbooks and other supplies[21] are stocked each semester based on the faculty's needs. The bookstore sends out a request to all academic departments in January for information regarding required texts for the full academic year. Based on these requests, the bookstore will carry the necessary textbooks and supplies. Federal guidelines require that textbook information for required books are available when registration is open for their courses.

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[19]designcore.org (https://designcore.org)
[20]CCS Bookstore (https://campus.collegeforcreativestudies.edu/bookstore/)
[21]other supplies (https://bookstore.collegeforcreativestudies.edu/)

Chapter 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 Office is located in the Yamasaki Building, main floor. Please make sure to have your CCS ID.

Business Services Training Manual[1].

7.3 Information Technology Services

Information Technology Services (ITS) supports the College's mission by implementing and maintaining academic, administrative, and enterprise (shared) infrastructure technologies and systems. These include the institution's administrative and student information systems software, Colleague; the institutional communication portal, Canvas; the room scheduling system, R25; as well as managing the institutional technology help desk. ITS also manages the campus-wide network and Internet access, email, and voice and data services.

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[1]Business Services Training Manual (
   https://campus.collegeforcreativestudies.edu/policy/wp-
   content/uploads/sites/7/Business-Services-Training-Manual-01-14-19.pdf)

ITS further oversees compliance with required governmental and contractual policies and protocols. Finally, ITS manages the College's physical and virtual computing resources including computer labs, virtual desktop infrastructure, and faculty and staff computers.

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. Personal mail sent from CCS must have the proper postage affixed. Under no circumstances may CCS postage be used for personal mail.

7.5   Campus Safety

7.5.1   Campus Safety

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.

Campus Safety participates in new student orientation and offers periodic specialized training on topics such as active shooter is provided, in coordination with the Student Affairs Office.

Campus Safety also maintains fifty-eight First Aid stations located throughout the campuses that provide immediately 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.

7.5.2 Campus Emergency Alert Program

The College for Creative Studies uses an electronic emergency notification system called Alert Emergency Notification System. This system has the capability of sending electronic emergency notices regarding severe weather, school closings and emergency situations to all students, staff and faculty via their CCS email account, and cell phone (if registered with the Alert system). In the event of an emergency situation on campus, the message will include the location of the emergency and instructions on what action to take. Register your information with the Campus Emergency Alert Program by going to your Blackboard account and completing the alert notification system section.

7.5.3 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 Center) 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.

Victims of a crime while on campus or in the vicinity of campus should call Campus Safety 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 an escort is needed anywhere on campus, the patron should dial extension 7444 at the Ford Campus and 1444 at the Taubman Center and let the Campus Safety officer know their location. The on duty supervisor will send a Campus Safety officer to escort them to their 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.

7.5.4   Crisis Management Plan

The College has a Crisis Management Plan[2], 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[3] is available on the CCS Policy Database and, additionally, a pamphlet is available from Campus Safety with important summary information.

7.6   Institutional Advancement

7.6.1   Institutional Advancement

Philanthropy helps the College for Creative Studies accomplish its mission by supporting scholarships, faculty, programs, student wellbeing, facilities, and more. 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 the acceptance of charitable gifts, fundraising initiatives, and alumni engagement at the College-level to complement activities at the department level. Moreover, IA collaborates with the Office of Partnerships (7.6.5), to support their leadership efforts to engage the Corporate community in support of funds to impact the College.

7.6.2   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, new initiatives, endowed programs, and positions, reducing the financial burden of students through scholarships, capital improvements, and more. The Development team is also responsible for all gift processing, compliance with IRS laws related to receipting/acknowledgment of gifts, documentation of gifts to support the audit and donor intention, coordination with the Office of Business Services related to philanthropy, as well as coordinating efforts on behalf of the College related to donor relations and stewardship.

If faculty and staff are interested in raising money or securing/accepting a gift-in-kind for a project or initiative, they should begin by discussing their idea with their Department Chair and/or Dean to ensure that their initiative

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[2]Crisis Management Plan (https://campus.collegeforcreativestudies.edu/policy/emergency-response-and-crisis-management-plan/)

[3]full plan (https://campus.collegeforcreativestudies.edu/policy/emergency-response-and-crisis-management-plan/)

aligns with the College's mission and priorities. Once approved at a conceptual level, faculty and staff should contact the Office of Institutional Advancement for further conversation. Policies related to fundraising may be found in the policy database in the section pertaining to Fundraising and Marketing[4] or by searching the database using the keywords "charitable gifts[5]."

For gifts-in-kind specifically, the College accepts gifts-in-kind on a limited basis and they must be approved by Institutional Advancement (IA) in advance of accepting any such gift. If the donor stated value of the gift exceeds $105,000, approval by the Vice President for Administration and Finance is also required to ensure the College is complying with IRS laws that require an independent appraisal/documentation to determine the value of goods, reporting after use/sale, and more. Refer to the policy in the College's database titled, "Charitable Gifts – Types and Acceptance[6]" for additional information. The Gift-in-Kind Form[7] can be obtained from the Institutional Advancement[8] (IA) office and should be returned to IA once the donor completes the form for acknowledgment and record-keeping purposes.

