



Columbus College
of Art & Design

FACULTY HANDBOOK

2017

TABLE OF CONTENTS

SECTION I: WELCOME	3
1.1 A MESSAGE FROM THE PROVOST.....	3
1.2 FUNCTION OF THIS HANDBOOK	3
1.3 FACULTY CULTURE	3
SECTION II: ABOUT THE COLLEGE	5
2.1 MISSION, VISION, AND VALUES.....	5
2.2 ACADEMIC FREEDOM AND INTELLECTUAL PROPERTY.....	6
SECTION III: ORGANIZATIONAL INFORMATION.....	7
3.1 ACCREDITATION AND AFFILIATION.....	7
3.2 CCAD STRUCTURE	7
3.3 FACULTY ROLES	7
3.4 FACULTY BYLAWS.....	10
3.5 VOLUNTARY FACULTY GRIEVANCE PROCEDURE	16
SECTION IV: TEACHING AT CCAD	19
4.1 GETTING STARTED	19
4.2 MANAGING THE TERM.....	21
4.3 END OF TERM	22
4.4 LIBRARY RESOURCES	23
4.5 STUDENT RESOURCES	25
4.6 IMPORTANT ACADEMIC POLICIES.....	25
4.7 FACULTY EVALUATIONS	31
4.8 FACULTY CONTRACTS	34
4.9 FACULTY BENEFITS.....	38
4.10 FACULTY RANK AND PROMOTION	46
4.11 ADDITIONAL RESOURCES AND POLICIES.....	49
SECTION V: GENERAL EMPLOYMENT AT CCAD.....	54
5.1 EQUAL OPPORTUNITY.....	54
5.2 SAFE WORKPLACE.....	54
5.3 ALCOHOL AT COLLEGE-SPONSORED EVENTS	56
5.4 CAMPUS SAFETY	57
5.5 CHILD PROTECTION POLICY.....	57
5.6 BODILY FLUIDS POLICY	62
5.7 CLEAN AIR.....	62
5.8 DRUG-FREE WORKPLACE & SUBSTANCE/ALCOHOL POLICIES	63
5.9 SECURITY	63
5.10 SOLICITATION & DISTRIBUTION.....	63
5.11 WEAPONS POLICY.....	63
5.12 ANIMALS ON COLLEGE PREMISES	64
5.13 EMPLOYMENT RECORDS	65
5.14 COMMUNICATION AND TECHNOLOGY.....	66
5.15 FACULTY & STAFF ABSENCE AND LEAVE POLICIES	69
5.16 GENERAL POLICIES	72

Section I: Welcome

1.1 A Message from the Provost

Welcome to the Columbus College of Art & Design (CCAD); the college was founded in 1879 by five women with a desire to change the culture of a community and give students the opportunity to practice and discuss fine art. One hundred and thirty-eight years later, CCAD offers twelve Bachelor of Fine Arts degrees in art, design and visual culture (Advertising & Graphic Design, Animation, Comic & Narrative Art, Contemporary Crafts, Fashion Design, Film & Video, Fine Arts, History of Art & Visual Culture, Illustration, Industrial Design, Interior Design, and Photography); and two graduate programs, a Master of Fine Arts: New Projects and a Master in Design in Integrative Design. CCAD is dedicated to providing our students with an outstanding educational experience through the highest quality curricula delivered by professional faculty. Through transformative learning experiences, a connection to industry and the creative economy in Columbus, CCAD's faculty develop students' professional capacity to become creative leaders, preparing them to be ready upon graduation to impact culture and commerce as artists and designers.

1.2 Function of this Handbook

This Faculty Handbook does not contain contractual commitments of any nature. Instead, an annual contract states all conditions of the contractual relationship between each faculty member and the college. The handbook is designed to provide general information to faculty on the benefits, policies, and procedures for operations and decision-making within the college community. The college reserves the right to change, modify, or eliminate any policy, condition of employment, plan, program, or benefit described in this Faculty Handbook. The timing of changes will not always coincide with Faculty Handbook revisions and re-publication. Academic Council and Faculty Council will review this handbook annually and seek faculty opinions on any proposed changes, and recommend amendments or changes to the Provost. Likewise, the Provost may bring proposed changes to either group for consultation. CCAD policies will be revised as needed. The online version of the handbook will reflect the most current changes, which is available on the website. The Human Resources Office will coordinate the CCAD employment orientation process, which includes a brief introduction to the college and completion of the necessary employment and benefits forms. New faculty orientation is provided by the Provost's office and provides information on teaching at CCAD.

1.3 Faculty Culture

As a college, CCAD strives to promote a culture of openness and collegiality. We value our commitment to one another as colleagues, artists, designers, and educators. It is with this intent that we continue to look for ways for faculty and staff to come together and support one another. As such, here are some suggestions to promote and support our CCAD faculty culture:

Open your door

Invite other faculty and staff to visiting artists and scholars talks, student reviews or presentations. Get to know the other faculty and staff on campus. Have lunch with your colleagues. Visit labs and classrooms in areas you might not frequent often. Or...just leave your door open. And, invite others to do the same.

Participate

Make a point to attend events in other departments, as well as your own. It's great to hear what else is going on around campus and for your students to see you outside of the formal classroom. Think about other ways you might participate in activities, meetings, or events.

Collaborate

Seek out advice or guidance from colleagues who may be doing similar things with their classes or projects. Collaborate with other faculty on a class or project. Or, think of ways to get your students to collaborate with other majors. It mixes things up and helps us maintain mutual respect for our disciplines. CCAD becomes stronger as we work together to find solutions for current and future challenges.

Respect

Find common ways to respect and communicate effectively with your colleagues. CCAD is a rich environment of studio and design disciplines each with its own vocabulary and standards. All are important and valued.

Communicate

All of the above necessitates good communications skills. Respond to emails in a timely manner, let your colleagues know about events in your department or practice. Add to the conversation at CCAD and beyond with social media and out in the community – you are a voice/ambassador for CCAD.

Shared Governance

CCAD is committed to shared governance through participation of its constituents at many levels. The college has made such a commitment in a variety of ways ranging from preparation of operating budgets to advisory committees. The college administration and Board of Trustees are committed to broadening the decision-making process to receive input from many sources, including but not limited to faculty, staff, and students. In college operations, shared governance at CCAD is a process where each person takes responsibility and professional pride in successfully performing a specific set of duties, while respectfully offering counsel on the performance of others.

Shared governance is not rule by consensus. The fiduciary responsibilities of the Board of Trustees and its role in establishing college policy will not be abrogated. Similarly, the administration of the college has responsibility and is held accountable for a variety of managerial, legal, and operational matters. Still, CCAD believes that the best decisions come from open discussion and by welcoming input and counsel from others. Thus, the governance of the college is shared with its stakeholders in a variety of ways.

Faculty contribute to decision-making by attending and participating in department meetings and serving on standing or ad hoc committees and councils. Faculty interests are also served through the Office of the Provost, the Faculty Assembly, the Faculty Council, and the Faculty Council President. Individual faculty members are always welcome to discuss any issue with the college's administration, including the School Deans, Provost, and President.

Section II: About the College

2.1 Mission, Vision, Motto, and Values

Vision

CCAD will be recognized as a top-tier college of art and design, a cultural leader, and the engine of Columbus's creative economy. CCAD will have a global reputation for delivering an innovative and relevant creative educational experience of value to its students, alumni, and society.

Mission

CCAD fosters a community that educates diverse students so they can unleash their creative power to shape culture and commerce.

Motto

Think. Do. Thrive.

Workplace Values

CCAD values every member of our community and together we focus on student and institutional success. The CCAD community expects:

- Respect
 - Be respectful in tone and with people's time, and offer constructive criticism
 - Be transparent by communicating directly, clearly, and in a timely manner
- Positivity
 - Be supportive and praise your peers
 - Assume positive intent and competency
- Inspiration
 - Model the behavior you want to see in others
 - Embrace change and innovative thinking
- Accountability
 - Be accountable to one another at all levels
 - Lead from every seat and with a "we"

Institutional Values: What makes us "us"

The CCAD community...

- Is invested and engaged. Faculty and staff provide deep mentorship, support, and attention.
- Challenges students to be their best. We value rigor and have a passion for excellence. We see potential and help students to achieve it.
- Fuels the creative economy and culture of Columbus. Here, students can enjoy a thriving art and design scene, have an impact on the creative community, and take risks.
- Prepares students for a creative career. We provide a relevant art and design education that teaches students to be creative citizens, make a creative living, and lead a creative life.
- Is a supportive, inclusive community. The CCAD campus is a place where a diverse group of students can belong and thrive.
- Is responsive and nimble. We're leading the way in a world that is changing. Our flexible curriculum provides students with the 21st century learning outcomes that will help them succeed in any field.

2.2 Academic Freedom and Intellectual Property

Academic Freedom

Each faculty member is entitled to full freedom in research and creative work, and in the publication and exhibition of the results. The faculty is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to this subject.

Intellectual Property

CCAD affirms its commitment to the personal ownership of creative and intellectual property rights to works by its faculty members. CCAD supports the full and complete property rights of its faculty in any and all materials related to faculty academic work—including but not limited to, art objects and such materials as lecture notes, lecture transcripts and recordings (audio or visual), works of original authorship (including literary and artistic works, and including documentation of these, such as photographs of artworks), compilations of information such as databases, and any other research, scholarly or creative work and its derivatives unless the work has been specifically assigned to or commissioned by CCAD, or produced by agreement to create such works.

Intellectual property rights arising out of such academic and artistic work ordinarily belong to the individual faculty members. Except for works that have been specifically commissioned or created pursuant to an agreement to create such works, the college does not claim copyright ownership of faculty created artwork, textbooks, monographs, scholarly works, publications in professional, trade, or popular journals or periodicals, creative artistic works, and instructional materials, including courseware, multimedia products and materials prepared for telecommunication or other technologically assisted delivery of instruction (“intellectual property”).

The college may use faculty-owned intellectual property created or used by the faculty member in the course of instruction by whatever means now in existence or developed in the future for educational and research purposes in perpetuity. The right of the college to use such property arises automatically and no additional formality shall be required. No royalty shall be payable for the use, since mutual benefit is realized by CCAD and the faculty member.

The right to use includes the right of the college to offer the course, or to develop and offer derivative courses of instruction, in both conventional and non-conventional settings (including courses intended for use in Internet distance-education projects), whether at CCAD or elsewhere, even if the faculty member in whom the individual rights otherwise vest should leave the college. CCAD at its discretion may alter, add to, or otherwise change the intellectual property.

Copyright Laws

It is the policy of CCAD that all employees follow current guidelines for permissible copying for educational purposes in accordance with Title 17 U.S. Code, Section 107 of the Copyright Act of 1976. Any individual making improper copies is personally liable for copyright infringement. College employees are advised to refuse to reproduce copyrighted material without written permission of the copyright holder or its agent. The CCAD library will not accept unauthorized photocopies of copyrighted materials for reserve. Acceptable formats for reserve materials include the following: original publications; photocopies on which royalties have been paid or for which written permission has been secured; and non-restricted, non-copyrighted materials.

Section III: Organizational Information

3.1 Accreditation and Affiliation

CCAD is accredited by the National Association of Schools of Art and Design ([NASAD](#)) and the Higher Learning Commission ([HLC](#)). CCAD is also affiliated with many academic organizations, including the Association of Independent Colleges of Art and Design ([AICAD](#)) and the Association of Independent Colleges and Universities of Ohio ([AICUO](#))

3.2 CCAD Structure

CCAD is a nonprofit organization under the laws of the State of Ohio, governed and managed under the direction of the Board of Trustees. The Board is responsible for appointing the college's President, and the President appoints the Provost, who is responsible for oversight of all faculty and academic programs. To assist in managing the academic affairs of the college, the Provost appoints the Deans of the School of Design Arts (SODA) and School of Studio Arts (SOSA), as well as the Director of Graduate Studies. All other academic reports fall within this structure. While the college vigorously encourages shared governance, the fiduciary responsibilities of the Board of Trustees and their role in establishing college policy shall not be abrogated. Similarly, the senior administration of the college has specific responsibilities and is held accountable for a variety of managerial, legal, and operational matters.

3.3 Faculty Roles

Faculty Privileges and Responsibilities

In general, the Faculty, Program Chairs, Directors, Department Heads, School Deans, and the Provost, with the approval of the President and the Board of Trustees, develop and implement educational programs consistent with the educational policies of the college. Faculty responsibilities include the writing and teaching of curriculum, recommending degree requirements, determining methods of instruction, advising on aspects of student life directly related to the learning process, assisting in the creation of an environment to facilitate teaching and learning, and demonstration of professional behavior through creative and scholarly activities.

Hiring Authority

The authority to hire and retain regular faculty members is vested solely in the Provost. CCAD gives notice of employment opportunities by appropriate publication and follows regular procedures in the evaluation of applicants. When searching for a new full-time faculty member, a School Dean or the Director of Graduate Studies will form a consultative search committee under the guidance of the Provost. This ad hoc search committee is composed of at least three full-time ranked faculty members – two from the School for which the hire is being made and one from outside the School or from Liberal Arts faculty. The School Dean or the Director of Graduate Studies acts as an ex officio member of the full-time faculty search committees in their school. At the conclusion of a search, the search committee is charged with making at least two un-ranked recommendations to the Dean or Director, and they in turn make recommendations to the Provost, who then approves the terms of appointment and hiring.

Other than the Provost, no agent of the college is authorized to make an offer of hire to become faculty. The Provost reserves the right to declare any search as failed if either the process or the candidate pool do not meet college standards or policies. Annual contracts are issued by the Provost, under the authority of the President and Board of Trustees. Appointments are made on the basis of class availability, scheduling needs, faculty expertise, teaching quality, and other general factors that the college must take into consideration when maintaining excellence through balanced, consistent programming. All recruitment and retention decisions are based on credentials, experience, abilities, talent, and results. Equal employment opportunities are granted to all qualified individuals without regard to race, religion, color, gender, age, national origin, non-disqualifying disability, veteran status, sexual orientation, or any other legally protected class status. CCAD does not have a tenure system. Appointment to the faculty carries with it no assurance of future appointment beyond the term of appointment in effect.

Regular Faculty

Regular faculty members are hired on annual contracts, normally full-time, and are eligible for rank and promotion according to the policies outlined in this handbook. Specific contractual terms of employment are outlined in the annual contract. After seven years of service, and depending upon the needs of the college and the faculty's member performance evaluations, a supervising Dean or Director may recommend a faculty member be offered a three-year contract.

Adjunct Faculty

Any faculty without a regular faculty status is considered adjunct faculty regardless of the type of teaching or programming assignment. Adjuncts are temporary employees of CCAD hired by a School Dean, Program Chair, Department Head, Director, the Admissions Department or the One-Stop for regular courses, College PreView, Discovery Club, Educators' Summer Studio, Community Education, Saturday Morning Art Classes, and Creative Summer Workshops (hereinafter referred to as Supervisors). Adjuncts are not eligible for benefits and are compensated on a per-course basis limited to no more than 24 total contact hours for studio classes or 12 for liberal arts classes (including equivalent noncredit teaching) in a 12-month period. Exceptions to contact hour limits must be discussed with the Office of Human Resources. Prospective adjunct faculty are recommended by the supervisor of their area and approved by the appropriate school Dean and the Provost. Upon approval of the hire, adjunct faculty members receive a one-term contract.

Supervisors are encouraged to regularly seek candidates for a pool of eligible adjunct instructors who can be contacted when adjunct teaching in their area of expertise is needed. The Office of Human Resources facilitates the search process with advertisements, however Supervisors, with approval from their School Dean or Director of Graduate Studies may contact individuals directly to solicit applications for adjunct teaching positions available at CCAD. Candidates should be highly qualified, having obtained the terminal degree in their field or equivalent professional experience. Supervisors will receive applicants' Curriculum Vitae, transcripts, and portfolios, and will contact qualified applicants to determine a short list of candidates with whom they will conduct interviews. The search process should be conducted as early as possible, preferably one semester (3-4 months) prior to the start date. Once the supervisor has determined which candidate they wish to hire, they will submit a Recommendation to Hire form to the appropriate School Dean and the Provost. The Office of Human Resources creates a contract to the candidate in line with college standards.

Special Note on Responsibilities for Adjunct Faculty

All adjunct faculty, including those for College PreView, Discovery Club, Educators' Summer Studio, Community Education, Saturday Morning Art Classes, and Creative Summer Workshops may be required to attend meetings and events as requested by their School Deans, Program Chairs, Department Heads, the Admissions Department, or the One-Stop.

Visiting Full-time Faculty

A qualified faculty member hired full-time for one year who is not eligible for rank. The contract may be renewed for up to three years. The contract is not eligible for renewal after the third contract year. However, the visiting full-time faculty may apply for an open regular faculty position during a search process, or may be converted to regular faculty at the discretion of the Provost. Visiting full-time faculty carries all the rights and responsibilities of regular faculty.

Visiting Artist or Residency Artist

A highly qualified artist or scholar who is appointed for a period of one year or less to teach and/or pursue other projects at the college.

Emeritus

Professor Emeritus is an honorary rank conferred by the Provost on those retiring faculty members who have had a long and distinguished career and meet the college's requirements for emeritus status. See section 4.9 for the emeritus requirements and benefits.

Administrative Designations

The positions of academic Dean and Director are administrative appointments with faculty rank. Deans and Directors are appointed by the Provost. The Provost may convene a search committee. Deans may choose to appoint leadership for programs and departments within a School or Area, such as Program Chairs, Department Heads, Associate Directors, and Coordinators.

Staff with Faculty Engagements & Faculty with Staff Roles

Employees hired as staff but who are also teaching as adjunct faculty are also subject to the rules of staff employment outlined in the Staff Handbook, including staff holiday and vacation schedules, as appropriate to their staff status. If qualified and approved by a School Dean/Director of Graduate Studies and their direct supervisor, full-time staff may teach up to, but not more than, six contact hours per week (studio) or three contact hours per week (liberal arts) per semester. Employees hired as regular faculty through the annual contract process are considered faculty even if some portion of their contracts includes release time for staff or administrative duties, and are not subject to the holiday and vacation schedules of regular staff. However, faculty holding such appointments must satisfy the hourly and calendar schedule required of their staff or administrative duties.

Shared Governance and Faculty Bylaws

CCAD believes that the best decisions come from open discussion and it welcomes input and counsel from its constituents. As members of the campus community, CCAD faculty members have certain rights and responsibilities associated with their roles: to be promptly and fairly notified of college policies in writing; to participate in conversations and decisions that affect their role as faculty; to be provided good, appropriate, and safe working spaces; to engage in campus conversations about issues relevant to institutional success; and to provide discipline expertise and teaching in line with the best practices in higher education. Faculty members contribute to the shared governance of the college by participating in meetings in their academic units, and by serving

on the college's committees and councils. Faculty participation on committees is valuable governance and therefore considered part of service to the college. Faculty members interested in contributing to one of the standing committees should contact their Faculty Council Representative. Faculty should serve on no more than two standing committees.

3.4 Faculty Bylaws

Below are the bylaws of Faculty Assembly, Faculty Council, and all of the authorized committees that include faculty representation, all of which contributes to the overall governance of CCAD:

Article I. Faculty Assembly

Purpose: The core of the education process at CCAD is the college Faculty, which is constituted as a permanent body, the Faculty Assembly. The Faculty Assembly develops policies and programs that support teachers in their work. The Faculty Assembly shares responsibility with the Administration and Staff for the operation of the college and the integrity of CCAD as an organization.

Membership: All full-time and adjunct teachers at the Columbus College of Art and Design are members of the Faculty Assembly.

Faculty Assembly meetings shall be comprised of two sessions: an informational and presentation session with general discussion, and a second session for Faculty Assembly business, including open discussion and voting. Deans, Directors, Chairs, heads of departments with full-time faculty evaluation responsibilities are considered ex-officio members of the Faculty Assembly, but may only attend the first of the two Faculty Assembly sessions. Instructors of Community Education courses, and Instructors of Saturday Morning Art Classes are not members of the Faculty Assembly.

Meetings:

- A. Faculty Council will call Faculty Assembly meetings as necessary.
- B. Faculty Assembly meetings may also be called by an initiative petition on the part of the faculty; such petitions must be signed by at least ten members of the Assembly.

Article II. Faculty Council

Purpose: The executive committee of the Faculty Assembly, the Faculty Council, is charged with examining issues of importance to the faculty and addressing them at regular meetings. The Faculty Council, acting on behalf of the Faculty Assembly, provides a channel of communication between the Faculty, Administration, and Staff, and aids in the development and implementation of policies and programs that affect the college as a whole.

