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INTRODUCTION

This book is a working manual dealing with matters of institutional policies and procedures. The current MIAD Faculty Handbook is viewable and can be downloaded and saved or printed from the MIAD website. It is also available for viewing on the MIAD server in First Class/MIAD Resources Folder. An updated hardcopy of the Faculty Handbook is also available in the MIAD Library.

All faculty members are expected to be familiar with the contents of the faculty handbook. It is an exposition of faculty contractual obligations and, relative to it, the Institute’s.

The Faculty Handbook, a viable instrument of faculty participation in an institute whose educational philosophy as exposited herein is dedicated to creative process, is, in part, amenable to change through a process of amending in which the faculty are involved. The information contained in Section IB., Academic Freedom; Section IV., Curriculum Policies & Procedures; Section VIII., Faculty Prerogatives & Protocol; Section IX., Faculty Rank Promotion and Evaluation; are the only materials which are subject to change through the aforementioned amendment process comprised of faculty, Presidential and Board participation. All other material in the handbook can be amended by recommendation of the President and approval of the Board of Trustees.

The handbook is divided into the following sections:

Introduction
I. The Institute
II. The Academic Administration & Support Staff
III. Institutional Committees
IV. Curriculum Policies & Procedures
V. Faculty Personnel Policies & Procedures
VI. Faculty Responsibilities
VII. Faculty Compensation & Benefits
VIII. Faculty Prerogatives & Protocol
IX. Faculty Rank Promotion & Evaluation
X. Institutional Policies & Procedures
XI. Appendices
I. THE INSTITUTE

A. Mission and Objectives

The mission of the Milwaukee Institute of Art & Design is to offer degree programs that provide intensive, structured, and sequential course content in the concepts and skills that are fundamental to the visual arts, and to develop students as artists/designers who have the ability to engage in an independent process of professional inquiry and vision. MIAD provides an education in the visual arts, distinguished by its emphasis on assured competence in particular fields.

The specific objectives of the Institute's programs are that our students will acquire and be able to demonstrate the following:

1. The ability to think originally and inventively within the creative possibilities of the artist's/designer's media;
2. Technical excellence in the broad range of design and the visual arts;
3. Increased powers of observation and visual awareness;
4. Personal dedication to the individual mission of the artist/designer;
5. An informed awareness of the society and culture which the artist/designer inherits, and his or her relationship with these;
6. Critical judgment as it relates to personal and artistic values;
7. Strong expressive and communicative abilities in visual and verbal realms;
8. An appreciation for the contributions made by all cultures to the visual and liberal arts;
9. A knowledge of and an ability to use community resources in their professional endeavors and personal lives;

And to assist the student's pursuit of these objectives, the faculty, administrators, and trustees of MIAD strive specifically to:

1. Recognize, respect and nurture the individuality of the student;
2. Provide a stimulating curriculum and atmosphere in which the student can work and learn and establish the basis for continued learning;
3. Provide a faculty who, as professional artists, designers, and educators, will help the student develop fundamental skills, professional competence, and personal standards of professionalism;
4. Provide appropriate physical facilities for the broad range of activities required in the Institute's programs and commensurate individual pursuits;
5. Maintain the kind of institutional relationships that foster the student’s educative utilization of the surrounding educational, cultural, and business communities;

6. Provide an environment that values and encourages cultural diversity through artistic expression and also through the physical make-up of the Institution;

7. Provide students culturally diverse experiences;

8. Offer effective degree granting programs in a broad range of visual arts;

9. Provide a system of assessment/evaluation that measures student performance according to stated objectives.

B. Academic Freedom

The faculty member is entitled to full freedom in studio or academic research and exhibition or publication of same. The faculty member is entitled to full freedom in the pursuit of professional development and personal interests, subject only to the performance of teaching responsibilities within the terms of his or her contract and this handbook.

The faculty member is entitled to freedom in the classroom in presenting course content, but should be careful not to introduce into lectures matter that has no relation to the course.

The instructor is a citizen, a member of a learned profession, and an officer of an educational institution. His or her special position in the community imposes special obligations to represent the profession and the institution with appropriate accuracy and restraint, and show respect for the opinions of others. He or she should make every effort to indicate that he or she does not speak officially for the institution. Within the institution, the Faculty Chair and faculty representative on the Board of Trustees are the official speakers for the faculty.

C. Affirmative Action

Affirmative Action Statement

The Milwaukee Institute of Art & Design (MIAD) has and will continue to be committed to the principle of hiring and recruiting the most talented and qualified individuals as employees and students. MIAD affirms its commitment to the principle of equal employment opportunity regardless of race, color, sex, sexual orientation, marital status, religion, creed, age, national origin, ancestry, disability, arrest record, conviction record, or veteran status. MIAD also affirms its commitment to the principle of affirmative action. Employment decisions, promotion decisions and other personnel actions shall be made in accordance with the principles of equal employment opportunity and affirmative action. The objective of the institution’s affirmative action efforts is to increase the number of qualified women and individuals recognized by the federal government as minority groups, and to enhance the culturally diverse population at MIAD. Furthermore, the college aims to provide a working and learning environment
conducive to equal opportunity for all individuals who are members of the MIAD community.

MIAD strives to achieve a diverse college community. As part of a larger community, the College bears a responsibility to eradicate racism, sexism, ethnic and cultural offenses, and religious intolerance. MIAD requires an atmosphere of acceptance and dignity for all individuals and groups. The College maintains an environment that genuinely appreciates the social and academic values of a diverse educational community. Any condition or behavior that causes discrimination or favoritism constitutes a destructive force within the College and will not be tolerated.

Non-Discrimination for Disabled Persons
The College works to ensure non-discrimination and equal opportunity for otherwise qualified disabled persons. In all matters of employment and education, disabled persons will receive reasonable accommodations to enable full participation in the MIAD community.

Non-Discrimination for Gender and Sexual Orientation
MIAD is committed to providing a working, living, and learning environment that nurtures and develops the talents of all its members without regard to gender or sexual orientation.

Non-Discrimination for Age, National or Ethnic Origin, Race and Religion
MIAD vigorously strives to embrace global and diverse perspectives. MIAD promotes an atmosphere of dignity for all individuals and groups within our College. Discrimination based on age, national or ethnic origin, race or religion in any form, individual or institutional constitutes an offense against human dignity.

Employment Practice
The Institute will make a deliberate and sustained effort to find, hire and promote quality faculty, regardless of race, color, sex, sexual orientation, marital status, religion, creed, age, national origin, ancestry, disability, arrest record, conviction record, or veteran status. To this end, the following procedures and practices will be followed:

1. In developing job descriptions, special attention will be given to requirements for experience, skill and academic attainment to ensure that these requirements are demonstrably appropriate and valid and do not constitute inadvertent discrimination. Such descriptions will be distributed to all persons involved in the recruiting, screening and selection process.

2. The school will advertise faculty position vacancies throughout the school. Where appropriate, the school will advertise position vacancies in appropriate professional journals and news media.

3. All advertisements and other notices of position vacancies at the school (whether written or oral) shall convey the fact that the school is an equal opportunity employer.

4. Good faith and best efforts will be exercised to assure that school
search committees will include all groups, regardless of race, color, sex, sexual orientation, marital status, religion, creed, age, national origin, ancestry, disability, arrest record, conviction record, or veteran status.

5. The Provost/Vice President for Academic Affairs is responsible for ensuring affirmative action recruiting.

Compensation and Benefits

The Milwaukee Institute of Art & Design is committed to maintaining fair and equitable compensation for all academic and non-academic administrative personnel, to the extent of its resources.

Salary and benefits will be established by the President with due consideration of comparable salaries and benefits to that of similar positions in other colleges of art, and the qualifications and responsibilities relative to the position.

Since employment benefits may comprise a portion of compensation, it shall be the school’s objective that fringe benefits be available in accordance with established policy to eligible employees within a specific category, on an equitable basis and without discrimination.

D. Institutional Organization

Organization & Governance

1. The Board of Trustees serves the Institute as prescribed by the administrative Policy and Procedures Manual, and represents the Institute as a non-profit corporation. In exercising its responsibilities, the Board of Trustees is guided by the President in all matters pertaining to academic development, with due consideration of faculty concerns.

2. The President, as first officer and chief executive, exercises full authority in all matters not otherwise defined by faculty involvement in the Faculty Handbook and its amendments, and provides administrative and academic leadership with due consideration of faculty concerns.

3. The Provost/Vice President for Academic Affairs administers the principles and procedures defined by the Faculty Handbook and provides academic leadership.

4. The administration and staff serves various aspects of the institution’s services in support of the educational program (See Administrative Organizational Chart, page 7).

5. The faculty has an advisory voice in appropriate institutional matters through the Faculty Chair, the faculty representative on the Board of Trustees, and the duly constituted faculty committees. Faculty committees, the Academic Policy Committee, the Faculty Affairs Committee, and Faculty Senate, constitute the main vehicles for providing faculty involvement in the institutional governance process. The Faculty Chair and/or faculty representative on the Board of Trustees represent faculty views to the Institute’s administration, the
6. In concert with the Board, the President, and the academic administration, the faculty serves a primary role in the development, authorship, articulation, and evaluation of courses and curricula.

7. Students are the primary beneficiaries of the services of the Institute. All activities and energies are devoted to maximizing the educational benefits provided the students. Student involvement in relevant and appropriate administrative functions is encouraged.

**Academic Structure**

The academic structure of the Institute contains five divisions:

1. Division of Design
   - Communication Design
   - Illustration
   - Industrial Design
   - Interior Architecture and Design
   - Time Based Media; Video/Animation/Interactive Digital Art-Design (Joint Program w/Fine Arts)

2. Division of Fine Arts
   - Drawing
   - Integrated Studio Art
   - Painting
   - Photography
   - Printmaking
   - Sculpture
   - Time Based Media; Video/Animation/Interactive Digital Art-Design (Joint Program w/Design)

3. Division of Foundations
   - Drawing
   - Three-Dimensional Concepts
   - Visual Dynamics
   - Visual Statement

4. Division of Liberal Studies
   - Art History
   - Writing
   - Humanities - Sciences

5. Division of Graduate Studies

Each division consists of individual discipline areas:
II. ACADEMIC ADMINISTRATION & SUPPORT STAFF

A. ACADEMIC ADMINISTRATION

Trustees

The Board of Trustees is responsible for long-range policy and planning, presidential relations, developing financial resources and support, and external relations. The trustees are custodians of the school’s resources and hold title or leasehold of its property. They also oversee management of its investments. The trustees control major changes to the physical plant and are indirectly responsible, through the President, for its maintenance and repair.

Trustees have final authority to approve and/or change the general curriculum and policies contained in the Policy and Procedures Manual and the Faculty Handbook. Trustees have final authority to appoint the President, approve salaries, approve statutes and by-laws, handle the school’s legal affairs, award degrees, appoint members of appropriate Board committees, and perform duties stipulated in the school’s by-laws. The trustees shall not divert the purpose or dissipate the principle of endowment funds or gifts for specific purposes without the permission of the donor. The trustees are responsible for raising funds and will cultivate all appropriate sources of funding. The Board has final authority in determining budgets and expenditures.

The trustees shall exercise their control through the President. He will be given full responsibility and complete support, including the resources to carry out the programs the trustees have approved.

President

The President is the chief executive officer and senior administrative officer of MIAD and is responsible for the operation of the institution. Responsibilities include the following:

1. Ensuring the maintenance of professional and scholarly standards in pursuit of the missions and goals of MIAD.

2. Administering the academic, business, legal, student, and public affairs for the school.

3. Serving as liaison between faculty, staff, students and the Board of Trustees.

4. Signing all major documents and checks for the school.

5. Approving all appointments of faculty and staff.

6. Developing and recommending the budget to the Board of Trustees (with the assistance of the Provost/Vice President for Academic Affairs, Executive Vice President for Administration, Division Academic Deans, and administrative offices).
7. Overseeing and coordinating long-range planning.

8. Providing leadership in the continuing development of academic programs in association with the Provost/Vice President for Academic Affairs.

9. Serving as liaison with accrediting and governmental agencies.

10. Complying with and taking responsibility for all accreditation and government reporting requirements.

11. Advising, assisting, and coordinating with the Board of Trustees fundraising activities and general development programs.

12. Serving on the Board of Trustees in an ex-officio capacity.

Reporting directly to the President are:

- Provost/Vice President for Academic Affairs
- Executive Vice President for Administration
- Chief Financial Officer

**Provost/Vice President for Academic Affairs**

The Provost/Vice President for Academic Affairs is the institution’s chief operating officer and senior academic officer and administers the principles, policies, and procedures defined by the administrative Policies & Procedures Manual and the Faculty Handbook. The Provost/Vice President for Academic Affairs is responsible for providing leadership in the day-to-day operations of the institution’s affairs and is academic leader for development of curricula, appropriate administrative personnel management, faculty personnel management, and the evaluation and development of educational programs.

The Provost/Vice President for Academic Affairs’ specific functions are as follows:

1. Carrying out the mission of the college.

2. Supporting and abiding by rules, regulations, guidelines, and principles of the institute and serving as an appropriate role model for students.

3. Creating a working environment that is respectful and inclusive of the diverse backgrounds of students, faculty, and administrative staff.

4. The Provost/Vice President for Academic Affairs serves at the discretion of the President and is required to report to the President on progress and initiatives as achieved or undertaken by the college. The Provost/Vice President for Academic Affairs will:

   - act on the President’s behalf during the President’s absence;
   - participate in activities of the Board of Trustees at the request of the President;
   - coordinate interdepartmental efforts as directed by the President.
5. The Provost/Vice President for Academic Affairs is responsible for promoting the further development of curricula which provides outstanding education. The Provost/Vice President for Academic Affairs will:

- coordinate and lead the process for periodically reviewing the content of the BFA Degree and the Graduate Programs and, with the assistance of the Division Academic Deans and the faculty, in modifying the curriculum to promote academic excellence; upon final approval by the Board, such changes will be implemented by the appropriate faculty and academic administrative personnel;

- recommend academic policy to the appropriate committees and personnel;

- communicate academic policy to the administration, staff, and faculty;

- supervise the Dean of Outreach & Educational Support relative to outreach programming;

- coordinate, with appropriate personnel, all matters dealing with accreditation;

- identify opportunities for establishing relationships with other institutions and build upon these associations when deemed appropriate;

- develop appropriate budgets after consultation with Division Academic Deans, staff, and appropriate faculty.

- oversee assessment of academic programs.

6. The Provost/Vice President for Academic Affairs will maintain an outstanding faculty by:

- supervising the process for selecting new faculty members;

- recommending the renewal or non-renewal of faculty members (see Section V., Personnel Policies & Procedures, page 38);

- leading the process for faculty evaluation;

- facilitating and encouraging professional development among the faculty;

- encouraging a positive atmosphere in which lines of communication between faculty, administration, and students remain open and productive.

7. The Provost/Vice President for Academic Affairs will oversee the activities of all educational and academic support units. The Provost/Vice President for Academic Affairs will:
• hear, recommend, and, where appropriate, make final determination of student appeals concerning disciplinary actions

• when appropriate, work closely with the Executive Vice President for Administration, Executive Director of Campus Life, Executive Director of Financial Aid, or Division Academic Deans on difficult student counseling problems;

• coordinate with the Executive Director of Academic Resources the maintenance and continuing development of an excellent library;

• participate with appropriate administrative staff in the development of budgets.

8. The Provost/Vice President for Academic Affairs will attend and make presentations to the Faculty Affairs Committee, the Academic Policy Committee, and the Faculty Senate as requested by the faculty, Faculty Chair, or committee chair.

9. The Provost/Vice President for Academic Affairs will oversee all academic outreach programs.

The following senior academic administrators report to the Provost/Vice President for Academic Affairs:

• Division Academic Deans for Design, Fine Arts, Foundations, Liberal Studies, Graduate Studies
• Dean of Outreach and Educational Support
• Dean of International Programs
• Executive Director of Institutional Technology
• Executive Director of Academic Resources
• Title III Project Manager
• Administrative Assistant to Provost/VPAA

Division Academic Deans

MIAD has five Division Academic Deans. The divisions administered by these deans are Design, Fine Arts, Foundations, Liberal Studies and Graduate Studies.

1. Division Academic Deans are full-time administrators who report to the Provost/Vice President for Academic Affairs.

2. After consultation with division faculty, the Division Academic Deans are nominated by the Provost/Vice President for Academic Affairs for appointment by the President to three-year terms. After the first three-year term, the appointments are for indefinite terms. The division faculty are consulted each year through their confidential dean evaluation.

3. The Provost/Vice President for Academic Affairs may nominate Division Academic Dean candidates from a search conducted within the full-time faculty. A combined internal and external search may be conducted if
greater breadth in the candidate pool is desired.

4. Division Academic Deans may teach one three credit course per semester or two three credit courses per year.

5. Division Academic Deans have administrative responsibilities five days per week, twelve months per year.

6. Division Academic Deans will receive vacation as described in MIAD’s Policy and Procedures Manual, all paid institutional holidays, and eight non-cumulative days of sick leave per year.

7. Termination for cause of a Division Academic Dean is initiated by recommendation from the Provost/Vice President for Academic Affairs. Approval by the President of the recommendation for termination is required.

8. Division Academic Deans who are appointed from the full-time faculty are assured of the choice of returning to full-time faculty status upon completion of the first three-year term.

9. Division Academic Deans who are appointed from the full-time faculty who complete more than a three-year term may return to full-time faculty status.

10. Division Academic Deans who return to full-time faculty; having served a minimum of 7 years as dean, will be granted a sabbatical as their first year re-entry into the faculty.

11. Division Academic Deans who are appointed from outside MIAD’s full-time faculty may negotiate full-time faculty status.

12. Division Academic Deans will be evaluated as described in MIAD’s Policy & Procedures Manual by the Provost/Vice President for Academic Affairs with participation by the faculty within the division.

Division Academic Deans are evaluated to encourage improvement of managerial abilities and educational administrative skills. Evaluation serves to assess the application of prescribed procedures and the execution of assigned responsibilities. Evaluations also form the basis for continued appointment or reappointment. Each faculty member will review the overall performance of the Division Academic Dean by means of a confidential Division Academic Dean Evaluation Form. The Provost/Vice President for Academic Affairs will review, summarize, and relate the findings of the faculty prepared evaluations to the Division Academic Deans. The Provost/Vice President for Academic Affairs may make additional evaluation comments.

Division Academic Dean Evaluation Forms are distributed to the division faculty annually by the Provost/Vice President for Academic Affairs. The forms are returned to the Provost/Vice President for Academic Affairs for final review, summarization, and recommendation. They then go to the President for review. The evaluation document is placed in the Division Academic Dean's permanent record.
Division Academic Deans, in consultation with the Provost/Vice President for Academic Affairs and the faculty, are responsible for providing administrative leadership, which promotes excellent education within the division being administered.

Responsibilities include the following:

1. Convening and chairing division meetings for the purpose of considering curriculum, student advising, scheduling, staffing, and other area and division concerns.

2. Administering and supervising the division's efforts relative to all reports and reviews, including self-studies, ensuring that all institutional and accreditation requirements are met.

