2014-2015

Faculty Orientation Manual Addendum

Full-Time Faculty and Chair Responsibilities

College for Creative Studies

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Appendix A: Full-Time Faculty and Chair Responsibility Grids

Introduction

Again, welcome to the College for Creative Studies! This addendum was created to offer information on many of the protocols followed by full-time faculty and Chairs at CCS. This manual is a companion piece to both the *Faculty Orientation Manual* and *Faculty Handbook* (Blackboard>Campus Offices>Human Resources>Faculty Handbook).

Full-Time Faculty Responsibilities

Full-time faculty are the life-blood of the College. They provide the world-renowned educational experience implicitly promised to the institution's students. The students' experience both inside and outside of the classroom is directly impacted by the practices and attention of the full-time faculty. To assure consistency in practice across disciplines, and to ensure effective communication of expectations, full-time faculty responsibilities are detailed below and in the companion manuals, *Faculty Orientation Manual* and *Faculty Handbook*. A visual chart of these expectations is available in **Appendix A**.

Course Creation and Presentation

Please reference the guidelines for course creation and presentation offered in the *Faculty Orientation Manual.*

Department Service

Office Hours

Faculty must post office hours for each 3-credit course.

Department Meetings

Most departments host all-faculty meetings at least once per semester and full-time faculty meetings on a bi-weekly basis. Full-time faculty are required to attend all department meetings.

Curriculum Planning

Program direction and scope is, in great part, determined by the full-time faculty of the department. Full-time faculty are hired due to their experience in the field, education, and vision; they are in the best position to offer input regarding industry trends and needs and essential learning outcomes. Faculty will offer input on program or course content changes as directed by the Chair.

Mentor Responsibilities

All students are assigned a full-time faculty mentor in their department who is a resource for academic and professional advice. Adjunct faculty can volunteer to serve as faculty mentors. Faculty mentors should meet with their assigned students at least a couple of times each semester or as often as needed.

Review Assistance

Full-time faculty are required to participate in department reviews of student work. Reviews are an integral part of the art and design education offered by CCS as they consider the student's body of work from all classes attended within a proscribed period. Reviews typically occur in the 16th week of the winter semester, but some departments also review students in December, at the end of the fall semester.

Budget Preparation Assistance

Department budgets are allocated on an annual basis. Full-time faculty are expected to work with the Chair and Department Administrator to develop the department's budget request.

Preparation activities may include, but are not limited to, facilities planning, contacting vendors for quotes, tool/materials inventory, and proposal creation for requested assets

Department Exhibition Assistance

Full-time faculty are expected to participate in department or College-led exhibitions. Responsibilities may include selection and hanging of work; coordinating orders for walls, pedestals, etc.; exhibition design; and/or offering personal work for exhibition.

Monthly Report Information Submittal

Each month, departments submit a report to Academic Affairs communicating updates on faculty, staff, or student development; industry and community projects; competitions; etc. Full-Time faculty are expected to provide the Department Administrator with short descriptive paragraphs outlining any activity of import related to these areas as they occur. A template referencing what type of information is sought is available at Blackboard>Campus Offices>Academic Affairs.

Student Group Facilitation

Some departments host student group chapters of related professional organizations. Full-time faculty are encouraged to act as student chapter supervisors to aid the department's students in developing a relationship with professional organizations and their members.

Studio Equipment and Facilities Maintenance

It is the responsibility of every employee to maintain the College's facilities. Faculty are expected to monitor their class's activities to be sure that damage to walls, furnishings, etc. does not occur. After each class, faculty are responsible for tidying the work/studio space to ensure it is ready for the next class. When specialized facilities are used (glass studio, ceramics studio, etc.), the faculty responsibilities for maintaining the space may be more complex. Communication as to faculty expectations will be communicated by the Chair.

College Service

Faculty Assembly Participation

As stated in the Faculty Handbook (available at Blackboard>Campus Offices>Human Resources), "The faculty of the College participate in the governance of the College through the Faculty Assembly and its committees. The faculty play a central role in developing curriculum and academic policies, in setting standards of excellence, and in maintaining the quality of a CCS education."

Faculty Assembly meets on a monthly basis and full-time faculty are expected to attend.

Recruitment Activities Participation

The College hosts 8-10 Information Sessions/Portfolio Days annually for prospective students and their families. In addition, the College participates in external recruitment events as circumstances and opportunities allow. Full-time faculty are required to participate in recruitment activities at a level specified by the department Chair.

Pedagogy Workshops Participation

The College offers pedagogy workshops to faculty as opportunities arise. Faculty are strongly encouraged to participate.

Commencement Attendance

Full-time faculty are required to attend commencement ceremonies in December and May of each year. The Student Affairs office orders gowns for participating faculty and coordinates the ceremonies.