Annual Duties:

- A. Oversee the Standing Committees of the Faculty Assembly.
- B. Represent Faculty at college administration meetings.
- C. Review, update, and ratify by-laws during even-numbered years or as needed

Membership: The Faculty Council will consist of eight full-time Faculty members and up to two adjunct members, each serving for a two-year term, as follows:

- A. Full-time Representatives: three full-time Faculty members selected from each of the college's two schools, SODA and SOSA, one each from LIBA and CORE. Chairs and Directors from SODA and SOSA will work together to appoint new faculty council representatives from their respective schools. All Faculty are encouraged to communicate their interest in specific committee duty to their Chair, Director, or Dean
- B. Adjunct Representatives: Adjunct Faculty members may volunteer for appointment to Faculty Council by Chairs and Directors from SODA, SOSA, LIBA, and CORE. The chairs and directors will work together to appoint up to two total adjunct faculty council representatives from their respective schools. All Adjunct Faculty are encouraged to communicate their interest in specific committee duty to their Supervisor.

Participation: Designated representatives to Faculty Council are expected to attend meetings and participate actively in the work of the committee. The Faculty Council has the authority to remove and replace inactive members by a majority vote.

- A. Faculty Council may invite any administrator to attend a Faculty Council meeting as a non-voting guest when appropriate.

Officers: The Faculty Council will elect from its new and continuing members, a President, Vice President, a Secretary, and other officers as may be necessary. Officers will be elected at the last Faculty Council meeting of the same academic year. Officers will serve renewable one-year terms. Their duties are as follows:

- A. The President will act as the presiding officer of both the Council and the Faculty Assembly, and will also represent the faculty as a member of Academic Council. The President will make known the agendas of all regular Faculty Assembly and Faculty Council meetings one week in advance, make available the minutes of all Faculty Assembly and Faculty Council meetings to the Faculty Assembly within one week of the meetings, post all recommendations of the Faculty Council within one week after their adoption, and transmit resolutions to all concerned parties. The Faculty Council President is compensated with a stipend, as designated by the Provost.
- B. The Secretary will take minutes of all Faculty Council and Faculty Assembly meetings. The minutes shall be posted in a timely manner to an online resource, which is readily available to faculty.

Meetings: Faculty Council will meet twice a month during the school year. At the beginning of each semester, the President will set the schedule of meetings for that semester. Special meetings may be called by the Faculty Council President or by petition on the part of three other members of the Faculty Council

Article III. Standing Committees

Purpose: The standing committees of the Faculty Assembly explore issues of importance to the college and make recommendations to Faculty Council and/or the Administration of the college.

Committee Membership:

- A. Committee duty is considered service to the college. Full-time Faculty are required to

participate in committee rotation as needed. SOSA, SODA, CORE, and LIBA should organize their own process to control fair distribution of responsibilities. Although Adjunct faculty are not required to serve on committees, they are considered an important constituency of the school and therefore are encouraged to volunteer for committees of interest.

- B. Committee members from SOSA, SODA, LIBA, and CORE will be appointed by Chairs and Directors of those areas. Chairs within each school and department (SOSA, SODA, LIBA, and CORE) will work together to determine and appoint the representatives from their respective schools or departments.
- C. All Faculty are encouraged to communicate their interest in specific committee duty to their Supervisor. Faculty members should serve on no more than two committees simultaneously.
- D. The Faculty Council President shall notify Chairs, Directors and Deans of upcoming Faculty Council and standing committee vacancies by the end of the second week of each spring semester. Chairs and Directors shall provide the names of the faculty appointed to fill vacant Faculty Council and standing committee positions to Faculty Council by April 8 of each spring semester.
- E. The term for standing committee members is two years, for no more than two consecutive terms.

Standing Committees:

- A. Curriculum Committee
 - 1. Purpose: Reviews and makes recommendations to the Provost on all final course proposals that impact college learning objectives. The curriculum committee may review additional issues and projects affecting curricular goals at its discretion, offer suggestions and/or make recommendations to the Academic Council, Provost, and the college President.
 - 2. Membership: One Faculty representative elected from each school, one LIBA Faculty, and one CORE Faculty. Only faculty who have completed three years of teaching at the college, or teaching experience at a similarly accredited four-year college, are eligible to serve.
- B. Environmental Health and Safety Committee
 - 1. Purpose: Promotes and maintains a safe and secure environment for students, employees, and visitors of the college through active involvement in safety, accident prevention, and environmental health issues.
 - 2. Membership: One faculty representative designated from each school, as well as the Director of Facilities, the Director of Security, a representative from the Business Office, a representative from Human Resources, a representative from Student Affairs, a staff representative from Academic Affairs, and the Provost. Open to all Faculty and Staff members interested in serving. The Chair must be a Faculty member.
- C. Arts Experience Committee
 - 1. Purpose: The committee is charged with identifying, encouraging, and connecting the vast resources of the CCAD Art Experience for the collective CCAD Family. This includes linking visiting artists programs, gallery exhibitions, workshops, events, residencies, and visiting artists to better exploit opportunities for the CCAD family to make, exhibit, and experience Art.
 - 2. Membership: One faculty representative designated from each school and

department (SODA, SOSA, LIBA, and CORE); one member of the Admissions staff, appointed by the Director of Admissions; and one member of the Gallery staff, appointed by the Director of Exhibitions. The Chair must be a full-time Faculty member.

D. Grievance Review Committee

1. Purpose: Consisting of three impartial senior faculty members, the Grievance Review Committee hears each grievance brought through the Faculty Grievance Procedure.
2. Filing Process: Faculty wishing to file a grievance (Claimant) shall do so with the any member of the Faculty Council they feel will be discreet and impartial to their grievance. If the Claimant does not have full confidence in the impartiality of the appointed Grievance Review Committee, they may consider approaching Human Resources with their grievance.
3. Membership: A pool of nine regular members shall be appointed by Chairs and Directors, three members from both SODA and SOSA, and three members from LIBA and CORE combined. Only full-time Faculty who have completed six semesters of teaching on a full-time contract at the college are eligible.
4. Term: The term for each member of the Grievance Review Committee is two years, or until the resolution of a pending case that extends beyond the end of the two year term. In the case of a grievance brought forth to a Faculty Council member, the Council will appoint three members from the Grievance Committee that do not have a significant personal conflict or potential bias concerning a particular Claimant or Respondent, at the discretion of said Faculty Council member.

E. Library Committee

1. Purpose: Serves as an advisory body to the Head Librarian, helping to assess the needs of students and faculty in the use of the library. Reviews library policies, makes suggestions for improving library services, recommends resources for the library, and provides a forum for discussion of library issues. The committee also facilitates communication between the Head Librarian, Students, and Faculty.
2. Membership: One faculty member elected from each school, one from LIBA and CORE; three members of the library staff, including the Head Librarian, the Visual Resources Librarian, and one At-Large library staff member appointed by Head Librarian; and a student representative selected by the Student Government.

F. Wellness Committee

1. Purpose: The committee works as a liaison group in conjunction with the administration to establish and maintain healthcare services for the faculty and staff of CCAD. This includes annual review of healthcare providers' insurance policies and promotions, and implementation of wellness initiatives to create a healthy campus environment for CCAD.
2. Membership: Three faculty members appointed by Faculty Council as needed, and one staff member appointed by the Provost. One of three Faculty appointees must also be a current member of Faculty Council.

G. Sustainability Committee

1. Purpose: The committee works as a liaison group in conjunction with the administration and staff to establish better practices throughout the colleges operations and curriculum.

2. Membership: one faculty member appointed by each school, one CORE First-Year faculty, one Liberal Arts faculty join the Vice President for Student Affairs and the director of Facilities.

Participation: Designated representatives to Standing Committees are expected to attend meetings and participate actively in the work of the committee. The Chair of each Standing Committee has the authority to request that inactive members be removed and replaced by the Faculty Council.

Officers: Each committee must elect a Chair, a Secretary, and other officers as necessary, after Committee membership is completed by April 22 and before the end of that academic year. Voting in officer elections for the upcoming term shall be decided by incoming and continuing members only. Outgoing committee members may not vote in officer elections. Officers will serve renewable one-year terms. Their duties are as follows:

- A. Chair – acts as the presiding officer of the Standing Committee, represents the Standing Committee when making reports to Faculty Council, and publishes minutes on a regular basis.
- B. Secretary – responsible for taking minutes at all meetings.

Meetings: Each standing committee's Chair will schedule and preside over regular meetings.

Reports: Each standing committee's Secretary will submit a synopsis of the committee's activity for inclusion in the ARTIFACT newsletter once per term.

Annual Reports to Faculty Council: At the end of every fiscal year (June 30), the Chair of each Standing Committee will submit a written report describing the activities of the committee to the Faculty Council. Faculty Council may require chairs to attend a designated meeting to present their report to the Council in person.

Article III. Ad Hoc Committees

Appointment: The President of Faculty Council may appoint ad hoc committees of one or more members for specific purposes required by the Council.

Reports: Each Ad Hoc Committee shall submit a brief progress report at each Faculty Council meeting.

Discharge: The President of Faculty Council shall discharge each Ad Hoc Committee upon completion of the purpose for which it was appointed, and after its Chair submits a final report to the Faculty Council.

Authority: Each Ad Hoc Committee shall have advisory power only, unless the Faculty Council grants it specific power to act.

Representatives will be selected on a rotation as follows:

I. Faculty Council A. Odd years: 3 from SODA, 1 from CORE B. Even years: 3 from SOSA, 1 from LIBA
II. Curriculum Committee A. Odd years: SOSA, LIBA B. Even years: SODA, CORE
III. Environmental Health and Safety Committee A. Odd years: SODA, CORE B. Even years: SOSA, LIBA
IV. Arts Experience Committee A. Odd years: SOSA, LIBA B. Even years: SODA, CORE
V. Grievance Committee A. Odd years: 2 B. Even years: 1 + Alternate
VI. Library Committee A. Odd years: SOSA, LIBA B. Even years: SODA, CORE
VII. Health and Wellness 3 Faculty Council members
VIII. Sustainability Committee A. Odd years: SODA, CORE B. Even years: SOSA, LIBA

Article VI. Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order will govern the Faculty Assembly and all Standing Committees except when they are inconsistent with these bylaws and any standing rules or special rules of order adopted by Faculty Assembly. Standing rules and special rules of order of the Faculty Assembly may be adopted by a two-thirds vote of the Faculty Assembly.

Article VII. Amendments

Bylaws: Bylaws may be amended by a simple majority of those in attendance at any regular or special meeting of the Faculty Assembly, provided that the amendment has been submitted in writing to the members of the Assembly at least ten days prior to the meeting. Faculty Council will review and update the by-laws every two years, on even-numbered calendar years or as needed.

Standing Rules and Special Rules of Order: Standing rules and special rules of order may be amended by simple majority of those in attendance at a regular or special meeting of the Faculty Assembly, provided that the amendment has been submitted in writing to the members of the Assembly at least ten days before the meeting.

3.5 Voluntary Faculty Grievance Procedure

The purpose of the voluntary faculty grievance procedure is to provide faculty members with a uniform method of resolving significant disputes that jeopardize the integrity of their professional lives. Faculty members who allege that the college, its officers or committees have engaged in serious misrepresentations, injustices, or discrimination may initiate this procedure which is intended to provide a non-prejudicial resolution to conflict. Whenever possible, it is preferred that personal respect, collegial cooperation, and sound institutional management policies will make filing a formal grievance unnecessary. However, this grievance procedure provides recourse when respect, cooperation, and management policies have been unsuccessful. This procedure requires that all parties involved maintain the highest level of professionalism and mutual respect in their personal and institutional interactions. It is understood that this procedure is an advisory process.

This process consists of four stages which can be utilized in, but is not limited to, the following circumstances:

1. Contractual issues
2. Rank and salary issues
3. Performance evaluations
4. Changes in status
5. Alleged discrimination/harassment
6. Alleged sexual misconduct/harassment
7. Work conditions

It is recommended that, whenever possible, the Claimant (the faculty member initiating a grievance) will allow 10 to 12 weeks for the completion of this process, and will be sensitive to term time frames.

Stages in the Procedure:

I. Stage One: Preparation of Needed Documentation

- A. The Claimant gathers written documentation that supports his/her claim. This documentation should be as comprehensive as possible, and may include written statements by a variety of people such as the Claimant; colleagues, supervisors, and, when appropriate, former and current students. All information must and will be treated in a confidential manner by all involved parties.
- B. At this point, the Claimant should speak directly with the Respondent (the party or parties to whom the grievance is directed).
- C. If the issue cannot be adequately resolved by the Claimant and Respondent, they may agree to discuss an interpersonal conflict with an impartial third party.
- D. If the above procedures do not resolve the issue, the Claimant may move to the second stage.

II. Stage Two: Written Complaint

- A. To initiate stage two, the Claimant will submit a letter to the Respondent. This letter would clearly state the nature of the grievance and the desired redress as specifically as possible. It should be submitted within two weeks after the completion of Stage One.
- B. In a written and signed statement, the Respondent must state the reasons why the alleged grievance can or cannot be redressed. The statement should be sent to the Claimant within two weeks.

C. If the Claimant remains dissatisfied with the results of stage two communications, the Claimant may elect to pursue the next level of the process: Stage Three.

III. Stage Three: The Grievance Review Petition

A. Within two weeks, the Claimant will complete a Petition for Review form (which includes a privacy waiver). It is available from the Faculty Council President and should be returned to him/her upon completion. The initiation of a Petition (or for a Grievance Hearing in Stage Four) is confidential and will not appear in the Claimant's or Respondent's personnel file.

B. Upon receipt of the petition, the Faculty Council President will convene the Grievance Review Committee which shall consist of five members. Three members are elected by Faculty Assembly as a standing committee of full-time faculty. The Claimant and Respondent will each select an additional faculty member to complete the committee. In order to minimize adversarial friction, this committee will work in a spirit of cooperation toward the mediation of the grievance. In order to reach a reasonable resolution, the committee will review the grievance and the efforts made to resolve it. The review process may include asking the Claimant and Respondent to provide additional information orally or in writing. The committee will notify the Provost that the Grievance Review Procedure has been initiated. After deliberation, the committee will submit a written recommendation to the Provost within three weeks. Copies will be provided to the Claimant and Respondent.

C. The Claimant may withdraw the Petition for Review at any point in the proceedings.

D. If the Claimant (or Respondent) is dissatisfied with the findings of the Grievance Review Committee, they may elect to pursue the final stage: the Grievance Hearing: Stage Four

IV. Stage Four: Grievance Hearing

A. The Claimant (or Respondent) will submit a formal, written request for a grievance hearing to the Provost.

B. The Grievance Hearing Committee will consist of five members. Three senior faculty from departments other than that of the Claimant or Respondent will be appointed by the Provost and the Faculty Council President from a pool of experienced full-time faculty. The Claimant and Respondent may each challenge one selection if they so choose. In addition, the Claimant and Respondent will each select an additional faculty member to complete the committee. All members of the Grievance Hearing Committee bear a critical responsibility: to maintain fairness in all of their deliberations.

C. The Office of the Provost will schedule an organizational meeting to elect a Chair and to set a time and date for the hearing within three weeks of the formal request.

D. The chair of the Grievance Hearing Committee will notify all parties of the hearing date and time.

E. The Claimant and Respondent may each choose to bring an advocate with them to the hearing. The advocates may speak on behalf of the Claimant and Respondent, or may serve as observers or advisors. The proceedings will be recorded and transcripts provided to the Claimant, Respondent, and the Committee Chair.

F. Deliberations will begin when the hearing is completed. The Claimant, Respondent and their respective advocates are not participants in this stage of the process. After careful consideration of the information presented, the Grievance Hearing Committee will prepare a written finding. The conclusions of this finding will be reached by majority vote, with any strong minority positions documented. This finding will be sent to the Claimant and Respondent, and forwarded to the President of the college or to the Board of Trustees, (if the President is a Respondent)

within two weeks of the completed hearing.

G. After reviewing the finding of the Grievance Hearing Committee, the President or Board of Trustees (if the President is a Respondent) will notify the Claimant and Respondent if there are any reservations or exceptions to the finding. The records of the Grievance Review Committee and the Grievance Hearing Committee will then be sealed to preserve confidentiality and the non-prejudicial nature of the grievance procedure. The sealed records will be maintained in a permanent closed file by the Faculty Council President.

Section IV: Teaching at CCAD

Now that you teach at CCAD, you will find that your students are energetic, come from diverse backgrounds, are creative, and very busy. Whether you are teaching a studio, lecture, or integrated course, your class will help these students as artists and designers, though as teachers we also endeavor to help students see their art and design work in larger contexts. As a faculty member, you are encouraged to reach out to fellow faculty with any questions, both in and outside of your department. You should also utilize the various campus resources to aide you in helping students make and learn. CCAD has a robust support network for our students and for you as a teacher. Below you will find a list of things to keep in mind as you prepare for the start of the semester through to the end of the term.

4.1 Getting Started

All Faculty/Staff Meeting

Every semester kicks off with the college's All Faculty and Staff Meeting. These meetings are a rare occasion to be in the room with every CCAD employee, from Admissions to Advancement, Facilities to Advising, and more. During these meetings, leadership provides progress reports by division, including Academic Affairs, Institutional Advancement, Finance, Student Affairs, Marketing and Communications, IT, and from the President. It's the best way to learn about what's going on at the college while also meeting your fellow faculty and staff. As a member of the CCAD faculty, you are strongly encouraged to attend these meetings.

Syllabus

You should work with your Supervisor in order to develop, modify, and/or personalize your syllabus. You will submit your syllabus for review two weeks before the start of the semester and you will post the syllabus to GoStudio prior to the first day of class. Your syllabus will need to conform to the common CCAD syllabus template. You will include: the course description found on Self-Service; goals, outcomes, and objectives; a full schedule with readings, assignments, and due dates for deliverables. Each course should have at least five grading opportunities (at least two before the midterm), and grading standards should be clearly defined and include a policy for late work. You should also outline your attendance policy, which is up to your discretion; if you need guidance when developing this policy, consult with your Supervisor.

Meetings

Full-time faculty are required to attend various departmental, school, and college meetings; adjunct faculty are strongly encouraged to attend the All Faculty Staff meeting, and may be required to attend other departmental and school meetings.

Technology

Become familiar with [Digication](#), [GoStudio](#), and [Self-Service](#). Digication houses student portfolios, and may also be used by faculty; the works stored in Digication are used during evaluations of students and faculty. GoStudio is used to distribute course materials and to calculate grades. Though you will use Self-Service to access and print your roster, please use GoStudio to record attendance so students will have access to their attendance records. Some departments may require instructors to use the Gradebook on GoStudio. Each semester IT offers workshops to help set up and manage Gradebook. You are encouraged to take advantage of these workshops.

In addition to Digication, GoStudio, and Self-Service, Academic Affairs has historically offered all faculty access to its [Wiki](#), which has served as a repository for all academic and faculty matters including applications for faculty development, the Griffith Faculty Excellence Award, and sabbatical. The college is in the process of developing a faculty intranet. Should faculty want to review the Wiki, they may request access from the Administrative Assistant to Academic Affairs.

Student Attendance

Attendance must be taken and reported online every week. You can open the attendance page on [GoStudio](#) to take attendance as students enter the classroom; however, do **not** project the attendance page on the classroom projector. Accurate attendance is critical for One-Stop procedures: federal compliance for financial aid; academic dismissal and withdrawal; discrepancies between faculty and student; etc. Attendance must also be reported in hard copy via 3rd week rosters distributed through faculty mailboxes. Please submit this document to the One-Stop by the stated deadline.

Ordering Supplies/Books

Course materials are sold at the CCAD supply store in Kinney Hall. For print materials, CCAD partners with online bookstore “eCampus.” You can copy or scan materials for students, within the Fair Use guidelines. Consult your Supervisor if you have questions about ordering books or materials.

Campus, Schedule, Email

You should familiarize yourself with the campus, and you review your class schedule. If you have questions about your classroom, facilities, or course materials, contact your Supervisor. Copiers are available in Kinney Hall, DSB, AMF, Admin., and Circle Hall. The mailroom, located in the Admin. building, offers duplication and scanning services, but can require up to a two-day turnaround. Your mailbox is located in the Admin building and it is expected that you check it regularly. You are also expected to check your [CCAD email](#) daily and respond within 24 business hours.

ADA Statements

A student who requires ADA accommodations will present you with a letter from the Learning Support Office. Letters can be presented at any point in the semester and accommodations are effective as soon as you receive a letter. Accommodations are not applied retroactively. You are required to implement all accommodations in the letter. If you have any questions or concerns, contact Learning Support.

Week One and the First Day

On the first day, arrive early and greet students as they arrive. If you are teaching first-year students, they will be new to college life but they are often savvy and ready to get started. Second-, third-, and fourth-year students shouldn’t have any trouble finding classes, etc., but they will have questions about how your particular class will work. In addition to discussing the syllabus, you should introduce yourself (Do you prefer Dr., or first name, etc.; where are you from; what are your academic, professional, creative interests?) and have students introduce themselves (hometown, major, interests, favorite artist, movie, etc.). Be sure to ask students if they prefer to be called something other than what is listed on the roster. Depending on the time remaining, have a discussion session or activity planned.

