

**In order to reflect the many changes in policy and organization that have occurred recently, a number of sections are being revised and taken through the formal review and approval processes described in section 1.8**

**8.11.11**

**Faculty Handbook  
AY12**

**Table of Contents**

<b>Introduction .....</b>	<b>1</b>
<b>1.0 .....</b>	<b>2</b>
<b>1.1 .....</b>	<b>2</b>
<b>1.2 .....</b>	<b>2</b>
<b>1.3 .....</b>	<b>3</b>
<b>1.4 .....</b>	<b>4</b>
1.4.1.....	President
1.4.2.....	Provost/ Senior VP of Academic Affairs
1.4.2.1.....	Vice Provost for Research
1.4.2.2 .....	Dean of Undergraduate Studies and Faculty
1.4.2.3 .....	Dean of Graduate Studies
1.4.2.3.1.....	Assistant Dean of Graduate Studies
1.4.2.4 .....	Dean of the Center for Art Education
1.4.2.5 .....	Dean for Academic Services
1.4.2.6 .....	Dean of Continuing Studies
1.4.2.7 .....	Librarian
1.4.2.8 .....	Director of Media Resource Collection
1.4.3.....	Vice President for Student Affairs/Dean of Students
1.4.4.....	Vice President for Finance
1.4.5.....	Vice President for Operations
1.4.6.....	Vice President for Technology Systems and Services
1.4.7.....	Vice President for Development
1.4.8.....	Vice President of Admissions and Financial Aid
<b>1.5 .....</b>	<b>12</b>

<b>1.6</b>	<b>College Governance</b>	<b>12</b>
1.6.1	The Faculty Assembly	
<b>1.7</b>	<b>Committees of the Maryland Institute College of Art</b>	<b>12</b>
1.7.1	Administrative	
1.7.1.1	President's Senior Staff	
1.7.1.2	Graduate Committee	
1.7.1.3	Departmental and Program Chairs Committee	
1.7.2	Institutional Committees	
1.7.2.1	Equal Opportunity Committee	
1.7.2.2	The Faculty Grievance Committee	
1.7.2.3	Exhibition and Special Programs Committee	
1.7.2.4	Library and Media Resource Collections Committee	
1.7.2.5	Competitive and Academic Scholarship Committee	
1.7.2.6	Environmental Health and Safety Committee	
1.7.2.7	The Academic Technology Committee	
1.7.2.8	Harassment Review Board/Hearing Board	
1.7.2.9	Fulbright Committee	
1.7.2.10	Educational Planning & Implementation (EPIC) Committee	
1.7.2.11	Web Advisory Committee	
1.7.2.12	Development Committee	
1.7.2.13	Intellectual Property	
1.7.2.14	Community Engagement Committee	
1.7.2.15	Institutional Review Board	
1.7.3	Committees of the Faculty	
1.7.3.1	The Faculty Executive Committee	
1.7.3.2	Academic Affairs Committee	
1.7.3.3	Faculty Personnel Committee	
1.7.3.4	CRAB, Faculty Committee for Remuneration and Budget	
1.7.3.5	Student Affairs Committee	
<b>1.8</b>	<b>Revision of the Faculty Handbook</b>	<b>23</b>
1.8.1	Proposed Amendments	
1.8.2	Processing of Proposals by Faculty	
1.8.3	Role of the President with Regard to Proposals Processed by the Faculty	
1.8.4	Board of Trustees Approval	
1.8.5	General Rules of Implementation	
<b>2.0</b>	<b>Faculty Employment Policies and Procedures</b>	<b>25</b>

<b>2.1</b>	<b>Definition of Faculty and Faculty Status</b>	<b>25</b>
2.1.1	Faculty, General Policies	
2.1.2	Categories of Appointment	
<b>2.1.2.1</b>	<b>Department Chairs</b>	
2.1.2.1.1	Definition of Position	
2.1.2.1.2	Terms of Department Chair	
2.1.2.1.3	Appointment and Ratification Procedures	
2.1.2.1.4	Evaluation and Ratification of Chairs	
2.1.2.1.5	Termination of Appointment of Chair by the Vice President for Academic Affairs/Academic Dean	
2.1.2.1.6	Termination of Chair by Departmental Faculty Vote	
2.1.2.2	Full-time Faculty	
2.1.2.3	Pro Rata Faculty	
2.1.2.4	Per Course Faculty (Part-time)	
2.1.3	Special Faculty Categories	
2.1.3.1	Visiting Appointments	
2.1.3.2	Artist/Scholar-In-Residence	
2.1.3.3	Replacement Faculty	
2.1.4	Faculty with Administrative Appointments	
<b>2.2</b>	<b>Types of Contracts and Contract Definition Policies</b>	<b>33</b>
2.2.1	Term Contracts	
2.2.2	Full-Time and Pro-Rata Renewable Contracts	
2.2.2.1	Initial Appointment	
2.2.2.2	First Continuing Appointment	
2.2.2.3	Continuing Appointment Renewal	
2.2.2.4	Initial Appointment Non-renewal	
2.2.2.5	Continuing Appointment Non-renewal	
2.2.2.6	Renewal of Per Course Faculty	
2.2.3	Locus of Appointment	
2.2.4	Issuance and Receipt of Contract	
<b>2.3</b>	<b>Search, Appointment, and Orientation of the Faculty</b>	<b>36</b>
2.3.1	Authority to Hire	
2.3.2	Equal Opportunity Program	
2.3.4	Search and Hiring Policy for Full-Time and Pro Rata Faculty	
2.3.5	Search and Hiring Policy for Per Course Faculty	
2.3.6	I.D. Cards	
2.3.7	Immigration Status Policy	