7.6.3 Marketing And Communications

Marketing And Communications

The Marketing and Communications unit is responsible for planning, budgeting, writing, design, production and distribution of official 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, or web-based marketing materials should contact the Director of Marketing or the Director of Communications. CCS personnel other than Marketing and Communications staff should not hire designers, contract printing, or develop websites or social media channels for external audiences without the involvement of Marketing and Communications. All external print jobs must go through the Marketing and Communications office.

Public Relations

Public Relations, primarily news media outreach, is managed from within Marketing and Communications. The CCS Public Relations function is charged

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[4]Fundraising and Marketing (
    https://campus.collegeforcreativestudies.edu/policy/category/fundraising-marketing/)
[5]charitable gifts (https://campus.collegeforcreativestudies.edu/policy/?s=charitable+gifts
[6]Charitable Gifts – Types and Acceptance (
    https://campus.collegeforcreativestudies.edu/policy/charitable-gifts-types-and-
    acceptance/)
[7]Gift-in-Kind Form (
    https://campus.collegeforcreativestudies.edu/institutional-advancement/)
[8]Institutional Advancement (
    https://campus.collegeforcreativestudies.edu/institutional-advancement/)

with engaging key audiences (potential students, donors and potential donors, industry and government opinion leaders) to promote and strengthen the CCS brand image. Communications staff initiates and maintains relationships with the media, promotes newsworthy CCS events and activities to key audience segments, manages CCS announcements, and engages external public relations consulting support. Any requests made to faculty or staff for media interviews, tours, etc. should be run through the Director of Communications prior to being accepted.

7.6.4 Special Events

The Special Events is responsible for overseeing all the logistics of fundraising, 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 spaces for purposes other than regular classes. The events team books facilities ensuring that the appropriate facilities 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 the Facility Use and Special Events Manual.

7.6.5 Office of Partnerships

Corporate and community partnerships are central to CCS's educational mission. Collaborating with external partners enhances CCS' ability to assure success by keeping the institution's programs' curricula on the cutting edge. In turn, businesses recognize the importance of creative professionals to economic competitiveness, and industries across the world seek the creatives that CCS produces. The newly established CCS Office of Partnerships is the entry point for external partners to connect with the talent and resources that exist at the College. The team will help external partners engage with CCS in meaningful ways and will develop and sustain long-term partnerships and relationships that fit the mission and vision of the College. In addition, the team will deliver career development services to students and support the growth of experiential learning at the college.

Chapter 8

Administrative Policies And Procedures

8.1 Personnel Records

8.1.1 Staff

A master personnel record containing administrative staff 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. No information, except verification of employment dates and job title, 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 administrative staff 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.

Administrative staff have the right to review their Personnel Record in the Human Resources office, with a prior appointment. These Personnel Records are confidential and may only be reviewed by the administrative member, or the appropriate supervisory personnel of the administrative staff member.

8.1.2 Faculty

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 Academic Affairs 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 and job title, 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 Academic Affairs 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

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 cost center directors, 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   Contractural 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:

- Faculty members may recommend contractual commitments to their department Chairs or directors.

- Department Chairs may initiate and recommend contractual commitments within their area of responsibility to the appropriate Dean.

- The appropriate Dean and/or the Vice-President for Administration and Finance must review and approve all contractual commitments for official authorization.

- 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 close or 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. Closings and class cancellations will also be announced through Campus Emergency Alert Program, the College emergency notification system.

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

8.5 Identification Cards

Identification cards are issued to all employees at the time of hire. Faculty must display their ID card at all times while they are on campus and must present it when asked by Security personnel. ID cards are issued through the Campus Safety and Security Office, upon completion of new hire employment forms with the Human Resources Office. Faculty are responsible for their ID card; if lost, there will be a $20 replacement fee.

8.6 Access To Buildings And Parking Areas

Faculty who need access to College buildings outside of posted hours should contact the CCS Ford Campus Security Office at 313-664-7444 or the Taubman

Security Office at 313-664-1444. They must check in with the Security Office upon arrival and check out when departing. The faculty member's CCS ID must be presented to be admitted to the building.

8.7   Keys

Keys for use on gates, doors, desks, file cabinets, vehicles and other CCS equipment are issued through the Facilities Department. They remain the property of CCS. If you are provided with a key, you are responsible for its safekeeping. You will be required to pay for the replacement of lost or stolen keys that have been assigned to you. If your job changes or you leave CCS, you must return all keys to the 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 and students 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 or classroom creates a distraction, for the parent or custodian, for other employees and for students, impeding the performance of College duties and could also endanger the child. The immediate supervisor or instructor will counsel or notify employees or students who bring children to campus without proper authorization in advance.