While it is certainly understood that the first week will find students and faculty getting into the swing of things, try to also give your students a sense of what the class will be like during later weeks. Some examples include starting project, offering a brief lecture, or employing a group activity. As with all sessions during the semester, you should meet with your students for the entire allotted class time. Please be sure to end class on time as students will need the 15-minute break between classes to walk to other buildings, and faculty need time to set up before they can start teaching.

Students Changing Schedules, Adding/Dropping Classes

Students cannot register for courses after the first Friday of Week One in fall or the first Monday of Week Two (they can drop classes up until Friday of Week Ten). You may have a student ask to be added to your class; you are not permitted to sign students into your class. CCAD is now utilizing a waitlist system and you should rely on the waitlist system to add students.

4.2 Managing the Term

Before the semester begins, the framework of the course gets fleshed out. You start to have conversations with students and the class develops a personality. There are still a few regularly required practices to complete. You must enter attendance every week and update the Gradebook throughout the semester. If you need to miss class, contact One-Stop to take attendance (after business hours, contact Security); if you have advance notice, please contact your Supervisor to arrange for a substitute. One-Stop will inform your Supervisor and HR of your absence (see pages 36-37 for the Faculty Attendance policy). You should also hold office hours for one hour per course taught, and you should make yourself available other times by appointment. It is also a good idea to continually review the schedule and course requirements with your students throughout the semester. Every week or two, pull up the course schedule and remind students of upcoming due dates.

Student Support

As a faculty member, you have a special window into each student's experience. Occasionally a student may reach out to you if he or she is feeling distressed about something, whether this be a school matter, or a personal issue. You can talk with the student, but be sure to recommend that the student contact the Counseling and Wellness Center as well. You should also contact Student Services directly yourself to make sure they are aware of the student's concern. Those numbers are:

- Advising – (614) 222-3295
- Counseling & Wellness Center – (614) 222-4000
- Learning Support – (614) 222-4044

Student Academic Support

Students receive much support outside of the class to help them succeed in their coursework. The Packard Library provides numerous research databases and library staff are ready to help students individually with research. As an instructor, you can schedule research-training sessions with the library for your classes and get tailored presentations to fit your particular course needs. CCAD also has a Writing Tutor service, which you may recommend or require students to visit. However, the Writing Tutor is not a fix-it or editing service; the Writing Tutor is available to assist students to improve as writers, not to improve a single piece of writing. Also, be sure to note that the Writing Tutor is meant as a supportive service, not as a punishment. Writing Tutors can help students from

prewriting to revision phases. Students will need to sign up for an appointment in advance in the sign-up folder outside the office near One-Stop. The college also provides a number of workshops throughout the semester to help with an array of academic skills and pursuits.

CARE Report System and MTD (Midterm Deficiency) Grades

If you have concerns about a student for any number of reasons including academic performance, attendance, or behavioral/wellbeing concerns, please use CCAD's CARE Report system to notify Student Affairs. The CARE Report Form is located on the Faculty & Staff page of the CCAD website at <http://www.ccad.edu/i-am/faculty-staff>. At the bottom of the page, click on "Submit a student CARE Report" under Quick Links on the left side.

When a new referral is submitted, a staff member will be assigned to follow-up with the student. The faculty member will receive an update about the outreach within 3-5 business days.

If the issue is related to an imminent safety concern, please contact Safety and Security immediately at (614) 222-6165.

For questions or concerns, contact:

- Assistant Dean of Students for Support Services Athena Sanders: (614) 222-3251 or asanders@ccad.edu
- Vice President for Student Affairs & Dean of Students Chris Mundell: (614) 222-4015 or cmundell@ccad.edu

You will also be able to flag students for assistance at the midterm. Please note that you will not submit midterm grades for all of your students. You are only required to enter grades for students who are deficient. You will not select a letter grade for this student; the student will receive an MTD grade. Midterm Deficiency Grades are informational to ensure that students with deficiencies receive feedback. These grades do not have an impact on the student's grade point average or their official transcript. Students with 3 or more midterm grade deficiencies will be contacted by the Advising office for additional support.

Visiting Artists and Scholars, Gallery Openings, Faculty Work, and Student Shows

CCAD boasts an unrivalled visiting artist and scholars program: A MacArthur Genius Grant Recipient, A Pulitzer Prize winner, a graphic designer who has worked with the Rolling Stones – these are just a few examples of the caliber of visitors that CCAD features. You are encouraged to attend the talks, events, and openings, and you can require students to attend particular events. When the schedule is released, look for opportunities to connect your coursework with these visits and openings. There are also opportunities for faculty to share work at CCAD (The Faculty-to-Faculty series, for example), and of course faculty often present work locally. Students also exhibit art and design work at various times, on campus and in the local community; try to view and support this work, as much as possible.

4.3 End of Term

As you approach the end of the term, you will have students who will be organized and will wrap up the semester gracefully; you will have students who will need additional assistance; and you may also have students who will struggle to complete work due to various reasons. As with earlier in the term,

you will want to be very clear about due dates and requirements. Err on the side of being redundant and repetitive so that students know what you expect, when, and how you expect to receive the work. During the Spring semester, graduating seniors will be particularly stressed. Not only will they have projects in their majors that will be due, but they will also be at the end of the undergraduate experience. This will be an exciting time for them, but it can be overwhelming. As a teacher and mentor do your best to help all students complete the semester successfully, but you also need to be firm about requirements and expectations.

Final Grades

At the end of the semester, you are required to turn in grades by Tuesday at noon following Week 16. (Please note: during spring term, grades for graduating seniors will be submitted during Week 15.) Grade submission affects end-of-term processes (e.g., academic dismissals, schedule changes, graduation verification). Please submit all grades on time.

Assigning Incompletes

In rare situations, such as a serious medical condition or unforeseen circumstances, a student may apply for an incomplete at the One-Stop. Faculty members alone cannot grant an incomplete. For more information on the college's Incomplete policy, see section 4.6, pages 29-30.

Grade Changes

After the grading entry period is closed (Tuesday noon following the last day of classes), faculty must complete a Grade Change Form at the One-Stop to initiate a grade change.

Assessment Portfolio

For assessment purposes, some courses require students to submit one assessment artifact. As the college grows its assessment program, additional courses may have similar requirements. Your Supervisor will provide you with more information about this procedure.

Once again, welcome to the CCAD family. We are excited for you to be joining our faculty.

4.4 Library Resources

Located on the lower level of the Canzani Center, the [Packard Library](#) serves as a central location to study, collaborate, research, and relax. The library collection provides the CCAD community with current information through books, journal subscriptions, exhibition catalogs, visual resources, electronic resources, as well as other recently published and out-of-print resources. Classroom instruction is conducted in a dedicated area of the library and class or individual tours are available throughout the year. A small group study room is available on a first-come, first-served basis, and features a flat-screen television connected to a Mac computer. For more information about resources for Faculty, please visit <http://ccad.libguides.com/faculty-services>.

Materials

The [Packard Library](#) holds approximately 55,000 volumes, 48,000 e-books, 3,000 videos, and over 280 journal subscriptions. Other electronic resources available include [ARTStor](#), [Lynda.com](#), and [Pluralsight](#). Through participation in [OhioLINK](#) (Ohio Library and Information Network), CCAD students and faculty have access to an additional 49.5 million books and other library materials, 140 electronic research databases, 68,000 e-books and thousands of images, videos and sounds.

Library Instruction

Tours and advanced library instruction can be arranged by contacting the library. These sessions are a great way to familiarize students with library resources and how to find and use information. Instruction Librarians are able to tailor a session to class needs, whether it is a general approach or a more focused session based on a particular project.

Subject Guides

Using LibGuides, subject guides are available for each of the CCAD majors, as well as for specific classes or general research help. The guides are designed to help students find and use library resources: <http://ccad.libguides.com/>. Two guides are also available specifically for instructors: “Library Services for Faculty” and “Images for Classroom Use.” Faculty should contact the library if they would like a Class Guide designed for their course.

Computers/Printers

The library offers computers with printers, scanners, and Wacom tablets. The computers have Internet access, Microsoft Office, and Adobe Creative Cloud, among other programs. Two black-and-white laser copiers and a color laser copier are available in the library. The library is also one of the wireless hotspots on campus.

Reserves

Copies of most course textbooks and materials are on reserve behind the circulation desk. These materials are available for use in the library. Please contact Library staff to have an item placed on reserve for a course.

Book Suggestions

The library accepts book suggestions, whether it is for a class or for general interest. Please see a staff member or send an email to library@ccad.edu with submissions.

Special Collection and CCAD Archives

Rare, out-of-print, unique, and fragile items are located in the library’s [Special Collection](#). These items offer faculty an opportunity to introduce students to bookbinding, printing techniques, and the importance of historical artifacts. The library also houses the CCAD Archives that features photographs and information spanning the history of the college. Contact the library to make a request for either collection.

Circulation

Most books circulate to faculty and staff for six weeks and can be renewed up to four times. Other library materials circulate to faculty and staff for various time periods, including:

- Audio-visual equipment: SLR cameras, digital cameras, video cameras, and GoPros.
- Tools: Digital projectors for use with laptop computers, and stylus pens for Wacom tablets.
- Drawing supplements: A skeleton is set-up as a reference in the Library. Skulls, hands, feet and mannequins are also available for faculty to check out.

4.5 Student Resources

Academic Advising

The Assistant Dean of Students for Support Services coordinates CCAD's Advising Office, which aims to assist all students in establishing clear academic and personal goals by making informed decisions about their coursework. Advisors meet with students by appointment in the One-Stop Student Services to assist in planning their schedules and facilitate registration. Faculty should expect to be approached by students for general advice on ideas for coursework, career paths, or professional development opportunities. The advice and mentorship from faculty members is a natural and important part of the college's educational programs.

Disability Accommodations for Students

The Assistant Dean of Students for Support Services and the Learning Support Coordinator review documentation and develop accommodations for students with disabilities. Some students are provided with classroom accommodations that assist them in their ability to participate successfully in the course. Students with a disability accommodation letter are expected to provide that letter to their faculty members in classes for which they wish to use their accommodations, and to communicate directly with their faculty about how to meet these accommodations. All accommodations are designed to provide equal access to the educational experience, not to provide advantage. Questions from faculty about such accommodations or disability needs should be referred to the Learning Support Coordinator.

Counseling Services

The Director of Counseling & Wellness Services provides mental health, wellness, and crisis intervention services to CCAD students in addition to consulting with faculty and staff on related issues. Students who wish to make an individual counseling appointment can schedule through the Student Affairs Office or directly with the Director of Counseling & Wellness Services. Appointments for psychiatric services are also made through the Director.

Learning Support

The Learning Support Office is committed to helping the college's students who encounter academic difficulties. Writing & Art History Tutors, academic coaching, skills workshops, and Creative Coaches (peer tutoring) are just some of the tools available to struggling students. The Learning Support Office also ensures equal access to all aspects of the college experience for students with disabilities by providing reasonable accommodations and will assist any student who chooses to self-identify and/or provide appropriate documentation of their disability. The goal of encouraging student independence and maximizing the educational potential of each student is an integral part of the college's educational mission.

4.6 Important Academic Policies

Teaching Expectations

The heart of CCAD is the interaction of excellent faculty with motivated students. Therefore, the primary responsibility of a faculty member is to teach and advise students. The full-time faculty load is three classes per semester.

Adjuncts are permitted to teach no more than four courses per calendar year with a maximum of two in a single semester, regardless of course type.

Saturday Morning Art Classes faculty contact hours are determined by the Community Education Coordinator, Christine Hill. She may be reached at chill@ccad.edu or at (614) 222-6178.

Details of contact hours and teaching loads are specified in the faculty contract. Faculty have a contractual obligation to attend and teach all classes assigned to them for the full-time allotted to the class, every day the class is scheduled (refer to section 5.15, pages 68-70, for further information on absence policies).

In addition, faculty are expected to meet all college deadlines, be available for signatures when required, and submit grades and attendance as required by the One-Stop. Faculty members are a vital part of our processes for students. Often, missing a deadline may affect a student's graduation, financial aid, or degree progress.

Keeping office hours or set times in a specific place where students can find a faculty member is important. The minimum requirement is one office hour per week per class. (SMAC faculty do not have offices and are not expected to meet with students outside of class time). Faculty members are expected to check and respond to e-mail every weekday during the term and regularly between semesters. Full-time faculty members are expected to check and respond to voice mail every weekday during the term and regularly between semesters. Faculty members are expected to maintain professional behavior in interaction with students, staff, and colleagues (refer to section 5.2, pages 54-55, for details on CCAD's harassment policy).

Academic Dishonesty

The Student Handbook outlines academic misconduct, which includes:

- Plagiarism
- Cheating
- Any attempt to:
 - Submit work for an academic assignment that the student did not personally complete,
 - Receive unauthorized assistance on a test or assignment
 - Failure to properly cite texts or ideas from other sources.

Possible disciplinary actions include, but are not limited to, oral reprimand, written warnings, probation, suspension, disciplinary class dismissal, expulsion, fines, restitution, community service, and others based on the severity of the offense. Faculty members are asked to follow approved protocol for academic dishonesty cases. Please consult with the VP of Student Affairs and Dean of Students (hereafter referred to as the Dean of Students) on any academic dishonesty cases.

CCAD contracts annually with turnitin.com to provide faculty with a valuable tool to help identify and prevent plagiarism. Turnitin.com is considered the leader in assisting instructors in their efforts to prevent academic dishonesty and is used by thousands of institutions around the world. Specifically, CCAD is enrolled in their "Plagiarism Prevention" program. The service works by reviewing electronic versions of written papers and returning a report to the instructor that includes details about which, if any, portions are likely to have been taken from other sources, along with links to those sources so the instructor may view them for themselves. The website utilizes three main databases:

- Both a current and extensively archived copy of the publicly accessible Internet
- Millions of commercial pages from books, newspapers, and journals
- Tens of millions of student papers already submitted to turnitin.com

CCAD faculty have unlimited usage of this service during each contracted year. To begin using the service, please follow these instructions:

1. Go to www.turnitin.com and click on the “Create an Account” link in the top right hand corner.
2. Click on the "New User" link on the next page.
3. Click "Instructor" on the next page.
4. Use the following CCAD account ID and password as you set up your profile:

Account ID: **41441**

Join Password: **ccadfaculty1**

Please do not give this Join Password to students! It is for instructors only!

5. Follow the remaining steps to create an instructor profile. Once successfully created, set up the classes that will be using the turnitin.com service.

Note that there are two ways of submitting papers for review. The first is to have the students submit electronic versions of their work and the instructor then submits them to the site. The second is to have students submit their papers directly to the site. The site will then provide the instructor with a report. If the latter option is used, the students will need instructions on how to set up their own profiles. Additionally, the faculty member must create a password for the specific class so that the students can submit their papers.

There are training materials on the turnitin.com website to help faculty learn more about this service. Quick-start guides, videos, and manuals are accessible by clicking on the “Training” button at the top of the home page. Please contact the Dean of Students if you require any assistance.

Academic Misconduct Procedures

The following is the standard procedure to be followed in cases where a student is suspected of committing an act of academic misconduct. In an effort to hold students more accountable for academic misconduct, to enable the college to adequately respond to patterns of behavior, and provide additional resources and support to faculty in this area. If multiple students are involved, each student should be independently afforded the following process:

1. The faculty member giving the assignment or test should complete an investigation into the allegation, which may include a conversation with the student about the suspicion of academic misconduct and/or a conversation with the Chairperson or School Dean regarding the allegation. The faculty member should use his or her professional judgment to weigh the facts from the investigation in determining whether an act of academic misconduct has occurred.
2. If the faculty member finds that the misconduct did in fact occur, the faculty member should use their professional judgment in holding the student accountable for the incident, which may include requiring the student to resubmit the assignment, issuing a failing grade for the assignment in question, or failing the student in the course if the misconduct is found to

have spanned multiple assignments or calls into question the student's successful attainment of key course learning objectives.

3. The student should be informed in writing by the faculty member of the finding of academic misconduct and the sanctions involved within a reasonable amount of time.
4. The faculty member should submit written notice to the Dean of Students, about the finding of academic misconduct, providing the name of the student involved, a brief description of the incident (including any relevant dates), and any consequences imposed upon the student. A simple reporting form is available from his office or from the CCAD website.
5. The Dean of Students will review the information provided to determine if there are potential violations of other areas of the Student Code of Conduct (i.e. theft, unauthorized entry, failure to comply, misuse of campus computer system, etc.). If evidence suggests that other violations have occurred, the Dean of Students will conduct a separate investigation into those allegations.
6. The student will be notified by the Dean of Students that he or she has the right to appeal the finding of academic misconduct. This response must be provided to the Dean of Students within five (5) days. The Academic Misconduct Committee hears all appeals and the faculty member who determined the original finding of academic misconduct will be involved in the process. The decision of the committee is final.
7. If upheld, the Dean of Students will place a finding of academic misconduct and the student's written response – if provided – into the student's disciplinary record. Multiple occurrences of academic misconduct will result in a hearing by an administrator or the Student Conduct Committee, which may lead to the student's dismissal from the college.

Please remember that the privacy of a student's educational record is protected by federal FERPA regulations, which prohibit faculty or staff members from revealing information from a student's record without the student's consent unless the information is shared internally with another faculty or staff member who is on a need-to-know basis. Those on a need-to-know basis might include another faculty member involved in the investigation, the Department Head, Program Chair, Director or School Dean, the Dean of Students or the Provost. Sharing student-specific information about a finding of academic misconduct with any colleague who does not have a demonstrable need to know such information would violate this federal guideline and is prohibited by the college.

Academic Repeat Policy

CCAD allows students who fail a CCAD class to retake the same class in an attempt to try to improve their grade. However, the class must be taken at CCAD. For details on this and other policies related to grade changes, consult the One-Stop.

Attendance Policy for Students

CCAD believes that attendance is essential to student learning, and students are required to attend and participate in all courses on their schedule. There are no excused absences. Students are responsible for all missed class material, including assignments and tests, when absent from class. A student may receive a failing grade if their absences total more than the limit for a course as outlined below:

Course Type	Absence Limit
Course meeting once per week	No more than two absences per semester
Course meeting twice per week	No more than four absences per semester
Course meeting three times per week	No more than six absences per semester
Course meeting four times per week	No more than eight absences per semester
Online, independent study, other course type	At the discretion of the faculty member

A student who is tardy three times in any course may be assessed one additional absence. Students arriving more than 30 minutes late to class or returning from break more than 30 minutes late may be marked absent. A student leaving a class early, without permission, may also be considered absent. In the event that a faculty member is late to class, students are required to wait a minimum of 30 minutes for the instructor. For Summer Semester, missing 15% or more of the course sessions may result in a failing grade. Students are reminded that they will receive a failing grade if they stop attending a course without properly dropping it. Dropping courses is the responsibility of the student.

Absences due to Exceptional Circumstances

The absence limits, as described above, are adequate for emergencies or minor illnesses. In the case of exceptional circumstances that would cause a student to exceed the absence limit, the instructor may require the student to provide documentation to the Dean of Students. The Dean of Students, in conjunction with the academic program chair/director overseeing the course, may approve the student to exceed the absence limit due to exceptional circumstances.

Exceptional circumstances may include:

- Hospitalization or major illness
- Pregnancy
- Death of an immediate family member
- Observance of a religious holiday
- Call to active military service

In such cases, the student may also consider applying for an incomplete or requesting a medical withdrawal. Students approved to exceed the absence limit due to exceptional circumstances are still responsible for completion of any course requirements missed during their absence. Reasonable flexibility—including deadline extensions, may also only be extended on the basis of exceptional circumstances.

Student Laptop and Cellular Phone Policy

The following policies are stated in the Student Handbook and are included here for the guidance of faculty.

It is the policy of the college to encourage the interaction of digital learning tools wherever appropriate in the coursework of the programs. Additionally, the college recognizes that certain classroom environments of the college pose unique challenges to that goal. Thus, the following guidance is offered to students and faculty to make the integration a successful one.

1. Laptops, netbooks and other mobile computing devices are only to be used with permission from, or by direction of, the class instructor.
2. The student may only use the laptop for academic purposes. Checking personal email, social networking sites, instant messaging, or playing music/video files is not acceptable.
3. When in the presence of a model, students are prohibited from the usage of any webcams or image-recording devices.
4. Students will abide by the terms of “Appropriate Use of CCAD Computers & Telecommunication Systems” as published in the Student Handbook.
5. Failure to follow this policy will result in disciplinary actions being taken, including but not limited to: the student being asked to relinquish the device during class, leave the classroom, and be counted absent for the day, or other disciplinary action if appropriate.

Usage of cellular phones or image-recording devices is strictly prohibited in the presence of nude models on campus. Additionally, cellular phones may not be used in other classrooms unless permission is granted by the instructor. Students who are on-call or who are anticipating an emergency phone call should inform their instructor at the start of class. Failure to abide by this policy could result in the student being asked to relinquish the cellular phone during class, leave the classroom, and be marked absent for the day or other disciplinary action as the instructor deems appropriate.