Self-Study/Reaccreditation Participation

The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA HLC) and the National Association of Schools of Art and Design (NASAD), and is also a member of the Association of Independent Colleges of Art and Design (AICAD). Faculty are expected to participate in the preparation for accreditation renewal efforts. Participation level will be specified by the Chair, appropriate Dean, and/or Provost.

Committee Participation

Full-time faculty are required to serve on at least one faculty committee each semester. Committee membership is determined by Faculty Assembly in the beginning of each academic year.

SEO Installation Participation

The annual Student Exhibition and Opening (SEO) takes place on the second Friday in May, the evening after the May commencement event. Full-time faculty are required to aid in planning, installation, takedown of this exhibition.

College-Wide Assessment Effort Participation

The College is consistently evaluating its offerings to ensure that all programs are providing the highest quality of education possible to the College's students. Continual assessment of programmatic and course outcomes is part of this evaluation. All faculty are required to participate in assessment efforts at a level specified b

Strategic Planning Activities Participation

Approximately every five to seven years, the College develops a strategic plan with the aid of staff, faculty, board members, and trustees. These plans serve as a communication tool allowing everyone involved to understand what goals they are working toward. Creating a viable strategic plan requires input from all constituents. Full-time faculty are strongly encouraged to participate.

Professional Practice

Per the faculty handbook, "Faculty should demonstrate evidence of sustained inquiry and continual professional activity and growth, consistent with the opportunities, expectations, and advancement of their disciplines or professions." Examples of professional practice include publications; exhibition participation; consultant work; community engagement; program, workshop, or new course development and offering; or other professional activity and growth verifiable through documentation.

In an effort to aid members of the Faculty Review Committee in their evaluations of faculty, each department has developed a list of professional practice expectations specific to their fields. Copies of these lists are available from the Chair, or from Academic Affairs.

Chair Responsibilities

Chairs are responsible for not only the responsibilities of a full-time faculty member, but also those of a program administrator. To assure consistency in practice across disciplines, and to ensure effective communication of expectations, Chair responsibilities are detailed below and in the companion manuals, *Faculty Orientation Manual* and *Faculty Handbook*. A visual chart of these expectations is available in **Appendix A**.

Department Administration

Monthly Reports

Although the monthly report is collated by the Department Administrator from information submitted by faculty, it is the Chair's responsibility to make final edits, check the accuracy and thoroughness of the information provided, and to ensure timely submittal of the document to Academic Affairs.

Adjunct Faculty Evaluations

Newly hired faculty are evaluated twice during their first semester teaching at CCS – once prior to week 8, and once at the end of the semester.

The Chair or selected full-time faculty member is responsible for completing Classroom Observation Evaluations for each newly hired faculty member by the end of the 8th week of the semester. Upon completion, three copies are made of each evaluation; one copy will be kept in the department, one will be given to the adjunct instructor, and one will be sent to Academic Affairs.

Classroom Observation Evaluations are also completed on any faculty with poor student course evaluations and/or any other issue that may affect classroom performance. The schedule for completion and form dissemination is the same as for new hires.

The Chair or selected full-time faculty member is responsible for completing Performance Evaluations for each new hire at the end of the first teaching semester. Upon completion, three copies should be made of each evaluation; one copy will be kept in the department, one will be given to the adjunct instructor, and one will be sent to Academic Affairs.

Performance Evaluations are also completed on any faculty with poor student reviews and/or any other issue that may affect classroom performance. The schedule for completion is the same as above.

Full-Time Faculty Evaluations

Full-time faculty are generally evaluated annually by the department Chair, but may be evaluated more often as necessary. Department Chairs are generally evaluated annually by their Dean, but may be evaluated more often as necessary. Full-time faculty and Chairs are also evaluated by the Faculty Review Committee prior to each contract renewal. The main areas under consideration in these appraisals are instructional quality, College and department service, and professional practice.

Each faculty member has a dossier for reappointment materials that is kept in the Academic Affairs office. Faculty are expected to update this dossier with documentary evidence of instructional quality, College and department service, and professional practice. The Academic Affairs office is responsible for updating each dossier with submitted annual evaluations.

Department Administrator Evaluations

Department Administrators are generally reviewed by the Chair annually, but may be evaluated more frequently if deemed necessary.

The Assistant Provost oversees the evaluation process for Department Administrators and offers input as needed.

Budget

The Chair, in coordination with the Department Administrator, is responsible for department budget oversight. The Chair, in coordination with the Department Administrator, is also responsible for preparing annual department budget requests. Annual budget request instructions and a schedule of deadlines are available through the Academic Affairs office.