8.8.1   Exceptions For Employees

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

- College for Creative Studies sponsored special events

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

8.8.2 Exceptions For Students

- delivering College-related work (forms, registration, reports, grades, pay a bill, etc.)

- bringing a new baby, outside of class time, to introduce to classmates, instructors

- College for Creative Studies sponsored special events

Other conditions to bring children to campus will need approval from the Dean of Students.

8.9 College Purchasing

A purchase order is a promise to pay for goods and services that is sent to a vendor in order to process an order before payment is received. A purchase order MUST be used to procure goods and services unless prior authorization has been obtained from the office of the Vice President of Finance/CFO or is travel and entertainment related. The VP of Finance/CFO must sign all capital purchase orders. Any purchases made by an employee without prior authorization may not be reimbursed!

Mastercards are available and provided to employees for the purpose of charging legitimate travel and entertainment expenses to the College. Cardholders should not use the corporate credit cards to circumvent the Colleges purchasing function by charging for other than approved travel-related expenses unless previously approved by the VP of Finance/CFO. Authorization to obtain a card must be through the VP of Finance/CFO. Although the card is issued in an individual's name, it should be considered College property. Complete details and more information may be obtained through the Business Services department.

The purchase requisition form[1] is available on the public directory in the Business Services folder and on the office's campus office page. This is an electronic form.

8.9.1 Credit Application

Credit applications are available from Business Services. It may be necessary to send a credit application to a new vendor so a PO will be accepted. If a new vendor requires the completion of their credit application, please contact the Business Services Department.

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[1]purchase requisition form (https://campus.collegeforcreativestudies.edu/business-services/wp-content/uploads/sites/24/2020/06/Purchase_Req.xlsx)

8.9.2   Tax-Exempt

CCS is a non-profit organization and is tax-exempt. The College's tax-exempt ID # is available from Business Services, as well as a tax-exempt letter. Business Services can provide a copy of a W-9 form, the Request for Taxpayer Identification and Certification if necessary.

8.10   CCS Smoking Policy

State and local laws prohibit smoking in all parts of College buildings. City ordinance prohibits smoking within 15 feet of any building entrance. The detailed CCS Smoking Policy[2] can be found in the College's Policy Database.

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 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.

8.11.1   Prohibited Communications

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

- discriminatory, annoying, or harassing;

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[2]CCS Smoking Policy (https://campus.collegeforcreativestudies.edu/policy/smoking/)

- 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.

8.11.2   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.

8.11.3   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.

8.11.4   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. In most cases, educational use only is allowed by the license and software licensed by the College may not be used for personal, professional, or profit making use.

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.

8.11.5   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.

See also the College's Information Security Plan[3] which can be found on the CCS Policy Database.

8.11.6   Confidential Information

The confidentiality of student and employee records is protected by state and federal laws. No employee may access confidential information unless authorized

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[3]Information Security Plan (
    https://campus.collegeforcreativestudies.edu/policy/information-security-plan/)

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.

Please also see the College's FERPA Policy[4] which can be found on the CCS Policy Database.

8.11.7 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.

8.11.8 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.

Complete technology-related policies[5] can be found on the CCS policy database.

8.12 Social Media Policy

Policies related to the development, design, maintenance, and use of CCS Social media sites[6] can be found on the Policy database.

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[4]FERPA Policy (https://campus.collegeforcreativestudies.edu/policy/family-educational-rights-and-privacy-act-ferpa/)

[5]Complete technology-related policies (https://campus.collegeforcreativestudies.edu/policy/category/facilities-technology/)

[6]CCS Social media sites (https://campus.collegeforcreativestudies.edu/policy/ccs-social-media-policy/)

8.13   Field Trips

From time to time, a faculty member will want to take a group of students on a field trip. Faculty should follow the Student Domestic Travel Policy and Procedures for all field trips and ensure that students complete the field trip waiver of liability form[7].

8.14   International Travel Policy

The College for Creative Studies (CCS) is committed to developing global partnerships, increasing international diversity on campus, and providing international study opportunities for students.

The College and the individual travelers have a responsibility for promoting health, safety, and security while traveling abroad. This policy defines institutional requirements that promote safety during international travel.

Individual travelers are responsible for compliance with this international travel policy. Academic departments and College offices sponsoring CCS Related Travel are responsible for informing travelers of this international travel policy and for facilitating compliance for individuals where appropriate.

The International Travel Policy[8] outlines the College's requirements for CCS related travel abroad.

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[7]field trip waiver of liability form (https://campus.collegeforcreativestudies.edu/policy/wp-content/uploads/sites/7/form_field_trip_waivers.pdf)

[8]International Travel Policy (https://campus.collegeforcreativestudies.edu/policy/international-travel/)