

Stakeholder Groups														
Template Key P - Propose A - Approve (moves to the next level) I - Provide Input D - Decide (final approval)--shade in box in red N - Notify	Board	President	Chair(s)	Applicable Dean(s)	Faculty Assembly	Select Faculty	Leadership Team	Appropriate Director(s) or Manager(s)	Staff Assembly	Student Assembly	Select Students	Supervisor(s)	Other (i.e. Legal Counsel, Third Party Contractor, etc.)	Notes
Speakers & Exhibitions + Exhibition Services														
Exhibitions:														
Payment for lost or damaged student artwork		D	I	A	A	D	I, N			P				CCS has an explicit policy stating that the College will not cover the loss or damage of any student artwork on campus for any reason. However, exceptions have been made, and exceptions may occur in the future. This row refers specifically to exceptions to the policy.
Exhibitions programming line-up decisions			P, I	I	P		P, D, N				I			All CCS faculty and staff may propose specific exhibition ideas to the Gallery Coordinator via the online Speakers & Exhibitions proposal form. Gallery Coordinator considers the themes, quality, budget, scheduling logistics, and installation/production logistics of the proposal, and considers the proposal along with Director of Exhibition Services. Conversations are held between Gallery Coordinator and the staff/faculty proposing the exhibition, and may occasionally include Deans, department Chairs, and department Supervisors as necessary to get the whole picture of the proposal. Gallery Coordinator approves final decision and notifies the person who submitted the proposal.
Utilizing Exhibition Services resources for non-exhibition needs and projects						D	P, I, N				A			Occasionally, faculty, program managers, or other staff may request the use of items such as pedestals, plinths, vitrines, tools, and hardware for non-exhibition needs on campus. This row shows the flow of decision making for considering such exceptions.

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Approval of proposals for Woodward and Toyota speakers			I, P	P	P		A, D, N	P				I		All CCS faculty and staff may propose specific lecture ideas to the Gallery Coordinator via the online Speakers & Exhibitions proposal form. Gallery Coordinator considers the themes, quality, budget, and scheduling logistics of the proposal. Conversations are held between Gallery Coordinator and the staff/faculty proposing the exhibition, and may occasionally include Deans, department Chairs, and department Supervisors as necessary to get the whole picture of the proposal. Gallery Coordinator approves final decision and notifies the person who submitted the proposal.
Assigning budget amounts for specific Woodward and Toyota Lectures							P, A, D, N					I		Gallery Coordinator sets budget line items such as honorarium, lodging and travel expenses, and additional administrative expenses, in line with what is available in the budget center.

Notes:

**indicates as needed/applicable*

Please shade any D boxes in red for ease in identifying the final decision owner.