3. Recommending library acquisitions on behalf of the division.

4. Overseeing and coordinating the structure of the curriculum and the content of the courses. In concert with division faculty, reviewing course content through comparison with the defining document known as the general course syllabi.

5. Coordinating all student advising responsibilities required of the faculty in the division.

6. Coordinating and instituting assessment procedures in the division.

7. Communicating and coordinating advising and intervention activities designed to address student complaints and concerns.

8. Arranging and coordinating special programs as appropriate.

9. Preparing annual class schedules and faculty assignments for the division in coordination with the faculty, the Director of Registration Services and other academic deans.

10. Receiving copies of the syllabi for all courses from all faculty and distributing same as prescribed.

11. Advising and referring students regarding course schedules, career planning, performance standards, conflicts, and complaints.

12. Supervising, counseling, and communicating with faculty relative to student concerns and complaints. Advising faculty to resolve such concerns and complaints.

13. Advising students regarding off-campus learning opportunities.

14. Directing the recruiting and interviewing of candidates for faculty appointments - both full and part-time.

15. Recommending to the Provost/Vice President for Academic Affairs all full-time faculty appointments within the division.
16. Representing the division to all internal and external constituencies.

17. Preparing division budget proposals.

18. Reviewing divisional supply orders.

19. Participating in the grievance procedure as defined in the Faculty Handbook.

20. Conducting division faculty evaluations as outlined in the Faculty Handbook.

21. Providing oversight of the facilities and equipment within the division.

22. Undertaking all appropriate and/or relevant administrative assignments delegated by the Provost/Vice President for Academic Affairs.

23. Participating with other academic administrators on the Administrative Academic Council (AAC).

24. Coordinating with the Dean of Outreach & Educational Support and Academic Program Coordinator all those activities wherein shared supervisory or management roles are required.

25. Participating with other staff and academic administrators in orientation and retention activities.

**Dean of International Programs**

The Dean of International Programs is a senior administrative officer who reports directly to the Provost/Vice President for Academic Affairs. Responsibilities include:

1. Preparing and overseeing the international programs budget.

2. Managing support activities for such programs.

3. Overseeing existing exchange programs.

4. Further developing and strengthening existing international programs where and when appropriate.

5. Exploring and researching opportunities for promising new international programs and projects.

6. Supervising and managing the development of such opportunities.

7. Supervising and managing all academic programming abroad.

8. Undertaking all appropriate and/or relevant administrative assignments delegated by the Provost/Vice President for Academic Affairs.

9. Coordinating with the other deans those activities wherein shared supervisory or management roles are required.
10. Participating with other academic administrators on the Administrative Academic Council (AAC).

B. Academic Support Staff

Dean of Outreach & Educational Support

The Dean of Outreach & Educational Support is a senior administrative officer who reports to the Provost/Vice President for Academic Affairs. Responsibilities include:

4. Oversight of educational support and outreach areas, including the 3-D Lab, Institutional Galleries and the Office of Outreach Programming.

2. In consultation with the Executive Vice President for Administration and the Provost/VPAA, overseeing space planning and construction for education and administration.

3. Overseeing the development and maintenance of outreach programming.

4. Overseeing support activities for institutional collaborations related to degree programming.

5. Serving on administrative committees as assigned by the Provost/VPAA.

6. Undertaking all other appropriate assignments delegated by the Provost/VPAA.

7. Providing oversight of the facilities and equipment within the division.

8. Participating with other academic administrators on the Administrative Academic Council (AAC).

Director of Institutional Galleries

The Director of Institutional Galleries reports to the Dean of Outreach and Educational Support, with additional input by the Gallery Committee, and coordinates exhibitions and related events in the Frederick Layton Gallery, Brooks Stevens Gallery of Industrial Design, and other designated exhibition areas throughout the campus. Responsibilities include the following:

1. Working with the Gallery Committee in determining which exhibits will be shown in the Frederick Layton Gallery and how they will be scheduled.

2. Installing or giving assistance installing exhibitions when necessary.

3. Assisting persons involved in curating exhibitions and related events in their planning and implementation.

4. Coordinating information regarding exhibitions and related events.

5. Supervising work study students and other gallery employees and volunteers.
6. Serving as representative of the gallery at public functions with various organizations when appropriate.

7. Maintaining various permanent collections of fine art and design.

8. Managing the Brooks Stevens Gallery of Industrial Design.

9. Chairing the committee and allocating funds for Visiting Artists/Designers/Scholars Program

**Director of 3-D Lab**

The director of the 3-D Lab reports to the Dean of Outreach and Educational Support, and has overall responsibility for maintaining a safe, efficient facility which serves as a college-wide instructional resource. Responsibilities include the following:

1. Coordinating 3-D Lab orientation for all Foundations students and coordinating all other activities requiring use of the 3-D Lab.

2. Working closely with upper level instructors to provide their students with instruction in material specific processes.

3. Supervising maintenance and repair of the facility.

4. Serving as a resource for college projects requiring the 3-D Lab, but only to the extent that such service does not interfere with the 3-D Lab’s primary role as an educational resource.

5. Supervising the 3-D Lab supervisors and student employees.

6. Preparing annual budget requests.

7. Teaching or being available to teach classes that fall within the area of competence of the Director of the 3-D Lab Facility.

8. Advising and assisting students in using the 3-D Lab Facility.

9. Having knowledge of first aid and the institution’s emergency procedures.

10. Serving on committees as requested.

**Executive Director of Institutional Technology**

The Executive Director of Institutional Technology is responsible for overseeing all aspects of computer technology in both academic and administrative areas. The Executive Director of Institutional Technology reports to the Provost/Vice President for Academic Affairs. Duties include the following:

1. Overseeing the installation, maintenance and daily operations of all institutional computer technology and information technology systems.
2. Supervising the activities of the Network, Network Engineer, Desktop Services, Help Desk, and the Director of IT Training.

3. Developing and maintaining the institutional budget for computer technology.

4. Serving as MIAD’s representative in local and regional computer technology organizations devoted to academic computing.

5. Overseeing repair, maintenance, currency and inventory of all institutional computers.

6. Overseeing institutional resources for faculty and staff relative to computer technology.

7. Chairing MIAD’s technology committee.

8. Assisting the Director of Development in identifying and obtaining technology-centered grants.

9. Advising the Provost/Vice President for Academic Affairs on issues related to computer technology.

10. Undertaking all other appropriate assignments delegated by the Provost/Vice President for Academic Affairs.

11. Serving as a member of the Administrative Academic Council (AAC).

Executive Director of Academic Resources

The Executive Director of Academic Resources is a senior administrative officer and reports to the Provost/Vice President for Academic Affairs. This position is responsible for overseeing the development of MIAD’s academic resources and support services to meet the teaching, learning and counseling needs of the MIAD community: students, faculty, staff and alumni. MIAD’s Learning Commons consists of the Library and Learning Resource Center; these units provide support services that include tutoring, counseling, disability services, and ESL programs. Responsibilities include:

1. Supervising Academic Resources’ administrative staff: Director of Library Services, ESL Coordinator, and Learning Commons.

2. Overseeing the management of the Learning Commons, MIAD tutoring services, and support programs for students with special academic needs.

3. Developing and coordinating effective communications between academic resources and division deans, faculty and administrative staff, and maintaining academic resources as a central resource for MIAD students and faculty.

4. Serving as the institution’s “Accommodations/Compliance Officer” as described in the Americans with Disability Act.
5. Overseeing the coordination and development of MIAD’s ESL programs and the cultural advising of international students.

6. Providing academic remediation and tutoring to MIAD students.

7. Advising MIAD’s faculty and administrative staff on educational issues pertaining to disabilities and ESL.

8. Other appropriate duties as assigned by the Provost/Vice President for Academic Affairs.

9. Serving as a member of the Administrative Academic Council (AAC).

**Director of Library Services**

The Director of Library Services is a senior administrative office and reports to the Executive Director of Academic Resources. Responsibilities include the following:

1. Working with all groups of the MIAD community in selecting books, serial titles, slides, and other materials appropriately coordinated with the curricula.

2. Providing reader services for students, faculty, and staff.

3. Leading orientation tours of the library to new faculty and students.

4. Providing bibliographic instruction to classes when requested by faculty.

5. Planning for and overseeing the implementation of the Library's on-line public access catalog (TOPCAT) and automated circulation system.

6. Administering the Library's local area network working with the Technology Department.

7. Maintaining the intellectual integrity of the collections.

8. Preparing a quarterly publication summarizing new acquisitions.

9. Collecting statistics required by the school, state of Wisconsin, and the United States Department of Education and writing all library reports required by the school and external agencies.

10. Preparing and administering the library budget including applying for all applicable grants.

11. Supervising and developing library staff.

12. Formulating and maintaining library policy.

13. Archiving and maintaining the school's special collections. to include the Catherine Grassl Collection and the Brooks Stevens Archive.
14. Serving on committees when appointed.

15. Keeping current with information retrieval technologies and participating in professional library organizations.

16. Providing professional cataloging of all library materials in MARC format by using OCLC.

**Administrative Assistant to the Provost/Vice President for Academic Affairs**

The Administrative Assistant to the Provost/Vice President for Academic Affairs fulfills these responsibilities through cooperative efforts with relevant administrative staff/faculty and reports to the Provost/Vice President for Academic Affairs. Responsibilities include:

1. Composing, typing, and proofing Provost/VPAA office correspondence, letters, memos, recommendations, etc. as assigned by the Provost/VPAA.

2. Processing routine messages, screening calls, responding to telephone and written inquiries.

3. Creating and maintaining central filing systems, including databases, faculty records, administrative files, and relevant student files.

4. Coordinating and providing support materials in conjunction with meetings and reviews, including recording and publishing minutes.

5. Working closely with the Academic Deans Assistants and the Academic Programs Coordinator on behalf of the Provost/VPAA.

6. Assisting the Provost/VPAA in planning and promotion of special events.

7. Managing the Deans’ and President’s Lists, including organizing the data and mailing lists, contacting the students, and reporting/posting the lists.

8. Coordinate, research, and organize all necessary documentation for NCA and NASAD accreditation submissions by the Provost/VPAA including but not limited to Annual Reports, HEADS Data Reports, Faculty Record Reports, Self-Studies, etc.

9. Coordinate, research, and organize all necessary documentation for AICAD, WAICU and other professional association memberships for the Provost/VPAA.

10. Organize faculty sabbatical and professional development applications for committee review and provide follow-up support to the Provost/VPAA.

11. Maintain and revise the Faculty Handbook per Academic Deans and Provost/VPAA request.
12. Management of all faculty contracts, evaluations and maintain personnel
files for academic affairs and the Provost/VPAA.

13. Processing all faculty contract requests from the Academic Deans.

14. Corroborating all faculty salary, rank promotion, and continuing
performance plan information with the Chief Financial Officer.

15. Oversee/maintain/track Retention Database and Assessment Database
for academic affairs and recording and publish minutes of the Retention
Committee.

16. Assist the Academic Deans and the Scholarship Committee in
coordinating the annual MIAD Merit Scholarship Competition.

17. Provide clerical support for the Provost/VPAA in all disciplinary hearings.

18. Maintain Master Syllabi and semester course syllabi for Provost/VPAA.

19. Assisting other departments/divisions as approved by the Provost/VPAA.

20. With the Provost/VPAA approval, representing the Office of the
Provost/VPAA on institutional committees.

21. Assuming other tasks and responsibilities as requested by the
Provost/VPAA.
III. Institutional Committees

A. Types of Institutional Committees

1. Standing Committees: Standing committees are permanently constituted committees. Some membership on standing committees may vary from year to year.

2. Subcommittees: Standing Committees may establish whatever subcommittees, chaired by a committee member, they deem desirable to fulfill their charge. Most subcommittees are created to deal with specific issues for a short or limited period of time.

3. Ad Hoc Committees: The President, Provost/Vice President for Academic Affairs, and the Faculty Senate may, at will, establish ad hoc committees for particular purposes. All ad hoc committees are constituted for a short or limited period of time.

4. Special Action Committees: Special action committees will be established as the need arises to consider student appeals and disciplinary cases.

B. Standing Committees of the Institute

1. President's Council

   Membership: Consists of the President, Provost/Vice President for Academic Affairs, the Academic Deans, Executive Vice President for Administration, Vice President for Institutional Advancement, Executive Director of Institutional Technology

   Function: The President's Council is a forum for exchanging information among key administrative units.

2. Planning, Governance, and Evaluation (P.G. & E.) Committee

   Membership: Consists of the Division Academic Deans, the Faculty Chair, representatives from the Faculty Affairs committee and Academic Policy committee, and one other faculty member elected annually plus administrative staff members to be selected by the President. The President is an ex-officio committee member.

   Function: To develop and review policies and procedures of the Institute, and to allow faculty and staff input to policies proposed by administrators and faculty. The committee will make recommendations for approval by the President. These recommendations will reflect the consensus of the faculty, administrative staff and divisions and/or areas. The P.G. & E. Committee is also responsible for developing, reviewing, and revising long range planning recommendations to the Board of Trustees. Planning recommendations are tied to the mission of MIAD and developed through a wide variety of information derived from hard and soft data and projected in the areas of goals, objectives, enrollments, staffing, facilities, organization and finances.
3. Administrative Academic Council

**Membership:** Provost/Vice President for Academic Affairs, Division Academic Deans, Dean of International Programs, the Dean of Outreach & Educational Support, Executive Director of Institutional Technology, Executive Director of Academic Resources and Title III Project Manager. The Faculty Chair will be invited to attend the meetings as the need arises.

**Function:** Administrative Academic Council functions as a working and deliberating group devoted primarily to the administration of the educational program.

4. Gallery Committee

**Membership:** The Gallery Committee is comprised of the Gallery Director (committee chair), Provost/Vice President for Academic Affairs (ex officio), director of public relations, a Division Academic Dean, two volunteer faculty members representing two divisions, and student volunteers.

**Function:** The Gallery Committee will work with the faculty and staff to develop exhibitions and events as related to the enrichment of the MIAD curriculum and its role in the community, which in turn contributes to the enhancement of this community.

The committee will involve professional artists, designers, and scholars in the development of exhibitions that advance the understanding of issues within design, fine arts, and humanities.

The committee will solicit and review, by guidelines, proposals for exhibitions and related events and, in cooperation with the gallery director, coordinate their implementation in the Frederick Layton Gallery.

5. Library Steering Committee

**Membership:** The Library Steering Committee is comprised of the Director of Library Services (committee chair), the Executive Director of Academic Resources, Provost/Vice President for Academic Affairs (ex officio), Executive Vice President for Administration, Division Academic Dean for Liberal Studies, one volunteer faculty member, and two student volunteers.

**Function:** The committee will establish and revise policies and procedures pertaining to the functioning of the library. The committee will develop and periodically review acquisition policies and processes.

6. Publication and Promotion Committee

**Membership:** The Publication and Promotion Committee is made up of the Director of Public Relations (committee chair), President, Provost/Vice President for Academic Affairs, a representative from the department of Enrollment Management, Division Academic Dean of Design, the Visual Resources Coordinator and faculty members who
volunteer to serve terms of one academic year.

Function: The committee will review and make decisions concerning Institute publications and promotions.

7. Scholarship Committee

Membership: The Scholarship Committee consists of the Provost/Vice President for Academic Affairs (committee chair), Division Academic Deans, Academic Affairs Coordinator, one volunteer faculty member from each of the four academic divisions.

Function: The committee will develop and implement procedures which ensure appropriate representation of all MIAD studio disciplines, for the awarding of all scholarships. The committee will coordinate all scholarship programs and competitions, including those for merit scholarships and Layton scholarships.

8. Committee on Assessment

Membership: The committee on Assessment consists of the Provost/Vice President for Academic Affairs (chair), Faculty Chair, Division Academic Deans, one full-time faculty member from each division, representation from the offices of Institutional Technology, Admissions, Library, Campus Life, Career Services, one student each from the Divisions of Design and Fine Arts.

Function: The committee will coordinate and review assessment efforts within academic programs to ensure compliance with institutional standards and to facilitate changes in assessment programs as recommended by the faculty and/or the academic administration.

9. Technology Committee

Membership: The Technology committee consists of the Provost/VPAA (chair), Executive Director for Institutional Technology, and representation from the offices of Academic Division Deans, Admissions, Academic Program Support, Title III Program Management, Webmaster, 2 full-time faculty.

Function: To identify, review, recommend, and coordinate smooth implementation of digital technologies for the institution. Relationship to the curriculum: Because the four Academic Divisions have authority for curriculum development, delivery, and review; the role of the committee in relationship to curriculum is to facilitate digital technology need implementation within the financial and staffing capabilities of the institution and in relationship to the President’s vision for the future of the college.
C. Special Action Committees

1. Grade Appeal Committee

Membership: The Division Academic Dean of the concerned division, one administrative staff member and two faculty members, at least one of whom will be from the division in which the course was offered.

Function: Only the class instructor may change a student’s grade. However, students have the right to appeal decisions concerning grades. MIAD encourages students to communicate directly with their instructors in an effort to resolve the issue before a formal appeal. If, however, no resolution is possible, students must see the Dean of the concerned division.

If the issue remains unresolved, students may file a written request for an appeal with the Dean of the concerned division. This formal appeal must be made within 18 calendar days of the mailing of the Grade Notification from MIAD.

The Division Academic Dean will appoint an appeal committee to consider the issue. The committee, after deliberation, will communicate a Statement of Position to the Division Academic Dean. The Division Academic Dean can consider this statement, along with other relevant materials, and issue a non-binding recommendation to the faculty member. However, as previously stated, only the faculty member may change grades.

2. Disciplinary Action Committee

Membership: The Provost/Vice President for Academic Affairs, 4 administrative staff members (to be selected every other year), and Faculty Chair. (see Section VI., Faculty Responsibilities).

Function: The committee, convened by the Provost/Vice President for Academic Affairs, will consider any request for disciplinary action within a five school day period. Disciplinary action may be taken by MIAD against a student for academic dishonesty, conduct or acts defined as crimes punishable by the courts, destructive harm to individuals or school property, serious disruption of the learning atmosphere, disruption of the residential environment, or non-payment of financial obligations to MIAD or its agents.

The following guidelines apply to both administrative hearings and hearings before the Disciplinary Committee:

• All hearing officers and Disciplinary Committee members must be impartial and not personally involved in the alleged violation(s) with which the student is charged.

• The hearings are closed to the public.

• The Administrative Hearing Officer or Disciplinary Committee Chair will exercise control over the hearing. The presiding officer is not bound by the rules of evidence observed by the courts and may
exclude unduly repetitious or irrelevant evidence.

- Written statements must be presented by all potential witnesses three working days prior to the date of the hearing.

- Any person, including the charged student and their advisor, who disrupts a hearing, may be excluded from the proceedings.

- The decision of responsibility on the charge(s) will be based solely on preponderance of evidence and testimony presented at the hearing. However, the Administrative Hearing Officer or the Disciplinary Committee, in imposing any sanction(s), will take the complete record of the student’s prior conduct into account.