Grades and “Incomplete” Policy

Faculty are expected to clearly explain their standards for performance and inform students about their grading methods. Grades are due according to the schedule published for each term by the One-Stop. Faculty enter grades online via [Self Service](#) or [GoStudio](#). Completing the grade roster for a class on time is essential and a condition of the faculty contract. Failure to turn in grades or to report any individual student’s grade is not an option. Faculty who fail to turn in grades on time will be required to meet with their Supervisor to resolve the issue. Chronic failure to turn in grades may affect a faculty’s evaluation and a performance improvement plan overseen by their school Dean and Human Resources.

Midterm grades are not required to be turned in. Midterm deficiency grades are issued to students as a warning of unsatisfactory work or attendance problems. Midterm deficiency grades are entered online via Self Service or GoStudio

Incompletes may be given only for medical or family emergencies. Faculty are advised to specify, in writing, exactly what is required to complete the work, make sure the student has a copy, and keep a copy for their own files. If work is not completed and/or the grade reported to the One-Stop by the third week of the following term, the “I” is changed to an “F”. The Student Handbook provides a further explanation of the CCAD standards and grading scales as follows:

Requesting an Incomplete: Petitioning for an incomplete does not guarantee approval. An incomplete is considered only in cases of serious medical emergencies or unforeseen circumstances. Forms must be submitted to the One-Stop by the last day of a semester. To be eligible for an incomplete, a student should obtain a petition form either online or at the One-Stop. Student must then obtain recommendations for an incomplete from their instructors no later than the last day of the semester; incompletes will not be considered or granted without written recommendation of the instructors. Students must also provide documentation that supports a medical emergency or other unforeseen circumstances. An incomplete will not be considered or granted without approved documentation

on file. Final approval will be granted by the Director of Advising and/or the Registrar. Students will be contacted by email with a final decision.

Resolving an Incomplete: All work for granted incompletes must be submitted and grades converted per the following schedule:

- Students must complete the work and submit it to the faculty member no more than five (5) weeks from the last day of the semester for which the incomplete was granted.
- The instructor may require an earlier due date at his/her discretion. Late work will not be accepted.
- After week 5, the instructor has one week to grade incomplete work. Faculty must obtain a Grade Change Form at the One-Stop and submit it to the Dean of the School or the director in the area in which the course is offered for his or her signature. The Dean or Director must submit the signed form to the One-Stop to post the revised grade.
- Incompletes remaining on a student's record will be converted to failure (F) after six (6) weeks. There are no exceptions to the six-week deadline.

CCAD is committed to excellence in teaching and student outcomes. Faculty are encouraged and supported in maintaining high standards for student performance. Faculty members must be clear and communicative about their standards, deadlines, and methods of evaluation, both in writing on the syllabus and assignments, and verbally in classroom instructions. Frequent assessment and feedback on student progress helps.

Independent Study

Independent study opportunities are intended to enrich, augment, or on rare occasion, to remedy deficits in a student's degree plan. The opportunity to study independently with a faculty member should be limited to students in good standing, are able to organize their own studies, follow through with assignments, and work independently with limited mentoring. Typically, these opportunities are limited to juniors and seniors.

All faculty are eligible to accept independent studies after having served at least one 16-week semester at CCAD. Faculty are limited to no more than one independent study student per term. Independent studies are limited to no more than three credits in a single term and a total of six credits during a student's entire undergraduate coursework.

Prior to advisement and registration, each student meets with the faculty member he/she wishes to sponsor the independent study project. The student should prepare a proposal for discussion with the faculty. It is important for faculty to consider how the proposed project will inform the students' overall academic plan and progression. If the faculty member agrees to sponsor the project, the student submits a registration form/contract detailing the topic, credits to be earned, number of meetings planned, and evaluation method. The faculty member signs this form and the student brings the form to the One-Stop at their assigned time for registration. No retroactive credits for independent study will be granted and no independent study projects may be started after the drop/add deadlines for registration.

4.7 Faculty Evaluations

Faculty evaluations, including self-evaluations are an important tool to engender continuous improvement on the part of the institution as well as on-going development for faculty. In addition,

as a fully accredited institution of higher learning, CCAD must demonstrate a rigorous evaluation process for all faculty members as a mechanism to benchmark and report on accomplishments, progress, and faculty excellence, and to recognize and support areas for improvement. The CCAD faculty evaluation has been developed to fall within and exceed the expectations of our accrediting agencies. Full-time faculty are evaluated during the year of their contract renewal whereas adjunct faculty are evaluated biannually during the semester in which they teach. The Evaluation Suite consists of:

- Faculty Self-Evaluation: to be filled out by the individual faculty prior to the supervisor's evaluation of said faculty. The self-evaluation should help the supervisor in the evaluation of the faculty and also provide a measure of the degree to which the supervisor and faculty agree on ratings.
- Faculty Evaluation: to be filled out by the Supervisor (usually the Department Head, Program Chair, or Director).
- Faculty Evaluation Rubrics & Guidelines: an explanation and guide for ratings and a tool to help faculty determine content to include in the self-evaluation.
- Adjunct Faculty Self-Evaluation: to be filled out by the individual adjunct faculty prior to the supervisor's evaluation of said adjunct. This is a shorter version of the Faculty Evaluation to reflect expected duties of adjuncts. The self-evaluation should help the supervisor in the evaluation of the faculty and also provide a measure of the degree to which the supervisor and faculty agree on ratings.
- Adjunct Faculty Evaluation: a shorter version relevant to expectations of adjunct faculty positions to be filled out by the Supervisor (usually the Department Head, Program Chair or Director).
- Adjunct Faculty Evaluation Rubrics & Guidelines: an explanation and guide for ratings-shorter version to reflect expected duties of adjuncts and a tool to help faculty determine content to include in the self-evaluation.
- Chair Evaluation: to be filled out by the Supervisor (usually the School Dean).
- Chair Evaluation Rubric: an explanation and guide for ratings.
- Faculty Development Research Plan: a guide to set goals and expectations with the faculty on areas of professional development.
- Classroom Observation: to be filled out by the Faculty Supervisor (usually the Department Head, Program Chair, or Director) intended to aid the faculty in continuous improvement of classroom instruction and delivery.
- Curriculum Vitae: annually all CCAD faculty provide their chair with a copy of an updated CV.
- Student Course Evaluation: form students will use for evaluating faculty and courses.

Evaluation Criteria

Expectations for faculty excellence fall into three categories: teaching effectiveness, creative work and/or research, and service/collegiality. Teaching effectiveness is certainly central to the business of the college and at the core of its mission. It is a key element of the evaluation, and therefore represents 45% of the overall evaluation. Creative work and/or research informs teaching expertise – the two cannot be separated. Therefore a strong emphasis is put on creative work/research as it counts for 30% of the overall evaluation. CCAD recognizes that we have a diverse group of professionals on our faculty and that not all will be delivering the same types of creative work or research. The evaluation recognizes these differences and allows room for each individual faculty to highlight their particular strengths and interest(s). Service and collegiality refers to service to the

college, service to the department, and service to the community along with one's ability to work collegially across the campus.

The strength of the institution depends on the work and the support of all constituencies, including faculty. Faculty's community work raises awareness of the institution in the public eye and enhances partnerships and reputations. Thus, service constitutes 25% of faculty's overall evaluation. CCAD recognizes that faculty members are individuals with particular strengths and interests and that not all faculty will be exemplary in all categories. Furthermore CCAD recognizes that evaluations, especially in our areas of expertise, can be somewhat subjective. Administration cannot quantify the number of activities expected each year as each activity may carry a different importance or prestige. As a part of the annual faculty performance evaluation, the Chairperson or Director will look at the following evidence to assess the faculty and their performance:

- Review of student evaluations for the previous two semesters
- Annual classroom observation (for large departments this may be administered by a designee of the chairperson or director).
- Faculty self-evaluation
- Annual CV submission
- Review of the previous year evaluation
- Review of the Faculty Development Research Plan (FDRP). The Faculty Development Research Plan will be formally reviewed and updated once every three years with a check-in conducted in the subsequent years.
- The Chairperson or Director should collaborate with the faculty regardless of evaluation results to establish a few goals for the coming academic year.

Adjunct Faculty Evaluations: As a part of the biannual adjunct faculty performance evaluation the Supervisor will look at the following evidence to assess the adjunct faculty and their performance:

- Review of student course evaluations for the previous two semesters
- Annual classroom observation (for large departments this may be administered by a designee of the Chair, Head, or Director).
- Adjunct faculty self-evaluation
- Annual CV submission
- Review of the previous year's evaluation

Full-Time Faculty Evaluation Timeline: Full-time faculty seeking contract renewal (1 year contract or a 3rd of 3 year contract). Supervisors will provide specific due dates within the timeframes below.

- September-October: Faculty member completes a self-evaluation, updates their Faculty Development and Research Plan (FDRP) and submits a current CV or resume.
- October-November: Chair/Director/Head (or designee) conducts classroom observations, reviews the FDRP and CV, and completes a formal evaluation.
- December: Supervisors review evaluations with the dean and then with the faculty member evaluated. Evaluation materials are due in HR, with required signatures on the last business day of the Fall semester.
- Early Spring: Promotion committees meet and make recommendations.
- Late Spring: Deans review contract details with HR.
- April: Contracts are issued and due in HR, with required signatures on the last business day of the Spring semester.

Adjunct Faculty Evaluation Timeline: (reviewed in the 3rd semester of teaching and then biennially thereafter.) Supervisors will provide specific due dates within the timeframes below.

Fall Evaluations

- September-October: Faculty member completes an adjunct self-evaluation and submits a current CV or resume.
- October-November: Chair/Director/Head (or designee) conducts classroom observations, reviews the CV, and completes a formal evaluation.
- December: Supervisors review evaluations with the dean and then with the faculty member evaluated. Evaluation materials are due in HR, with required signatures on the last business day of the Fall semester.

Spring Evaluations

- February-March: Faculty member completes an adjunct self-evaluation and submits a current CV or resume.
- March-April: Chair, Head, or Director (or designee) conducts classroom observations, reviews the CV, and completes a formal evaluation.
- May: Supervisors review evaluations with the dean and then with the faculty member evaluated. Evaluation materials are due in HR, with required signatures on the last business day of the Spring semester.

Special Note on Responsibilities for Adjunct Faculty: Adjunct faculty are not expected to maintain committee assignments nor provide service to the college outside of the teaching assignment, therefore those categories do not appear on the adjunct evaluations. Adjunct faculty members are expected to excel in the classroom and remain active in their professional fields.

4.8 Faculty Contracts

Annual faculty contracts are issued by the Provost, under the authority of the President and Board of Trustees and in consultation with the appropriate School Dean or the Director of Graduate Studies. Annual contracts are issued for the duration of the appointment, either a one (1) year or a three (3) year contract. The college defines its academic year as beginning three weeks before the first class and ending two weeks after the last class. Beginning in October, in order to make recommendations about contract renewal, the School Deans/Director of Graduate Studies or direct supervisor will evaluate any faculty member teaching in their area who is either on a one-year contract, or on the last year of a three-year contract. After the faculty review process is concluded, announcements of promotions, appointments, and annual contracts are made by the Provost, at the beginning of April. Signed faculty contracts are due into the Human Resources Office before the end of the Spring semester.

Outside Employment

Secondary employment must not interfere with a faculty member's obligations, including time commitments to the college. Consulting in an area of competence is encouraged as long as it does not compromise the interests of or compete with the college. Full-time faculty who wish to teach as adjuncts at another institution must request permission from the Provost. In general, faculty members may not teach the same course(s) as those taught at CCAD. CCAD recognizes the need

for adjunct faculty members to teach at other institutions, however, in general, faculty members may not teach the same course(s) as those taught at CCAD.

Conflicts of Interest

Conflicts of interests arise if employees have a direct or indirect interest in a business that supplies goods or services to the college. Employees have an obligation to avoid placing themselves in a position where personal interest or activities may conflict with the interests of CCAD. Honesty and professional integrity are expected of all CCAD employees. The Provost or Senior Vice President must approve certain acquisition, such as artwork purchased for college use. Questions and concerns about potential conflicts should be directed to the Provost, Senior Vice President, or the Human Resources Office. Neither employees nor members of their immediate family are to accept personal gifts, except those of nominal value (i.e., less than \$100 per year) from any person or firm doing or seeking a business relationship with the college. Questions and concerns about potential conflicts should be directed to the supervisor, the Provost, or Senior Vice President.

Qualifications

In order to meet NASAD, HLC, and ODHE accreditation requirements, all faculty members are required to have current Curriculum Vitae on file with Human Resources. CVs should be updated on an annual basis. It is also a requirement that all faculty members have an official transcript from the institution from which their highest degree was awarded on file with Human Resources.

Syllabi

All faculty members are required to complete a syllabus for each assigned course, submitted to their respective Supervisor – Program Chair, Department Head, the Admissions Department, or the One-Stop prior to the first day of classes. Full-time and adjunct faculty teaching regular courses must also post the course syllabus to GoStudio prior to the first day of class. Faculty members who have not submitted a syllabus by the end of the first week of classes will be required to meet with their Supervisor to resolve any missing course documentation. All syllabi should be submitted on the CCAD syllabus template and must include the following statement on disabilities:

CCAD is committed to helping students become effective, self-motivated learners. The Learning Support Office assists in coordinating appropriate and reasonable accommodations for students with disabilities. If you have a documented cognitive, psychological, or physical/medical disability, as defined by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990, it is recommended you contact the Learning Support Office at 614.222.4044, learningsupport@ccad.edu, or located in the Loann Crane Center for Design.

The Learning Support Office, located in the Student Affairs hallway in the Loann Crane Center for Design, offers high-quality resources and services to the CCAD community. In addition to ensuring students have equal access to the educational experience, the Learning Support Office provides consultation to faculty as they work with students with disabilities and accommodations. The Learning Support staff are available to clarify disability policies and procedures, explain implementation of specific accommodations listed on accommodations letters, discuss classroom and studio limitations, collaborate on best practices, and ultimately promote student success at CCAD. Faculty are encouraged to refer students to the Learning Support Office to discuss academic

skill coaching, tutoring services, and disability accommodations. For more information, contact Learning Support at learningsupport@ccad.edu.

Teaching

The strength of the college is measured by the strength of the interaction between excellent faculty and motivated students. Therefore, the primary responsibility of a faculty member is to teach and advise students. Faculty have a contractual obligation to attend and teach all classes assigned for the full-time allotted to each class, every day the course is scheduled.

Availability Outside of Class

Keeping hours outside of class in a specific place where students can find a faculty member is important. The minimum requirement is one office hour per week per class.

Reporting

All faculty members are expected to meet all college reporting deadlines associated with teaching, be available for signatures when required, and turn in grades and attendance as required by the Registrar. Faculty members are a vital part of our processes for students. Often, missing a deadline may affect a student's graduation, financial aid, or degree progress.

Meetings

Faculty members are required to attend all faculty, school, departmental and committee meetings incident to the successful delivery of courses and programs, and governance and effectiveness of the college, and must attend graduation unless excused by the Provost. The Faculty member shall devote the time, skill, labor and attention to administrative service and governance activities, which are necessary to provide a quality education. The faculty shall perform the duties and responsibilities in a professional manner.

Professional Practice

Faculty members who are professionally engaged in their discipline create a richer environment for the development of our students and enhance the reputation of CCAD. Faculty members are expected to be active in their field, whether for professional advancement, personal satisfaction, or profit, provided these activities do not conflict with faculty duties. CCAD supports creative and scholarly work through sabbaticals, faculty grants, release time, and departmental funding for professional activities.

Service

Service to the college includes all support work done in the faculty member's unit, their School, or CCAD. Examples include committee activities, administrative assignments, student recruitment, consulting, and special projects and professional contributions. All full-time faculty members are required to attend faculty meetings, meetings of their assigned School Deans, Program Chairs and Department Heads, as well as faculty/staff in-service days, graduation, and any other meetings or special events as required by the Provost or the President.

Assessment of Student Work

The effectiveness of the faculty teaching is measured by assessment of student learning. Faculty are responsible for participating in the assessment of student work to determine if course-level objectives, program-level outcomes, and institutional goals are being met with the delivery of the

curricula. Faculty members have a contractual obligation to engage with their discipline areas to review the quality of student work and their progress in the degree programs of the college.

Student Attendance Records

Student attendance records are a required record for reference to student grades and enrollment. The college has adopted electronic attendance tracking using [Self Service](#) and [GoStudio](#) for ease of use and submission. The One-Stop distributes via Self Service and GoStudio class rosters to all faculty at the beginning of each term. Faculty must keep these records carefully and be diligent about tracking student attendance. Attendance records are due on the scheduled date published for each term. Faculty should also be alert for emails about attendance records, containing due dates and information about changes/updates, which are sent throughout the academic year. Faculty who fail to track and report student attendance will be required to meet with their Supervisor to resolve missing course documentation. Chronic failure to enter attendance may affect a faculty's evaluation and a performance improvement plan overseen by their Supervisor and school Dean.

Faculty Attendance

At the heart of CCAD's excellence is the interaction of talented and dedicated faculty with motivated students. Therefore, the primary responsibility of a faculty member is to teach and advise students. It is the expectation of the college that faculty members keep absences to a minimum during the academic semester. While the inevitable illness or emergency will occur, it is the position of the college that faculty should prioritize fulfilling their course schedule. All arrangements of personal business should be made around the teaching schedule to avoid absences. In no case is there compensation for unused accumulated sick leave. For full-time faculty, short approved absences (not to exceed 1-2 days per term) for illness or emergencies, the faculty member will be paid his or her regular salary. The School Dean or Director of Graduate Studies must approve payment to any substitute instructor hired for missed classes. If the absence is longer than two class sessions, the Dean or Director will consult with the faculty member and recommend a longer-term solution to the Provost.

During the academic year, eligible full-time regular faculty are allowed up to five (5) days of paid sick leave awarded at the beginning of each academic year. When two or more classes are missed in a single school day, the faculty member will be charged for 1 day's absence. If one class is missed, the faculty member will be charged for ½ day's absence. Absences related to college business should be pre-approved by the School Dean and a substitute instructor arranged for. Absence from campus for one (1) week of classes is calculated as five (5) days absence. Unused sick leave may be accumulated up to 130 days (six calendar months), but such accumulated sick time may only be utilized for documented family and medical leave. There is no compensation for an accumulation of unused sick leave.

Full-time and visiting faculty should schedule their personal time-off around teaching assignments and the semester, as well as college events such as the All Faculty and Staff meetings, departmental meetings, and Commencement.

Adjunct faculty have a contractual obligation to attend and teach all classes or programming assigned to them for the full-time allotted to the class, every day the class is scheduled. Adjunct faculty members are allowed one (1) day of paid sick leave for each course taught during their contract. There is no compensation for or accumulation of unused sick leave. Illness or other reason

for missing more than one class will be evaluated by the hiring supervisor and the instructor may be docked pay or the college may terminate the contract and the instructor replaced.

Prearranged Faculty Absence: If an absence is prearranged, the faculty member must email or call their Supervisor to report when a class will be missed. If the absence is approved, the Supervisor will report the absence so that an attendance form for the class in question can be sent to the students. Copies of this form are sent to faculty member's direct supervisor and Human Resources to be added to their file.

Unscheduled Faculty Absence: If an absence is unscheduled, the faculty member must call the One-Stop to report the absence or, in the event the One-Stop is closed, contact Security. Faculty may contact students through GoStudio to let them know that class has been cancelled in addition to contacting the One-Stop (or Security). The One-Stop will complete an attendance form for the class in question and forward any homework assignments at the request of the faculty member in the event no substitute can be arranged. The faculty member should also contact their Supervisor to report when a class was missed. If the faculty member is able to arrange a substitute, the substitute instructor should call the One-Stop to report their substitute status.

Faculty Substitutes: All substitutes, regardless of course type or programming for minors (College PreView, Discovery Club, Saturday Morning Art Classes and Creative Summer Workshops), are subject to strict approval by the area Supervisor beforehand. Substitutes for regular courses shall be selected from either other CCAD instructors, or outside professionals with expertise in the course material. Because of credentialing requirements, the college prohibits the use of undergraduates or recent graduates as substitutes without prior approval. In some circumstances, the college may choose to limit payment to the absent faculty to cover the cost of substitute work.

4.9 Faculty Benefits

Faculty Development

CCAD recognizes the value of faculty's professional development both in and out of the classroom and provides two distinct funding options for faculty development: the Faculty Development General Fund, the Griffith Faculty Excellence Fund, and department funds. The college is committed to providing funding in support of professional practice, pedagogy, advancing the work of faculty, and ultimately the mission of the college. Note that application submission indicates applicant's acceptance of all terms and conditions of the grant/funding processes, and adherence to the college's reimbursement policies as defined in the Faculty and Staff Handbooks. Faculty are expected to have used their departmental development funds *prior* to applying for General Fund support. CCAD provides the following support:

Faculty Development General Fund: The Faculty Development General Fund provides financial support based on the following philosophy:

CCAD is pleased to provide funding that builds professional practice, pedagogy and/or community, advances the work of the faculty, and supports, directly or indirectly, the mission of the college and strategic plan.