<b>2.4</b> .....	<b>Personnel Records</b>	<b>39</b>
2.4.1 .....	Official Personnel File, Full Time and Pro Rata Faculty	
2.4.2 .....	Personnel Files for Per Course and Special Appointment Faculty	
<b>2.5</b> .....	<b>Evaluation Policy and Procedure for Full-Time and Pro Rata Faculty</b>	<b>40</b>
2.5.1.....	Purpose	
2.5.2.....	Criteria	
2.5.3.....	Teaching Effectiveness	
2.5.4.....	Execution of Departmental and School Duties	
2.5.5.....	Professional and Creative Activity	
2.5.6.....	Process and Materials	
2.5.6.1 .....	Scheduling of Evaluations	
2.5.6.2 .....	Materials	
2.5.7 .....	Faculty with Administrative Rank Evaluation	
2.5.7.1 .....	Job Effectiveness	
<b>2.6</b> .....	<b>Promotion/Rank</b>	<b>45</b>
<b>2.7</b> .....	<b>Tenure</b>	<b>45</b>
<b>2.8</b> .....	<b>Severance</b>	<b>45</b>
2.8.1 .....	Resignation	
2.8.2 .....	Retirement	
2.8.3.....	Discipline, Dismissal for Cause, and Termination of Appointment for	
.....	Full-Time and Pro-Rata Faculty	
2.8.3.1 .....	Discipline	
2.8.3.2 .....	Dismissal for Cause	
2.8.3.3 .....	Termination of Continuing Appointment: (Notice of Non-	
.....	Renewal of Full-Time and Pro-Rata Faculty)	
2.8.3.4 .....	Hearing Procedure for Full-Time and Pro-Rata Faculty	
2.8.4.....	Prolonged Mental or Physical Illness	
2.8.5.....	Layoff Before Expiration of Current Contract	
2.8.5.1.....	Major Changes in Curricular Requirements, Academic Programs or	
.....	Departments	
2.8.5.2 .....	Changed Enrollment Circumstances	
2.8.5.3 .....	Changed Financial Circumstances	
2.8.5.4 .....	Layoff: General Procedures	
2.8.5.5 .....	Specific Procedures on Layoff	
2.8.5.5.1.....	Order of Layoff Within a Department or Program	