- Deliberations on the hearing are closed to everyone but the Hearing Officer or members of the Disciplinary Committee.

- The accused student will be sent notification of the decision, the rationale for the decision, and the sanction(s), if applicable, in writing within 10 calendar days of the conclusion of the hearing.

- The accused student, the person(s) bringing the complaint, and the appropriate MIAD offices (if sanctions are imposed) will be notified of the results of the hearing.

- If a student fails to appear at a hearing after proper notice, the hearing will proceed on the charge(s), responsibility will be determined based on the preponderance of evidence presented, and if the charged student is found responsible, sanction(s) will be imposed.

Disciplinary action will be consistent with the severity of the offense. The committee will decide to recommend to the Provost/Vice President for Academic Affairs one of the following options. The Provost/Vice President for Academic Affairs will be obligated to accept one of these options:

- No action to be taken.

- A reprimand taking the form of a letter addressing the complaint and warning the student of the risks associated with repeat infractions. If the committee recommends that a student continue in the course with a reprimand, the academic counselor will advise the student during the remainder of the course.

- A suspension to be determined by the severity of the complaint. It will be the responsibility of the committee to prescribe the extent and duration of the suspension. If the committee prescribes a suspension, a subsequent probationary period will be prescribed with the academic counselor advising the student during that period.
• A dismissal in accordance with the guidelines published in the current MIAD catalog. The disciplinary committee will interview any student having incurred a dismissal who subsequently applies for re-admittance. If it grants re-admittance a probationary period will be established and the academic counselor will be assigned as advisor during that period.

Any student dismissed for disciplinary reasons who seeks re-admission must apply to the Disciplinary Committee through the Provost/Vice President for Academic Affairs.

D. Faculty Participation on Institutional Committees

Faculty will voluntarily serve on the institutional committees of their choice. Serving on committees is an important way for faculty to give service to the institution. All full-time faculty are encouraged to serve on at least one committee annually. Part-time faculty may also serve.

The Faculty Chair will recruit and oversee the balance of faculty membership on institutional committees. Elections of faculty representatives to appropriate committee positions will take place by nomination and vote at the first faculty meeting of the year.
IV. CURRICULUM POLICIES AND PROCEDURES

A. Curriculum Policy

Statement of Curriculum Involvement

As educators, and practicing professional artists, designers, and scholars, MIAD's faculty is ensured an influential and essential role in the determining of curricular matters for their disciplines, divisions and the Institute. The faculty are considered to be an essential component in all curriculum concerns including the development of courses, majors, programs, and overall curriculum.

It is understood that the fundamental curricular concerns at MIAD are those that are designed to facilitate the development of artists and designers as practicing professionals, creative problem solvers, and responsible members of the community. Within this context, there are three distinct levels of curriculum development, interaction and responsibility. These levels are:

1. Those that impact or involve only a specific instructional area.

   Area faculty shares a primary responsibility with the appropriate Division Academic Dean to ensure that the curriculum of that area reflects the appropriate objectives and standards of the discipline. The Division Academic Dean and the faculty should work in concert in pursuance of their fundamental and primary roles in the development and implementation of curriculum within the area.

2. Those that impact or involve only a specific division.

   Divisional faculty shares a primary responsibility with the appropriate Division Academic Dean to ensure that the curriculum of that division reflects the appropriate objectives and standards of the combined disciplines. The Division Academic Dean and the faculty should work in concert in pursuance of their fundamental and primary roles in the development and implementation of curriculum within the division.

3. Those that impact or involve more than one area/division or the entire institution

   Acting in concert, the Provost/Vice President for Academic Affairs, the deans and the faculty share a primary responsibility to develop, propose and implement curriculum that affects more than one area/division or the entire institution.

B. Curriculum Processes

Curriculum Review Procedure

Working in concert with the Division Academic Dean, the faculty within an area or division may propose a curriculum issue/proposal concerning their area/division or the entire institution for consideration through the curriculum review process. Similarly, a Division Academic Dean may propose
a curriculum issue/proposal for consideration. Should a dean do so, discussion with the faculty within the division would have occurred.

A curriculum issue/proposal originated by the faculty is communicated to the Academic Policy Committee (A.P.C.) by a faculty representative, the committee chair, or the Faculty Chair. The same curriculum issue/proposal is simultaneously communicated to the Administrative Academic Council (A.A.C.) by the Division Academic Dean. Regarding a curriculum issue/proposal and the A.A.C., only the Division Academic Deans and the Provost/Vice President for Academic Affairs will have voting rights. The A.P.C. and the A.A.C. review the curriculum issue/proposal within thirty days and submit a comment or recommendation. The comment or recommendation coming from the A.P.C. goes to the Faculty Senate which has fourteen days to make its comment or recommendation. The Faculty Senate action is forwarded to the Provost/Vice President for Academic Affairs. The comment or recommendation issued by the A.A.C. goes directly to the Provost/Vice President for Academic Affairs.

A curriculum issue/proposal originated by a dean is communicated to the Administrative Academic Council (A.A.C.). Regarding a curriculum issue/proposal and the A.A.C., only the Division Academic Deans and the Provost/Vice President for Academic Affairs will have voting rights. To become official curriculum business the A.A.C. must offer a recommendation on the matter. This recommendation is communicated to the Academic Policy Committee (A.P.C.) by the Faculty Chair. The A.P.C. reviews the curriculum issue/proposal within thirty days and submits a comment or recommendation for further consideration. The comment or recommendation coming from the A.P.C. goes to the Faculty Senate which has fourteen days to make a comment or recommendation. The Faculty Senate action is forwarded to the Provost/Vice President for Academic Affairs. The original comment or recommendation issued by the A.A.C. goes directly to the Provost/Vice President for Academic Affairs.

Should there be a difference of viewpoint between the A.A.C. and the A.P.C. and/or the Faculty Senate or a need to receive additional information, the Provost/Vice President for Academic Affairs may convene a meeting of an Academic Hearing Panel (A.H.P.) comprised of members of the two groups to hear a thorough discussion of the curriculum issue. This meeting would be held within fourteen days of receipt of the position statements by the Provost/Vice President for Academic Affairs. The A.H.P. would be composed of two deans, two faculty from the A.P.C., the Faculty Chair, and the Provost/Vice President for Academic Affairs. The President may choose to participate as well.

The A.H.P. will not render a position or take a vote on the issue. It will serve as an essential opportunity for the A.A.C. and the A.P.C. to engage in fruitful discussions as collaborative elements in the curriculum process at MIAD.

After due deliberation and consideration of the A.H.P. dialog, the Provost/Vice President for Academic Affairs will submit a recommendation on the curriculum issue to the President. The President may put the issue on the agenda of the President’s Council prior to rendering a decision. The President recommends and the Board has final authority over all substantial curriculum matters. The President has authority over minor curriculum matters.
The procedure as stated above is shown below and in a chart following this section of the handbook:

1. Area and division faculty in concert with Division Academic Dean
2. Academic Policy Committee
3. Faculty Senate
4. Administrative Academic Council
5. Academic Hearing Panel
6. Provost/Vice President for Academic Affairs
7. President (President may refer matter to P.G.E. Committee)
8. Academic Affairs Committee of Board
9. Board of Trustees

**Curriculum Committees**

1. **Academic Affairs Committee of Board**

   **Membership:** Consists of four Board members, the Board Chairman, faculty representative to the Board, Provost/Vice President for Academic Affairs, and President.

   **Function:** To review and approve matters dealing with academic concerns prior to receiving total Board consideration.

2. **Administrative Academic Council (A.A.C.)**

   **Membership:** Provost/Vice President for Academic Affairs, Division Academic Deans, Dean of International Programs, Dean of Outreach and Educational Support, Executive Director of Electronic Technology and Executive Director of Academic Resources. The Faculty Chair may be invited to attend as the need arises.

   **Function:** Administrative Academic Council functions as a working and deliberating group devoted primarily to the administration of the educational program. In matters of curriculum, only the Division Academic Deans have a vote.

3. **Academic Hearing Panel (A.H.P.)**

   **Membership:** Comprised of members of the Administrative Academic Council and the Academic Policy Committee. The A.H.P. would be composed of two Division Academic Deans, two faculty from the A.P.C., the Faculty Chair, and the Provost/Vice President for Academic Affairs. The President may choose to participate as the need arises.
Function: The A.H.P. convenes to enable a thorough, open discussion of curriculum issues. It provides the necessary opportunity to have the administration and the faculty constructively engaged in efforts and deliberations devoted to educational matters deemed fundamental to the functioning of the Institute.

4. Academic Policy Committee (A.P.C.)

Membership: Consists of five members, chosen by selection or election: one faculty member each from Design, Fine Arts, Foundations, and Liberal Studies, and one at-large member. The Faculty Chair is ex officio.

Function: The Academic Policy Committee is empowered to recommend to the Faculty Senate on matters within its area of responsibility, academic policy. The committee will examine the degree and diploma programs for broad policy implications, sound pedagogy, academic excellence, and adherence to the Mission and Objectives of the Institute. Curricular matters which do not alter credit structure, deviate from credit distribution guidelines, or which do not otherwise materially alter existing programs are not the purview of this committee. The Academic Policy Committee will act as a resource in reviewing such matters for consistency, logic, and sound pedagogy.

Curriculum matters should be reviewed by the A.P.C. according to these criteria: 1) Adherence to Mission and Objectives of Institute; 2) Clearly stated performance objectives, evaluation criteria, and general course descriptions; 3) Relationship to inter-divisional curriculum.

Curriculum changes which do not necessitate programmatic changes in other divisions will, ideally, be discussed at the division level in each of the affected divisions before being brought to the A.P.C., where they will again be discussed in terms of the above criteria. Academic Policy are those matters related to curriculum and pedagogy in which all faculty can be assumed to have equal expertise.

General policies related to such matters as mission objectives, residency requirements, the necessity and guidelines of general course syllabi, program changes (e.g., the addition or deletion of majors and minors) and prerequisites all fall within the category of academic policy.
Dotted thin lines indicate lines of communication. Curriculum proposals from one group are automatically communicated to the other.

Dotted bold lines indicate alternate paths curriculum proposals requiring Academic Hearing Panel discussion will take.

Solid bold lines indicate paths curriculum proposals not requiring Academic Hearing Panel discussion will take.
V. FACULTY PERSONNEL POLICIES AND PROCEDURES

A. Recruitment

The Milwaukee Institute of Art & Design seeks faculty who meet high standards of character, possess the educational and occupational qualifications required to competently execute their assigned work, and are able to further develop these qualities through experience. MIAD has been and will continue to be committed to the principle of hiring and recruiting the most talented and qualified individuals as employees. MIAD also affirms its commitment to the principle of equal employment opportunity regardless of race, color, gender, sexual orientation, marital status, religion, creed, age, national origin, ancestry, disability, arrest record, conviction record, or veteran status.

Administrative Approval of Search

The dean of a division submits a request to the Provost/Vice President for Academic Affairs identifying a full-time faculty position the division wishes to fill. This request is communicated to the President for approval. Upon approval, the dean will notify Institute faculty of an existing or new opening which the division is seeking to fill.

General Search Guidelines

1. Searches will be conducted to ensure that institutional/student interests are the sole concern.

2. Searches will be conducted in a well organized, fair, accountable manner. To this end, search procedures will:

   • Establish a well-defined schedule of activities and meetings at the outset of the search. Deadlines or dates for various phases or achievements should be included. This information should be distributed to all involved parties.

   • Ensure that complete, accurate records of all aspects of the search and selection process are kept.

   • Employ written ballots at key points of the selection process. These votes should be accurately recorded in the committee minutes which are and retained for a period of five years in the office of the Provost/Vice President for Academic Affairs.

   • Ensure that confidentiality for all applicants, all search proceedings, and all records are provided.

   • Identify one person who serves as spokesperson for the search. This will be the search committee chair, the Division Academic Dean. Since the information given to applicants is of utmost importance, communications with all applicants should be consistent. The Division Academic Dean and the Provost/Vice President for Academic Affairs will continually consult on this matter.
3. Searches will be conducted in compliance with MIAD’s affirmative action policy.

4. Searches will be conducted so that selections are made in accordance with requirements and preferences stated in the vacancy notice. Additional criteria can only be imposed if all candidates are considered to be equal in all qualifications as stated in the vacancy notice.

5. Searches will be conducted to ensure diversity in all respects. It should be recognized that the various types of diversity being sought include but are not limited to theoretical, generational, gender, racial, ethnic, and national origin.

6. Searches will also be conducted to bring diversity of educational and geographical background to the faculty.

7. Searches will be conducted in such a manner to ensure that the most qualified applicant will be selected.

**General Search Policies and Procedures**

1. **Search committee composition**
   The Division Academic Dean will serve as search committee chair. In some cases, a co-chair may be selected. In addition, the search committee will be composed of two other faculty from the division and two from at least two other divisions. If there is a full-time faculty member from the area to be principally served by the new hire, that individual should be one of those chosen from the division. The Provost/Vice President for Academic Affairs will be ex-officio member of all search committees.

2. **Vacancy notice**
   Vacancy notices must be developed in consultation with the Provost/Vice President for Academic Affairs and the President. Their approval of the vacancy notice is required.

3. **Search budget**
   The search budget must include salary range to be offered, number of applicants to be interviewed, and a general statement of associated search costs. The budget must be approved by the Provost/Vice President for Academic Affairs.

4. **Calendar**
   The calendar of search activities should establish the purpose and dates/times of deadlines and meetings. The calendar must be approved by the Provost/Vice President for Academic Affairs.

5. **Selection procedures and policies**
   The specific selection procedures and policies for the search must be established at the outset of the search and submitted in writing to the Provost/Vice President for Academic Affairs. They must be consistent with MIAD’s affirmative action statement and the vacancy notice for the position. They should be developed in accordance with the calendar of activities and must be approved by the Provost/Vice President for
Academic Affairs.

6. Distribution of vacancy notice
The procedures for distribution of the vacancy notice must be approved by the Provost/Vice President for Academic Affairs. Early distribution of all vacancy notices is essential. All faculty should be notified promptly. Major professional publications will be used to advertise positions.

Selection Process

1. Where feasible, the search committee chair will attend the appropriate annual professional meeting in order to screen interested applicants identified by the committee as qualified in a superior manner. In some cases, a second committee representative may also attend to assist with the screening.

2. From the original pool of applicants, a short list will be composed. The short list will usually be no more than ten in number. A screening at the appropriate annual professional meeting may aid in establishing the short list. This list must be approved by the Provost/Vice President for Academic Affairs and the President. This will avoid selection of a finalist pool containing a candidate who could not gain administrative support.

3. The list of candidates to be interviewed will be chosen from those on the short list. The number to be interviewed, usually two to four, must be consistent with the approved budget.

4. Interviews will be held providing an opportunity for broad participation of MIAD students, faculty, and staff. The search committee will make an evaluation of the interviews of all finalists. This evaluation should reveal a recommended appointee.

5. Upon determination of a recommended appointee, the Provost/Vice President for Academic Affairs and the President should review the individual selected. Approval by the President is required.

The Provost/Vice President for Academic Affairs and the Division Academic Dean will confer upon a salary to be stated to the individual to whom a contract will be offered. The salary must be consistent with the approved budget.

6. The Division Academic Dean will contact the prospective appointee and offer a contract with a salary and rank to be provided. The prospective appointee will respond to the Division Academic Dean with her/his decision within an agreed upon time.

7. Should the prospective appointee decline the position, another prospective appointee can be selected or the search may be discontinued and restarted at a later date. A decision to take any of these actions must be approved by the Provost/Vice President for Academic Affairs and the President.
B. Appointments

A member of the faculty of the Institute is one who is appointed to teach credit-hour courses listed in the Institute's catalogs, (with the contract/credit-hour stipulations given under Section VII, Compensation and Benefits), and fulfills, in regard to those courses, a primary responsibility for the provisions listed under Section VI, Faculty Responsibilities and Section IX Faculty Rank Promotion and Evaluation. This primary responsibility may be shared by faculty in "team-taught" courses, seminars, or special programs offered for credit in degree programs. A team taught course will constitute a full assignment for purposes of determining teaching load as approved by the Division Academic Deans.

The appointment of a faculty member is effected by a letter of appointment followed by a subsequent contract, signed by the candidate and the President, which states the salary, term of appointment, and any special conditions relative to the appointment.

An appointed full-time faculty member is assigned a rank as proscribed in Section IX, Faculty Rank Promotion and Evaluation. Appointed part-time faculty are designated as instructors. The contract between the Milwaukee Institute of Art & Design and the faculty member binds each to the terms of the contract.

Full-time Appointments

Full-time appointments are ranked appointments for the academic year. Although full-time appointments are term appointments, the presumption of continuing reappointment is basic to the principle and practice of the Institute in its faculty development.

Faculty appointments are renewed annually subject to satisfactory performance (see Section IX, Faculty Rank Promotion and Evaluation, sufficient registration, and budgetary considerations (see Section VIIIC Termination). The final decision on all appointments is made by the President, as empowered by the Board of Trustees.

Reappointments of full-time faculty for the next academic year will be offered by June 1st. Recipients of reappointment offers will have ten days for acceptance. Faculty who have reached the level of professor may request a three-year contract from the Division Academic Dean. Faculty who have reached the level of associate professor may request a two-year contract from the Division Academic Dean.

Part-time Appointments

Part-time faculty candidates are interviewed and contracted by the Division Academic Dean. The recommendation is presented to the President for appointment. To select the best appointees possible, faculty from the area will be consulted when conditions permit. Part-time appointments are for one semester or one year. Neither the appointee nor the Institute owes any further contractual obligation to the other at the expiration of the contract.
Interim Full Time Appointments

Interim Full Time Appointments are made in the case of an unexpected full-time vacancy or as a result of a full-time faculty search that did not result in a hire. Interim Full Time Appointments are one-year appointments ranked at Assistant Professor, Level I. The interim period may be extended until a search for a full-time faculty member can reasonably take place. During the interim period, the appointee has all of the rights, responsibilities and privileges of a full-time faculty member. If the result of the full-time faculty search is such that an interim appointee is offered a Full Time Faculty Appointment, the interim years will be counted toward rank/promotion and toward sabbatical eligibility.

Faculty Mentoring

Newly appointed full-time faculty will have a senior faculty member assigned to them by the dean of the division to facilitate their understanding of the procedures and objectives of the Institute.

Adjunct Instructors

While the term "adjunct" has acquired different meanings in academic usage, its use in this handbook is restricted to the dictionary definition, to wit, "attached to a faculty or staff in a temporary or auxiliary capacity," and carries no other connotation.

Instructors hired to teach non-credit courses, seminars, workshops or special programs are designated and appointed as MIAD adjunct instructors, and are not faculty members as defined elsewhere in this handbook. Except as stated below, the contracts of adjuncts are not otherwise associated with the provisions, rights, or responsibilities defined by the MIAD Faculty Handbook.

Similarly, personnel hired under special circumstances to assist full- or part-time faculty instructors in credit-hour courses, seminars, workshops or special programs, or to render limited instructional services under the supervision or direction of a faculty instructor, may be designated adjunct instructors, and are not members of the faculty, as defined above.