As such, the college's Faculty Development General Fund supports activities in the following categories:

- Professional Practice: activities related to the advancement of applicant's field of work
- Career Promotion: activities related to the advancement of one's career
- Teaching Effectiveness: activities related to innovation and effectiveness of teaching and learning
- Community: activities related to advancing college relationships

All faculty pursuing such activities are eligible for up to \$3,000.00. Adjunct faculty are eligible after six (6) semesters of teaching at CCAD. Funds may be used for travel, accommodations, activity fees, and other expenses. The college does not provide funding for materials. Applications are accepted on a rolling basis and reviewed by Academic Council for approval or deferral. The Council reviews applications twice a semester, which includes budget presentations. Submission deadlines are announced at the beginning of each academic year, so faculty are encouraged to plan accordingly.

To apply for the Faculty Development General Fund, faculty must submit the Application Form and a two-to-three paragraph rationale detailing how the activity will benefit them, the college, and align with the principles described above. Rationales should also include a timeline and plans for sharing results with the college. Applications are due no less than three weeks before the requested activity. All proposed expenses must adhere to the college's expense policies, including mileage and per diem. Faculty are strongly encouraged to be frugal when booking travel and accommodations. Applications and/or line items for materials will not be considered. The application for this grant is available on the CCAD website: <https://www.ccad.edu/i-am/faculty-staff>

Applications must be signed by the applicant's immediate supervisor. Academic Council members applying for funds must recuse themselves from Academic Council review sessions. Applicants will be informed of the Council's decision within two weeks of their review. Any deferred applicant will receive a written explanation of the Council's decision upon notification. Applicants may elect to resubmit an application outside of the regular review process on the strict condition that they incorporate the Council's recommendation. Applications for activities or expenses that fall explicitly outside of the college's aforementioned guidelines will not be considered for resubmission. Receipts for reimbursement must be submitted to the Administrative Assistant to Academic Affairs within 30 days of the last funded expense to guarantee reimbursement.

Griffith Faculty Excellence Fund: CCAD has long held the belief that its faculty is its foundation. The Griffith Faculty Excellence Fund (GFEF) – named for former president Dennison W. Griffith – is an endowed fund that provides support for merit pay for faculty innovation, grants for faculty research, initiatives that require multiple CCAD faculty, and fellowships or residencies for visiting faculty. By creating an environment where faculty are well supported, they are then able to challenge, inspire, and motivate students to think at the highest level shaping all of our futures.

Applications are reviewed biannually during the fall and winter semesters with submission deadlines of October 15 and April 15. Awards are announced before the end of the term during which the application is submitted. Applications between \$3,000.00-\$5,000.00 will be considered and may include cost for materials so long as the expense comprises less than 50% of the total requested budget. Funds may not be used toward the purchase of a laptop/desktop/tablet computer equipment or activities already under contract through the college.

Eligible faculty must be full-time and have completed two or more semesters of teaching, or adjunct faculty with six semester of teaching, all of which must be at CCAD. Grant recipients are ineligible for one academic year after receiving a GFEF grant and must complete all award requirements for previous grants, including dissemination, before submitting for additional support.

Applications must include a project description, rationale, outcomes, dissemination plan, timeline, and detailed budget. Incomplete forms will not be considered for funding.

Grant recipients must develop a dissemination plan for the project. At a minimum, a summary report of the project's outcomes must be submitted to the Provost within three months of the project end date. Summary reports may be published on the college's website or otherwise shared with the CCAD community. Reports should be approximately two pages in length and include a description of the project, its outcomes, and impact on the college. Photos or other images to accompany the report are strongly encouraged. Methods for sharing information may include presentations at college meetings, brown bag discussions, blogs, exhibitions, classroom presentations, or the applicant may recommend an alternative option.

Receipts for reimbursement must be turned in to the Administrative Assistant to Academic Affairs no later than 30 days after the project end date. Reimbursements are subject to college policies as published in the Faculty and Staff Handbooks. Without documentation, all money received by the applicant is subject to both to both federal income and FICA tax withholding.

Applications are reviewed by the school Deans, and two external evaluators selected by the Provost. Evaluators are selected based on diversity and activity in professional fields. Each evaluator acts independently and anonymously. Applications are submitted to evaluators without applicant names or other identifying factors; late or incomplete applications are not shared with the review committee. Evaluators complete a ranking form for the proposals and applications are judged on merit. Based on the results of the ranking forms, funding allocations are made by the Provost in consultation with the President. Proposals may not be selected for funding or may receive partial funding. Decisions are final and are not subject to contest.

Sabbaticals

CCAD offers sabbatical leave to eligible faculty with the belief that a substantial block of time uninterrupted by teaching and other duties allows for development of professional strengths and renewal, thereby contributing to the quality of teaching and to the reputation of the college.

Eligibility: Any regular, ranked, full-time faculty or unranked full-time faculty who has served at CCAD in a full-time position for a minimum of seven years is eligible for sabbatical. After seven years, the faculty member is again eligible to take a sabbatical. Human Resources creates an annual report forecasting eligibility for the next three academic years and submits it to the Provost and the School Deans.

Compensation & Benefits: A faculty member granted sabbatical retains an annual contract for the year of the sabbatical. The sabbatical is for one term's duration, at full pay and no change in benefits. During the sabbatical, the faculty member retains all benefits under his or her annual contract and is eligible for any cost of living adjustments applied to other full-time faculty. Administrative stipends are not included in the compensation. The stipend will be used to compensate colleagues who

assume administrative duties during their leave. CCAD reserves the right to determine the number of sabbaticals that will be budgeted each year based on enrollment and budget actuals. Faculty who forego sabbatical will not receive additional compensation in lieu of their leave.

The college and the faculty community support sabbaticals. They work as a result of reciprocal sharing of workloads, and are not a financial benefit. The sabbatical plan is a benefit extended to full-time eligible faculty, and does not relate to or affect other forms of leave-of-absence or faculty enrichment/development programs or budget items.

Application Process: Eligible faculty may apply for sabbatical through the appropriate School Dean by sending a Letter of Intent/Application with the faculty's requested semester for sabbatical leave. The School Dean will work to accommodate the faculty member's leave, allow adjustments in the class schedule and/or hire adjuncts or temporary replacements.

Please consult the following timeline:

18-12 months in advance of sabbatical	Discuss possible sabbatical and timing with School Dean
May 1 (for the following Fall)/ Dec. 1 (for the following Spring)	Complete application and letter of intent
Within one year after end of sabbatical	Presentation/exhibition/sabbatical report

The School Dean will review the application and may shift the timing of a sabbatical in order to ensure adequate programming.

The Provost approves all sabbaticals, upon recommendation of the School Deans.

Expectations of faculty on sabbatical: Sabbaticals are extended by the college for the purpose of enriching the professional lives of CCAD's faculty, and thereby supporting our mission. Faculty returning from sabbatical are expected to share their experiences with their colleagues in a manner of their choosing, such as a presentation, report, or exhibition of work.

Faculty who are granted sabbatical are expected to return to teaching at the college for at least one year after the sabbatical period. The sabbatical is treated as a period of contract and does not jeopardize or insure continuing employment. All other personnel policies continue in effect.

General Information

In addition to regular pay, college-sponsored employee benefit plans are an important part of CCAD's total compensation package. They represent both a valuable asset to the employee and their family, and a significant financial investment in CCAD's employees. The college reserves the right to unilaterally modify or amend any plan or portion thereof, or to add, change, or eliminate any benefit at any time.

Bank & Credit Union Participation: Employees of CCAD are eligible for either discounts or memberships in local banks and credit unions. The Human Resources Office has information on each of the participating banking institutions.

Columbus Museum of Art Admission: Any employee with a valid CCAD identification card can visit the Museum of Art free of charge.

Parking: Free parking in college lots is available to employees when engaged in college-related business. A parking permit sticker must be obtained from the Safety and Security Office at 107 North Ninth Street, and must be displayed in the lower left corner of the rear window of the vehicle. Parking spaces are unassigned and are available on a first-come basis. Faculty members are encouraged to park first in the “faculty/staff only” parking lots and only then use open student parking when all faculty/staff lots are filled. Violation of parking rules may result in any of the following: a citation from the Safety & Security Officers, the vehicle being towed at the owner’s expense, and/or the loss of parking privileges. If the violation involves the illegal use of a disabled parking space, the Columbus Police may be summoned to issue a citation. CCAD assumes no responsibility for any damage, theft, or personal injury involving employees, their vehicles, or contents.

Pre-paid Legal and Identity Theft Protection Programs: All employees are eligible to participate in group rates for pre-paid legal and identify theft programs. Deductions for this program are taken from the employee’s checking account. Additional information is available in the Human Resources Office.

Retirement Plans: A defined contribution retirement plan is available for contracted full-time faculty of CCAD. This plan is sometimes referred to as retirement (or group retirement) annuity contract. Typically contributions are made on a tax-deferred basis, meaning taxes are not paid until the employee draws on the assets. Eligibility for participation in the plan occurs once an employee has completed one year of service and attained the age of 25. CCAD will notify each eligible employee of their eligibility date. Every eligible employee is required to participate in the plan. The college contributes 3% of the eligible employee’s gross earnings into the plan regardless of the employee’s contribution. If the eligible employee chooses to contribute 3% or more, then CCAD will match that contribution based on the schedule below:

Service Level	Employee %	Employee %
One or more years of service	0 - 2%	3%
More than one year of service but less that ten years of services	3% or more	5%
One or more years of service	3% or more	7%

An employee is fully and immediately vested in the benefits arising from contributions made under this plan. Such amounts are non-forfeitable. The normal retirement age under this plan is age 65. Faculty members may choose to retire at any time. In order to assure continuity of teaching at the college, faculty members planning to retire should give one (academic) year notice in writing to their School Dean, Director of Graduate Studies, Program Chair, the Admissions Department or the One-Stop. The Human Resources Office can facilitate paperwork and provide information about retirement. If a faculty member is considering retirement, they should speak to their School Dean, Director of Graduate Studies, Program Chair, the Admissions Department or the One-Stop. Voluntary Retirement Choice Plans are tax-deferred and allow employees to put away more for retirement over and above the basic retirement plan offered by CCAD. While the provisions of different tax-deferred plans vary, they all work the same way: money goes straight from the employee’s paycheck to an investment account, reducing current income taxes. What’s more, the

potential investment earnings won't be taxable until they are withdrawn at retirement. There is no eligibility requirement for this plan.

Supply Store Discount: All employees are eligible for a 25% discount on art supplies and a 10% discount on books at the Art Supply Store. Purchases must be over \$3.00 to qualify for discount. VISA and MasterCard are accepted for purchases over \$1.00.

Tuition Exchange Program: CCAD participates in the Tuition Exchange Program, a reciprocal undergraduate scholarship program for full-time employees working at least 37.5 hours per week and their legally dependent children. The Tuition Exchange Inc., a nonprofit association with more than 672+ participating institutions, serves higher education by making careers at colleges and universities more attractive.

There is a deadline for interested individuals to submit their names and choice of schools. Scholarships will be distributed based upon an employee's years of full-time service. Should there be more employees interested than there are scholarships available, the remaining employees will be placed on a waiting list, the order being based upon their years of service. For additional information, contact the Human Resources Office.

Tuition Waiver: Full-time faculty members and their immediate family (i.e. spouse/domestic partner and children) may enroll in BFA courses at the college and receive a waiver for tuition only; lab fees must be paid in full by the employee or immediate family member. For full-time faculty and their family, the waiver is 100%. For half-time faculty and their family, the waiver is 50% of tuition cost. Full-time and half-time faculty, their spouses/domestic partners, and their children under the age of 24 may enroll in Community Education courses and receive a waiver for tuition only. Any lab fees or material fees must be paid in full by the employee or immediate family member. For full-time faculty and their family, the waiver is 100%. For half-time faculty and their family, the waiver is 50% of tuition cost. Children of full-time and adjunct faculty are eligible to enroll in College PreView, Discovery Club, Saturday Morning Art Classes, and Creative Summer Workshops free of charge. Note that College Preview and Discovery Club housing must be paid by the faculty member. Adjunct faculty may be eligible for some waivers. Tuition waivers are offered as a courtesy to CCAD employees, however, priority is given to paying students and anyone with a tuition waiver who is either enrolled in a course or on the waiting list may be bumped by a paying student.

Domestic Partnerships

Domestic Partnerships: The definition of domestic partner (same sex and opposite sex) for the purpose of administering applicable benefits is an individual who is registered by an eligible faculty member with an affidavit attesting that the domestic partner:

- Shares a residence with the faculty member (unless residing in a different city, state or county on a temporary basis)
- Is in a long-term committed relationship with the faculty member
- Is the sole domestic partner and, with the faculty member, are responsible for each other's common welfare
- Is at least eighteen (18) years of age
- Is not legally married to anyone
- Is not related by blood closer than would bar marriage in the state of Ohio
- Is mentally competent to consent to a contract

- Understands that another Affidavit of Domestic Partnership cannot be filed until six (6) months after the most recent domestic partnership has been terminated.

To apply for domestic partner benefits, an Affidavit of Domestic Partnership must be filed. The following steps should be taken:

- Request an Affidavit of Domestic Partnership from Human Resources
- Complete the Affidavit and have it witnessed
- Submit the Affidavit to Human Resources

CCAD suggests consulting an attorney/tax advisor concerning any legal ramifications that may be created by the affidavit. Registration of a domestic partner may take place at any time during the year. Information provided in the Affidavit of Domestic Partnership will be kept confidential to the extent permitted by business necessity and the law. For example, documents may be disclosed in response to a court order, subpoena or public records request, or to college administrators in regards to certain benefits. Faculty Domestic Partner benefits include: Family Medical Leave Absence, Employee Discount programs, Bereavement leave, and Tuition Waiver.

Termination of Domestic Partner Relationship: Faculty who have enrolled for domestic partner benefits must notify the college within thirty (30) days of the termination of the relationship by submitting an “Affidavit of Termination of Domestic Partner Status” form. This form is available from Human Resources.

Insurance and Healthcare

Auto, Home, & Renters’ Insurance: Faculty may qualify for a special group discount on auto, home, and renters’ insurance through Liberty Mutual Insurance’s Group Savings Plus. Monthly deductions would not be via payroll deductions but rather would be taken from a personal account.

Flexible Spending Account: Effective the first day of the first full month of employment, full-time faculty are eligible to participate in a Flexible Spending Account for eligible medical/dental expenses. This account allows faculty to pay for medical care expenses not covered by insurance with pre-tax dollars, including medical equipment, supplies and devices and over-the-counter medicine or drugs if a prescription is provided. This plan will allow an estimation of annual out-of-pocket medical/dental expenses and have that amount deducted. The annual amount requested by the faculty member is available when an eligible expense has incurred. The reimbursement is paid free of taxes. The Internal Revenue Service does require that money not used each year be forfeited. When estimating expenses, IRS’s limits must be followed. Full-time faculty members are also eligible to participate in a Flexible Spending Account for daycare expenses. Up to \$5,000.00 can be withheld each year from pay to cover daycare expenses. This account can be used to reimburse expenses for any IRS-eligible dependent that may require daycare while the member of the faculty is at work. After the initial hire date, this benefit is offered during an annual enrollment period.

Life Insurance & Accidental Death and Dismemberment (AD&D) Insurance: Effective the first full month of employment, full-time faculty are eligible for life insurance and AD&D and at no charge. The entire cost of the insurance is paid by CCAD. Should the death of the employee occur from an accident, the benefit payable to the designated beneficiary is twice the employee’s annual salary. If death of the employee occurs from natural causes, the benefit payable to the designated beneficiary is equal to one year of the employee’s annual salary.

Long-Term Disability: Effective the first full month of employment, full-time faculty will receive long-term disability coverage at no charge, which will protect income against a disability. The entire group cost for this coverage is paid by CCAD. The Long-Term Disability benefit begins after an employee has been disabled for six months (180 days). The plan provides up to 60% of salary benefit, not to exceed a \$9,000.00 monthly benefit. In addition, the plan will pay a monthly retirement contribution benefit that is equal to 10% of the employee's monthly gross income. Benefits are payable to age 65 or Social Security retirement age. The catastrophic benefit provides for an extra 10% of salary benefit if your disability qualifies. Partial disabilities are also covered.

Medical and Dental Insurance: Effective the first day of the first full month of employment, full-time faculty may enroll in dental and medical insurance. For anyone hired January 1, 2007 or after in an eligible part-time status, family coverage may be elected. However, CCAD will only contribute to the premium cost equal to that of single coverage. Specific information about coverage and premium cost is available in the Human Resources Office.

Short-Term Disability Insurance: CCAD provides all employees working 20 or more hours per week with a fully-insured Short-Term Disability Insurance Plan. This plan pays \$150.00 per week if the employee is disabled and unable to work, commencing on the 30th consecutive calendar day after work was missed.

Voluntary Short-Term Disability Insurance: CCAD offers additional short-term disability coverage. The purpose of this coverage is to supplement the de-facto plan the college provides. The voluntary plan pays the difference between the CCAD-provided benefit of \$150.00 per week, and 50% of an employee's normal income, should they become disabled and unable to work, even after any earned sick time is used up. If the employee initially declined this added insurance and decides at a later time to enroll, they will need to complete a form for certificate of coverage and are no longer guaranteed coverage.

Voluntary Term Life Insurance: CCAD offers additional life coverage on a voluntary basis to all full-time faculty members. This benefit is in addition to the employer provided life insurance and provides employees with the opportunity to provide protection for themselves and their family. The premium is paid through payroll and is based on low group rates in five-year age-bands. A new employee who has not declined the voluntary life coverage can elect up to \$150,000.00 without answering any medical questions. The coverage is portable and at low premium rates, if the employee leaves CCAD. If the employee initially declines this added life insurance, and decides at a later time to enroll, they will need to complete an Evidence of Insurability form. The insurance company will decide whether insurance will be granted.

Faculty Emeriti

Retiring CCAD faculty may nominate themselves, or be nominated by Academic Council, Faculty Council, Program Chair, Department Head, Director, School Dean or the Director of Graduate Studies for Faculty Emeritus status. The Provost will make all final decisions on the awarding of emeritus status.

The minimum requirements to achieve this designation are as follows:

- Rank of Professor at the time of retirement.
- 25 years or more of service at this or other recognized institution of higher education, the last ten years of which have been at Columbus College of Art & Design.

- Distinguished career in scholarly or professional practice as exemplified by a strong reputation and exceptional productivity plus a record of dedication to teaching and service to the college, or a distinguished career as a teacher and exceptional contributions to the college, plus sufficient evidence of scholarly or professional practice.

Any individual who has satisfied the criteria for promotion to Full Professor is considered to be eligible for Emeritus status, subject to approval by the Provost. The college reserves the right to consider extraordinary service to the college, professional experiences or expertise in lieu of the above qualifications.

Emeritus Benefits: The following benefits accrue to those faculty members awarded emeritus status. Note that benefits do not include computer software, cell phone reimbursement, tuition waivers, use of labs, door access, access to student information and course management systems

- Email: The CCAD email account will remain active unless otherwise directed by the Professor Emeritus. The email address will be listed in the CCAD directory.
- CCAD ID card: A CCAD ID card with the emeritus designation will be issued. The ID card will allow access to on campus activities and entry to the Columbus Museum of Art.
- CCAD business cards
- Library: Library privileges include OhioLINK borrowing and database privileges, access to Lynda.com and use of ARTstor and other digital collections.
- Faculty exhibitions: Professor Emeriti will be invited to submit to appropriate faculty exhibitions
- Professor Emeriti will be listed in CCAD publications including the catalog, commencement program, and website.
- Computer, iPad (may retain lap top after all CCAD-licensed software has been removed)

4.10 Faculty Rank and Promotion

The Human Resources Office provides verification of employment, and will only release information regarding whether an individual is/was employed by the college, the dates of employment, and title or position. Wage and salary information will be verified only if written permission from the individual is on file.

The faculty ranks are as follows: Assistant Professor, Associate Professor, and Professor. Instructor is an unranked position. Adjunct faculty are generally not ranked, but referred to as Adjunct Instructors. Visiting Faculty are not ranked, but referred to as Visiting Faculty. Continuing and Professional Studies faculty are not ranked and referred to as Continuing and Professional Studies (CPS) Instructors. Saturday Morning Art Classes faculty are not ranked and referred to as Saturday Morning Art Instructors.