2.8.5.6 .....Appeals on Layoff

**2.9 ..... The Faculty’s Obligations and Rights 55**

2.9.1.....Faculty Responsibilities

2.9.1.1 .....General Statement

2.9.1.2 .....Principal Occupation

2.9.1.3 .....Course Offerings and Content

2.9.1.4 .....Absence and Class-Related Duties

2.9.1.4.1 .....Required Information on Syllabi

2.9.1.5 .....Availability and Office Hours

2.9.1.6 .....Student Advising

2.9.1.6.1 .....Guidelines for Student Advising

2.9.1.7 .....Recruitment of Prospective Students

2.9.1.8 .....Community Service

2.9.1.9 .....Academic Community Cooperation

2.9.1.10 .....Use of Copyrighted Material

2.9.1.11 .....Deadlines

2.9.2.....Academic Freedom and Responsibility

2.9.3.....Sexual Harassment Policy

2.9.3.1 .....Complaint Procedures

2.9.3.2 .....Informal Process of Resolution

2.9.3.3 .....Sexual Harassment Advisory Board

2.9.3.4 .....Definitions

2.9.3.5 .....Record-Keeping During The Informal Process

**2.10 .....Professional Development 71**

2.10.1.....Sabbaticals

2.10.1.1 .....Purpose

2.10.1.2 .....Terms

2.10.1.3 .....Eligibility

2.10.1.4 .....Sabbatical Conditions

2.10.1.5 .....Award Procedure

2.10.2.....Attendance at Professional Meetings

2.10.3.....Grants

2.10.4.....International Travel and Teaching Opportunities

2.10.5.....Educational Benefits and Professional Development

2.10.6.....Travel

2.10.7.....Trustee Awards

**2.11 .....Workload 76**

2.11.1.....Teaching Duties

2.11.2.....Non-Teaching Duties

2.11.2.1 .....	Committee Service	
2.11.3.....	Definition of Work Year	
2.11.4....	Conflicts with Primary College Responsibility and Outside Activities	
2.11.4.1 .....	Primary Faculty Responsibility	
2.11.4.2 .....	Outside Activities and Outside Professional Activities	
2.11.4.2.1.....	Examples of Usual “Outside Professional Activities of Faculty	
2.11.4.2.2.....	Prior Authorization Requirement	
2.11.4.2.3.....	Use of College Facilities and Services	
2.11.4.2.4.....	Use of the College Name and Seal	
2.11.4.2.5.....	College Assumes No Responsibility	
2.11.4.2.6.....	Political Activity	
2.11.4.2.7 .....	Compliance and Enforcement	
2.11.4.2.8.....	Honoraria, Gifts and Donations	
<b>2.12.....</b>	<b>Working Conditions</b>	<b>81</b>
2.12.1.....	Emergencies	
2.12.2.....	Creative Works	
2.12.2.1 .....	Interest In Creative Works	
2.12.2.2 .....	Policy Revisions	
2.12.2.3 .....	Sale of Employee Created Materials to College Students	
2.12.3.....	Hazardous Waste Disposal	
2.12.4.....	Fund-raising Policy	
2.12.5.....	Human Subjects	
2.12.5.1 .....	Policy on Employment of Models	
2.12.6.....	Drug-Free Workplace	
2.12.6.1 .....	Statement of Intent	
2.12.6.2 .....	Policy	
2.12.6.3 .....	Drug and Alcohol Abuse Program	
2.12.6.4 .....	Resources Available to Employees	
<b>2.13 .....</b>	<b>Leaves</b>	<b>88</b>
2.13.1.....	With Pay	
2.13.1.1 .....	Holiday Leave	
2.13.1.2 .....	Sick Leave	
2.13.1.3 .....	Civil Duty Leave	
2.13.1.4 .....	Military Leave	
2.13.1.5 .....	Bereavement Leave	
2.13.2 .....	Leaves without Pay	
2.13.3.....	Family Medical Leave Act of 1993 (FMLA)	
<b>2.14 .....</b>	<b>Benefits</b>	<b>91</b>
2.14.1.....	Statutory	

2.14.1.1 .....	Worker’s Compensation	
2.14.1.2 .....	Unemployment Compensation	
2.14.1.3 .....	Social Security	
2.14.2.....	Carrier Benefits	
2.14.2.1 .....	Health Insurance	
2.14.2.1.1.....	Medical Plans	
2.14.2.2 .....	Dental Plans	
2.14.2.3 .....	Retirement	
2.14.2.4 .....	Life insurance	
2.14.2.5 .....	Liability	
2.14.2.6 .....	Disability	
2.14.3.....	College-Sponsored Benefits	
2.14.3.1 .....	Tuition Remission	
2.14.3.2 .....	Tuition exchange program	
<b>2.15 .....</b>	<b>Compensation</b>	<b>96</b>
2.15.1 .....	The Faculty Salary Scale(see appendix)	
2.15.2.....	Placement on the Faculty Salary Scale at the Time of Hiring	
2.15.3.....	Payroll	
2.15.4.....	Loans and Advances	
2.15.5.....	Payment to Faculty Doing Critiques	
<b>2.16 .....</b>	<b>Grievance Procedure</b>	<b>100</b>
2.16.1.....	Intent	
2.16.2 .....	Definition	
2.16.3.....	Grievances	
2.16.4.....	Procedures for Handling Grievances	
2.16.5.....	Hearings	
2.16.5.1 .....	General Provisions	
<b>3.0 .....</b>	<b>Academic Policies of Interest to the Faculty</b>	<b>104</b>
<b>3.1 .....</b>	<b>Library</b>	<b>104</b>
<b>3.2 .....</b>	<b>Use of A-V Equipment</b>	<b>104</b>
<b>3.3 .....</b>	<b>Maryland Institute Bookstore</b>	<b>105</b>
<b>3.4 .....</b>	<b>Classroom Management</b>	<b>105</b>