Visiting artists or similar special or short-term (e.g., less than one semester) adjuncts to the faculty may be, case-by-case, appointed either as adjunct instructors or as pro-term faculty instructors, depending on whether their appointments meet the definition above.

Adjunct instructors may be appointed for periods extending from one class session to one academic year. Adjunct instructors will be hired and supervised under the direction of the Dean of Outreach & Educational Support.
VI. Faculty Responsibilities

A. Clerical Responsibilities

Faculty clerical responsibilities are linked to the administration of teaching, and, as such, are integral to the business of the divisions (see Section VII, Faculty Evaluation).

1. Faculty may not effect changes in assigned class schedules without the authorization of the Division Academic Dean. Requests for such changes will be addressed to the Division Academic Dean.

2. Faculty contract to meet their classes for the period scheduled. If the faculty member must be absent, she/he will notify the Receptionist, who will contact the Security Guard, who will post the information. The Receptionist will also contact the Assistant to the Foundation Division Dean, who will record faculty attendance. Every effort should be made to notify the Institute as early as possible.

3. Faculty will observe the procedure coordinated by the Provost/Vice President for Academic Affairs, Registrar and Business Manager for class admissions, which requires that students show a permit to enter classes at the beginning of the term. Faculty will review the starting rosters provided by the Registrar and report discrepancies.

4. Faculty will maintain current, complete, and accurate attendance records. The Provost/Vice President for Academic Affairs may request these records to substantiate excessive student absences or other failures of student performance. Rosters supplied by the Registrar will be returned to the Registrar as stipulated by the Provost/Vice President for Academic Affairs.

5. Faculty will familiarize themselves with and observe the Institute's grading policies as stated in the Institute's catalog.

6. Faculty will, at midterm, report to the Registrar any students whose performance or attendance may lead to their failing the course, so that the Registrar may notify and advise such students by letter, thus protecting both instructor and student from unexpected failures at the end of the term.

7. Other mid-semester notices or individual student evaluations will be prepared as required by the Division Academic Dean.

8. Faculty will report final grades to the Registrar on the specified forms within seventy-two (72) hours after the final class. The Division Academic Dean in consultation with the Registrar must approve exceptions.

9. Faculty have recourse in the event of student disciplinary problems. A student who continuously distracts or disrupts the class or the instructor may be subject to disciplinary action. If the instructor and student cannot come to a satisfactory agreement, the instructor will contact the Division Academic Dean. If resolution is not possible at this level
Division Academic Dean will take the matter to the Provost/Vice President for Academic Affairs, who will convene a disciplinary committee (see Section III, Ad Hoc Committees).

10. Faculty will submit one (1) copy of their syllabus (course outline) to every student on the first day of class. Additionally, instructors will submit three copies of the syllabus (course outline) for each course to their Division Academic Dean who will distribute as follows: 1) library; 2) Provost/Vice President for Academic Affairs; and 3) Division Academic Dean.

11. Full-time faculty will hold office hours for two hours each week during the academic year. This time will be used for student counseling and advising. Faculty will notify students of their office hours through their course syllabi and record these hours on the Provost/Vice President for Academic Affair’s Weekly Schedule Form. Part-time faculty will schedule appointments with students as needed.

12. Full-time faculty will prepare an annual self-report as part of the annual evaluation process.

13. Faculty will provide for compliance with accreditation requirements, an updated NCA-NASAD Faculty Report, full curriculum Vitae, and a one page CV at the beginning of each fall semester to their division academic dean.

B. Advising Responsibilities

Full-time faculty will serve as advisors to an assigned number of advisees. Each advisee should be required to meet for an individual conference with his/her advisor at least once each semester. Group advising sessions, meetings, or social events may also be scheduled.
VI. FACULTY COMPENSATION & BENEFITS

A. Faculty Compensation

Full-time Faculty Teaching Loads

Full-time faculty compensation rates are premised on definitions of full-time service as constituting teaching loads of 18 contact hours per academic year. This is typically assigned as:

1. Nine studio credit-hours per semester in scheduled classes in which two studio-contact clock hours weekly equal one semester credit-hour;

2. Nine Liberal Studies credit-hours per semester in scheduled classes in which one academic-contact clock hour weekly equals one semester credit-hour;

With the approval of the Provost/VPAA and the academic dean a faculty member may request or agree to a non-typical schedule. A non-typical teaching schedule is one that meets the annual teaching load requirement but is not divided into equal teaching load by semester. (Example: a typical 3-3 course, 9 cr-9 cr annual teaching load may be adjusted to a 4-2 or 2-4 teaching load.) Non-credit degree required courses (Example: Majors Seminar, EN099) will be calculated into the teaching load based upon contact hours.

In cases where studio faculty cross-over to teach one Liberal Studies course, a full teaching load will be made up of a total of fifteen (15) semester studio contact hours. This assignment would consist of twelve (12) studio contact hours (6 credit hours) and three academic contact hours (3 credit hours).

Compensation rates for all faculty are inclusive of their additional contractual obligations detailed in this handbook (see Section VA, Clerical Responsibilities and Section IX, Faculty Rank Promotion and Evaluation.)

Salary Pay Arrangements

Full-time faculty contract for the two-semester academic year, and are paid pro rata through the twelve-month calendar year. Part-time faculty who contract only one semester during the academic year are paid pro-rata through the semester.

Visiting Artists, Designers, Scholars, Endowed Chairs, Etc.

Visiting artists, designers, scholars, endowed chairs, fellows by grants or similar special adjuncts to the faculty are compensated variously depending on the amounts of endowments, grants or special funds, and the special terms of the appointment.

The faculty contract establishes the endowed chair as an instructor and member of a division, subject to all the terms of this handbook; and the endowment or grant. Any special terms and responsibilities, as established by the search committee and the Provost/Vice President for Academic...
Affairs, apply to the appointment. Such terms are made known to the candidate for appointment by the position advertisement and by the search committee prior to offer of the appointment, and a letter of such terms may be attached to the contract. The procedure for searching and appointing endowed chairs, visiting professionals or fellows by grants is the same as outlined in section V, Faculty Personnel Policies and Procedures of this handbook.

B. Benefits

Vacation Leave

There is no regular paid vacation leave for faculty. There are academic calendar recess periods.

Sick Leave

Full-time faculty are entitled to three non-accumulative paid sick leave days per academic year. The President may grant additional sick leave.

Part-time faculty are not provided paid sick leave days.

Leave of Absence

Full-time faculty may request an unpaid leave of up to one year in order to pursue a program of study or work related to professional development.

1. To qualify for such leave, the faculty member will have accumulated three prior years of service at MIAD.

2. Requests for leaves are channeled through the Division Academic Dean (or Deans, if the instructor teaches in more than one division) and the Provost/Vice President for Academic Affairs to the President. Requests must be made by December 1 of the year prior to the requested leave.

3. The faculty member may be asked to aid the Division Academic Dean(s) in finding suitable temporary replacement personnel. The grant of a leave may be conditional upon securing such personnel. The instructor will also, with the aid of the Division Academic Dean, be responsible for continuity of curriculum during the leave.

4. The faculty member on leave is responsible for securing his or her continued employment, by providing written notification of return to the Division Academic Dean(s) at the time intent-to-rehire letters are issued.

5. Seniority-accrual continues during such approved leaves, as well as group plan benefits, except as it relates to the completion of rank promotion or continuous performance plans and sabbatical eligibility.

Sabbaticals

The Institute will provide sabbatical opportunities for its full-time faculty as the fiscal status of the institution permits. Each fall, prior to solicitation of the annual sabbatical applications, the President will inform all faculty of
the number of sabbatical leaves and the salary provisions available to sabbatical applicants for the coming academic year. The sabbatical will be counted toward the completion of Rank Promotion or Continuous Performance Plans. (See Section VIII, Faculty Prerogatives and Protocol)

**Medical, Dental, Disability, and Life Insurance**

Full-time faculty receive, at their option, coverage under the Institute’s group plan. The Institute pays partial premium costs of either single or family coverage.

Group plan coverage for part-time faculty is available at their own expense.

**Tuition Waiver**

Full-time faculty members may take undergraduate courses at MIAD on a tuition waiver with approval from their academic dean and provided they fulfill the admission requirements and once admitted maintain good standing.

After one (1) year of employment, a full-time faculty member’s spouse and children that are considered dependents*, may attend MIAD on a 50% tuition waiver provided they fulfill the admissions requirement and once admitted maintain good standing. After two (2) years of employment, a full-time staff member’s spouse and children that are considered dependents*, may attend MIAD on a 100% tuition waiver. (*MIAD determines dependent status by using the federal financial aid definition for a dependent student.)

Full-time MIAD faculty and members of their immediate families may enroll in most continuing education courses at little or no cost. (Lab fees, books or any other direct supply costs are not included.)

Part-time faculty, with the approval of the Academic Division Dean may receive an increased discount for Continuing Education courses to be taken when enrollment meets the objectives of Academic Division’s part-time faculty development goals. This increase in discount is to a maximum level of 50% of tuition. The part-time faculty member must present a written proposal to the Academic Division Dean. The Academic Division Dean may then endorse the increased discount once demonstrated relevance to the development needs of the division and faculty member are evident. The Academic Division Dean forwards recommendation to the Dean of Outreach for increased discounting. The Dean of Outreach then approves/denies the discount increases.

There are some exceptions to these discounts such as trips and special events. Classes must be filled with a minimum number of paying customers (usually eight) in order to run a course. We ask those who are taking advantage of this policy to limit themselves to two (2) classes per semester.

**Jury Duty**

Employees called for jury duty will remain on full salary, but must present documentation of such service. Any monies received for such service must be turned over to the college.
Compassionate Leave

In the event of a death in the immediate family of the employee, the school grants five (5) working days with pay. Immediate family is defined as: mother and father, sisters and brothers, spouse, mother-in-law and father-in-law, grandparents and children of employees. With permission from the Executive Vice-President for Administration, an employee may be granted compassionate leave for special circumstances.

Maternity Leave

Six (6) weeks of paid leave may be granted by the president to all eligible female employees after twelve (12) months of employment. A leave of absence without pay may be granted with stated terms in writing for up to one (1) year's duration.

Military Leave

If you are a member of the military reserve or National Guard, you are entitled to military leave for training or national emergency without loss of seniority, status, rate of pay, benefits or vacation.

Retirement

The non-mandatory retirement age is 65. Provisions will be made for early retirement for eligible employees in cases of a faculty member's inability to perform the essential functions of his/her position. Early retirement may be requested by the individual or the Institute. An individual disagreeing with the Institute's request for early retirement may undertake the grievance procedure outlined in this handbook.

Retirement Pension Plan

For full-time faculty, the institution contributes an amount of the gross salary annually determined by the Board of Trustees to a TIAA/CREF retirement plan. Full-time faculty may also make a voluntary contribution to TIAA/CREF supplemental retirement plan.
VIII. FACULTY PREROGATIVES & PROTOCOL

A. Faculty Protocol

The Faculty consists of all the instructors of the Institute comprising their respective divisions.

Faculty Chair

The Faculty Chair is the presiding officer of the faculty. The chair’s term and responsibilities are listed below.

The Faculty Chair is elected for a two-year term from the full-time faculty at the last faculty meeting of the spring semester every other year. The Faculty Chair is concomitantly elected to the Planning, Governance, and Evaluation Committee. (see Section III., Institutional Committees) and is an ex-officio member at large of all other committees of the faculty.

The Faculty Chair is the presiding officer of the faculty, and is the official speaker for the faculty as a whole, in all internal dealings and in external relations (see page 4, Academic Freedom). The Faculty Chair is evaluated annually by the faculty. The Faculty Chair receives compensation of $5,000 per academic year.

The Faculty Chair:

1. Schedules and chairs regular meetings of the faculty; conducts meetings by appropriate application of Robert’s Rules; and may call special meetings;

2. Sets the agenda for faculty meetings.

3. Steers amendments to the handbook as outlined under this section.

4. Informally mediates faculty disputes when requested by any faculty member, or acts as liaison in sensitive matters.

5. Participates in grievance procedures as outlined herein (see Section VIIIC, Grievance Procedure).

6. Answers faculty questions and requests pertaining to administrative policies and procedures.

7. Advocates concerns of the faculty as a whole in dealings, transactions or relations with administration.

8. Accepts any further charge mandated by the faculty in meeting.

Faculty Representative

The faculty representative, who is elected from the faculty at the last faculty meeting of the spring semester for a two-year term:
1. Represents the faculty on the Board of Trustees, attending all meetings, and reports those meetings to the faculty.

2. Represents the faculty on the Board of Trustees relative to amendments to the faculty handbook.

3. Answers faculty questions and requests pertaining to trustee procedures and policies, obtaining from the Board such information as necessary.

4. Advocates concerns of the faculty as a whole in dealings, transactions or relations with trustees.

5. Is a member of the Academic Affairs Committee of the Board.

6. Participates in grievance procedures which end in a petition to the Board of Trustees.

7. Acts as liaison for communications between the Board of Trustees and the faculty as a whole or its members, directing such communications through the Faculty Chair.

Amendments to the Faculty Handbook

The information contained in Section IB., Academic Freedom; Section IV., Curriculum Policies & Procedures; Section VIII., Faculty Prerogatives & Protocol; Section IX., Faculty Rank Promotion and Evaluation; are the only materials which are subject to change through the amendment process made up of faculty, Presidential and Board participation described below. All other material in the handbook can be amended by recommendation of the President and approval of the Board of Trustees.

1. Any faculty member may draft, in the form of a resolution, a proposed amendment.

2. The proposed amendment is addressed to the Faculty Chair at least two weeks prior to the scheduled meeting at which the faculty member wishes to bring the proposed amendment to the floor.

3. The Faculty Chair will distribute the draft to all the faculty members.

4. The draft will be discussed in division meetings, and in any committees that regard the proposed amendment as pertinent to their business.

5. At the same time, the Faculty Chair will distribute the draft to the President, the Provost/Vice President for Academic Affairs, and the appropriate Division Academic Dean(s) so that they may enter into discussions, providing administrative and academic leadership as appropriate.

6. One week prior to the scheduled meeting, the Faculty Chair will call in any responses to the proposed amendment, written or oral, and will review them with the faculty member who drafted the proposal so that they may assess the form in which the proposal will reach the floor, unless withdrawn by the drafter.

7. The drafter will prepare a finished writing of the resolution which is
distributed to the faculty at least one day before the meeting.

8. The proposal is brought to the floor in the form of a resolution for amendment, and is thereafter subject to the conduct of the meeting by Robert's Rules.

9. Committees of the faculty may propose amendments to the faculty handbook in the same manner.

10. The President and the Provost/Vice President for Academic Affairs may propose amendments to the handbook in the same manner.

11. When an amendment is approved by the Board of Trustees, it is effective immediately in respect to the conduct of the faculty. The Faculty Chair will distribute pages bearing the approved amendment to all holders of the handbook.

12. Any item under the section titled Business Office, except "Proprietary Rights": items 6, 7, 8, 9, will be considered amended by a letter from that office to the Faculty Chair and notification to the faculty. Such items do not require the force of faculty process to amend, although otherwise binding.

Editorial Revisions of the Faculty Handbook

In order to free the amendment process described above from encumbrance:

1. Editorial revisions, as distinguished from amendments, are minor changes to correct or improve phraseology, syntax or style, or to maintain or improve the clarity and consistency of the text, or to eliminate simple errors or redundancies, but which do not add to or alter the substance or intent of the reading as would require an amendment;

2. Editing of the Faculty Handbook will continue as an on-going process at the President's initiative.

3. The Faculty Chair should be consulted and notified of editorial revisions.

Faculty Franchise

When the faculty is in meeting in committee, approval or disapproval of measures is determined by a majority vote of those present and voting. To ensure equitable and proportionate franchise on issues requiring a written ballot:

- Part-time faculty teaching one three-credit course will have one vote.
- Part-time faculty teaching more than one three-credit course will have two votes.
- Full-time faculty will have three votes.
• Full-time faculty members on leave or sabbatical will have three votes.

The Faculty Chair will count and tabulate the votes. Except when “unanimous” or “unanimous with x-number abstentions” is appropriate, a pass or non-pass vote record will suffice for the minutes of the meeting.

B. Faculty Governance

Faculty Governance is expounded in this section of the Faculty Handbook.

Faculty Governance, as outlined herein, is affected by the faculty in committees, in their divisions, in the office of the Provost/Vice President for Academic Affairs, the President, and the Board of Trustees.

Standing Committees of the Faculty

Membership on all faculty committees will be limited to those holding as their primary MIAD appointment a full or part-time faculty contract. As necessary, staff or administrators may be nominated/elected to membership on a committee on a continuing basis for the academic year. Pursuant to specific agenda, a committee may invite on a temporary basis those involved in like issues.

1. Faculty Senate

   Membership: Made up of the entire faculty, full and part-time.

   Meetings: The Faculty Senate will meet a minimum of (6) times each academic year. Special meetings may be called by the Faculty Chair, the Provost/Vice President for Academic Affairs or the President, or by signed petition of 35% of the faculty. Minutes of each meeting will be filed in the Provost/Vice President for Academic Affairs' office and the s’ offices. Minutes will be distributed to all faculty, s, Provost/Vice President for Academic Affairs, and the President.

   Function: The Faculty Senate is the primary instrument of faculty governance. It is the responsibility of this group to propose issues and function as the primary forum for the discussion of faculty issues. The Faculty Senate must vote to recommend all policy issues concerning faculty before those matters are sent to the Planning, Governance and Evaluation committee.

   After a decision has been reached within the Faculty Senate on a given issue, the issue will be forwarded through the appropriate approval process, with faculty recommendation.

   The Academic Policy Committee and the Faculty Affairs Committee are empowered by the Faculty Senate to act for the faculty in matters within their respective areas of responsibility. After a decision has been made by either the Academic Policy Committee or the Faculty Affairs Committee on a given issue, the issue will be forwarded through the appropriate approval process, with faculty recommendation.

2. Academic Policy Committee (A.P.C.)
The Academic Policy Committee is empowered to recommend to the Faculty Senate on matters within its areas of responsibility.

Membership: Consists of five members, chosen biannually by volunteer selection: one faculty member each from Design, Fine Arts, Foundations, and Liberal Studies, and one at-large member. The Faculty Chair is ex officio.

Function: Will recommend to the Faculty Senate on academic policy. The committee will examine the degree and diploma programs for their broader policy implications, for sound pedagogy, for academic excellence, and for adherence to the Mission and Objectives of the college. Curricular matters which do not alter credit structure, deviate from credit distribution guidelines, or which do not otherwise materially alter existing programs are not the purview of this committee. The Academic Policy Committee will act as a resource in reviewing such matters for consistency, logic, and sound pedagogy.

All curriculum matters should be reviewed by the A.P.C. according to these criteria: 1) Adherence to Mission and Objectives of Institute; 2) Clearly stated performance objectives, evaluation criteria, and general course descriptions; 3) Relationship to inter-divisional curriculum.