Minimum Qualifications for Rank at CCAD

Rank	Education	Teaching Experience	Professional Activity
Assistant Professor	Masters-level degree or higher appropriate to teaching area, or professional equivalent*	2 or more years full-time teaching or professional experience	Evidence of on-going professional activity
Associate	Masters-level degree or	6 years full-time teaching, 3	Significant

Professor	higher appropriate to teaching area, or professional equivalent*	years at the assistant professor level	professional activity including publications and/or exhibitions
Professor	Terminal degree appropriate to teaching area, or professional equivalent*	12 years full-time teaching, 6 years at the associate professor level	3 or more years of outstanding professional accomplishments as indicated in publication, creative achievement and/or exhibition records

*The college reserves the right to consider extraordinary professional experiences or expertise in lieu of terminal advanced degrees when considering credentials for rank. In most cases, substitution of “professional equivalent” for advanced degrees would require documentation of systematic progressive learning and practice reflecting advancement of knowledge and expertise.

Qualifying years of full-time service at other institutions shall be entered at the discretion of the Provost at the time of the faculty member’s hire. Teaching prior to a regular appointment, or during summers, is not included.

Academic administrators such as Directors, Program Chairs, or Department Heads who have been awarded a reduced teaching load in order to fulfill the duties of an academic leader shall receive credit for the same number of years they would have completed if teaching fulltime during the period of leadership.

Candidates for promotion must possess the minimum qualifications established for the rank for which they are being considered. In addition to the needs of the college and the minimum faculty position qualifications, the fundamental criteria considered in awarding rank and promotions are the following: ability and effectiveness as a teacher, professional status and contributions, and service to the college and community. To be eligible for promotion, a faculty member must demonstrate a high degree of excellence in each of these categories through annual reviews and the promotion review process. New rank will be assumed in the academic year following the promotion decision.

The faculty member choosing to apply for promotion should consult the following timeline:

May 1: Faculty seeking to go through the promotion process in the following fall semester must notify the Dean of the school in which the faculty member is affiliated.

May 15-25: Candidates will meet with the School Dean to discuss processes and expectations for the dossier.

Summer: Candidates for promotion compile dossiers in consultation with the School Dean.

September: The School Dean will request letters of reference. The candidate should provide a list of potential peer evaluators (note that only one person from CCAD should act as a reference – at least two other external reviews are to be solicited from professionals in the community of practice).

September-October: Candidate meets with the School Dean to review/revise dossier

January (day of Faculty/ Staff Meeting): An electronic portfolio template is available through Digication for online dossiers. See the School Dean for more information. The application materials should include:

- Curriculum Vitae
- Student evaluations (use summary student evaluations for the previous 4 semesters (2 years))
- Comprehensive self-evaluation covering the years at current rank
- Statement of teaching philosophy
- Artist's statement
- At least 10 (but no more than 20) images of the faculty member's studio work, design work, or copies of published work. Works may be uploaded directly to Digication or a link may be provided to an external website provided that the information listed below for images is included.
- At least 10 (but no more than 20) images of student work or other evidence of student work – these should identify the course from which the student work comes. Best practice usually dictates that these works are to have been completed within the previous 4 semesters (2 years); Works may be uploaded directly to Digication or a link may be provided to a Digication teaching portfolio.
- List identifying each images by number, title, dimensions, medium, date completed, and any other information the faculty member deems appropriate
- Letters of reference must be included in the candidate's dossier –these letters are required and are requested by the institution, not the candidate. The candidate may provide a list of potential peer evaluators (note that only one person from CCAD should act as a reference – at least two other external reviews are to be solicited from professionals in the community of practice)

December 1-10: The School Dean will appoint promotion committees to review candidates for promotion. The School Dean is to be included as an ex-officio member of each program's promotional committee. The promotion committee for each candidate shall include two regular ranked faculty members from the candidate's primary department and one ranked faculty from outside the primary department.

January: Promotion committees meet with the School Dean for preliminary discussions and training.

January/February: The promotion committees review dossiers of candidates for promotion and make a recommendation to the School Dean no later than February 15. The School Dean will submit recommendations to the Provost who makes the final decision. A candidate who wishes to appeal the Provost's decision may make the appeal in writing by March 5th to the President, whose decision is final.

February 20-28: Candidates for promotion meet with School Dean to review recommendations of promotion committee and Provost decision.

March 15: Promotions are announced by the Provost and reflected in the new contracts issued for the following academic year.

4.11 Additional Resources and Policies

Career Services

Career Services manages www.ccadcareers.com for job listings both on and off campus, internships, and volunteer opportunities. This is also the first stop for any outside firm or individual wishing to hire students for projects or to offer internships or other study/work opportunities. Students and alumni may be referred to Career Resources for internships and employment. Career Resources is also available to make in-class presentations on career topics. For more information about this service, please contact careers@ccad.edu. For more detailed information on Career Resources available to students, please refer to the Student Handbook.

Facilities and Maintenance

Maintenance and improvements to CCAD buildings and grounds are managed by the Facilities Maintenance Department. To provide better service, there is an online Facilities Service Request form, accessible from on-campus computers, on the CCAD website. A confirmation and estimated date of completion will be emailed to the person submitting the request. In the event of an emergency situation, where injury or severe damage to property might result, please contact the Security department at 614.222.6165 or the Facilities department at 614.222.3246.

Facilities Reservation Process

Any internal college events must be scheduled through the Events Team. Faculty and staff members wishing to schedule an internal event must complete a Facilities Reservation Form. This form is available from the Events team (events@ccad.edu), either via email or campus mail. Forms should be submitted at least 10 days prior to the event.

The Events Team will coordinate the set-up with Facilities, inform Security of event details as well as coordinate catering services. They will also make A/V requests on your behalf as needed. It is advisable to contact the IT Department 614.222.6174 if your needs involve a high level of detail prior to the day of the event.

External parties requesting the use of college facilities should contact the Events Team at events@ccad.edu or via phone 614.222.3230. Facilities may not be reserved for personal use by employees of CCAD.

Faculty Use of Shops and Labs

CCAD shops, labs, and equipment are primarily for use of students pursuing class assignments and projects. Faculty may use these resources according to the access policies of each area. However, faculty are not permitted to use the print lab.

Fundraising Policies

The purpose of this policy is to coordinate all of CCAD's fundraising efforts to ensure that communication from its constituents is consistent with the college's overall needs and priorities. All fundraising efforts must support and not compete with the college's overall efforts to secure funding for annual operating needs, capital projects, and endowment funds.

The Advancement Office is responsible for coordinating the cultivation, solicitation, and stewardship of donors and therefore, oversees all fundraising appeals to all CCAD constituents.

Two fundamental principles of the CCAD Advancement Office are:

- CCAD's overall interest takes precedence over the special interest of departments, projects, organizations, or other groups on campus.
- All fundraising must be in compliance with Sec. 501(c)(3) of the Internal Revenue Code, which governs non-profit tax exempt organizations.

All requests to solicit funds or clarification on the following policies can be directed to the Advancement office.

Gift Acceptance: Frequently discussed gift acceptance policies at CCAD for internal use are:

- CCAD is unable to accept pass-through donations for another non-profit organization.
- The Advancement Office will coordinate all in-kind donations to CCAD and will be responsible for all record keeping, and receipting of donors. Please contact the Advancement Office if you have received notification of a possible in-kind donation.

Sponsorship: CCAD does not sponsor other non-profit organizations or events. Special circumstances may apply with approval from the President and the Vice President for Advancement.

Solicitation: Employees are encouraged to make recommendations for grant opportunities and requests for non-budgeted funding for a particular program or project through a detailed proposal submitted to the requesting department's senior leadership. It is at the discretion of the senior leadership team to determine funding priorities and ultimately make the request to the Vice President for Advancement. In some instances members of faculty or staff possess specific expertise that can be of great assistance when conceptualizing projects or developing actual proposals. What is critical is for all grants to be reviewed and submitted via the grants office, to ensure compliance, project completion, and reporting procedures meet grantor's standards and fulfill CCAD's obligations.

Employees of CCAD may not use the CCAD Family listserv to solicit funds on behalf of another non-profit or for an individual. Special circumstances may apply but must be approved through the Vice President for Advancement.

CCAD does not permit other non-profits to rent or use CCAD owned and operated spaces to host their own fundraising event. Special circumstances may apply with approval from the President

CCAD does not permit other organizations to solicit CCAD employees. Exceptions to this (i.e. United Way campaign) must be approved by the President, Vice President for Advancement, and the Director of Human Resources.

Student Organizations:

Student organizations must be recognized and gain approval with the Student Engagement office to be able to fundraise on campus. Since student organizations are not legal entities of CCAD they are therefore unable to have gifts to their organization recognized as tax-exempt through CCAD. Student organizations may register for their own non-profit status through the IRS. If students are raising funds for CCAD they must gain approval through the Advancement office.

Student organizations must submit their solicitation lists for approval to the Advancement office at development@ccad.edu (if they are asking for over \$100) at least one month in advance.

Any publicity for a fundraising activity from a student organization must include the following statement “This fundraising effort is conducted by and benefits a student organization or program at Columbus College of Art & Design, and the proceeds will be used at their discretion for the purposes related to their organizational mission”.

General A/V Policy and Procedures

[Requests for A/V equipment and/or support](#) should be made 10 business days prior to the event. An attempt will be made to fulfill last-minute requests, but IT cannot guarantee availability of equipment or promptness of service.

The IT department is unable to provide A/V setup or onsite support for classroom presentations. All faculty members should make themselves aware of how to use classroom technology. If an instructor would like a quick tutorial on how to use a piece of equipment or in the event the equipment is malfunctioning, please contact IT.

If an instructor needs A/V equipment for a class, they need to do the following:

1. Check to see if the A/V equipment is available in the Library. The following equipment is available for checkout in the library:
 - Slide projectors
 - LCD projector w/ laptop Computer
 - Projection screens
 - Overhead Projector
2. If the equipment isn't available in the Library or in an A/V cabinet, contact the IT department and they will attempt to find alternate equipment.

Student Use of College A/V Equipment: A/V equipment cannot be checked out to a student. If a student needs to use a piece of A/V equipment for a class presentation, the instructor of the class needs to check out the equipment, and is ultimately responsible for the safe return of the equipment. A faculty or staff sponsor must schedule student events. Student events requiring A/V support must have a faculty or staff sponsor present at the event.

Models

The Community Education Office maintains a pool of qualified models. To schedule a model for studio classes, contact the Community Education Office. Faculty utilizing the services of models should be familiar with the CCAD model policy, available in the Community Education Office. Models employed at CCAD sign a release stating that the college has the right to make drawings, paintings, prints, and photographs in its catalogs, circulars or any other publications being used exclusively for the educational purpose of CCAD. However, the release also states that any such reproductions shall not be used commercially or for profit by CCAD. Contact Christine Hill at chill@ccad.edu, or (614) 222-6178, for more information.

Purchasing Policies and Procedures

Each department is responsible for the procurement of all its materials and services within its allotted budget. The department assumes responsibility for ensuring that pricing and quality

considerations are reasonable and in the best interest of the college. Each department is accountable for initiating and maintaining effective professional relationships with suppliers. Goods or services obtained from new vendors to the college require that an IRS form W-9 be completed before payment can be made by the Business Office.

Legal documents and contracts that require a signature of the college should be referred to the Senior Vice President of Finance for approval.

Budget Management: Every expenditure of the college is organized by department. In no case may a department exceed its allotted budget in total, though there may be approval to exceed individual budget amounts within a department's overall budget. There shall be no reallocation of funds between accounts once the Board of Trustees has approved the budget. There will also be no reallocation of funds designated for capital assets.

Expenditures for consultants, software (unless purchased by IT), cell/smartphones, legal services, audit fees, & capital assets (equipment, furniture, technology hardware) must receive prior approval from the Senior Vice President of Finance.

Honoraria: All honoraria are to be paid via the Visiting Artist Exhibition form. Forms can be requested from and are to be approved by the Office of Academic Affairs prior to submission to Accounts Payable. Honoraria payments are often taxable and the recipient may receive a 1099 at the end of the tax year. For all honoraria payments, supporting documentation must include an original invoice copy, original detailed receipts, and payee details including an IRS Form W-9.

Personal Purchases/ Purchasing for Employees: Supplies, materials, and equipment may not be purchased by the college for resale to college employees, except for those through the school store. Under no circumstances should any college employee use the name of CCAD to obtain discounts for sales tax exemption for privately purchased materials and/or services. All questions relating to employee purchases should be referred to the Business Office.

Purchase Orders: Purchase orders (POs) are central to the purchasing, invoice, and payment process. Purchase orders verify to the Accounts Payable department that the expenditure was approved so the invoice can be paid. Purchase orders are available from your supervisor and should be filled out completely with special attention paid to the account number being charged. The purchase order should then be approved by the appropriate Department Head or Dean. A copy of the purchase order should be sent to the Business Office, upon initiation, for entry into the Great Plains (GP) system. Upon receipt of the goods or rendering of the service, the packing slip or receiving document should be attached to the purchase order and forwarded to the Business Office. If there is no receiving document for rendered services, an email stating "OK to Pay", referencing the PO#, should be sent to the Business Office. The Business Office will match the invoice with the purchase order and make payment to the vendor.

Standardization of Supplies, Materials and Equipment: Standardization of all supplies, materials, and equipment is to be achieved whenever possible. A college wide effort to support and fill consolidated requirements in standard commodities e.g.: office supplies, toner cartridges, printing, paper, etc., allows the economical purchase of materials and supplies and therefore assists in optimizing cost reductions. It is college policy to achieve standardization of supplies, materials, and equipment. These items should be ordered through Administrative Support. Technology purchases

should be made in consultation with the IT department for both price negotiation and integration purposes.

Travel and Training: Occasionally, employees may be asked to attend training or conferences or travel for their position. The college allows for a per diem to be paid in advance for meals at a rate of \$45.00 per day, provided that meals are not supplied by the event or conference. The breakdown for partial day meals is \$10.00 breakfast, \$15.00 lunch and \$20.00 dinner. An expense report should be completed with an attached agenda of the event. Incidentals for taxi, parking or other necessary expenses can be reimbursed to the employee through a subsequent expense report with attached receipts. Mileage incurred from business use of a personal vehicle is reimbursed as \$0.55 on an expense report with an attached map showing mileage of the trip. All activities and expenses should be preapproved by your supervisor.

Section V: General Employment at CCAD

5.1 Equal Opportunity

CCAD makes employment decisions based on abilities, talent, effort, and results. Equal employment opportunities are granted to all qualified individuals without regard to race, religion, color, gender, age, national origin, non-disqualifying disability, veteran status, sexual orientation, genetic information or family medical history, or any other legally protected class status. If any employee feels they have not received equal treatment in any aspect of employment, the employee should let their supervisor or the Human Resources Office know. All concerns will be investigated. No employee will be treated adversely or retaliated against because they have raised a concern about equal treatment. The college only hires individuals authorized for employment in the United States.

5.2 Safe Workplace

Behavior of Employees

Appropriate behavior is required for the efficient and safe operation of the college. The following are examples of inappropriate behavior that will result in discipline and/or termination:

- Violation of substance and alcohol abuse policy
- Possession of firearms or other dangerous weapons on the college property
- Insubordination or the refusal by employees to follow a supervisor's instructions
- Assault or threat of violence against any person, including inciting or participating in riots and disturbances
- Theft, destruction, defacement, or misuse of college property
- Illegal gambling on college property
- Submission of false or misleading information, or unauthorized altering of any college record or report
- Failure to wear assigned safety equipment or failure to abide by safety rules and policies
- Engaging in sexual or other harassment
- Violating the college's Child Protection Policy by any type of abuse or harm to a minor
- Use of the college's electronic resources to intentionally display, hold, send, view, print, download, retransmit, distribute or otherwise communicate content which the college may deem to be inappropriate, obscene, sexually explicit, or pornographic is prohibited
- Plagiarism
- Conduct that materially injures the college or its reputation
- Violation of college policies

This list is not all-inclusive and the college reserves the right to discipline and/or terminate an employee for conduct other than that described above. Employees who fail to meet the college's expectations or commonly understood standards of acceptable behavior, or who violate college policies and procedures will often be given verbal and/or written notices. Discipline for violation of performance standards or college policies may range from reprimand to immediate discharge.

Workplace, Family & Relationship Violence Prevention

Columbus College of Art & Design is committed to providing its employees with an environment that is safe, secure and free from threats, intimidation and violence. This includes providing a supportive workplace in which employees can discuss workplace, family or relationship violence occurring in their lives and seek assistance with those concerns. The college's goal is to provide a

workplace in which violence of any kind is neither tolerated nor excused. To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises. Workplace violence is defined as any act that results in threatened or actual harm to a person or property in the workplace. Family and relationship violence is behavior that is used by one person in a household or relationship to cause harm or gain power and control over another, such as physical, sexual, or emotional abuse. The following are examples of behavior that will not be tolerated by Columbus College of Art & Design:

- Direct or implied threats
- Physical conduct that results in harm to people or property
- Intimidating conduct or harassment that disrupts the work environment or results in fear for safety

Individuals found to engage in behavior in violation of this policy will be subject to disciplinary action, up to and including termination. Criminal charges may also be filed, as appropriate. CCAD will take appropriate steps to respect the confidentiality of the victim in a reported situation of workplace or family and relationship violence, to the extent allowed by law. Employees found to be the perpetrators of workplace, family or relationship violence occurring in the workplace may be required to seek and successfully complete training, counseling, or treatment. Human Resources can assist with referrals to a family and relationship violence perpetrators' treatment program. CCAD is committed to creating a supportive workplace environment in which employees feel comfortable discussing violence that is occurring at home and seeking assistance with those concerns. CCAD's goal is to maintain a non-judgmental and supportive environment for its employees. CCAD will make every effort to respond to the needs of employees who are victims of family violence as business needs allow. This may include temporary modifications to job assignments or schedules, making it possible for employees to focus on both their personal safety and on work responsibilities. All employees should be alert to possible signs of violence or abuse. If the circumstances do not indicate imminent danger to persons or damage to property, contact Human Resources for guidance and assistance. If the circumstances indicate imminent danger or an incident of violence involving injury to person or damage to property is occurring, call the Safety & Security office at (614) 222-6165 or 9-1-1. Then contact Human Resources for further guidance and assistance.

Harassment

CCAD policy supports positive business and personnel practices designed to ensure the full realization of equal employment opportunity. Any unlawful harassment of employees is not permitted, regardless of job titles or working relationships.

Student/Teacher Relationships: CCAD vehemently discourages amorous relationships between Faculty members and students, and forbids them when the Faculty member has responsibility for the student through teaching, advising, departmental, committee, or other professional obligations. Such relationships may also lead to conflicts of interest, abuse of power and the infringement of student academic freedom. In any instance, Faculty members must understand that, even in the context of an apparently consensual relationship, they can be at risk of formal action by the college as well as personal legal liability if a complaint is brought against them by a student. Consent of the student may not be sufficient to shield a faculty member from institutional and/or legal action. Students who believe this policy has been violated can file a grievance with the Dean of Students. Faculty members who have concerns about a colleague should communicate their concerns to the appropriate School Dean.

Discriminatory Harassment: Harassment is verbal or physical conduct that embarrasses, denigrates or shows hostility toward a person because of his/her race, color, religion, gender, national origin, age, sexual orientation, disability, or veteran status. Harassment may be subtle or overt, but whatever form it may take, CCAD will not tolerate it in the workplace. Examples of harassment are the following: verbal abuse; racial, ethnic and religious epithets; slurs or jokes; graffiti (remarks written or drawn on walls or other structures); obscene gestures; and hazing. Even derogatory remarks between friends may be deemed overt acts of unlawful discrimination.

Sexual Harassment: CCAD maintains a strict policy prohibiting sexual harassment in any form, including verbal and physical sexual harassment. Sexual harassment includes, but is not limited to: unwelcome sexual advances; requests for sexual favors; or any other visual, verbal, or physical conduct of a sexual nature under the following circumstances:

- When submission to such conduct is made an explicit or implicit term or condition of employment;
- When submission or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual; or

Employee Recourse: Any employee who believes he or she has been harassed by a coworker, supervisor, student, vendor, or other visitor of the college should, if he or she feels comfortable, make it clear to the harasser that the behavior is offensive and must stop. If the behavior persists or if the employee feels uncomfortable discussing the matter with the harasser, the employee should promptly report the facts of the incident or incidents, and the names of the individuals involved, to a senior vice President, the Provost or the Human Resources Office. Any complaints will receive immediate and impartial attention, including prompt investigation, and appropriate action will be taken. No adverse action will be taken against any employee who reports or complains of harassment. However, reports made in bad faith may lead to disciplinary action, up to and including termination.

Management Responsibility: All members of management are responsible for ensuring that no harassment occurs within their areas of authority. Upon receiving a complaint of harassment or otherwise becoming aware of possible harassment, management must immediately report the complaint or possible harassment to the Human Resources Office.

Questions Regarding Harassment Policy: If you have any questions concerning this policy, please feel free to contact a Vice President, the Provost or the Human Resources Office.