<b>3.5</b> .....	<b>Student Advising</b>	<b>105</b>
<b>3.6</b> .....	<b>Registration</b>	<b>106</b>
3.6.1	Early Registration	
3.6.2	Semester Registration	
3.6.3	Late Registration	
<b>3.7</b> .....	<b>Academic Standards</b>	<b>107</b>
3.7.1	Academic Review Board	
<b>3.8</b> .....	<b>Grading</b>	<b>108</b>
3.8.1	Grading System	
3.8.2	Recording Grades	
3.8.3	Grade Appeal Procedure	
<b>3.9</b> .....	<b>Course Changes</b>	<b>109</b>
3.9.1	Adding	
3.9.2	Dropping	
<b>3.10</b> .....	<b>Graduation Honors</b>	<b>110</b>
<b>3.11</b> .....	<b>Cooperative Exchange Programs</b>	<b>110</b>
<b>4.0</b> .....	<b>Administrative and Fiscal Policies of Interest to the Faculty</b>	<b>110</b>
<b>4.1</b> .....	<b>Purchasing</b>	<b>110</b>
<b>4.2</b> .....	<b>Physical Plant</b>	<b>111</b>
<b>4.3</b> .....	<b>Secretarial Services</b>	<b>111</b>
<b>4.4</b> .....	<b>Repairs and Janitorial Services</b>	<b>111</b>
<b>5.0</b> .....	<b>Student Affairs Policies of Interest to the Faculty</b>	<b>111</b>
<b>5.1</b> .....	<b>Buckley Amendment</b>	<b>111</b>

5.2 .....	Policy on AIDS	116
APPENDIX.....	Faculty Assembly Work Rules	119

\*Faculty Salary Scale & Organizational Charts can be found online at

[http://www.mica.edu/Faculty/Downloadable\\_Faculty\\_Resources.html](http://www.mica.edu/Faculty/Downloadable_Faculty_Resources.html)

## **Introduction**

The Faculty Handbook is part of the legal contract between the Faculty and the College, and is mutually binding on both parties. The Faculty Handbook is intended to provide information on personnel and contractual policies, academic governance, committee structures, and Faculty and College rights and responsibilities. All amendments are subject to the approval of the Trustees.

In carrying out the policies and procedures of The Faculty Handbook questions regarding interpretation may arise from time to time. When this occurs, either a member of the administration or a member of the Faculty Review and Grievance Committee may take the question to the Vice President for Academic Affairs & Provost. If the Vice President for Academic Affairs & Provost and the Faculty Review and Grievance Committee are unable to resolve the issue, it will then be taken to the President for discussion with said Vice President for Academic Affairs & Provost and the Faculty Review and Grievance Committee, and the final interpretation will be made by the President.

The Faculty Handbook, of course, does not anticipate all situations that could conceivably arise, nor is it meant to do so. From time to time, situations may arise that are not anticipated and may require exceptions to existing policy and procedures. All actions by faculty or administration that are not consistent with the policies and procedures set forth in the Handbook should be made known in writing to the Faculty Executive Committee and the Vice President for Academic Affairs & Provost. If either objects to the action taken, the matter will be brought to the President for discussion with both parties. Exceptions must have the approval of the President and the Faculty Executive Committee.

## 1.0 History, Mission, Organization and Governance

### 1.1 History

The College, founded in 1826, is one of the oldest colleges of art in the country and among the older institutions in the city and region. In the 2005-2006 academic year, the College had a full-time equivalent population of about 1,488 undergraduate and about 174 graduate students, of whom 62% were female and 20% came from Maryland. The students came from 47 states and 46 foreign countries, and 23% were non-white. The Continuing Studies program annually had about 3,500 enrollments and included professionals, children, and the general community.

Full-time students were served by 267 faculty, of which about 56% were part-time. There were also about 100 additional faculty who taught in Continuing Studies. Additionally, every year well over 300 visiting artists and lecturers come to the College for periods ranging from one class period to the better part of a semester.

The College offers the BFA, MFA, MA and MAT degrees as well as a Post-Baccalaureate Certificate. Major Programs of Study include: Art Education, Art History, Ceramics, Community Arts, Digital Arts, Drawing, Environmental Design, Experimental Animation, Fiber, General Fine Arts, Graphic Design, Illustration, Interactive Media, Interdisciplinary Sculpture, Painting, Photography, Printmaking, Sculpture, and Video. All are supported by a Liberal Arts program.

In FY 2007, the current annual budget is approximately \$48 million, and over \$13 million in financial aid was offered. The College's endowment of \$47.6 million contributed about 2% of the operating budget; gifts and grants contributed an additional 6%. The balance was covered by tuition and enrollment.