Curriculum changes which do not necessitate programmatic changes in other divisions will, ideally, be discussed at the division level in each of the affected divisions before being brought to the A.P.C., where they will again be discussed in terms of the above criteria. Academic Policy are those matters related to curriculum and pedagogy in which all faculty can be assumed to have equal expertise.

General policies related to such matters as mission objectives, residency requirements, the necessity and guidelines of general course syllabi, program changes (e.g., the addition or deletion of majors and minors) and prerequisites all fall within the category of academic policy.

Procedure for review of curricular matters:

Areas
Divisions
Academic Policy Committee/Administrative Academic Council
Faculty Senate
Academic Hearing Panel
Provost/Vice President for Academic Affairs
President
(President may refer matter to Executive Council)
Academic Affairs Committee of Board
Board of Trustees

3. Faculty Affairs Committee (F.A.C.)

The Faculty Affairs Committee is empowered to recommend to the Faculty Senate on matters within its areas of responsibility.
Membership: Consists of six members, chosen bi-annually by volunteer selection: one faculty member each from Design, Fine Arts, Foundations, and Liberal Studies and one at-large member; a part-time faculty member chosen annually to represent the part-time faculty. The Faculty Chair is ex officio.

Faculty Affairs Subcommittee Membership: Co-chaired by one full-time and the part-time faculty representative on the main committee. Consists additionally of at least one part-time faculty volunteer from each of the four divisions.

Function: Will deliberate on and recommend to the Faculty Senate on such matters as salaries, benefits, sabbatical policy, contractual concerns, and personnel policy.

The Faculty Affairs Committee will research and prepare a yearly proposal for faculty salaries. The Faculty Affairs Committee may request the most current available financial data from the institution’s CFO and/or Provost/VPAA to assist in development of salary proposals. Forms of financial data may include, but are not limited to, IRS 990 documents, applicable peer group surveys, and prior salary increase/decrease data. The Faculty Affairs Committee will submit its request by October 1st. Requested financial data will be provided to the Faculty Affairs Committee by November 1st. The CFO will annually meet with the FAC to provide and discuss the requested data. The proposal will be presented for discussion and vote by the Faculty Senate by December 1 of each year. The administration will receive the final faculty salary proposal by December 31 to be considered while preparing the budget for the next year.

There will be a permanent sub-committee of the F.A.C. entitled “the Sub-Committee on Part-Time Faculty Affairs.” It will be made up of part-time faculty members from all four divisions with a part-time faculty member serving as chair in addition to the part-time faculty serving as a committee member of the F.A.C. It is intended that these two positions be held by different part-time faculty members.

The part-time faculty member chosen annually to be on the F.A.C. and the chair of the sub-committee on part-time faculty affairs shall receive a stipend of $300 per semester each.

4. Sabbatical Selection Committee

Membership: The Sabbatical Selection Committee is made up of the President, Provost/Vice President for Academic Affairs, and four faculty members representing the four divisions. These four faculty members will be chosen at the first faculty meeting of the fall semester. No instructor applying for a sabbatical will sit on the review committee of that same year. The co-chairs of the committee will be the Provost/Vice President for Academic Affairs and one faculty chosen by the faculty representatives.

Function: The committee will evaluate candidates and decide which of those receive the sabbatical.
Sabbatical Selection Voting Franchise

The four full-time faculty members, one representative from each of the 4 undergraduate divisions of the Sabbatical Selection Committee are empowered to select and determine the recipients of the annual sabbatical award competition. Each of the four faculty members holds one full vote in all phases of the determination process. The Provost/VPAA (co-chair of the Sabbatical Selection Committee) and President are discussants in the selection process and will hold one full vote only in instances where there is a tie vote in selection.

It is the role of the President to determine the number of sabbatical awards that may be offered annual through this process, and to participate in the discussion of applicant portfolios.

It is the role of the Provost/VPAA to Co-Chair the Sabbatical Selection Committee, provide all clerical and coordination for the selections process, to provide timely notification and announcement of the decision of the Sabbatical Selection Committee, and to participate in the discussion of applicant portfolios.

Sabbatical procedures:

- Full-time faculty applying for a sabbatical must have accumulated six prior years of full-time service at MIAD.

- Sabbatical applications must be made to the committee through the Provost/Vice President for Academic Affairs.

- For budget consideration, written notice of intention to apply for a sabbatical for the next academic year must be submitted to the Division Academic Dean by the last day of classes of the fall semester.

- Applications for sabbaticals must be submitted to the Provost/Vice President for Academic Affairs no later than the beginning of second semester classes or by a date established by the Provost/Vice President for Academic Affairs. Sabbatical applications should consist of a concise proposal outlining planned activities. Related eligibility support materials which will assist the committee in its evaluation of the candidates is permitted.

Sabbatical application specifications:

- Brevity, cogency, and clarity are desirable characteristics of a sabbatical application document. Sabbatical requests must be double spaced, typewritten, computer generated, or type set documents, one sided, 8 1/2” x 11” using type no smaller than 10 point. They must be no less than five pages long, no more than ten pages long and adhere to the following criteria:

  Synopsis: Limited to two pages that devotes one paragraph to each of the categories of professional endeavor, service to the institution, and the specific proposal elaborated within the larger document.
Professional Endeavor: Limited to two pages maximum describing those activities from date of hire or last sabbatical. Professional endeavor is defined as those activities that contribute to an instructor's development as an educator, and as a professional artist, designer, or scholar.

Service: Limited to two pages maximum describing those activities from date of hire or last sabbatical. Service is defined as those activities that contribute to the reputation, quality or effectiveness of MIAD as an institution. Examples include serving as Area Head, Department Chair, Committee membership, organizing exhibitions, etc.

Proposal: Limited to three pages maximum describing what the applicant plans to do on the sabbatical, why the applicant plans to do it, and how realizing those plans will benefit the individual and MIAD.

Accountability: One page describing how the benefit to the individual and MIAD of the sabbatical might be measured. Accountability in this context means the demonstration of a sincere attempt to accomplish the original sabbatical plan.

Work Samples (optional): Visual materials are limited to twenty slides maximum in correct order, submitted in a slide tray. All slide annotation, if desired, must be included within the text of the proposal (d.). Liberal Studies faculty may choose to submit a work sample in a written format instead of slides. Examples include one (1) chapter of a book, two (2) short stories, ten (10) poems, or up to ten (10) pages of a scholarly text.

- Applicants are evaluated for eligibility based on the quality and quantity of professional endeavor, service to the institution, and on the merits of their proposal.

- The Committee assigns relative value to professional endeavor, service to the institution, and merits of the proposal. These criteria are evaluated with the maximum points for each as shown below:
  
<table>
<thead>
<tr>
<th>Professional endeavor</th>
<th>20 points</th>
</tr>
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<tbody>
<tr>
<td>Service to the Institution</td>
<td>20 points</td>
</tr>
<tr>
<td>Merits of the proposal</td>
<td>60 points</td>
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- All applicants will be notified in writing of the Committee's decision no later than February 1.

- After receiving a sabbatical, an instructor must accumulate six more years of experience before applying for the next sabbatical.
Subcommittees
Standing Committees may establish whatever subcommittees, chaired by a committee member, they deem desirable to fulfill their charge.

Ad Hoc Committees
The President, Provost/Vice President for Academic Affairs, and the Faculty Senate may at will establish ad hoc committees for particular purposes.

C. Faculty Prerogatives
Each faculty member of the Institute has the right to appeal any action taken against him or her that he or she feels is unfair, unjust or discriminatory in nature. The grievance procedure is detailed in this handbook which each faculty member receives with his or her contract of appointment. Complaints concerning sexual or racial harassment will be dealt with as set forth in the Affirmative Action policy.

Grievance Procedure
An aggrieved faculty member will make a reasonable effort to resolve his or her grievance with his or her Division Academic Dean. If verbal negotiations are unsuccessful, the faculty member will address the complaint to the Division Academic Dean in writing, stating the grievance and the petitioned remedy. The letter of grievance may have, as attachments, supporting documents, affidavits, or letter of witness or support from other Institute faculty. The Division Academic Dean will reply to the grievance in writing within five days. If the dean’s reply is unacceptable, the aggrieved faculty member may take the following steps:

The aggrieved faculty member will present the original letter of grievance, and the Division Academic Dean’s written reply, to the Faculty Chair within fifteen working days from the occurrence of the matter about which the complaint is being made, and within five days of signing a receipt of the Division Academic Dean’s dated reply.

The Faculty Chair will reply in writing within five days. If the Faculty Chair cannot resolve the grievance, the aggrieved faculty member will submit a written appeal to the Provost/Vice President for Academic Affairs, including copies of the petition and replies, within three days of signing a receipt of the Faculty Chair’s dated reply.

The Provost/Vice President for Academic Affairs will reply in writing within ten days of receipt of the grievance. If the Provost/Vice President for Academic Affairs cannot resolve the grievance, the aggrieved faculty member will, within three days of signing a receipt of the Provost/Vice President for Academic Affairs’ reply, address the grievance to the President, including the original petition and all replies to the grievance.

The President, weighing all considerations, is empowered by the Board of Trustees to make a final and binding adjudication of the grievance within ten days.

If the faculty member’s grievance has been with the President, the faculty...
member, having addressed the grievance to the Division Academic Dean, the Faculty Chair, the Provost/Vice President for Academic Affairs, and the President, in the steps detailed above, and gathered their written replies, and the grievance is yet unresolved, may, through the Faculty Chair, present the grievance and all replies, in writing, to the faculty as a whole, which may elect to petition the Board of Trustees.

It is understood throughout that the grievance as such is the material addressed to the Division Academic Dean in the first instance; and any supplementary considerations which are stated in the letters of address to the Faculty Chair, the Provost/Vice President for Academic Affairs, or the President, while given appropriate consideration, are not the grievance as such.

Each addressee of the grievance in the steps detailed above may solicit freely among the faculty and administrators their sense and judgment of the grievance.

While grievances by their nature entail conflicts of judgment, and the purpose of the grievance process is to right wrongs where they exist and maintain constructive working relationships with the common sense and fair play, a faculty member should use discretion in entering the grievance process, which is a substantial right recognized by the Institute.

Use of the grievance process for filing frivolous complaints or as a form of harassment, subjects the faculty member to censure of her/his ability to interact positively and constructively with colleagues.

Confidentiality

In the event that written evaluations should lead to or become part of a formal grievance process, any evaluator having filed a confidential evaluation at issue will be obligated to write an open statement.

Termination

Termination is distinguished from non-rehiring.

The conditions for non-rehiring are exposited under sections titled, "Faculty Personnel Policies & Procedures" and "Faculty Evaluation."

The conditions for termination are:

1. The Institute may terminate the services of an instructor for reasons of financial exigency, discontinuance of a course or program, retrenchments or reductions based on low enrollments.
   In such cases:
   - The Institute will have demonstrated efforts to redeploy the instructor, otherwise qualified, in other courses or programs.
   - The position vacated will not be re-staffed within two years without giving that same instructor the first option of acceptance or refusal.

2. The Institute may terminate the services of an instructor for reasons of:
- Grave irresponsibility in discharging Institutional obligations.
- Incompetence.
- Conviction of a serious crime, an offense involving moral turpitude, or misconduct of a nature which disrupts the Institute.
- Conduct conflicting seriously with the objectives of the faculty, the Institute, or its position in the community.
- Actions dangerous or injurious to the health and welfare of students or personnel, or the threat of same.

3. In a situation of unanticipated urgency or impending harm, the President, weighing the gravity of circumstances and events, may effect a termination with immediacy; but in all cases, within the Institute the concept of "due process" is preserved through the shared concern of the entire faculty and through the grievance procedure outlined in this handbook.

Probation

Retention on probation is an action short of termination, which places the probationer on notice that services or conduct fall seriously below the Institute’s standards. The Provost/Vice President for Academic Affairs will give notice in writing of the reasons for probation, and the term of probationary review.

Probation is not a right prior to termination, but is granted at the discretion of the President, in consultation with the Provost/Vice President for Academic Affairs and the dean(s), who are led by their evaluations.
IX. FACULTY RANK PROMOTION AND EVALUATION

A. Faculty Rank Promotion

Application of Ranking System

The ranking system will function to motivate and reward full-time faculty members at MIAD. All academic administrators--deans, the Provost/Vice President for Academic Affairs, and the President--will hold rank within this system. Division deans will be initiated into the ranking system through the same procedure as faculty. The President and Provost/Vice President for Academic Affairs will hold the rank of professor by virtue of their occupying these positions.

Contracts and Performance Categories

The system will employ contracts as described in the current Faculty Handbook. The full-time contract calls for comprehensive, overall involvement in the institution. Full-time faculty will be working according to a promotion pay plan calling for satisfactory performance in performance categories a, b and c listed below. Each of these categories will be evaluated annually as part of a total performance evaluation. At the level of Associate Professor, a faculty member is eligible to request a two-year contract of the Division Academic Dean. At the level of Professor, a faculty member may request a three-year contract of the Division Academic Dean. The final decision on all appointments is made by the President, as empowered by the Board of Trustees.

Performance Categories

a. Teaching and associated student services

Full-time teaching load -- Nine studio credit hours per semester--18 contact hours per week--in scheduled classes in which two studio-contact hours equal one semester credit hour. Nine Liberal Studies credit hours per semester--9 contact hours weekly--in scheduled classes in which one academic-contact clock hour weekly equals one semester credit hour. In some cases, non-credit seminar courses, summer courses, Continuing Education courses, Pre-College courses, etc., may, upon mutual agreement of the faculty member and the Division Academic Dean, constitute part of the load.

Teaching and associated student services will include:

- Course planning and preparation
- Course instruction
- Evaluation of student work
- Presentation/exhibition of student work within the institution
- Student academic advising
- Curriculum and course development

b. Annual professional involvement as artist/designer or scholar will include at least one of the following:
Creative and/or scholarly activity
Solo or group exhibitions
Commissions, competitions, artist/client projects
Representation by galleries
Publication/printing of visual communications work
Implementation and production of product, interior, or industrial design projects
Professional assignments and commissions
Professional/creative activity or ongoing work shown through slides, written drafts, or other documentation.
Publication of research, reviews, articles and other writings
Public presentations of pedagogical, scholarly, or creative work
Participation as artist, designer, scholar in the local academic community
Personally structured and documented research/study regarding teaching.

C. Service to the Institution, and Region or Nation

Full-time faculty members contract to attend all meetings of the faculty, divisions, and discipline areas. They are obligated to participate in all committees to which they are elected, appointed or volunteer. Annual service to the institution, region, or nation will include some of the following:

- Attendance at Institute activities
- Professional development and service activities
- Graduate, post-graduate study, or continued study
- Participation in professional workshops or conferences
- Attendance and participation at professional meetings
- Membership and active participation in local, regional or national professional organizations
- Helping to coordinate curriculum and/or instruction in a given area
- Community service
- Presentation/Exhibition of student work outside the institution.
- Participation in student recruitment activities
- Program development

Performance Criteria

This system recognizes the primacy of teaching at MIAD; good teaching is an expectation of all faculty. Rank promotions will receive no consideration unless a continued positive assessment of teaching performance is maintained. However, to be considered for rank promotion, faculty must successfully complete Rank Promotion Plans that contain substantive student service, professional involvement, and service components as defined under “Performance Categories.”

Annual teaching evaluations will consist of an assessment of student work, student grades, content of formal written student evaluations (on dates and in classes decided upon by mutual agreement of the faculty member and the Division Academic Dean. Should no agreement be reached, the Provost/Vice President for Academic Affairs will choose which classes will be evaluated), course documents (syllabi, lesson plans, grade books, and other supporting documents.), new course preparations, class observations (classes chosen by Division Academic Dean), and
documentation of student academic advising.

1. All full-time faculty will have their performance (limited to categories a, b and c above) evaluated annually. Continued satisfactory performance in all Performance Categories is required.

2. Academic years or periods in which a faculty member’s performance is deemed to be unsatisfactory will not count toward completion of that individual’s plan directed toward achievement of a rank promotion. Based on a recommendation of the Division Academic Dean and with the approval of the Provost/Vice President for Academic Affairs, a year of unsatisfactory progress may result in non-renewal of faculty appointment. (As proscribed in the Faculty Handbook, Section V, under B. “Full-time Appointments”).

### Academic Preparation

MIAD will continue to strive to attract and hire new full-time faculty members who possess terminal degrees in their disciplines. However, the absence of such degrees will not influence the rank placement or impede the rank promotion prospects of individuals hired prior to the installation of this system.

Nonetheless, MIAD will recognize the value of academic preparation and encourage appropriate and applicable graduate or continuing education undertaken by full-time faculty members. This will take the form of supporting the inclusion of such activities in rank promotion. Included in the activities being encouraged will be short courses, workshops, symposia, foreign study, etc.

### Rank System

1. There will be three ranks with two steps within the assistant professor and associate professor levels. A one year orientation period will be included as part of the minimum timeline for new faculty at all levels and ranks. Successful completion of promotion plans or continuous performance plans is mandatory for all faculty.

   - **Assistant Professor (Level One)**
     Minimum timeline - Three years for successful completion of Promotion Plan.

   - **Assistant Professor (Level Two)**
     Minimum timeline - Three years for successful completion of Promotion Plan

   - **Associate Professor (Level One)**
     Minimum timeline - Four years for successful completion of Promotion Plan

   - **Associate Professor (Level Two)**
     Minimum timeline - Five Years for successful completion of Promotion Plan

   - **Professor**
     Minimum timeline - Three years for successful completion of Continuous Performance Plan
Level designations in titles are for internal use only. Hence, both levels of assistant professor would carry the professional title of Assistant Professor. Both levels of associate professor would carry the professional title of Associate Professor.

Faculty Rank Promotion Committee

The faculty Rank Promotion Committee will be made up of five full-time faculty members nominated and elected annually by the Faculty Senate. Candidates for rank promotion are not eligible to sit on the Rank Promotion Committee. The distribution will be as follows: Faculty Chair; 1 Fine Art; 1 Design; 1 Foundations; 1 Liberal Studies. (To aid in the first year implementation, committee members will be nominated and elected by the Faculty Senate during the last Senate meeting of the academic year and shall serve until the end of the next academic year. Subsequently, committee members will be nominated and elected by the Faculty Senate at the first Senate meeting of the academic year.)

The Rank Promotion Committee (RPC) is an advisory body to the Provost/Vice President for Academic Affairs, the s, and other faculty. As such, it provides faculty with an important role in the matters of rank promotion. A faculty member may optionally request a non-binding review by the RPC of her/his rank promotion plan. The RPC's function is also to serve as an instrument of recourse should a faculty member appeal the rejection of a rank promotion plan or continuous performance plan. An unfavorable evaluation relative to completion of promotion plan or continuous performance plan may also be addressed through the appeal process.

Appeals

Rejection of rank promotion plans, continuous performance plans or unfavorable evaluations relative to completion of rank promotion plans or continuous performance plans may be appealed as follows:

Within 10(ten) working days, the faculty member must appeal the decision in writing to the Provost/Vice President for Academic Affairs and the Rank Promotion Committee. Upon receiving the letter of appeal the RPC will schedule, within 30 days, a hearing with the faculty member in question. The faculty member makes his/her case in writing and submits this, along with any other supporting documentation, to the RPC five working days prior to the date of the meeting. If the RPC decides not to support the appeal, notification is made to the faculty member making the appeal, to the appropriate Division Academic Dean and to the Provost/Vice President for Academic Affairs, and the appeal process goes no further.