Strategic Planning and Vision

In coordination with department full-time faculty, the appropriate Dean and the Provost, the Chair is responsible for determining the curricular scope and vision for the departments. The Chair also participates in College-wide strategic planning activities and aligns department goals with those of the division and College.

Facilities Management

Each department is responsible for maintaining any studio or shop space used for department classes or for individual student work. It is the Chair's responsibility to ensure that faculty, staff, and students are maintaining the facilities appropriately.

Course Administration

Course Scheduling

In coordination with the Department Administrator, the Registrar, and the Associate Provost, the Chair is responsible for determining each semester's course schedule for the department.

Syllabi Review

Chairs are responsible for reviewing all department syllabi, and requesting revisions as necessary, prior to the start of each semester. The Chair is also responsible for submitting digital copies of all department syllabi to Academic Affairs by Friday of the first week of classes.

Sponsored Project/Special Project Course Administration

Chairs are responsible for acting as the main information conduit for the department when coordinating sponsored projects or developing special project courses. It is the Chair's responsibility to communicate the department's intended learning outcomes for specific courses/class levels and ensure that the suggested courses align before accepting the projects in to the curriculum for a given semester.

Please reference the "Sponsored Project Coordination" section in the <u>Faculty Responsibilities</u> chapter of the *Faculty Orientation Manual*, as well as the *Sponsored Research Project Policy Manual* available at Blackboard>Campus Offices>Institutional Advancement for information regarding the sponsored project process.

Faculty Hiring/Mentoring

Please reference the "Hiring Process" section in the <u>Academic Division Protocols and Information</u> chapter of the *Faculty Orientation Manual* for information regarding the hiring process for adjunct instructors and full-time faculty. In addition, section 3.7 of the Faculty Handbook offers further detail on the full-time faculty hiring process.

It is the Chair's responsibility to mentor new adjunct instructors and full-time faculty.

Faculty Meeting Leadership

Chairs, full-time faculty, and Department Administrators are expected to meet regularly for the purposes of planning, coordination, and information exchange. The Chair is responsible for developing the agenda for each meeting and delegating tasks.

Curriculum Assessment and Development

Each department continually reassesses its curriculum to ensure that it is delivering the highest quality of education possible to its students. It is the Chair's responsibility to lead this initiative.

Full-Time Faculty Duties

Please reference the guidelines offered in the Full-Time Faculty Responsibilities section of this addendum and the *Faculty Orientation Manual*.

Student Engagement

Student Meetings/Orientations

Typically, each department hosts one or more student meetings per semester. Information shared at these meetings might include important upcoming dates (exhibitions, speakers, deadlines for competitions, etc.), preparation schedules for department exhibitions or the annual Student Exhibition, summaries of sponsored or special projects offered in the coming semester, etc.

In addition, each department is responsible for hosting new students during the scheduled department time of the New Student Orientation and Transfer Student Orientation events.

The Chair is responsible for creating the agenda for all student meetings and orientations and coordinating any presentations to occur at each.

Blackboard

As referenced in the <u>Academic Division Protocols and Information</u> and <u>Faculty Responsibilities</u> chapters of the *Faculty Orientation Manual*, Blackboard is an incredibly important communication tool for the

College and its students. It is necessary that each course has a viable presence on its Blackboard course page, and that each department have a Blackboard site updated with the most current department information.

It is the Chair's responsibility to monitor both the department site, as well as the department course sites to be sure that needed information is available to department students.

Visiting Speakers

One of the numerous benefits CCS students enjoy is the opportunity to network with experts in their respective fields, whether this be through attendance at speaking engagements, participation in workshops, involvement in classroom critiques, or other means. Departments are encouraged to host these types of engagements; funding may be requested through Academic affairs and through the annual budget process.

Although any faculty may request these funds and plan these types of engagements, it is the Chair's responsibility to give final approval for their scheduling. The Chair must confirm that that they are of benefit to the students, that the budget exists to pay all related expenses, and that they are coordinated in accordance with the on campus event policy (see Blackboard>Campus Offices>Institutional Advancement>Event Policies).

Student Concerns

Numerous support offices exist to better the student experience at CCS. Please see the Students Services chapter of the *Faculty Orientation Manual* for an outline of each. In addition, students may voice concerns at Student Assemblies and on the New CCS Discussion page available on Blackboard.
If a student has a concern that is particular to a course, the student should attempt to resolve the issue with the faculty member. If an agreement cannot be reached, the student may then approach the Chair and request aid. Students may also have concerns about the program that are not specific to a certain course and request to meet with the Chair to discuss their thoughts.

It is the Chair's responsibility to meet with the student and if necessary, work to find an acceptable solution for any issue brought forth. If the Chair is not able to remedy the situation, the Associate Provost may be called upon to have a group meeting with the student, Chair, and any involved faculty.