### 1.2 Mission of the College

Because we believe in the vital role of art in society, the Maryland Institute College of Art community is dedicated to the education of professional artists and to the development of an environment conducive to the evolution of art. Our primary focus is on the BFA, MFA, and MAT programs, although we also offer programs in continuing education for working artists and for other students who would benefit from professional-level art education.

The philosophy of the College expresses the belief that all our programs should include learning experiences that develop the thinking, questioning, and doing skills simultaneously. Our curriculum is carefully structured, based on a strong foundation program that provides the vocabulary and technical skills necessary for further and more specialized study. By the end of their education, students are expected to be able to work independently in their chosen medium. Our program integrates writing and liberal arts ideas and theories with studio skills, reflecting a belief that artists need to be literate and knowledgeable beyond their respective disciplines.

The Institute Faculty is made up of writers and scholars in the liberal arts as well as professional artists, all of whom are committed to teaching. It is important to the College that the faculty continue to create, exhibit, and/or publish its

own work, and that most of the faculty teach freshmen as well as advanced students. The school is dedicated to having a diverse faculty, both ethnically and culturally, and also in terms of aesthetic direction. While our permanent faculty provides the essence of the learning experience at the Institute, a visiting artist program further enriches the education of the students by bringing other nationally recognized artists to the school. Among the faculty are teachers engaged full-time in their profession and teach one or two courses at the Institute.

Our students come from a variety of cultural, social, and economic backgrounds. Intellectual curiosity, creativity, motivation, and self-discipline are some of the attributes we look for in prospective students. During their tenure at the Institute, students develop a body of work that reflects their potential. The experience at the Maryland Institute, which includes an internship program and other non-academic opportunities, offers the student a firm base upon which to launch and build a successful career. The non-academic areas of the College support our primary goal: to nurture the professional, intellectual, and personal growth of the emerging artist. We work diligently to recognize and to understand the needs of our students so that we can offer the support they need in this intense environment.

### 1.3 Trustees

The Maryland Institute operates under a charter adopted by the State Legislature in 1825. That charter states that the business and affairs of the Institute shall be conducted and managed by a Board of Trustees of not less than 12 or more than 31. The bylaws state that the Trustees are elected for terms of three years and may stand for re-election. The officers of the Board elected by the Board at its annual meeting in October are:

- Chairman
- Vice Chairman
- Treasurer
- Secretary

Regular meetings of the Board are held at the College on the fourth Friday and Saturday of October, January, and May.

The Committees of the Trustees are:

- Executive Committee: made up of all officers, the chairmen of other committees and the head of the annual fund drive. This committee meets the third Thursday of each month.
- Finance Committee
- Investment Sub-committee
- Committee on Trustee Affairs
- Ad-Hoc Committee on Image and Community Presence
- Ad-Hoc Committee on Planning
- Ad-Hoc Committee on Tuition Policy
- Ad-Hoc Committee on Student Affairs
- Building and Grounds Committee
- Academic Affairs Committee

The Chairman appoints the Chairmen and members of these committees

The active direction of the Institute is delegated to the President. Trustees approve all questions of policy and the operating and capital budget of the Institute. The President is subject to an annual performance review by an Ad-Hoc Committee of the Board appointed by the Chairman.

## 1.4 Administration

### 1.4.1 President

The President is the chief executive officer of the Institute.

Responsibilities:

- Development of Institute policies
- Shaping and articulating the mission of the Institute
- Oversight of the academic, student, business, and development program affairs
- Liaison with the trustees
- Institutional representative to organizations requiring the CEO as representative

Duties:

- Administration and management of the Institute
- Representation of the Institute and its mission in the community.
- Fund raising and public relations
- Conducting regular meetings with the trustees and trustee committees
- Development of annual operating and capital budgets
- Preparation of annual reports to the trustees

### 1.4.2 Provost/ Senior VP of Academic Affairs

Responsibilities:

- Senior Vice President and Chief Academic Officer for the College
- Academic Program and Policies Planning and Development (Provosts' Council)
  - Undergraduate
  - Graduate
  - Continuing Studies
- Graduate Studies
- External Academic Relationships
  - Sponsored Programming
  - External Programs, Collaborations, Partnerships
  - Research Initiatives
- International Program Development, Management, and Relations
- Budget Planning and Development, Resource Allocation
- Board Relations
- Conferences, Special Programs
- Special Initiatives
- Grants related to Academic Program
- Faculty Handbook; Published Academic Policies and Guidelines

Duties:

- Supervises Vice Provost for Research and Deans
- Serves as spokesperson for the educational program