If the RPC supports the appeal, notification is made to the Provost/Vice President for Academic Affairs and the Division Academic Dean. Upon receiving notification from the RPC of its support of the faculty member's appeal, the Provost/Vice President for Academic Affairs will schedule a hearing with the faculty member in question, the Division Academic Dean, and the RPC. All parties will work in good faith to resolve the issues in question in an equitable and respectful manner. The Provost/Vice President for Academic Affairs will have the final authority in determining all appeals regarding rank promotion plans or continuous performance plans.
Rank Promotion

1. No rank promotion plan will be considered unless effective teaching performance is constant and readily evident through the evaluation process.

2. Rank promotion plans will be developed by every faculty member with the agreement of the appropriate Division Academic Dean. All rank promotion plans require the approval of the Provost/Vice President for Academic Affairs.

3. Rank promotion plans may contain goals related to graduate and continuing academic preparation. MIAD will encourage the inclusion of appropriate and applicable graduate or continuing education in rank promotion plans. Included in the activities being encouraged will be short courses, workshops, symposia, foreign study, etc.

4. Annual goals for teaching and associated student services, professional involvement, and service to the institution must be present in all rank promotion plans. They will vary in form consistent with the individual faculty member’s interests, and division and institutional aims. These duties and responsibilities will be determined through agreement between the faculty member and the appropriate Division Academic Dean. These agreements will shape the faculty member’s rank promotion plan.

5. At the successful completion of the plan, promotion will be granted and salary increases will be awarded in recognition of rank advancement as established by the President and approved by the Board of Trustees. Salary increases that accompany rank promotion will become part of the individual’s base pay.

6. Annual faculty raises independent of rank promotion will be established by the President and approved by the Board of Trustees.

Accelerated Rank Promotion

A faculty member who has successfully completed her/his Rank Promotion Plan before the minimum time in rank has elapsed, and who has demonstrated continuous exceptional quality in all three performance categories, may be nominated by the Division Academic Dean for accelerated promotion. All accelerated promotions must be approved by the Provost/Vice President for Academic Affairs.

Continuous Performance Plans

1. Faculty who reach the rank of Professor must develop Continuous Performance Plans with the agreement of the appropriate Division Academic Dean. (See description of plan content development provided above under rank promotions.)

2. Plans will be multi-year with the length determined by mutual agreement of the faculty member and Division Academic Dean.
3. At the successful completion of a plan, a one-time incentive bonus will be awarded as established by the President and approved by the Board of Trustees. Incentive bonuses do not become part of the base pay for that individual.

4. Annual raises during the course of the plan will be awarded as established by the President and approved by the Board of Trustees.

B. Faculty Evaluation

Statement of Intent

The purpose of faculty evaluation is growth and improvement. A primary goal of faculty evaluation is teaching excellence so that we provide our students with a quality learning experience.

The Milwaukee Institute of Art & Design recognizes the role of evaluation in fostering individual, professional, and institutional growth as well as being a vital component in the review of rank performance plans and continuous performance plans. Clear, timely and effective evaluation is highly valued because it is the core of what we do as an educational institution. To be meaningful, evaluation must be a rich process of observation, discussion, and professional growth.

Because teaching and learning are the primary activities at MIAD, meaningful faculty evaluation must focus on thoughtful considerations of teaching and learning in all of its manifestations, inside and outside of the studio and classroom, including professional development and service. Faculty evaluation at MIAD takes place in two forms: 1.) annual faculty evaluation, including student evaluations, and 2.) rank performance plans and continuous performance plans. The purpose of annual faculty evaluation is to provide meaningful feedback for growth and improvement. The purpose of rank performance plans is to provide clarity and support in the promotion process, and to recognize professional growth and service.

MIAD believes that all parties connected to the learning process have a role in faculty evaluation: the individual faculty member being evaluated; students; peer faculty (when peer observations are requested); the divisional dean; and the Provost/Vice President for Academic Affairs. The role of each of these parties in the teaching evaluation process and the rank promotion process is clearly defined and must be adhered to. Evaluation must be descriptive and based in clear observation and goals rather than general judgments or unsubstantiated commentary. Meaningful evaluation offers fair, balanced, and insightful feedback for all parties involved.

MIAD believes that all parties contributing to the evaluation process must work in a timely and professional manner; that these same parties will work from the agreed-upon evaluative instruments; and that, to be effective, all evaluation must be conducted in a fair manner by all parties. We believe that meaningful evaluation happens best through frank, supportive dialogue. Evaluation of teaching is conducted through annual self-reports; class/studio visits; review of relevant teaching materials; and dialogue between the faculty member and his/her dean.
Evaluation Criteria

Faculty are evaluated to assist improvement in teaching skills and to encourage development of other responsibilities. The evaluations also form the documentation for substantiating reappointment and promotion.

It is understood that there are three primary areas of responsibility. Full-time faculty are expected to provide evidence of satisfactory performance in all three. Part-time faculty are expected to provide evidence of satisfactory performance in #1 and 2. These primary areas of responsibility are:

1. Teaching and associated student services
2. Professional involvement as artist/designer or scholar
3. Service to the institution, region, or nation

Evaluation should analyze evidence of the major areas of responsibility indicated above with judgments based upon the following:

Teaching and associated student Services

1. Course planning and preparation
2. Student work as evidence of student achievement
3. Student evaluations
4. Advising
5. Compliments and complaints concerning teaching performance
6. Curriculum and course development

Professional involvement as artist/designer or scholar

1. Creative and/or scholarly involvement
2. Documentation of professional involvement

Service to the institution, and region, or nation

1. Institutional meetings
2. Collegial relations
3. Institutional, divisional, and/or area instructional business
4. Professional development and service activities

An analysis of the specific criteria to be employed and information to be reviewed in the evaluation process is given below.

Teaching and Associated Student Services

1. Course planning and preparation
   Faculty will update and maintain the relevance and appropriateness of all course planning materials and processes including the general course syllabus for all courses taught. One copy of the syllabus will be given to each student the first day of the class. Four additional copies will be submitted to the Division Academic Dean for
   • Division Academic Dean
   • Assistants to the division academic deans
   • Provost/Vice President for Academic Affairs
   • Library
Faculty will maintain complete and accurate academic records. The Division Academic Dean or Provost/Vice President for Academic Affairs may request access to this information as the need arises. All faculty are expected to respond promptly and effectively to all curricular or teaching related clerical requests and tasks. (moved from Service area)

2. Student work as evidence of student achievement
   Faculty will be required to display or present student work to facilitate the evaluation process. Requests to have student work displayed as a representation of the institution's academic program must also be honored.

3. Student Evaluations
   Student evaluations will be conducted using the approved divisional evaluation forms. The Division Academic Dean or an individual assigned by the Division Academic Dean will explain, distribute, and collect the evaluation forms in all classes.

   After completion of grades for that semester, faculty will review their student evaluations in the office of the Division Academic Dean. Faculty may request to have evaluations photocopied. However, all materials must remain under the control of the office of the Division Academic Dean until turned over to the office of the Provost/Vice President for Academic Affairs. Faculty will not be charged for such photocopying.

   Student evaluations are retained in the office of the Provost/Vice President for Academic Affairs in three-year files. Student Evaluations older than three years may be returned to the instructor upon request. If the instructor is no longer employed at MIAD, the files will be discarded.

4. Advising
   Full-time faculty will hold office hours a minimum of two hours a week. Students will be notified of these hours in the course syllabi. Faculty will utilize a Weekly Schedule Form to notify their Division Academic Dean of their office hours.

   Full-time faculty will serve as advisors to an assigned number of advisees from the complement of full-time students. Each advisee should be required to meet for an individual conference with his/her advisor at least once each semester. Group advising sessions, meetings, or social events may also be scheduled.

   The evaluation of full-time faculty relative to advising will measure the faculty member's service in providing adequate, viable advising opportunities to his/her assigned advisees. Consistent, dependable advising services are expected.

   Part-time faculty will arrange the means to communicate with students out of class as established by division policy.

5. Compliments and complaints concerning teaching performance
   Unsolicited compliments concerning a faculty member's teaching performance may be included in the evaluation process. Such
complaints may be considered of equal importance to any complaint or concern that has been articulated.

It is understood that the nature of student complaints is unpredictable and variable in seriousness. However, the Institute is committed to dealing with all complaints with promptness and seriousness. The Division Academic Dean will deal with complaints as they arise, advising the instructor, and will attempt amicable resolutions. Persistent, serious complaints that give evidence of negative performance which impacts student learning and reveals a lack of dedication to teaching responsibilities must be summarized by the Division Academic Dean as part of the evaluation process.

6. Curriculum and course development
Faculty are expected to engage in the process of curriculum and course development as considered appropriate by the faculty member, faculty colleagues, the Division Academic Dean, and the Provost/Vice President for Academic Affairs.

Evidence of curriculum and course development activity is given in diverse ways. It may be shown by ad hoc curriculum committee service, divisional curriculum planning, new course origination, new course instruction, instructional improvisation, cooperative instructional ventures, cross discipline instruction, etc.

Professional Involvement as Artist/Designer or Scholar

1. Creative and/or scholarly involvement
MIAD has a primary function: the education of students. Paramount importance is placed on effective engagement in the classroom and research efforts related to these endeavors devoted to teaching and course improvement.

The institution recognizes that professional activities are integral, enrichment, and support of quality teaching. Faculty who are professional artists, designers, and scholars, as well as educators, help students develop fundamental skills, professional competence, and personal standards of professionalism. The benefits of these activities should be evident in student and colleague evaluations.

It is expected that all full and part-time faculty at MIAD will be active in appropriate and relevant professional pursuits. This involvement will consist of practice as a writer, scholar, professional artist, or designer with experiences such as:

- Solo or group exhibitions; commissions, competitions, artist/client projects; representation by a gallery; publication/printing of visual communications work; implementation and production of product, interior, or industrial design projects; professional assignments and commissions; and professional/creative activity or ongoing work shown through visuals, written drafts, or other documentation.
- Publication of research, reviews, articles and other writings.
- Post-graduate study in a teaching area
- Enrollment in, or leadership of, short courses or other continuing education activity
2. Documentation of professional involvement

All professional activities claimed within the evaluation process must be documented. Evidence may be provided by visuals, reviews, exhibition publications, offprint, grant application materials, or similar documentation. Visuals showing creative involvement must be notated with complete descriptive information including size, date executed, and media and/or process.

Service to the Institution, and Region, or Nation

1. Institutional meetings/Contractual obligations

Full-time faculty members contract to attend all meetings of the faculty, divisions, and discipline areas. They are obligated to participate in all committees to which they are elected, appointed or volunteer.

Attendance at institute activities designated as mandatory by the President or Provost/VPAA is also required.

Part-time instructors are recognized as having no obligation to attend regularly scheduled division or discipline area meetings or committee work not directly related to their courses. The Division Academic Dean will specify meetings requiring the attendance of part-time instructors as such. Part-time instructors are required to read and comply with the minutes of regular meetings, and with all requests and requirements that pertain to their courses.

3. Service activities

This involvement will consist of various forms of participation service activities such as:

- Participation in community based projects
- Service to MIAD through assistance in recruiting, fund-raising effort, divisional service, etc.
- Holding office in local, regional or national professional organizations
- Activities enhancing MIAD’s reputation in the community and/or nation
- Mentoring activities
- Optional peer teaching observation/discussion
- Attendance at institutional activities
C. Annual Faculty Evaluation

Part-Time Faculty Evaluation

Part-time appointments are for one semester or one year. Neither the appointee nor the Institute owes any further contractual obligation to the other at the expiration of the contract.

Part-time Faculty Evaluation is a procedure constituting the basis upon which part-time faculty performance and achievements are recognized and teaching skills developed. All part-time instructors undergo evaluation every year during their employment at MIAD.

1. Component parts of an Annual Evaluation for Part-time Faculty are:
   - Brief self-report
   - Up-dated résumé
   - Student evaluations (a minimum of one class annually chosen by the Division Academic Dean)
   - Written evaluation report of performance and status by the Division Academic Dean
   - Provost/Vice President for Academic Affairs review of the Division Academic Dean’s evaluation report

2. Full Annual Evaluation Procedures for Part-Time Faculty

   The Division Academic Dean will request an annual self-report listing professional involvement and achievement, and an up-dated résumé. The individual is encouraged to identify areas where personal growth and/or improvement is desired or projected. In such cases, methods for realizing said improvements or achievements should be described.

   The Division Academic Dean will review the faculty self-report, course planning and preparation materials, recorded complaints, student evaluations, and student work from all classes. A class visit may be made. The Division Academic Dean will prepare a written report of performance and status. This Division Academic Dean evaluation-report should contain material that reflects the consensus of the student evaluations as well as other observations.

   The Division Academic Dean’s evaluation report and status is given to the Provost/Vice President for Academic Affairs. The Division Academic Dean will provide an opportunity to meet with the faculty member to review the evaluation document.

3. Abbreviated Annual Evaluation Procedures for Experienced Part-Time Faculty

   The component parts of the abbreviated annual evaluation for faculty who have taught for five or more years in a single MIAD academic division are an up-dated résumé and student evaluations in a minimum of one class chosen by the Division Academic Dean. A self-report is required of the part-time faculty member at the discretion of the Division Academic Dean or by request of the faculty member. The Division Academic Dean will provide the Provost/Vice President for Academic Affairs a written statement of status of the faculty member, and provide a copy to the faculty member.
Full-Time Faculty Evaluation

Faculty are evaluated to assist improvement in teaching skills and to encourage development of other responsibilities. The evaluations also form the documentation for substantiating reappointment and promotion.

Evaluations for full-time faculty are conducted in order to be timely to assist the faculty member in planning for the next academic year. Therefore full-time faculty will receive their completed written evaluation summary by July 1 of the same academic year.

1. Full Written Evaluation Year Cycle Schedule:
   The full written evaluation schedule coincides with the rank promotion/continuous performance schedule of individual faculty members:
   - An evaluation for new faculty will be given every year for the first four years, until the year after the promotion to Assistant Professor 2.
   - The faculty member is then evaluated on alternate years through the rank of Associate Professor 1.
   - This bi-yearly schedule continues into the first two years at Associate Professor 2.
   - The faculty member would then be on a three-year cycle to coincide with year of promotion to the rank of Professor.
   - At the Professor level, evaluations would take place every three years or to coincide with the conclusion of the continuous performance plan.
   - A full written evaluation summary could be requested “out of cycle” by request of the faculty member or the Division Academic Dean. Such requests should be made in writing, including the reason for the request, to the other party by February 1 of the evaluation year.
   - New faculty brought in at a rank other than Assistant Professor 1 would be evaluated each of the first three years at MIAD, and then fall into place with the evaluation schedule consistent with their rank.
   - Interim full-time faculty would be evaluated each year that they are Interim at MIAD. If MIAD later hires them full-time, they would fall into place with the evaluation schedule consistent with their entering rank.
   - Faculty who are scheduled to move up in rank or finish a promotion plan and who are on sabbatical will provide a self-report and receive a full written evaluation.
2. Component parts of the Full Written Evaluation for Full-time Faculty who are due to be evaluated are:

- Self-report in which the faculty member assesses her/his performance in teaching and associated student services, professional endeavor, and service as articulated in faculty member’s Rank Promotion Plan or Continuous Performance Plan. New Performance plans must be on file with the division academic dean by October 15 of the first year of the new plan. Any alterations or changes resulting from discussion between the Division Academic Dean and the faculty member are due by the first class day of the spring semester of the first year of the promotion/performance plan.

- Annual self-report is due one week after the last scheduled date of class in the spring semester of that academic year to enable faculty to complete in-class teaching responsibilities as outlined under IX. FACULTY RANK PROMOTION AND EVALUATION, Section A. Faculty Rank Promotion, Performance Categories, a. Teaching and associated student services and Performance Criteria and Section B. Faculty Evaluation, Evaluation Criteria and Teaching and Associated Student Services.

- Student evaluations (a minimum of one class), to be read by faculty member and discussed with the Division Academic Dean

- Formal Class observation by Division Academic Dean (class chosen by Division Academic Dean in conversation with faculty member) includes:
Course Number and Name,
Date,
Number of Students,
Factual Information/Description of Event/Session,
Reason for Choice of Course,
Process Employed by Instructor,
Visible Working Relationship of Instructor to Student,
Assessment of the Student Work/Problem Assigned.

- Optional peer teaching observation/discussion (written summary to be included in the self-report)
- Written summary evaluation by Division Academic Dean
- Conference with Division Academic Dean
- Written statement by Provost/Vice President for Academic Affairs

3. Full-Time Faculty Full Written Evaluation Procedures

The faculty member will provide the Division Academic Dean with a self-report listing the instructional assignments of the past year, service oriented participation, and professional involvement and achievements relative to the annual goals set forth in their Rank Promotion or Continuous Performance Plans. This self-report is due one week after the last scheduled day of class in the spring semester of that academic year to enable faculty complete in-class teaching responsibilities as outlined under IX. Faculty Rank Promotion and Evaluation, Section A Faculty Rank Promotion, Performance Categories, a. Teaching and associated student services and Performance Criteria and Section B., Faculty Evaluation, Evaluation Criteria and Teaching and Associated Services. An updated résumé must be included. The individual is encouraged to identify areas where personal growth and/or improvement is desired or projected. In such cases, methods for realizing said improvements or achievements will be described.

The Division Academic Dean will review the faculty self-report, course planning and preparation materials, recorded complaints, student evaluations, student work from all classes, optional peer observation/discussion. A formal class observation in at least one class will be made. The Division Academic Dean will summarize findings from the total review and prepare a written summary report. This Division Academic Dean summary evaluation report should contain material that reflects the consensus of the student evaluations as well as other observations. Evaluations should not be based, in any way, on informal, free-exchange discussions with teaching colleagues or students. All such complaints or comments require written documentation.

The Division Academic Dean's full written summary evaluation is given to the faculty member and the Provost/Vice President for Academic Affairs. The faculty member and Division Academic Dean hold a conference to discuss the results of the evaluation.
The Provost/Vice President for Academic Affairs will review the documents provided by the Division Academic Dean and will provide a written statement. The Provost/Vice President for Academic Affairs statement is communicated to all parties and entered into the faculty member’s personnel file.

If the Provost/Vice President for Academic Affairs’ statement is significantly different from that of the Division Academic Dean, it will be supported by documentation and reviewed personally with the Division Academic Dean and the faculty member. If the Provost/Academic Vice President’s statement remains significantly different, the instructor and/or the Division Academic Dean may attach a letter of disagreement, and follow the grievance procedures outlined in this handbook.

4. Component parts of an Annual Evaluation for Full-time Faculty who are not receiving a Full Written Evaluation:

- Self-report in which the faculty member outlines her/his performance in professional endeavor, and service as articulated in faculty member’s Rank Promotion Plan or Continuous Performance Plan. New Performance plans must be on file with the division academic dean by October 15 of the first year of the new plan. Any alterations or changes resulting from discussion between the Division Academic Dean and the faculty member are due by the first class day of the spring semester of the first year of the promotion/performance plan.