5.3 Alcohol at College-Sponsored Events

In an effort to reduce liability and risk, alcohol is prohibited at any on- or off-campus events coordinated by college employees where students are present and when connected to a class, program, or service of the college unless specific permission is given by a senior staff member (President, Provost, or Vice President.). If permission is granted for an off-campus event that involves alcohol, the alcohol must be distributed by a 3rd party licensed distributor/vendor who checks the IDs of those receiving alcohol, or a CCAD security officer or off-duty police officer must be present to ensure that only those of legal drinking age are consuming alcohol. It is required that a security officer be present at all events serving alcohol on campus. If the faculty or staff member coordinating the event chooses to have alcohol present, it is that individual's responsibility to ensure that alcohol is distributed in a legal manner and in compliance with this policy.

5.4 Campus Safety

CCAD places a high priority on safe working conditions, and on safety in the studios and labs. In an effort to keep the work area safe, all employees should:

- Inspect their work area periodically
- Become familiar with all safety and health procedures
- Report suspicious people or situations to security immediately
- Identify and report, in writing to their supervisor and/or to the director of safety and security, conditions which are unsafe or create a cause for concern
- Report accidents and/or injuries immediately Campus Security. Such incidents must then be report to the pertinent supervisor and/or to the Human Resources Office in order to be eligible for benefits under workers' compensation

Faculty members should be familiar with, observe and enforce safety policies and procedures regarding hazardous materials and equipment of the lab/studio in which they work. The Environmental Health and Safety Committee (EHS), consisting of volunteer staff and faculty, and chaired by a faculty member elected by the committee, receives information and complaints, and researches and responds to the community on EHS policies and progress. The committee representation is determined through the Faculty Assembly process for standing committees and is staffed by a representative of the Human Resources Office and the director of safety and security. The committee's minutes are posted on the CCAD website, in the Committees & Councils subsection of the Employee section.

5.5 Child Protection Policy

The college strongly affirms its ethical and statutory duty to ensure an environment which safeguards and fosters the well-being of young people attending programs at the college. These procedures have been designed to protect the welfare of any child or young person who attends the college's programs. All employees, contractors & volunteers of the college are expected & required to uphold the trust which is integral to the college's educational work with young people, and to understand and adhere to the college's Child Protection Policy. The college has a "zero tolerance" policy for any type of abuse or harm to children. The college acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Definitions

- "Child": anyone between the ages of zero and seventeen years old. Minor or youth are considered synonyms of "child".
- "Employee": Anyone working for the college, whether they are staff, faculty, independent contractor, volunteer, or a student worker.
- "Abuse " can be:
 - Physical Abuse: involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may be the result of a deliberate act, but could also be caused through the omission or failure to act to protect.
 - Emotional Abuse: the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate,

or valued only insofar as they meet the needs of another person. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

- Sexual Abuse: involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. It may involve physical contact, including rape or oral sex, or non-penetrative acts such as fondling. Boys and girls can be sexually abused by males and/or females, and by other young people. It also includes non-contact activities such as involving children in watching or taking part in the making of pornographic material, or encouraging children to behave in inappropriate ways.
- Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter and clothing, or failing to ensure that a child gets appropriate medical care or treatment.

Reporting Possible Abuse

While it is not the role of an employee to assess an allegation or suspicion of abuse, it is the duty of all employees to report any possible abuse of a child to the college. Every member of the college will cooperate in any investigation, whether by the college or by law enforcement or child protection agency, to the best of their ability. Any employee found to have concealed or impeded reporting of an allegation, or an investigation, will be subject to disciplinary action, up to and including termination, as well as any civil or criminal penalties.

When an employee has a child protection concern, the employee will immediately notify the college's Designated Child Protection Person.

Upon an allegation of abuse taking place, the Designated Child Protection Person for the college will immediately notify the proper authorities. Anyone who is suspected of child abuse, whether a parent, employee or any other person, will be subject to civil and/or criminal prosecution to the fullest extent of the law.

Preventing Abuse in Our Midst

Taking action in cases of suspected child abuse is never easy. However, the college feels that the safety of the child should override any hesitations or doubts about reporting possible abuse. In order to ensure that nothing untoward happens during programs involving children, the following guidance is provided for persons who work for the college's programs. All employees will adhere to these rules, and report any concerns to the Designated Child Protection Person.

1. Any employee who plays a part in programs at the college involving children will be subject to a criminal background check, either at the time of hiring or, in the event their hiring predates the adoption of this policy, the start of the next academic year. This check will be repeated every three years.
2. All employees will enforce the "Rule of 3," requiring that no child ever be left alone with an adult. Either two adults must be with the child, or two children with the adult. No child under the age of 14 may leave class without supervision, or alone with an adult.
3. In the event that a child and adult must be alone, for example during a one-on-one meeting, they must remain in an area visible to any other person.

4. Discipline used in the college's programs will not include "corporal punishment": hitting, spanking, slapping, etc. is strictly prohibited. If a student behaves in a way that cannot be controlled through non-physical means, contact the appropriate program supervisor and/or the college's Security office. No employee will engage in physical contact that is not clearly non-sexual or abusive; if there is ever a question, the employee should refrain from making physical contact.
5. Employees will not transport children in personal or college vehicles, except in an emergency, when the college's Safety officers may provide transportation to medical care.
6. Children in any program must remain in the assigned area where the program is being held. No child may be left unsupervised at any time for any reason.
7. All children participating in programs at the college will follow "the buddy system" and stay with their assigned partner when not in the assigned program space.
8. No employee will arrange to meet outside of the college's programs & premises with children whom attend CCAD's programs without notifying the parent/legal guardians and their supervisor.
9. No child will be released to a person other than the child's parent/legal guardian or a person who the child's parents have authorized beforehand to pick up their child.
10. No personal visitors are allowed in children's programs except with the prior approval of the program director.
11. No photography will be allowed unless expressly permitted by the college.

How to handle Allegations of Abuse

If a child tells an employee about possible abuse:

- Make sure the child is in a safe environment. Remove the child from any unsafe place or person.
- Listen carefully & remain calm.
- Allow the child to continue at her/his own pace.
- Ask questions for clarification only, without pressure, in order to ensure a clear understanding of what the child is trying to tell you and at all times avoid asking questions that suggest a particular answer.
- Try to obtain details such as where the abuse is taking place, if it is currently occurring or occurred in the past and name of perpetrator if possible.
- Do not put words in the child's mouth.
- Reassure the child that by telling an adult, they have done the right thing.
- Tell the child that they are believed and the abuse is not their fault.
- Inform the child that there is a procedure to handle this, that the information will be passed only to those who need to know.
- Do not make unkeepable promises to keep it a secret.
- Make a detailed note of the date, time, place, what the child said, what questions were asked.
- Immediately notify the Designated Child Protection Person.
- Treat the matter as confidential—do not share with any unauthorized persons, to avoid complicating or interfering with an investigation that may ensue.

Allegations against College Employees

CCAD will ensure that any allegations made against employees are handled swiftly and in accordance to all legal requirements. While anyone accused of a crime is considered “innocent until proven guilty”, the College will take certain preventative steps for the safety and welfare of everyone involved.

When an allegation is made against an employee, it is the College’s policy to:

- Immediately notify proper law enforcement or child protection agencies of the allegation.
- Advise the employee against whom the allegation has been made of the investigation, and what the likely process will be.
- Ensure that the employee is removed from any possible contact with minors in programs at the College. This removal is a neutral act, not a disciplinary one, and shall be with full pay.
- Inform the child’s parent/legal guardian that an investigation is taking place, and provide information on the likely process, as well as updates as information becomes available.
- Contact the College’s Crisis Management team, and legal counsel.
- Keep confidential from non-authorized persons any information about the allegations or any subsequent investigation, to avoid impeding a prompt and swift resolution. All employees, unless directed by the College, should refrain from discussing the matter with any media or non-investigators.

When allegations are found to be without merit by the College, the employee will be invited to apply for reinstatement.

Records & Confidentiality

All documentation related to any allegations or investigations of child abuse will be retained by the Designated Child Protection Person, together with a written record of the outcome and, if disciplinary action is taken, any records that are also placed in personnel files.

Identifying Abuse

Any single possible warning sign doesn't necessarily mean that a child was sexually abused, but the presence of several suggests that one should begin asking questions and consider seeking help. Keep in mind that some of these signs can emerge at other times of stress such as:

- | | |
|-----------------------------------|--|
| • During a divorce | • Problems at school or with friends |
| • Death of a family member or pet | • Other anxiety-inducing or traumatic events |

Behavior one may see in a child or adolescent

- | | |
|---|---|
| • Has nightmares or other sleep problems without an explanation | • Leaves “clues” that seem likely to provoke a discussion about sexual issues |
| • Seems distracted or distant at odd times | • Writes, draws, plays or dreams of sexual or frightening images |
| • Has a sudden change in eating habits | • Develops new or unusual fear of certain people or places |
| • Sudden mood swings: rage, fear, insecurity or withdrawal | • Refuses to talk about a secret shared with an adult or older child |
| • Talks about a new older friend | |

- Suddenly has money, toys or other gifts without reason
- Thinks of self or body as repulsive, dirty or bad
- Exhibits adult-like sexual behaviors, language and knowledge

Signs more typical of younger children

- An older child behaving like a younger child (such as bed-wetting or thumb sucking)
- Has new words for private body parts
- Resists removing clothes when appropriate times (bath, bed, toileting, diapering)
- Asks other children to behave sexually or play sexual games
- Mimics adult-like sexual behaviors with toys or stuffed animal
- Wetting and soiling accidents unrelated to toilet training

Signs more typical in adolescents

- Self-injury (cutting, burning)
- Inadequate personal hygiene
- Drug and alcohol abuse
- Sexual promiscuity
- Running away from home
- Depression, anxiety
- Suicide attempts
- Fear of intimacy or closeness
- Compulsive eating or dieting

Physical warning signs

Physical signs of sexual abuse are rare. If an employee sees these signs, or are told they are occurring in a child, contact the Designated Child Protection Person.

- Pain, discoloration, bleeding or discharges in genitals, anus or mouth
- Persistent or recurring pain during urination and bowel movements
- Wetting and soiling accidents unrelated to toilet training

Community Education Specific Procedures

For ease of reference for CE employees, the following is a concise restatement of CE policies for child protection:

1. All employees will enforce the “Rule of 3,” requiring that no child ever be left alone with an adult. Either two adults must be with the child, or two children with the adult. No child under the age of 14 may leave class without supervision, or be alone with an adult.
2. Discipline used in the College’s programs will not include “corporal punishment”: hitting, spanking, slapping, etc. is strictly prohibited. If a student behaves in a way that cannot be controlled through non-physical means, contact the appropriate program supervisor and/or the College’s Security office. No employee will engage in physical contact that is not clearly non-sexual or abusive; if there is ever a question, the employee should refrain from making physical contact.
3. No child will be released to a person other than the child’s parent/legal guardian or a person who the child’s parents have authorized beforehand to pick up their child. All students in grades 1-8 shall be dropped off and picked up by a parent/legal guardian or a person designated by the parent/guardian. Parents/legal guardians will indicate for students in grades 9-12 the appropriate pick-up & drop-off scenarios for their child.

4. No student will be released early unless the parent or legal guardian notifies the instructor.

5.6 Bodily Fluids Policy

CCAD supports students' creative expression and installation aesthetic throughout their academic careers. However, there are times when students, faculty, and staff must take steps to protect their art, themselves, and others. To ensure the safe and secure expression and exhibition of art, students and other participants in any projects executed on campus or sanctioned by the college must comply with all college policies regarding drugs, alcohol, weapons, explosives, and other hazardous materials. Students who intend to collect and/or use any human and/or animal fluids are to notify the program Chairperson prior to collection so as to ensure the safety of the student, potential participants, and viewers. Faculty or staff who become aware of a student's intent to use hazardous materials and/or bodily fluids are also obligated to notify the program Chairperson. Chairs are to notify their school Dean/Director who must then notify the Provost. The Provost will consult with the Dean of Students to determine any potential safety concerns while respecting the academic integrity of the student's project. Any collection and/or use of human and/or animal bodily fluids must be approved by the college.

5.7 Clean Air

All CCAD buildings and vehicles are smoke free. Additionally, CCAD prohibits smoking in the immediate proximity of all building entrances and ventilation ducts and on all pathways directly in front of entrances to buildings. This applies to all persons on the college campus.

Employees, subcontractors, consultants, student workers (while working) & vendors are prohibited from smoking or using tobacco at all facilities and grounds of the Columbus College of Art & Design, effective January 1, 2013. This includes, but is not limited to, all indoor & outdoor areas and properties, including but not limited to: work areas, college vehicles, parking lots and any vehicles on the property, adjacent sidewalks, and any other college properties.

Tobacco use, for the purposes of this policy, means the personal use of any tobacco product, whether lighted or not, including, but not limited to, cigarettes, pipes, cigars, smokeless or chewing tobacco.

All employees are authorized and encouraged to communicate this policy with courtesy, respect & diplomacy. If an employee refuses to comply with this policy, the employee's immediate supervisor or Human Resources should be notified. The immediate supervisor will follow up with the employee to remind him or her about the policy. Continuing violations may also result in appropriate disciplinary action up to and including dismissal.

CCAD will not tolerate retaliation for reporting of smoking violations. If an employee believes they have been retaliated against, they should immediately report this information to the Human Resources Office. Reports of retaliation shall be investigated, and the appropriate disciplinary action will be taken.

Tobacco is the leading cause of death in the United States, responsible for one in every five deaths. CCAD encourages any employee who uses tobacco to quit.

5.8 Drug-Free Workplace & Substance/Alcohol Policies

It is CCAD's policy to maintain a drug-free work place. The unlawful manufacture, sale, distribution, possession, or use of a controlled substance (as defined by state or federal law) in or on any premises or property owned or controlled by the college, or during work time, regardless of whether such activity results in the imposition of a penalty under a criminal statute, is prohibited. The college will not condone criminal activity on its property, or on property under its direct control. Reporting to work or working under the influence of drugs or alcohol is prohibited. Any employee found in violation of these provisions may be subject to disciplinary action up to and including immediate dismissal.

Any employee who is found guilty (including a plea of no contest) or has a sentence, fine, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance or alcohol shall report such action to the Human Resources Office within five business days.

5.9 Security

Security is the responsibility of all college employees. Faculty members are expected to exercise reasonable care for the protection of personal property. The college assumes no responsibility for any damage, theft, or personal injury involving students or employees, their vehicles and contents, or for any loss or damage to personal items. CCAD security officers are on campus 24 hours a day, seven days a week. Any violations of security procedures, presence of suspicious persons, or instances of lost, stolen, or damaged property should be reported immediately to the Safety & Security Office.

Information on The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act can be found on the CCAD web site, in the Student Handbook, and in the Safety & Security Office. CCAD makes this information available to all students, employees, and applicants for enrollment or employment, as required by the U.S. Department of Education.

5.10 Solicitation & Distribution

To maintain a smooth relationship among employees, no unauthorized solicitations, including ticket selling or the like, or collections are permitted on the premises during working time. Working time is the time an employee or another employee is expected to be performing his or her job duties and does not include break periods, meal times, or other times when employees are not properly engaged in performing their work. The distribution of literature in working areas during working time as defined above is also prohibited. Any form of unauthorized solicitation and distribution by non-employees on college property is prohibited.

5.11 Weapons Policy

Unless specifically authorized by the college or otherwise authorized by law, pursuant to the Ohio Revised Code, no student, employee or other persons having business with the college shall knowingly possess, have under the person's control, convey or attempt to convey a deadly handgun or dangerous ordnance, including firearms, explosives, knives, BB guns, paintball guns, martial arts weapons, antiques or other weapons of any kind, onto CCAD property, including but not limited to

CCAD owned or leased buildings and parking lots. Neither shall individuals possess a replica of such items that could be reasonably mistaken for any item listed above except faculty using replicas in classroom settings in the course of instruction. Violations of this policy will be subject to disciplinary action up to and including suspension or termination of employment or educational standing with the college and referral to authorities for prosecution.

5.12 Animals on College Premises

CCAD recognizes that a variety of reasons exist for why animals may need to be on campus. The different animal types that we recognize, including policies and rules for each, are as follows:

PETS: Pets are defined as animals that are independently purchased and owned by a student/faculty/staff for personal enjoyment and companionship. Pets are not allowed in areas designated as “Pet Free” (see below). Students/faculty/staff are permitted to have their pet at a work location as long as the work location is not designated as a “Pet Free” area and permission from the supervisor is obtained. All pet owners who bring a pet to the CCAD campus must abide by the following rules:

- All pets must be current in their vaccinations, and owners must be able to provide proof of such if requested. Proof of current rabies vaccination must remain with the owner or pet at all times.
- CCAD does not assume any liability in the event of injury, death or disappearance of a pet while on CCAD property. Those who bring pets on campus assume complete liability for the behavior of their pets while on campus property.
- Complaints about pet behavior or presence in a “Pet Free” area should be brought to the attention of a campus Safety & Security officer.
- Because some individuals have allergies or a fear of animals, complaints from others about the presence of a pet inside a campus building must be respected, even if the space is pet friendly. Pet owners are expected to accommodate the wishes of those in their immediate vicinity who may object to the presence of the pet. Those who wish to remain anonymous can contact the Dean of Students to express concern about the presence of a pet.
- All pets must be leashed, including when inside buildings, and owners must curb and pick up after their pets.
- Pets must remain with owner at all times. It is prohibited to leave a pet tied to a structure or in a vehicle.
- If a pet defecates or urinates inside any building or if a pet’s owner fails to pick up after the pet outside, the owner will be charged \$50 for cleanup. Pet waste should be discarded in outside trash receptacles. Recurring problems with this issue may lead to a pet being banned from campus.
- No exotic animals, insects, rodents and/or reptiles (including snakes, lizards and ferrets) may be on campus unless pre-approved for a class project by an instructor with prior written approval by the Dean of Students.
- Bringing a pet to campus is a privilege, not a right. Those who violate these policies or other reasonable requests concerning their pets will be prohibited from having pets on CCAD property in the future and may also be subject to disciplinary action by the college.

The following locations are designated as “Pet Free”:

- All rooms where classes are currently meeting
- Any room with a “No Pets” sign installed by a college employee
- All food service areas including the Market and a 20-foot perimeter around the Crane Café
- All residential facilities
- All galleries
- All computer labs
- All public restrooms
- The Packard Library
- Offices with high public traffic, including Admissions, One-Stop, MindMarket, and the Executive Office Suite

Service Animal: The Americans with Disabilities Act and the Department of Justice define a Service Animal (SA) as a dog that is individually trained to do work or perform tasks for an individual with a disability. Examples of such work include guiding an individual with impaired vision, alerting an individual who is hearing impaired to intruders or sounds, pulling a wheelchair, or fetching items used in daily living. A SA is permitted to accompany employees who need them wherever employees choose to go on-campus, unless the presence of the SA fundamentally alters the nature of the goods, services, programs, or activities provided in that space. A SA is not a pet or an Emotional Support Animal (see below).

Employees with a SA are required to register with the Human Resource Office to obtain support for their needs. Employees with a SA must be able to provide proof that the SA has all necessary vaccinations as required by local/state laws.

For questions, please contact humanresources@ccad.edu.

Emotional Support Animal: Emotional support animals (ESA) are companion animals that provide comfort and support in forms of affection and companionship for an individual suffering from various mental and emotional conditions. An emotional support animal is not required to perform any specific tasks for a disability like service dogs are. They are meant solely for emotional stability and unconditional love. An ESA is not a pet, nor is it a SA. CCAD provides reasonable accommodations to employees working on campus who have documented a need/disability with the Human Resource Office.

CCAD may restrict an ESA from the work setting if it: 1) poses a direct threat to the health or safety of others, 2) would cause substantial physical damage to the property of others, 3) would pose an undue financial and administrative burden, or 4) results in a fundamental alteration of CCAD’s program(s). To request an accommodation for an ESA, please contact humanresources@ccad.edu.

5.13 Employment Records

Employees are requested to keep their employment records up-to-date. All faculty must supply the Human Resources Office with complete official transcripts of all degrees earned. Each employee is asked to notify the Human Resources Office immediately of any changes in the following:

- Name
- Home address
- Home or business telephone number

- Marital status (for benefits and tax withholding purposes)
- Domestic partnership status
- Names and number of dependents
- Beneficiary designations for insurance, disability, and pension
- Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes)
- Emergency notifications
- Degrees/professional certifications received

5.14 Communication and Technology

Media Relations

From time to time, individual faculty members may receive calls requesting information about college issues. In order to maintain consistent and accurate communications about CCAD, all media calls should be directed to the Marketing and Communications Office. When receiving a media inquiry referral from the Marketing and Communications Office, faculty members should respond in a timely and appropriate manner.