- Oversees all aspects of the educational program and associated support services
- Plans and monitors annual operating and capital budgets for operations under Academic Affairs
- Long-range planning for all aspects of the educational programs.
- Liaison for the educational program to Academic Affairs Committee of Board and Faculty Executive Committee.
- Leads the development, execution, and oversight of external academic programs, collaborations, and partnerships.
- Primary liaison to accrediting bodies and government agencies concerned with the educational program; coordinates and oversees the production of reports and the organization of processes related to accreditation.
- Oversees the maintenance and distribution of the Faculty Handbook
- Issues graduate faculty contracts.
- Approves all new continuing and special faculty appointments.
- Acts as Dean for Graduate Studies
- Oversees graduate director appointments and searches
- Ensures that the sabbatical leave program is implemented in accordance with the policies set forth in the Faculty Handbook
- Evaluations of graduate faculty
- Acts as a resource to Admissions in establishing standards and program development.
- Oversees development of Intellectual Property Policies directly related to the faculty and the educational program

#### 1.4.2.1 Vice Provost for Research

##### Responsibilities

- Office of Research
- Research centers and directors
- Sponsored research initiatives
- Research Initiation Grants Program
- External funding for research initiatives
- Faculty research; requests for assistance
- Intellectual property polices related to research

##### Duties:

- Provides leadership in the creation and articulation of the Office of Research's mission and vision within and beyond the MICA Community.
- Serves as a spokesperson for research activities at MICA
- Oversees the year round operations of the Office of Research including associated budgets, departmental staff, centers, programs and related activities Supervises directors and coordinator.
- Supervises directors of research centers
- Works with the directors of research centers to secure funding necessity for sustainability and project implementation
- Develops and oversees research partnerships and collaborations beyond the MICA Community
- Oversees the annual program of Research Initiation Grants
- Supports faculty research; selects projects for institutional support; assists in securing sponsorships, funding, course releases
- Evaluates research programs and initiatives

- Oversees the planning, development, and implementation related to new programs and initiatives.
- Oversees the development and implementation of intellectual property policies, processes, and protection including patents, licensing, contracts, transfers, waivers, confidentiality statements

#### 1.4.2.2 Dean of Undergraduate Programs and Faculty

##### Responsibilities:

- Chief Academic Officer for the undergraduate program and faculty
- Undergraduate educational programs
- Undergraduate Faculty Evaluations
- Undergraduate Contracts
- Undergraduate Academic Program operations and budgets
- Undergraduate Department Chairs
  - Dean's Advisory Committee
- Undergraduate faculty sabbaticals, leaves
- Undergraduate searches

##### Duties:

- Ensures the integrity, excellence, and ongoing development of the undergraduate educational program
- Evaluation of undergraduate faculty
- Evaluation of undergraduate majors and concentrations
- Issues undergraduate contracts.
- Planning, preparation and administration of undergraduate operating and capital budget
- Oversees the recruitment and hiring of new faculty for the undergraduate program.
- Reviews all proposals for sabbatical leaves for undergraduate faculty and with the approval of the Provost, determines sabbatical leave awards for eligible undergraduate faculty.
- Supervises Dean's Advisory Committee
- Supervises undergraduate department chairs
- Oversees planning, development, and administration of the personnel, curriculum, programs, operations, policies, facilities and equipment associated with MICA's undergraduate programs.
- Laptop Program
- Works with the appropriate undergraduate department chairs to ensure the integrity, excellence, and ongoing development of the Foundation Linkages.

#### 1.4.2.3 Dean of Graduate Studies

The Dean of Graduate Studies is the chief administrator of the graduate programs of the Maryland Institute

##### Responsibilities:

- Graduate student recruitment
- Budget preparation and supervision

##### Duties:

- Supervise student progress
- Supervise student support services
- Supervise financial aid
- Coordinate special programs

#### 1.4.2.3.1 Assistant Dean of Graduate Studies

- Assess, organize and streamline the cyclical administrative processes of the Graduate Studies office
- Assist the Provost, the Directors of six Graduate programs, a Post-Bac Director, Graduate Students and Graduate Alumni
- Work with the Office of Graduate Admissions to support the graduate studies admission/recruiting/orientation process
- Manage, coordinate and develop Graduate programs, events and activities including thesis, commencement, local, regional and exchange partnership exhibitions and artist talks
- Coordinate and manage student and faculty exhibitions
- Coordinate final master jury reviews
- Work with the VP for Student Affairs to help graduate students access programming and services related to career development and co-curricular student services.
- Oversee issues and concerns relating to health and safety
- Track off-campus projects and exhibitions
- Serve as liaison between Graduate Students, Faculty, Tl's, TA's, Directors of Graduate Programs, Post-Bac Director, Grad Alums, and Visiting Artists/Critics.
- Facilitate logistics and physical maintenance for the graduate studios and lab spaces between the graduate directors, coordinators, and artists/critics in residence and facilities management in accordance with MICA/OSHA standards.
- Work with the Office of Academic Affairs to facilitate the Teaching Internship Program
- Work with the Office of Student Activities and Multi Ethnic and International Student Affairs
- Budget Expenditure and Tracking
- Supervise and manage an Administrative Assistant for Graduate Studies