- Annual self-report is due one week after the last scheduled date of class in the spring semester of that academic year to enable faculty to complete in-class teaching responsibilities as outlined under IX. FACULTY RANK PROMOTION AND EVALUATION, Section A. Faculty Rank Promotion, Performance Categories, a. Teaching and associated student services and Performance Criteria and Section B. Faculty Evaluation, Evaluation Criteria and Teaching and Associated Student Services.

- Student evaluations (a minimum of one class), to be read by faculty member and discussed with the Division Academic Dean.

- Written statement by Division Academic Dean as to whether the faculty member appears to be on target with their goals as outlined in the rank performance/continuous performance plan.

- Written acknowledgment by Provost/Vice President for Academic Affairs to the faculty member with a copy sent to the Division Academic Dean.

5. Full-Time Faculty Annual Report Procedures

The faculty member will provide the Division Academic Dean an annual self-report listing service oriented participation, and professional involvement and achievements relative to the annual goals set forth in their Rank Promotion or Continuous Performance Plans. This annual self-report is due one week after the last scheduled day of class in the
spring semester of that academic year to enable faculty complete in-class teaching responsibilities as outlined under IX. before writing the self-report. An updated résumé must be included. The individual is encouraged to identify areas where personal growth and/or improvement is desired or projected. In such cases, methods for realizing said improvements or achievements will be described.

The Division Academic Dean will prepare and submit a written statement as to whether the faculty member appears to be on target with their goals as outlined in the rank performance/continuous performance plan. The Division Academic Dean's statement is given to the faculty member and the Provost/Vice President for Academic Affairs. The faculty member and Division Academic Dean may hold a conference to discuss the results of the evaluation.

The Provost/Vice President for Academic Affairs will review the documents provided by the Division Academic Dean and will provide a written statement. The Provost/Vice President for Academic Affairs statement is communicated to all parties and entered into the faculty member's personnel file.

If the Provost/Vice President for Academic Affairs’ statement is significantly different from that of the Division Academic Dean, it will be supported by documentation and reviewed personally with the Division Academic Dean and the faculty member. If the Provost/Academic Vice President's statement remains significantly different, the instructor and/or the Division Academic Dean may attach a letter of disagreement, and follow the grievance procedures outlined in this handbook.
X. INSTITUTIONAL POLICIES & PROCEDURES

A. Institutional Values

All MIAD students and employees are members of many communities - world, country, state, city, and campus. As such, each is subject to the mores, values, and codes prescribed by each of these communities. This handbook outlines the standards of behavior necessary from all members of the MIAD community to ensure the College maintain and promote its educational mission. As an academic community and institution of higher learning, MIAD has a vested interest in the safety and well being of members of this community and the perpetuation of a positive educational environment.

MIAD is committed to the educational and social development of its members as responsible and principled human beings. MIAD has a priority interest in promoting personal and academic integrity, respect for the rights of others, diversity, free expression of ideas, civility, and the law. This community of learning is governed by standards of conduct that define acceptable behavior in both the academic and non-academic dimensions of campus life.

Students, faculty, and staff voluntarily join the MIAD community. By joining the MIAD community, we agree to abide by the standards the College has instituted relevant to its mission, objectives, processes, and procedures, along with the responsibility for the welfare of the community.

Under the terms of enrollment or employment at MIAD, its members accept its regulations and acknowledge the right of the College to take disciplinary action for conduct judged unsatisfactory or disruptive of the educational environment.

Code of Conduct and Civility Introduction

This Code of Conduct and Civility outlines the standards of behavior necessary from all members of the MIAD community to ensure the College can achieve its educational goals. The policies & procedures that follow provide general guidelines for behavior so that community members will understand and appreciate their responsibilities. The code also outlines the disciplinary process and consequences for violations. Those charged with the enforcement of the code will insure the due process system so that each complaint is heard in a just and consistent manner.

These regulations are not a criminal code; they should be read broadly and are not designed to define all misconduct. Disciplinary proceedings conducted pursuant to this Code shall be fair and expeditious. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or to the College.

Violations of Local, State and Federal Laws

Members of the MIAD community are accountable to both governmental authorities and to the College for acts that constitute violations of law and this Code. Conduct allegedly constituting a felony or misdemeanor offense
may also be referred to appropriate law enforcement agencies for prosecution. Disciplinary proceedings at the College will not be subject to challenge on the ground that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced or otherwise resolved or that such proceedings constitute double jeopardy.

As it may be perceived that faculty and staff represent the College, faculty or staff who testify in any criminal or civil proceeding against a student or MIAD employee must discuss the matter with their supervisor before doing so.

Harassment Statement

MIAD is committed to providing a civil, respectful working and learning environment for all members of its community. Harassment or other conduct resulting in the creation of an intimidating, hostile, humiliating or sexually offensive atmosphere will not be tolerated.

MIAD has established internal procedures to review and resolve harassment complaints. Members of the College who believe they have been a victim of such harassment may initiate the informal or formal complaint procedures as outlined in this Handbook.

Student-Faculty/Supervisor Relationships

Amorous or sexual relationships that might be appropriate in other circumstances are not appropriate, even if thought consensual, when they occur between a faculty member and a student; or a staff member and a student with whom a professional supervisory or advisory responsibility exists. The respect and trust accorded an instructor, supervisor, or advisor by a student, as well as the power exercised by the faculty, supervisor, or advisor in giving praise or criticism, grades, recommendations for further study and employment, and other benefits or opportunities diminish the student’s actual freedom of choice. As such, relationships thought to be consensual may in fact be the product of implicit coercion. College policy requires that all employees maintain professional relationships with students.

Civility in the Classroom

The classrooms and studios on campus, and MIAD related off-campus instruction, are learning environments and every effort will be made by the teacher to maintain a positive atmosphere. In order to foster effective education, the teacher must preserve discipline in the classrooms and studios, and has the obligation to accomplish this in a reasonable and civil manner. The student should understand that the teacher will define behavioral and performance expectations of all students and students are responsible for complying with these standards. Infractions will be brought to the Division Academic Dean and may result in disciplinary action.
Racial Harassment Prevention

The college promises its students and faculty members an academic and working environment in which the dignity and worth of each member of its community is respected, and has racial harassment prevention policies which offer guidelines and protections. They are intended to reinforce the proper conduct and professional manner which are expected of members of the college community and especially of those who participate in relationships of academic and professional trust. Students and faculty are expected to follow and support the policies.

Formal allegations by MIAD faculty, employees, or students which may constitute racial harassment should be reported immediately to the Affirmative Action officer (telephone number: (414) 276-7889). All complaints will be fully investigated on a confidential basis and appropriate action will be taken.

MIAD prohibits racial harassment including, but not limited to:

1. Racially derogatory epithets, statements, or gestures;
2. Any attempt to penalize or punish a person solely for reasons of race;
3. Engaging in racially motivated actions which interfere with an individual's work or learning performance.

Sexual Harassment Prevention

Sexual harassment is detrimental to all teachers, employees, and students involved and can substantially impede the ability of individuals to perform their job, teaching or learning functions. Formal allegations by MIAD faculty, employees, or students which may constitute sexual harassment should be reported immediately to the Affirmative Action officer (telephone number: (414) 276-7889). All complaints will be fully investigated on a confidential basis and appropriate action will be taken.

MIAD prohibits sexual harassment including, but not limited to:

1. Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature.
2. Unsolicited and sexually derogatory epithets, statements, or gestures.
3. Any attempt to penalize or punish a person for rejecting or objecting to the actions described above.
4. Engaging in the actions described above for the purpose of or having the effect of interfering with an individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment.
B. Business Office Procedures

Division Budgets

1. Budgets are prepared by the Division Academic Deans for the next academic year and collected by the Provost/Vice President for Academic Affairs.

2. Budgets are intended for materials to be used during the academic year for which they are appropriated. Capital expenditures for equipment usually are made early in the year. Such expenditures may be not made after April 1 without written approval of the President.

3. All items purchased from division budgets are the property of the school. No items so ordered can be considered the exclusive “property” of a division, and certainly not of any individual. The members of a division will have priority in use of supplies and equipment purchased with funds allocated to that division.

4. Learning materials for the library will be purchased according to guidelines for acquisitions developed by the Director of Library Services in cooperation with the Provost/Vice President for Academic Affairs.

5. Professional and scholarly books used for the preparation of lectures or for research will not be purchased from division funds, except when a grant has been secured that includes the purchase of books in its budget.

6. Desk copies of all books given to the school are the property of the school.

Purchasing Procedure

When a member of a division wishes to order supplies, equipment, or any type of service, the Academic Resource Coordinator should prepare a purchase requisition. This should include as complete a description of the item(s) as possible and, if known, a recommended source of supply, cost of goods, and shipment. The requisition may require approval by the Division Academic Dean. The office of the Chief Financial Officer will retain one copy of each requisition. No requisition can be processed without the correct account number. Several special funds including Title III funds also require the signature of the President of the institution. The requisition will then be checked against divisional budget allocations and will be used in preparing a purchase order. The Academic Resource Coordinator is responsible for maintaining expenditures within prescribed divisional budgets. The Chief Financial Officer is responsible for choice of supply source. Only the Chief Financial Officer may request official bids except for routine price comparison. After the purchase order is issued, if delivery is not made within a reasonable time, the Chief Financial Officer will investigate and notify the Academic Resource Coordinator. The invoice should be inspected immediately and, if correct and merchandise is satisfactory, it should be signed in the space marked “Goods Received” and promptly returned to the Chief Financial Officer. It is important that there be no unnecessary delay in this procedure since credit and cash discounts depend on prompt payment of bills.
All divisional orders should be placed by April 1 of each year. Invoices will be charged as of the date of the invoice. Invoices dated April 1 or later will be charged against departmental budgets of the succeeding fiscal year. The school will not be held responsible for purchases made under procedures other than those outlined above. Unauthorized purchases of budget expenditures are the personal responsibility of the individual purchaser and will be billed directly to that individual. Competitive bids will be required for all purchases over $5,000. A purchase order will include terms of purchase, right of offset, price changes, policy on damaged goods, shipping charges, etc. Copies of the purchase order will be distributed as follows:

- one for the vendor
- one for a permanent record

Proprietary Rights

MIAD proprietary rights related to school-subsidized trips, materials purchased wholly or partially by school funds, and requests for television and commercial advertising involving school interests of various types are as follows:

1. If school funds are used to subsidize work or purchase materials for an administrator, faculty member, or student (e.g. film, slides, tapes), the materials are the property of the school, and proper credit will be given to the school for any publication. The person subsidized shall have the privilege of making reproductions of the materials for his or her own use in lectures, class presentations, etc.

2. If the school subsidizes an individual who furnishes his or her own materials, such as film, cameras, cost of film, development, etc., the individual owns the materials and the school has the privilege of duplicating the material. Credit will be given to the Institute for any publication.

3. If outside agencies wish to borrow materials such as tapes, slides, etc., the school must have assurance that its interests will be protected. All items are to be released only by the supervisor of the area or the Division Academic Dean. The protection of the materials and the interests of the Institute are his or her responsibility.

   Also, if outside agencies wish to have MIAD provide an exhibit of student work to travel to the outside agency, the school must have assurance that its interests and those of the exhibiting students will be protected. Issues such as insurance coverage, transportation costs, etc., will be negotiated on a per-show basis between the appropriate MIAD administrator and the outside agency.

4. If the school tapes or otherwise records demonstrations or lectures of any expert, a statement will be issued to such individuals by the school or its representative to the effect that the material will not be reproduced commercially, but may be used in class work or lectures.
5. All requests for televising or commercial advertising involving school classes, school-sponsored speakers, use of school-owned academic materials, etc., must be directed to or cleared through the President.

6. In the event the Institute subsidizes by grant, endowment, award or special funds, the studio or academic research of a faculty member, the Institute’s limited interest in the material produced for exhibition or publication will be specified in each instance. The Institute has no blanket proprietary rights in such cases. The Institute will initiate any contract claiming rights of exclusive ownership, or reproduction rights, and absence of contract waives any proprietary rights established in items 1 and 2 above.

7. Sabbaticals or loans or paid leaves do not establish, as a form of subsidy, proprietary rights to the products of research.

8. In the event the Institute establishes faculty studios or offices, or provides the use of office materials and furnishings for studio or academic research, or provides for research assistants, no proprietary rights are established, by these facts, to the products of research.

9. Each faculty member’s own notes, outlines, lectures, syllabi, negatives, slides, recordings, reproductions, editions or drafts for publication, are the sole property of the faculty member and are protected by copyright. The fact that any of the aforementioned are placed in personnel files or otherwise made available to the Institute for review does not of itself transfer proprietary rights, or any right to reproduce or disseminate, within or without the Institute.

Salary Advances

The Board of Trustees has ruled that no salary advances or loans can be made except in extreme emergencies, and if the extreme urgency arises, a written request should be made to the President first.

C. Institutional Regulations

After Hours Access

Faculty and staff who feel they need to remain in the Petitt Building after it has closed must see the Vice President of Administrative Services to do so. Faculty and staff using the facility after hours are responsible and accountable for any damage, theft, or misuse of instructional property incurred during after hour use.

Students are not allowed to remain in or to enter the building after hours. The exception is those students who are regularly employed through work/study and are there under faculty supervision to perform a service (such as tending a kiln).

Insurance: Worker’s Compensation covers regular employees/faculty and work/study students for injury on the job. It is cautioned, particularly in the case of dangerous equipment, that the individual not be alone in the facility. The 3-D Lab, photo area, printmaking facility, library, sculpture studio, and
computer lab are restricted areas. Access to these areas must be approved by the Division Academic Dean or appropriate administrative supervisor.

I.D. Cards

Identification cards are provided without charge to faculty members. The cards are the property of the Institute and will be surrendered at termination.

Life-Threatening Illness in the Workplace

Employees with a life-threatening illness may continue to work as long as they pose no threat to themselves or others by doing so and as long as they are able to meet the performance standards of their job. Such employees will be treated with compassion and understanding and will be given support to the full extent possible in dealing with their personal crisis.

Mail

The receptionist will place faculty and administrative mail in mailboxes. Books or other packages will be stored in the reception area and notices posted in the appropriate mailbox.

Maintenance

Housecleaning staff cleans each floor at the end of the day. The Dean of Outreach & Educational Support and the studio/lab technicians are expected to monitor maintenance of classrooms.

Office Space

Full-time professional administrative staff members are provided with office space for carrying on administrative and counseling functions. Each staff member having office space is entitled to a key to her/his office. Keys can be obtained from the building manager. Offices are assigned on an annual basis.

Official Time

The official clock at MIAD is the time clock. It is located in the southeast corner of the basement, outside of the building manager’s office.

Petty Cash

Petty cash funds are maintained in the Business office. Use petty cash for purchases of $25 or less. Fill out a petty cash slip fully, including account number and purpose, and secure Division Academic Dean’s signature before requesting funds from the Chief Financial Officer. All requests for more than $25 require a purchase requisition approved by the Division Academic Dean.

Photocopying

Copies of documents will be made for official school business only. Personal use of photocopy machines is permitted on a fee basis only. Duplication of copyrighted materials must follow the regulations of the federal copyright
law. Photocopy machines are located in various areas around the institution.

Policy Changes

Policy changes in the Policy & Procedure Manual must be recommended by the Planning, Governance and Evaluation Committee and approved by the President and the Board of Trustees.

Posting Notices

MIAD encourages open communication and the exchange of information among its students, faculty, staff and the community; however, notices, announcements, signs, etc., that physically interfere with the safe operation of the college are not permitted (e.g., posters covering exit signs could interfere with the safe operation of the college). Placement of such notices, announcements, signs, etc., is permitted only in the student information center and designated bulletin boards. All notices shall be dated and remain up for no more than two weeks. Notices/announcements which are an integral part of illegal activities or violate institutional policies, are not permitted (e.g., posters that advertise the sale of illegal drugs). After consultation between the Executive Director of Campus Life and the student council President, posters which violate the foregoing shall be removed. Bulletin boards will be designated for specific groups of messages. These groups are as follows: a). MIAD announcements; b). student announcements; c). career opportunities; and d). other announcements.

Reimbursement of Auto Mileage

Expense forms for travel, per diem, entertainment, etc., can be obtained from the Chief Financial Officer. Requests for reimbursement of expenses must be approved by the supervisor and submitted to the Chief Financial Officer on or before the last day of the month with full receipts for all expenses. Payment is made on the 15th and 1st of each month. Excess over budget amount is payable to the individual. Upon verification, use of personal car for college business will be reimbursed at the IRS allowable rate.

Renting Space to Outside Organizations

Space on campus may be rented to any individual or outside organization with the understanding that any statements made by them will have no connection with MIAD. Rental arrangements are made by the Chief Financial Officer once approved by the President.

Individuals or organizations seeking to rent or use MIAD spaces must display congruence with MIAD's human rights policies.

Safety

MIAD exerts every effort to eliminate or reduce the possibility of accidents to people and losses of property. Appropriate first aid kits are available on each floor and in the receptionist's area. Each telephone with outside lines is equipped with emergency telephone numbers and addresses. Each year employees are trained in emergency procedures.
Services

The Business office will be open for all services daily: 9:00 a.m. to 12:30 p.m. and 1:30 to 3:30 p.m. The Business office will cash personal checks in amounts of $50 or less.

Smoking

The Milwaukee Institute of Art & Design is a smoke-free environment. Smoking is prohibited within the main building and restricted to designated smoking areas in the student center and residence hall.

Snow

Solid precipitation in the form of white or translucent ice crystals in myriad shapes originating in the upper atmosphere as frozen particles of water vapor, if extensive in magnitude and duration, may force the closing of the Institute. Closings will coincide with those of the Milwaukee Public Schools and will be announced on radio and television.

Solicitors or Vendors

1. No individual or organization who is not a regular member of the MIAD community will be permitted to visit classrooms or staff offices for the purpose of soliciting funds or selling goods or services.
   - Authorized representatives of textbook publishers and educational supply and equipment companies will be permitted to contact faculty members and others in connection with their business.
   - Representatives of the armed forces, the Peace Corps and similar government services may recruit on the campus, provided such recruitment is cleared with the Provost/Vice President for Academic Affairs in advance.
   - Individuals who are interested in employing students or graduates may interview prospects when such interviews are arranged by the placement counselor and approved by the director of financial aid.
   - Other exceptions on an individual basis may be made by the President of the school.

2. Any student, faculty, or staff member who is an agent for any organization or other group selling goods or services or soliciting funds must request and receive permission from the President in writing before she/he may carry on such activities.

3. No list of Institute personnel or students will be provided to any commercial organization.
Student Assistants

Divisions deans requiring student assistants or work study students will submit to the Dean of Outreach & Educational Support a request describing the work to be done, approximate number of hours per week required, and any special qualifications necessary. When a student is assigned, written notice shall be given to that student with a copy to the division in order to prevent any misunderstanding concerning hours of work, rate of pay, and responsibility. Assignments are for school-related work only and wages for any work of a personal nature should be paid directly to the student and not reported on time sheets for student payroll. If there is no sufficient work to require all of the student's working time, she/he should not be assigned non-essential work merely to keep her/him busy.