Privileged Nature of College Business

During employment with CCAD, a faculty member may gain and have access to certain information about CCAD, its students, or business relationships. In the hands of competitors or others, this information could harm the college and its students. The college expects all faculty members to keep information concerning its operations confidential, and to avoid discussing such information with anyone outside the college. The unwarranted disclosure of sensitive, private, proprietary, or confidential information of or about the college, its students, or customers that has not been officially released to the public is considered a serious injury to CCAD's business integrity. The protection of confidential information and trade secrets is vital to the interest and success of the college. Such confidential information includes but is not limited to the following examples: CCAD administrative procedures and manuals, business and financial plans, operations projections, results and prospects, computer programs, research efforts, trade secrets, technical information, trademarks under consideration, terms and conditions of vendor contracts and agreements, compensation data, prospect lists, pending projects and proposals, and as well as any information disclosed to CCAD in confidence by third parties.

Family Educational Rights and Privacy Act

Employees having access to student information are required to uphold the security and confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974, revised (also known as FERPA). Requests for information concerning the college and its associates, whether by phone, e-mail, or in person, must be referred to a supervisor. Do not unilaterally give out information without first receiving authorization to do so. Any questions regarding this policy should be directed to a supervisor prior to divulging information or answering any questions. Both the One-Stop Student Services and the Human Resources Office are good sources of information on FERPA guidelines.

Letterhead

CCAD letterhead and envelopes are to be used for external business communication only. When sending a letterhead format letter or memo to someone/everyone on campus, print on letterhead then photocopy onto white paper. Please use campus-mail envelopes or plain envelopes for on-campus mail. Students are not to have or use CCAD letterhead for any reason. Examples and templates are available in the Human Resources Office. CCAD communication services and equipment (i.e., letterhead, telephones, fax, copiers, and computers) are provided for college purposes. Care should be used so that no personal communication appears to be an official communication of the college.

Email System

Trade secrets, proprietary information, student grades or other confidential information should never be exchanged or communicated by e-mail. In addition, communications that are abusive, defamatory, or disparaging of employees, students, competitors, or anyone else are prohibited. No copyrighted materials, including articles and software, may be disseminated or printed in violation of the copyright laws. By using CCAD's e-mail or voice-mail systems or other equipment, including computers, an employee consents to monitoring by the college, and acknowledge its right to conduct such monitoring. Although the college may provide each employee access to the computer system, all computers are, and remain at all times, the property of CCAD. Users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the college unless appropriately authorized to do so. Where appropriate, an explicit disclaimer should be included, unless it is clear from the context that the author is not representing CCAD. An appropriate disclaimer is: "These statements are solely my own; not those of Columbus College of Art & Design."

For an employee's own protection, please understand that even if a message or document has been erased from the computer system, technology has advanced to the point that any of the messages or documents may be recreated. When deleting an electronic mail message or a word processing document, there is no guarantee that it has been, in fact, completely and permanently erased. The same is true for information that has been accessed through the Internet. Therefore, the college cannot guarantee the ultimate privacy of messages and cannot ensure the ultimate privacy of any information accessed through the computer system.

Employees must be aware that others may retrieve, read, listen to and view any messages or documents composed, sent, received, deleted, accessed, or downloaded. While the computer system accommodates the use of individual passwords for security, the college is unable to guarantee the impregnability of those passwords for maintaining confidentiality. An employee must assume that any and all messages or information could be read and viewed by someone other than the intended or designated recipient or viewer. In order to be safe, do not send or access anything through the computer system (particularly through e-mail or via the Internet) that should not be read or viewed by others.

Email Policies

Faculty members should never disclose confidential information, such as an email account password, in response to a message. Use of the broadcast distribution is reserved to authorized users of the email system. Use of the college's email system is restricted to CCAD business. Personal or political appeals, lobbying, solicitation in connection with a business is not permitted. CCAD faculty

members who wish to promote an event associated with their teaching or research should contact their Program Chair or Department Head and the Marketing and Communication Office. To reduce the need to store and back-up unnecessary data, the college encourages users to periodically delete emails which are no longer needed. However, the college strictly prohibits deleting emails in an attempt to hide a violation of a law, a college policy, or which may be relevant to an active litigation or investigation.

Telephones

Telephones are a very important link in communication with students, prospective students and other business contacts. It is important that CCAD telephone lines be available for these calls. Telephone techniques are extremely important when representing the college in everyday business. The employee should remember they are representing the college when speaking on the telephone and should always be pleasant and courteous—even under the most difficult of circumstances. CCAD hopes that employees will always be treated with the same respect and politeness. If an employee encounters a difficult situation, they should ask a supervisor for assistance. Each department may further define standards, to assist employees in serving customers' needs.

Voicemail System

CCAD maintains a telephone voicemail system. This system is provided to facilitate communication. Although full-time faculty may have individual access to voicemail, the voicemail system, and the information stored on it are and remain at all times the property of the college. As part of this, all voicemail messages created, sent, received, and deleted are and remain the property of the college. While voicemail may accommodate the use of passwords for security, the college does not guarantee the impenetrability of those passwords for maintaining the confidentiality of employee messages. In order to be safe, assume that any and all messages left, received, or forwarded could be heard by someone other than the intended or designated recipient. Do not say anything on voicemail that could not be repeated, heard, or forwarded by others.

Electronic Harassment

Consistent with the college's policy against harassment, no employee may leave or forward voicemail or e-mail messages that may be reasonably considered offensive or disruptive to any employee. Offensive content includes but is not limited to sexual comments, racial slurs, gender-specific comments, or any comments that may offend someone on the basis of his or her age, religion, national origin, sexual orientation, or disability. Employees found misusing the system are subject to disciplinary actions.

Computers & Network Systems

CCAD computer equipment, software, and network services are provided for the purpose of college business. All users of college computer equipment and software are required to abide by all applicable license agreements and federal, Ohio, and all other applicable laws. Use of the college's electronic resources to intentionally display, hold, send, view, print, download, retransmit, distribute or otherwise communicate content which the college may deem to be inappropriate, obscene, sexually explicit, or pornographic is prohibited. Use of the college's electronic resources to display, hold, send, view, print, download, retransmit, distribute or otherwise communicate child pornography is illegal and therefore strictly prohibited. Any occurrence of child pornography material is a violation of federal and state statutes and must be immediately reported to Security as required by law and college policy.

Any and all college data on permanent or removable computer storage is an asset of the college and must be treated with appropriate confidentiality. Faculty may use college computers in pursuit of their professional duties or development of course materials, as long as all college policies and restrictions are followed. Employees may not load unapproved software programs or updates from diskette, CD-ROM, the Internet, or related online services onto college computers. Outside computer programs have been known to contain “bugs” or viruses, or other deficiencies that may adversely affect or even destroy information stored on college computers. It may be appropriate in specific circumstances to permit an employee to load an outside computer program onto a CCAD computer. Before doing so, send a request to the supervisor who will consult with the Information Technology Office to determine the compatibility of the program with the college’s computer system and the appropriateness of the program for use at the college.

Users shall not tamper with, open, or remove college hardware without prior authorization. In addition, users shall not tamper with system software including unauthorized access of system accounts and modification of system software. Finally, users shall not use college equipment or software to tamper with or break into other computer systems on the network. Employees will be held responsible for actions taken on their login. Therefore, care should be taken not to allow others to use a computer to which an employee is already logged in. Before leaving the computer for an extended period of time, exit any open applications. At the end of the workday, log out and shut down the computer and turn off the monitor.

5.15 Faculty & Staff Absence and Leave Policies

Family & Medical Leave

The Family and Medical Leave Act (FMLA) is a federal law that allows eligible employees to take up to 12 weeks of leave during any 12-month period for the birth of a child; or the placement of a child for adoption or foster care; or a serious health condition that makes an employee unable to perform the essential functions of the job; or a serious health condition affecting a spouse, domestic partner, child, or parent for which the employee is needed to provide care; because of “any qualifying exigency” arising from the fact that a spouse, domestic partner, child or parent is on active duty/notified of an impending call to active duty status, in support of a contingency operation.

Eligibility: To be eligible for FMLA leave, the faculty member must have been employed for at least 12 months by CCAD, and be employed on an annual faculty contract with benefits. Couples who both work for CCAD are restricted to a combined total of 12 weeks family medical leave within any 12-month period for situations of childbirth, adoption, or placement of a foster child.

The 12-Month Period: The 12-month period during which FMLA leave is calculated and during which FMLA leave may be taken is calculated on a rolling calendar basis. Under this method of calculation, a faculty member may take up to 12 weeks of FMLA leave during a 12-month period determined from the date he/she first takes FMLA leave, and measured forward. For example, if a faculty member takes FMLA leave for the first time on February 1 of any given year, his/her 12-month period will run through January 31 of the following year and this will establish his/her 12-month period.

Military Caregiver Leave Entitlement: An eligible employee who is the spouse, domestic partner, child, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12 month period to care for the service member. This military caregiver leave is available during “a single 12 month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Workers’ Compensation

An employee may be on a workers’ compensation absence due to an on-the-job injury or illness, which also qualifies for designation as a serious health condition under FMLA. In the event of an employee being eligible for both types of leave, the workers’ compensation absence and FMLA leave may run concurrently (subject to proper notice and designation by CCAD).

Faculty Responsibility: Faculty must notify their School Dean, Director of Graduate Studies, Program Chair, the Admissions Department or the One-Stop, and the Human Resources Office 30 days prior to the date that the leave is to begin, when the need for leave is foreseeable (if possible, prior to the start of the academic term during which the leave will be necessary). When the need for leave is unforeseeable, the faculty member must give notice to their School Dean, Director of Graduate Studies, Program Chair, the Admissions Department or the One-Stop, and the Human Resources Office as soon as possible. Any FMLA leave of absence requests should be directed first to the School Dean, Director of Graduate Studies, Program Chair, the Admissions Department or the One-Stop, approved by the Provost, and then sent to the Human Resources Office. Any questions regarding the FMLA should be directed to the Human Resources Office.

Deans’ Responsibilities: Upon approval of the leave, the School Dean, Program Chair, the Admissions Department or the One-Stop will need to approve and assist with arrangements for class coverage by other full-time or adjunct faculty. The School Dean, Program Chair, the Admissions Department or the One-Stop may recommend, and the Provost may approve, a co-teaching arrangement, if the faculty member on leave will be out for less than a term, to reduce the impact on student evaluation in the classes.

Paid Time: When approving FMLA, the college will require the faculty member to use all accrued sick leave, prior to approving FMLA without pay. Upon exhaustion of paid leave time, any portion of the remaining leave will be unpaid.

Return to work: Prior to returning to work from a medical leave of absence, it will be necessary to provide documentation from the healthcare provider certifying the faculty member’s ability to return to work and satisfactorily perform the essential functions of the position. Failure to return to work when released may be considered voluntary resignation.

Benefit Continuation

The college will continue to contribute toward group health coverage (including dental and vision, if applicable) at the same level and under the same conditions that existed while the employee was working. Employees will be required to continue to pay any portion of the premium that they were paying prior to taking the leave. Arrangements for this must be made with the Business Office. The employee will not lose any benefits accrued prior to the start of the leave.

Birth and Adoption

If the leave is for the birth or adoption of a child, paperwork regarding medical benefits for the new dependent must be filed within 31 days of the birth or legal adoption with the Business Office. Failure to complete the paperwork within the 31 days may cause loss of benefits or lesser coverage for a certain period of time for the newborn or adopted child.

Jury Duty & Court Appearances

If called for jury duty or subpoenaed as a witness, faculty members are eligible for time off. While on jury duty or witness testimony, faculty will receive regular pay in addition to any compensation paid by the court. Any missed classes will not be deducted from the faculty member's sick day allowance, nor will the faculty's pay be docked until 20 scheduled class days in the academic year have been missed. The faculty member will be required to provide proof of jury or witness service. Upon receiving notification of jury duty or a subpoena to testify, the faculty member should notify their School Dean and follow the Pre-Arranged Absence policy (see section 4.8, pages 35-36), in order to ensure a substitute instructor can be scheduled. The faculty member must teach classes on days they are not required in court and when they are released early enough to work part of the day. Paid leave time does not apply if the faculty is a party to a lawsuit, nor has an interest in the outcome of a lawsuit, unless the lawsuit involves the college.

Military Leave

Any member of the faculty who must take leave to perform training or serve in the U.S. armed services will be granted a leave of absence to comply with the terms of the existing federal legislation that is applicable to the college and its circumstances.

Faculty Responsibility: Ideally, the faculty would notify their School Dean, Director of Graduate Studies, Program Chair, the Admissions Department or the One-Stop, and the Human Resources Office 30 days prior to the date that their military obligations begin, when the need for military leave is foreseeable (if possible, prior to the start of the academic term during which the military leave will be necessary). When the need for leave is unforeseeable, the faculty member must give notice to their School Dean, Director of Graduate Studies, Program Chair, the Admissions Department or the One-Stop, and the Human Resources Office as soon as possible.

Deans' Responsibilities: Upon approval of the military leave, the School Dean will need to approve and assist with arrangements for class coverage by other full-time or adjunct faculty. The School Dean may recommend, and the Provost may approve, a co-teaching arrangement, if the faculty member on military leave will be out for less than a term, to reduce the impact on the affected classes.

Bereavement

Upon request to the School Dean, Program Chair, the Admissions Department or the One-Stop beforehand, full-time faculty will be granted a paid leave of absence in the event of the death of an immediate family member or other relative. "Immediate family members" include parents (including step and in-law), spouse, domestic partner, child (including step, grand, foster, and in-law), siblings (in-law), grandparents, or any relative residing in the employee's home. "Other relatives" include aunt, uncle, cousin, nephew, niece, and great grandparent. The maximum duration of the paid bereavement leave is as follows:

- Death of Immediate Family Member 3 days
- Death of Other Relative 1 day

For purposes of this bereavement policy, a domestic partner will be considered equivalent to and afforded the same rights and privileges as a spouse.

5.16 General Policies

All faculty at CCAD are considered employees of the college and are therefore subject to general CCAD policies outlined in the Staff Handbook, which is available on the CCAD website.

In addition to those policies found in the Staff Handbook, policies specific to faculty employees include the following:

Identification Cards

Upon employment, all faculty are required to obtain a picture ID. This card will identify you as a CCAD employee.

Fair Labor Standards Act

It is CCAD's policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Therefore, all college management is prohibited from making any improper deductions from the salaries of exempt employees. CCAD wants all employees to be aware of this policy and that the college does not allow deductions that violate the FLSA. If an employee believes that an improper deduction has been made to their salary, this information should be immediately reported to the direct supervisor, or to the Human Resources Office. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, prompt reimbursement for any improper deduction will be made.

Employment Verification

The Human Resources Office provides verification of employment, and will only release information regarding whether an individual is/was employed by the college, the dates of employment, and title or position. Wage and salary information will be verified only if written permission from the individual is on file.

Accommodation for Individuals with Disabilities

It is the policy of CCAD to provide reasonable accommodation to the known disabilities of any applicant or employee who requests an accommodation. If an employee or applicant has a disability, it is the employee or applicant's responsibility to request an accommodation from CCAD. CCAD reserves the right to require medical certification of disability, excluding family medical history and/or genetic information, and to seek professional advice regarding what type of accommodation will render the individual capable of performing the essential functions of a position. While preferences will be considered when choosing between equally effective accommodations, CCAD has the ultimate discretion to choose what accommodations it will offer, if any. The Americans with Disabilities Act (ADA) is intended to prohibit discrimination against persons with disabilities. CCAD fully subscribes to the principles and intentions of the ADA and expects all employees to adhere to those principles as well.

Background Checks

CCAD strongly affirms its ethical and statutory duty to ensure an environment which safeguards and fosters the well-being of young people attending programs at CCAD. CCAD reserves the right to conduct background checks on employees to assist in ensuring this safe environment. Employees will sign an authorization before a background check is conducted.

Employee Rehire Policy

Employees who have worked for the college previously and separated under favorable conditions are encouraged to reapply. Applications of former employees will be considered along with those of other applicants. Should a prior employee be rehired, prior years of service will be counted toward seniority for benefits' purposes. For retirement contribution purposes, the returning employee must have been in the retirement plan previously for the prior years of service to be counted.

Worker's Compensation/Transitional Work Program

Any work-related injury should be reported immediately to a supervisor and/or the Safety & Security office. A notification of work related injury should also be reported to the Business/Payroll Office or Human Resources within 24 hours. An Incident Report Form must be completed. According to the Bureau of Worker's Compensation (BWC), if an injured worker is unable to perform the original job tasks and stays out of work, the chance of returning to a gainful employment decreases significantly. Just 5-6 months off work decreases the return-to work rate by 50%. If an employee were out of work more than one year, the chances of that employee ever returning to work are only 15%. The financial impact is extraordinary. The wage compensation from the BWC will start after the 8th day off with 72% of the normal wages, then go down to 66.67% after 12 weeks off work. CCAD has worked with the Bureau of Workers' Compensation and CCAD's Managed Care Organization to offer a Transitional Work Program (TWP) to assist employees in returning to work safely after an injury.

The employee coming back to work who is released by the treating physician with restrictions will be paid at the normal rate of wages and will also be paid for the therapy time if on-site therapy is needed. All employees who have a work-related injury occurring are eligible to participate in the Transitional Work Program. This program has been developed with the understanding that it is in both the employee's and CCAD's best interest to get the employee back into the workforce as quickly as possible following a work-related injury, while at the same time ensuring that they are not placed in a position which could further complicate the injury.

The aim of the Program is to offer injured workers the ability to return to work, even with extremely limited capabilities. The aim of the Program is not to provide long term limited duty positions for employees but to offer a progressive return-to-work strategy. For the Program to remain effective CCAD requires injured workers to be re-evaluated by their treating physician at least every 30 days. The duration of the program is 60 calendar days. The procedures for the Transitional Work Program are:

- Report work related injuries and medical treatment for work related injuries to the Benefits Department in the Business Office or Human Resources
- Visit Work Health Downtown, located at Grant Hospital, for medical care if needed. After hours or emergency use Grant Urgent Care or the closest Hospital Emergency Room
- If the employee has work restrictions set by his/her treating physician, proceed with the following steps:

- The supervisor and Human Resources will develop a transitional duty position that fits within the capabilities indicated by the treating physician.
- If necessary, contact the TWP Coordinator to arrange for on-site therapy.
- The Transitional Work Committee will monitor the program until the employee returns to full duty.
- A Final Medical Release by the treating physician is required for the return to full duty. The physician is required to not provide CCAD with any family medical history or genetic information.

Health Insurance Portability & Accountability Act (HIPAA)

Columbus College of Art & Design firmly believes in respect for the rights and dignity of each employee. It is CCAD's pledge to conduct business in such a way that the rights and privacy of all employees are protected. To achieve this goal, CCAD have adopted these basic principles as primary guidelines in protecting the rights and privacy of employees:

- The college will take every reasonable precaution to protect and preserve the confidentiality of all personal information in its records and files. Only that personal information about employees that is required for business or legal reasons will be requested, used and retained.
- Employees will be granted adequate access to personal and job related information in Personnel files. Each employee shall have the right to properly note, in writing, any expressed disagreement with any information felt to be inaccurate.
- CCAD will strictly limit the internal availability of personal information to those college officials with a clearly defined business "need to know."
- With the exceptions of legal requirements and employment verifications, the college will refuse to release employee information to outside sources without the employee's written authorization. All inquiries concerning an employee's or former employee's personal information must be directed to Human Resources.
- The college requires that all employees follow college policy concerning the confidentiality of any and all information about other employees in the college's possession. Violation of this policy is cause for disciplinary action, up to and including discharge.
- In compliance with federal regulations implementing the Health Insurance Portability and Accountability Act (HIPAA), CCAD has taken the following steps to ensure the privacy of Protected Health Information (PHI) of employees:
 - Appointed a privacy officer within the college responsible for implementation of safeguards to PHI, including a complaint procedure and training in how PHI may be handled.
 - Additionally, CCAD provides individual employees with access to, amendment of, or an accounting of any disclosures of their PHI.

Inclement Weather

All full-time and adjunct faculty are expected to report for work during inclement weather conditions unless the college declares a closing. The following is where the latest information on any delays or cancellations that CCAD might have can be found:

- Television stations: 4 NBC, 6 ABC, 10 CBS, and 28 Fox
- Radio stations: 1460 WBNS and 610 WTVN
- Employees must sign up for CCAD's Alert Notification Service, which advises students and employees of emergencies, closings, delays, etc. by cell phone, email, and/or text messaging. To enroll, please see the Safety & Security page on the college's website

- Also, call CCAD's main number, (614) 224-9101, and listen to the greeting for any closing or delay information

Serious and/or Communicable Disease

CCAD recognizes that employees with serious and/or communicable disease may wish to continue to engage in as many normal pursuits as the condition allows, including work. As long as these employees are able to meet acceptable performance standards and medical evidence indicates that their health conditions are not a threat to themselves or others, they will be subject to the same working conditions and performance requirements as other employees. Employees who refuse to work with or perform services for a person known or suspected to have a communicable disease, without first discussing this concern with their supervisor, will be subject to discipline.