#### 1.4.2.4 Dean of the Center for Art Education (CAE)

##### Responsibilities:

- CAE educational programs and operations
- CAE budget preparation and supervision
- CAE directors and coordinators
- CAE student recruitment and admissions
- CAE searches for faculty and staff; mentoring

##### Duties:

- Oversees the year round operations of CAE including associated budgets, departmental staff, programs and related activities such as the admissions review process or faculty searches.
- Supervises directors and coordinator.
- Mentors new faculty
- Provides leadership in the creation and articulation of the Center's mission and vision within and beyond the MICA Community.
- Oversees the planning, development, and implementation related to new programs and initiatives.

#### 1.4.2.5 Dean of Academic Services

##### Responsibilities:

- Special Student Concerns
- Visiting Artists/Scholars-Speakers Series
- Constitution Day Program
- Academic Support Areas
  - Library
  - Media Resources Collection
  - Office of Student Records/Academic Advising
  - Exhibitions
  - Library/MRC
  - Writing Center/LRC
  - Woodshops, Labs
  - Academic Administrative Assistants
  - Departmental Technicians
- Special Events-Conferences, etc.
- New Faculty Orientation Organization and Other Cyclical Programs
- Policy Manuals Development, Updating, Communications
- Assist Dean for Student Academic Services/Registrar
- Gelman/Marburg Awards
- Merit Scholarships
- International English Program
- Academic Affairs Web Coordinator
- Academic space planning, policies, and management
- Academic technology planning
- Capital budget development and oversight

Duties:

- Coordinates the organization and presentation of the annual program of visiting artists, writers, and scholars.
- Works with faculty to organize and implement an annual program for Constitution Day.
- Supervises the directors of academic support areas; works with them to ensure that all aspects of their respective operations serve and support the educational program; assists them in planning and ensures that the budgetary, personnel, and other needs of these areas are represented in institutional planning and budget development.
- Works with appropriate staff and faculty to plan, organize, and present special events.
- Organizes and presents an annual orientation program for new faculty.
- In cooperation with the Office of Communications and other areas as appropriate and with the approval of the Provost, develops, reviews, and updates published documents on academic policies, guidelines, and other information- other than the Faculty Handbook.
- Supervises the Associate Dean for Student Academic Services/Registrar and ensures that the processes and operations of the Office of Student Records appropriately serve and support the educational program.
- Oversees the annual process for awarding the Gelman and Marburg Awards.
- Oversees the organization and implementation of the annual merit scholarship competition
- Represents the Office of Academic Affairs and the educational program in ensuring the accurate and appropriate presence of the educational program and associated resources on MICA's website and other possible web activities.

#### 1.4.2.6 Dean of Continuing Studies

The Dean of Continuing Studies is the chief Continuing Studies officer of the Maryland Institute.

Responsibilities:

- Curriculum development for Evening, Saturday and Summer Schools
- Faculty Handbook

Duties:

- Workshops, short courses
- Interest surveys
- Continuing studies publications
- Marketing Strategies
- Budget preparation

#### 1.4.2.7 Librarian

The head Librarian supervises the collection and maintenance of library materials.

Responsibilities:

- Maintain an active involvement in the scholastic and professional activities and organizations that contribute to the currency and development of the collection
- Library operation, development, budget, and long range planning
- Selection of accessions and curation of the collection
- Library policy and manual

Duties:

- Reference work for users
- Cataloguing, data entry, research, production and maintenance of library collection

#### 1.4.2.8 Director of Media Resource Collection

The Director of the Media Resource Collection supervises the collecting and maintenance of materials.

Responsibilities:

- Develop recommendations to the administration for the future enhancement of the collection
- Maintain an active involvement in the scholastic and professional activities and organizations which contribute to the currency and development of the collection
- Manage and plan annual budget

Duties:

- Supervise cataloguing, data entry, research, production and maintenance of the plant and the collection
- Assist in tasks necessary to the orderly management of the Collection.

#### 1.4.3 Vice President for Student Affairs/Dean of Students

The Vice President for Student Affairs is responsible for all student personnel matters at the Maryland Institute.