Telephones

All faculty offices requiring a telephone will be assigned a telephone with an extension or extensions as required. All such extensions will be restricted to local calls. Exceptions will be made and unrestricted extensions permitted only with the written permission of the President. The telephones are provided for business use, not for personal calls, except when essential.

Travel Advances

Travel advances are for budgeted, authorized travel on Institute business. A travel advance is a personal loan and is the responsibility of the person accepting the funds until full accounting is made. Advances which are not refunded or accounted for by receipts within 30 days will be deducted from the next paycheck.

D. Plant Safety

Doors

All exit doors are to remain closed except during emergencies.
All fire doors are to remain shut.

Fire Drill

The Milwaukee Fire Department requires the Institute to conduct periodic fire drills. These will be unannounced and every person in the school must evacuate the building according to the prescribed plan.

The Fire Department allows no exceptions to this procedure.

Fire regulations require that special help be provided for disabled persons at times of such emergencies. Each class will provide volunteers to help such a disabled person in time of emergency. The responsibility of the volunteers is to make sure the disabled person gets out of the building safely, especially down the stairs when needed. The Provost/Vice President for Academic Affairs’ office will notify each instructor if a permanently disabled person has registered for a class. However, instructors should also be aware if there is a temporarily disabled person in the class.
Safety in Studios, Lab Areas and Classrooms

MIAD students need to be aware of the potential hazards in studios, lab areas and classrooms. Students must be alert to their environment dangers presented by machinery, tools, equipment, gases, chemicals and other materials in their labs, classrooms and studios. Students must protect themselves with the appropriate safety eyewear, clothing and shoes. Each lab area has specific rules and regulations that need to be followed in order to ensure the safety of all students. Lab areas have a Safe Practices in the Arts & Crafts Studio Guide posted in their area for reference.

First Aid

A simple first aid kit is kept on each floor of the building. Each instructor should make it a point to know the location and contents of the kits. When a person is more seriously ill or hurt, the office staff should be notified immediately so that they may call for medical assistance. No treatment is to be administered by the faculty, except for the simplest form of first aid.

The general rule is not to move a person who is unconscious or is believed to have broken bones in the hip or lower limbs or to have damaged the spine. In all instances, notify the office staff immediately, or phone the paramedic unit of the Milwaukee Fire Department.

Crisis Intervention Policies

The key objectives of the MIAD Crisis Intervention Plan are as follows:
- To insure the safety of the MIAD community
- To protect MIAD and its employees from unwarranted liability
- To provide guidelines and clarity for MIAD employees when dealing with people in crisis

Definition of Crisis

A crisis situation is any situation, incident, or information that is likely to adversely affect the institution, the students, faculty, staff, or administration.

Categories of crisis intervention/response may include:

1. Legal: A legal crisis is any violation of state or federal law. An example of legal crisis may include illegal drug use on campus. A legal crisis involves the following personnel:
   - Local police
   - MIAD Director of Security
   - Members of Crisis Intervention Committee as appropriate.

2. Disciplinary: A disciplinary crisis is defined as any situation in which there is imminent threat of harm to person or property and that threat is beyond the ability or authority of MIAD employees to manage through normal procedures. A disciplinary crisis involves the following personnel:
   - Executive Vice President for Administration
   - The Director of Security
The Executive Director of Campus Life (if offense occurs in a non-academic setting)  
Division Deans (if offense occurs in any academic situation)  
may involve other members of Crisis Intervention Team as appropriate.

3. Emotional/Psychological: An individual who has experienced an emotionally stressful event or traumatic change in life circumstances; the crisis may also be the state of an individual’s reaction to stress when normal coping mechanisms are no longer sufficient or have deteriorated. Manifestations of an emotional/psychological crises may include: Obvious emotional instability such as crying, shaking, or yelling; a serious threat of or process of bodily harm to self or others; or when such injury has occurred. An emotional/ psychological crisis involves the following personnel: Executive Director of Academic Resources who may involve other members of Crisis Intervention Committee as appropriate.

**MIAD has a Crisis Intervention Committee**

The primary purpose of the Crisis Intervention Committee is to intercede in a crisis involving a student or group of students, assess the situation and respond. Other responsibilities include education of MIAD faculty, students and staff, providing post-trauma assistance to students, faculty, staff, and committee members, informing the President and Vice Presidents of crises, and attending crisis intervention committee meetings.

Permanent Crisis Team members include the following individuals:

- Executive Director of Academic Resources
- Executive Director of Campus Life
- Director of Campus Security
- Executive Vice-President for Administration

In certain cases, designees of the above individuals will also be members of the Crisis Intervention Committee. The Crisis Intervention Committee is chaired by the Director of Academic Resources, and in his/her absence, by another team member.

In the event of a crisis, the Executive Director of Academic Resources will determine whether to call together the Crisis Intervention Committee; however, any team member may request a meeting of the committee.

The Executive Vice President for Administration and/or Executive Director of Academic Resources will be responsible for disseminating information about a crisis to the appropriate campus individuals, which may include MIAD’s Issues Management Committee, Division Deans, as well as other faculty, staff, students, or parents.

**Procedures**

Procedures for intervening in a crisis depend upon the location and time of crisis event.

**Crisis in the Residence Hall:**
Residence Hall staff calls 911.

Call Security.
Security will call the Residence Hall Emergency pager. The Director of Security, Director of Housing and Community Life, and Executive Director of Campus Life are informed by Security. The Director of Security or his Lieutenant will determine if the police need to be contacted. If they are unavailable, the senior Campus Life staff person contacted will make this determination. The staff involved in responding to the incident will then generate a report. This report is reviewed by the Executive Director of Campus Life for possible referral to the Disciplinary Committee.

On-campus crisis, not in Residence Hall
Call Security Desk.

Security will notify Crisis Intervention Committee Members.
Crisis Intervention Committee members first on the scene will stabilize, assess and respond to the situation. If crisis occurs in a classroom, a crisis committee member will notify a Division Dean immediately.

Post-Intervention Procedures

1. The President and Vice Presidents will be informed of the incident.
2. The Coordinator of Student Counseling and the Accommodations Coordinator for People with Disabilities will be informed of the incident and the steps taken.
3. The Coordinator of Student Counseling, or in his/her absence, or in his/her absence another team member, may then choose to call together the Crisis Intervention Committee.
4. An incident report documenting the crisis will be written up by appropriate team members.
5. Debriefing sessions for Crisis Intervention Committee members will be provided as needed following an incident.

Post-Crisis Debriefing

Crisis situations that may affect larger numbers of individuals will be addressed by the Crisis Intervention Committee as a joint effort of the Coordinator of Student Counseling with one or more team members acting as facilitators for post-crisis debriefing. Marquette’s Counseling Center would provide telephone consultation only. Other professionals may be called in by the Coordinator of Student Counseling, in consultation with the Crisis Intervention Committee as appropriate, depending upon the nature of the crisis.

Confidentiality

The general confidentiality requirement that would apply to information of a counseling or disability nature does not apply when disclosure is required to prevent clear and imminent danger to the student or others, or when legal requirements demand that confidential information be revealed. When disclosure is required, only essential information is revealed (“need to know”) and, to the extent possible, the student is informed before such disclosure. In the event that the Coordinator of Student Counseling or, in
his/her absence, the Executive Director of Campus Life or the Accommodations Coordinator for People with Disabilities, deems a student situation a "crisis," only essential information will be shared with the MIAD Crisis Intervention Committee.

E. Regulations and General Protocols

Confidentiality of Student and Faculty Records

It is the school's position that it can communicate sufficiently with a student group through its designated leader, and that for the institution to have in its possession a roster of members is not in the best interest of either MIAD or the students. Additionally, the school is opposed to the possession or use of blacklists.

Finally, all information of a confidential nature relating to a student must come from the appropriate administrative officer.

Discretionary Confidences

In the conduct of business of any organization, discretionary confidences are often given or implied. The referral, by any faculty member of such matters to the Division Academic Dean, Faculty Chair, Provost/Vice President for Academic Affairs or President as appropriate, will not in any case be construed to be a breach of confidence.

Drugs and Alcohol

An employee's involvement with drugs and alcohol can adversely affect job performance, jeopardize an employee's well being and undermine the professional and academic stature of the Institute. The goal of the institute is to maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse. Accordingly, the manufacture, distribution, possession, or use of a controlled substance is prohibited on MIAD property or as part of any of its activities. Violation of this policy is grounds for immediate disciplinary sanctions, up to and including termination of employment and referral for legal prosecution. Disciplinary sanctions may require the successful completion of an appropriate rehabilitation program. Any employee convicted of any violation of any drug or alcohol law/statute must notify the President's office within five days of the conviction.

Annually, MIAD distributes in writing to all employees its policies prohibiting illicit drugs and alcohol along with a). a description of health risks associated with drug and alcohol abuse; b). a description of the applicable legal sanctions under local, state and Federal law for unlawful possession or distribution of illicit drugs and alcohol; and c). a description of the counseling, rehabilitation or re-entry programs that are available to employees.

Biennially, MIAD reviews its drug and alcohol prevention program for determining its effectiveness, implementing needed changes and assuring that any disciplinary sanctions are consistently enforced.
Illness or Death Notice

The Provost/Vice President for Academic Affairs will be responsible for notifying faculty and staff of instances of serious illness and/or death among the members of the faculty, staff, and student body and for sending flowers and notes of sympathy. Each member of the school community should take upon herself/himself the responsibility for notifying the Vice President whenever she/he learns of illness or death among us. In the trying times that accompany these crises, an expression of concern on our part can mean a great deal.

Inquiries

The Institute will only verify dates of employment to legitimate inquiries and no other personnel information will be provided without a written release from the faculty member.

Internal Records and Communication

Any memo or correspondence, report of minutes of board, committee, staff or administrative meetings or other Institute document, is the sole property of the Milwaukee Institute of Art & Design, and may not be released, copied or disseminated to any individual who is not currently employed by MIAD, without prior approval by the President. The records of each administrative office are considered confidential, and may only be released by the appropriate administrative supervisor to authorized employees, appropriate federal or state agencies, or accrediting organizations.

Personnel Files

Faculty members have free access to review their own personnel files and to update résumés and insert supporting materials.

Administrators and supervisors may routinely provide the Division Academic Dean or Provost/Vice President for Academic Affairs with letters of commendation, for insertion into a personnel file.

All materials pertinent to the section “Faculty Evaluation” are deposited routinely in the files by the Provost/Vice President for Academic Affairs and the Division Academic Dean.

No material detrimental to the professional career or personal character of a faculty member (e.g. negative evaluations, summary, letter of reprimand, notice of probation) may be inserted into the individual faculty member’s official academic personnel file without prior notification to the faculty member by the provost/vpaa. The faculty member will review the material, sign and date the material acknowledging that the material has been read, and may provide an attached statement. Acknowledgement does not constitute agreement with the contents of the material in question.

A personnel file is accessible only to the faculty member, the member’s Division Academic Dean, the Provost/Vice President for Academic Affairs and the President. Only the President may grant other access for specific purposes. Except for outdated résumés and course plans, no material may
be removed from the file unless signed out by each of the above.

The Chief Financial Officer should be notified promptly and in writing of changes in:

1. Address or telephone number
2. Marital status
3. An increase or decrease in beneficiaries or dependents
4. Person or persons to notify in case of an accident or emergency.
5. Any other pertinent information

F. Exhibition Policy

Introduction

MIAD’s mission is to provide quality visual and liberal arts education programs for our students. To support that mission, we encourage imagination, freedom, and investigation, coupled with responsibility, maturity and personal growth.

The presentation of art in our hallways, galleries and public areas is integral to MIAD’s mission. It provides an educational forum for students, faculty and staff, and serves to advance the public’s understanding of contemporary art, to foster the exchange of ideas and enhance our service to the public. Therefore, exhibitions of art in our non-classroom areas, is a public activity requiring the institution to provide general guidelines for maintaining professional and educational responsibility. The institution shall balance the rights of the presenter as well as the rights of the audience. MIAD will ensure that those who choose to view or attend an exhibition will do so without interference. However, in areas such as the main lobby and the river level reception area, the public’s ability to choose to view is non-existent and therefore the institution must reasonably restrict the content of exhibitions in these areas.

Such a policy is not written out of a desire to control the content, taste, or aesthetics of the art produced at MIAD; rather it is motivated by a concern for the ultimate protection of the institution.

Exhibition in Public Areas

The Milwaukee Institute of Art & Design encourages and ensures freedom of expression, and will avoid curtailing that freedom if at all possible. When presenting work publicly, the college will be aware of the principle of freedom of expression, as well as the educational goals and aspirations of our students and faculty. However, all exhibitions in public areas must be viewed in light of the equally significant responsibility of the institution to its public constituencies. While granting as much freedom of expression as possible, and while refraining from casual intrusions into issues of taste and subject matter, the institution may restrict the display of art in the college's public areas. Public areas are defined as the entrance lobby located on the first floor, the reception area and the hallways and corridors located on the river level.
Implementation

Exhibitions in public areas will only be installed by the gallery director or his/her designate in consultation with the appropriate gallery and or exhibition committee. Any work displayed in public areas which has not been reviewed and approved for exhibition by the gallery director will be removed by the director. Exhibitions in the lobbies, river level hallways and reception area are to be juried by the gallery director in consultation with the gallery committee, with respect to the above policy.

Exhibition in Galleries

Presentations in the Frederick Layton Gallery, Student Gallery and Brooks Stevens Gallery of Industrial Design are thematic exhibitions. Proposals for exhibition in these areas must be presented to the gallery director and reviewed and approved in consultation with the gallery committee. Proposals must be submitted outlining the theme and goals of the exhibit and contain general examples of the work to be included.

Exhibition Statements

The following statement must accompany all exhibitions in the Frederick Layton and Student Galleries: “This exhibition may contain work which may not be suitable for young viewers and/or may conflict with an individual’s racial, sexual, social, political, and/or religious beliefs. Therefore, we are advising you that entering this exhibition and viewing the work on display is at your discretion. What is included in this exhibit is not necessarily the choice of the Milwaukee Institute of Art & Design, but reflects the view of a particular artist. In its spirit of encouraging freedom of expression, MIAD does not, as a matter of course, review individual art pieces for selection/rejection in gallery exhibits. Rather the theme of an exhibit and the work which is selected is the choice of the curator, who has previously submitted an outline stating the theme and goal of the exhibit and giving general examples of work to be included.”

The President, after consultation with the appropriate gallery committee, exhibitor, and President’s Council, may remove works of art from public areas and galleries in extreme situations, where approved exhibitions are contrary to law or endanger the health, safety and/or well being of the institution or its faculty, students, staff and public constituents, or an exhibition deviates substantially from the original proposal.

G. Family and Medical Leave Policy

Coverage

This policy applies to faculty and staff who have been employed by the Milwaukee Institute of Art & Design for more than one (1) year and who worked at least 1,000 hours during the preceding year.
Definitions

1. **Family Leave** -- Authorized time away from MIAD for the birth or adoption of a child, or placement of the child as a precondition of adoption or for foster care; or to care for a child, spouse, parent or spouse's parent who has a serious health condition documented by a health care provider.

2. **Serious Health Condition** -- Disabling physical or mental illness, injury, impairment or condition involving inpatient care in a hospital, nursing home or hospice or outpatient care requiring continuing treatment or supervision by a health care provider.

3. **Medical Leave** -- Authorized time away from work for a faculty or staff member who is unable to perform his/her employment duties because of a serious health condition as certified by a health care provider acceptable to MIAD.

Leave Provisions

1. **General Provisions**-- A faculty or staff member may in a calendar year take up to twelve (12) weeks of unpaid leave for any combination of family or medical leave as defined above. Because Wisconsin and federal family and medical leave laws differ, an eligible faculty or staff member's entitlement to Wisconsin family and medical leave will be subtracted from the twelve (12) week entitlement when taken as follows:

   a. Up to six (6) weeks of unpaid family leave for the birth, adoption or placement of a child if the leave begins within (before or after) sixteen (16) weeks of the child's birth or placement;

   b. Up to two (2) weeks of unpaid family leave to care for a child, spouse, parent or spouse's parent who has a serious health condition, as certified by a health care provider; and

   c. Up to two (2) weeks of unpaid medical leave for a faculty or staff member's own serious health condition.

2. **Payment for Leave** -- The faculty or staff member has the option of substituting paid absence (vacation, sick personal days) provided by MIAD for portions or all of family or medical leave provided under Wisconsin law. For family or medical leave beyond the Wisconsin entitlement for the remaining weeks of the twelve (12) week entitlement, a faculty or staff member has the option of substituting paid vacation or personal days for all or portions of the remaining family and medical leave. However, a faculty or staff member may only substitute paid sick days in compliance with the sick day policy. In addition, for family and medical leave in excess of the Wisconsin entitlement, MIAD has the option of substituting paid absence (vacation, sick, personal days) for all or portions of the remaining twelve (12) week entitlement even if the faculty or staff member chooses not to so substitute. Absences taken for approved family or medical leave cannot be counted as an instance of absence under MIAD's absenteeism and tardiness policy as required by Wisconsin and federal law.
Scheduling of Family and/or Medical Leave

1. A family/medical leave request must be submitted in writing to the executive vice president for administration. The request must be reviewed by the executive vice president for administration and signed off by the faculty member’s dean before a leave is approved.

2. The faculty or staff member must in a reasonable and practical manner, give MIAD advance notice to take a family and/or medical leave. When the necessity for leave for a child's birth or placement is foreseeable based on the expected date of birth or placement, the faculty or staff member shall provide MIAD with not less than thirty (30) days’ notice before such family leave is to begin. In certain emergency situations, MIAD recognizes that a faculty or staff member may not be able to give advance notice of family or medical leave. In such situations, the faculty or staff member must contact MIAD as soon as possible and provide MIAD with the information necessary to establish the emergency nature of the leave, as well as provide any Certificate of Health Care Provider forms, referred to in the next paragraph.

3. A faculty or staff member requesting a family leave for a serious health condition of a child, spouse, parent or spouse's parent or a medical leave for his or her own serious health condition will provide appropriate certification issued by a health care provider acceptable to MIAD. Certification of Health Care Provider forms, are available in the (Personnel/Business office).

The faculty or staff member may select his or her own physician however MIAD may require the employee to obtain a second opinion. This second opinion will be paid for by MIAD.

Return From Leave

When a faculty or staff member returns from family or medical leave, MIAD will place the employee in a position as follows:

1. If available, the faculty or staff member will be placed back into his or her last position.

2. If that position is not vacant, the faculty or staff member will be put in an equivalent employment position. Equivalent position means same compensation, benefits, shift, hours and other terms and conditions of employment.

Employee Benefits

MIAD will maintain group health/dental coverage under the conditions existing before the leave began provided the faculty or staff member makes required contributions. MIAD will not reduce or deny any benefit which accrued to the faculty or staff member prior to the leave.