Program Marketing

LUNA Uploads

LUNA is the College's image repository program. Uploaded files are accessible by the Institutional Advancement and Admissions office for use in their materials. Each department is required to upload a number of selected images to LUNA annually. Chairs are responsible for selecting the most representative images and coordinating their upload.

Competitions

Competitions are a terrific way for students to begin connecting with industry groups and promoting themselves. The College encourages competition participation; departments may request student development funding through Academic Affairs for these endeavors.

It is the Chair's responsibility to promote competition submission, and when necessary, coordinate group submissions.

Exhibitions/Portfolio Days

Departments often promote their programs by hosting exhibitions of faculty, student, or alumni work. Departments may also host traveling exhibitions, industry group shows, or other exhibitions that center on the work within the discipline as a method to promote student learning and networking, and to familiarize local industry with their program.

Chairs are responsible for the coordination for these events. Funding may be requested through Academic Affairs.

Chairs are also responsible for department participation in Portfolio Days. Departments are notified of these events through the Admissions office.

Social Media

Departments are encouraged to share student and faculty work, information about upcoming events, and otherwise promote their program using social media.

It is the Chair's responsibility to oversee all sites related to or representing the department to be sure that the content available is appropriate.

Archive Development

Each department is responsible for creating their own digital archive of student work for use in future exhibitions, as examples for classes, and to demonstrate evidence of learned outcomes for accreditation purposes. The department archive differs from the LUNA upload in that it is much more comprehensive and includes examples from each student level and each required course.

Program Outreach and Development

It is the Chair's responsibility to work with the offices of Admissions, Institutional Advancement, and Academic Affairs to promote and develop their department.

Alumni Relations

It is the Chair's responsibility to make reasonable efforts to maintain relationships with department alum after they graduate. Chairs should work with the Alumni Coordinator in the Office of Institutional Advancement and the Office of Career Services to develop programs and events for alumni.

Appendix A

Adjunct Faculty Responsibilities

Course Creation and Presentation

- Syllabi and project assignment explanation creation
- Sponsored project coordination (if applicable)
- Blackboard site design/upload
- Texts/Materials ordered from Bookstore
- Course presentation
- Grading/grade dissemination
- Facilities coordination (if applicable)

Department Service

- Maintain office hours each week (required)
- Participate in department meetings (optional)
- Participate in curriculum planning (optional)
- Assist in department exhibitions and reviews (optional)
- Submit monthly report information (optional)
- Maintain studio equipment and facilities (if applicable)

College Service (optional)

- Participate in Faculty Assembly
- Participate in recruitment activities
- Participate in pedagogy workshops
- Participate in SEO installation
- Participate in College-wide assessment efforts
- Participate in Strategic Planning activities

Full-Time Faculty Responsibilities

Course Creation and Presentation

- Syllabi and project assignment explanation creation
- Sponsored project coordination (if applicable)
- Facilities coordination (if applicable)
- Blackboard site design/upload
- Texts/Materials ordered from Bookstore
- Course presentation
- Grading/grade dissemination

Department Service

- Maintain scheduled office hours each week
- Assist in preparing budget submittals
- Participate in department meetings
- Assist in department exhibitions
- Participate in curriculum planning
- Submit monthly report information
- Mentor responsibilities
- Facilitate student groups
- Assist in reviews
- Maintain studio equipment and facilities (if applicable)

College Service

- Participate in Faculty Assembly
- Serve on at least one committee
- Participate in recruitment activities
- Participate in SEO installation
- Participate in pedagogy workshops
- Participate in College-wide assessment efforts
- Attend commencements
- Participate in Strategic Planning activities
- Participate in Self Study/Reaccreditation

Professional Practice

- Publish (if applicable)
- Exhibit (if applicable)
- Consult (if applicable)
- Community engagement
- Offer programs, workshops, new courses, etc.
- Otherwise demonstrate continual professional activity and growth

Chair Responsibilities

Department Administration	Course Administration	Full-Time Faculty Duties	Student Engagement	Program Marketing
Monthly Reports	Course Scheduling	Course Creation and Presentation	Student Meetings/ Orientations	LUNA Content Selection
Adjunct Faculty Evaluations	Syllabi Review	Department Service	Blackboard	Competitions
Full-Time Faculty Reviews	Sponsored Project/ Special Project Courses	College Service	Visiting Speakers	Exhibitions/ Portfolio Days
Department Administrator Evaluation	Faculty Hiring/ Mentoring	Professional Practice	Students Concerns	Social Media
Budget	Faculty Meeting Leadership			Archive Development
Strategic Planning and Vision	Curriculum Assessment and Development			Program Outreach and Development
Facilities Management				Alumni Relations