Responsibilities:

- Housing
- Food Service
- Student affairs and activities

Duties:

- Personal Counseling of students
- Liaison with student organizations
- Fulbright and veteran's advising
- Student Handbook, newsletter and other publications, business officer

#### 1.4.4 Vice President for Finance

The Vice President for Finance is the chief fiscal and business officer.

Responsibilities:

- Relevant non-academic personnel
- Financial Affairs

Duties:

- Budget preparation
- Payroll/Financial Systems
- Accounting

#### 1.4.5 Vice President for Operations

The Vice President for Operations is responsible for the conservation, preservation, and management of the physical assets of the institution and the planning, oversight, policy direction, and general administration of key institutional support areas.

Responsibilities:

- Auxiliary Enterprises
- Physical Plant Operations
- Human Resources

Duties

- Insurance, real estate, business contacts
- External liaison in business matters relating to areas of responsibility
- Construction, physical planning and development

#### 1.4.6 Vice President for Technology Systems and Services

The Vice President for Technology Systems and Services manages the operation and support of all campus network, administrative and instructional technology facilities, systems and services.

Responsibilities:

- Physical technological infrastructure of campus network
- Network services including web, mail, intranet, and other applications
- Administrative desktop computing
- Faculty/staff training facility
- Audio-Visual services and support
- Telecommunications services
- Classroom, lab, and instructional support facilities.

Duties:

- Provide support to technology related issues in other areas.
- Work with academic administration and faculty to develop and implement instructional technology applications and facilities.
- Guide research, planning, and implementation of appropriate network technologies and services.
- Act as institutional representative in the development of associations and partnerships to support technology related issues.

#### 1.4.7 Vice President for Development

The Vice President for Development is concerned with the overall institutional growth

Responsibilities:

- Public relations
- Fund raising
- Alumni relations

Duties:

- Annual Fund and capital campaigns
- Community, city, state relations
- Special events
- Proposals for foundation grants
- Issuance of all publications
- Press relations

#### 1.4.8 Vice President of Admissions and Financial Aid

Responsibilities:

- Developing strategies for recruitment
- Articulating the mission of the Institute to various audiences
- Market research
- Financial Aid Policies

Duties:

- Processing of applications
- Providing statistical information on students
- Supervising admissions publications
- Supervision of recruitment travel
- Supervision of the Financial Aid Office

1.5-Organizational Charts can be found at

[http://www.mica.edu/Documents/HumanResources/2010\\_Forms/ORG\\_Chart.pdf](http://www.mica.edu/Documents/HumanResources/2010_Forms/ORG_Chart.pdf)

## 1.6 College Governance

To better meet its educational goals, the Maryland Institute, College of Art is committed, where practical, to joint planning and effort by the Board of Trustees, the administration, the faculty and the students. It is recognized that the interests of all are related and an exchange of information and opinion is useful for the effective planning and implementation of the College's educational objectives.

Ultimate decision making responsibility and management of the College are vested in the Board of Trustees and the President. One of the primary responsibilities of the faculty is implementing the educational goals of the College by playing a role in determining degree requirements, appropriate curricula, methods of instruction, research, faculty status, and those other aspects of student life which relate to the educational process. The power of review and final decision in these areas is lodged in the Board of Trustees or delegated by it to the President.

Joint planning and effort by all components of the College occur in established and ad hoc bodies. Established bodies for faculty participation include the academic departments and divisions, and the standing committees of the College. Joint planning and effort also occur in ad hoc groups composed of both faculty and administrative representatives. Such groups should be broadly representative, with faculty members selected by the Faculty Executive Committee of the Faculty Assembly.

### 1.6.1 The Faculty Assembly

The Faculty Assembly is the official representative body of the faculty. Its membership, procedures, and principles are outlined in its Workrules, which are published with this Handbook in the appendix.

## 1.7 Committees of the Maryland Institute College of Art

### 1.7.1 Administrative

#### 1.7.1.1 President's Senior Staff

This committee consists of the six Vice Presidents, the Deans, and other senior administrators appointed by the President and a representative of the Faculty Executive Committee. This committee advises the President on administrative policy and procedural matters and on the general welfare of the institute.

#### 1.7.1.2 Graduate Committee

The Graduate Committee consists of the Assistant Dean of Graduate Studies, Dean of Graduate Studies, Dean of the Center for Art Education, and the Vice President for Academic Affairs/ Provost, and the Directors of MFA, MA, and Post Baccalaureate graduate programs. Rinehart, Hoffberger, Mt. Royal School, Graphic Design, Post Baccalaureate and Art Education programs. This Committee will meet regularly during the year to to share information of common interest and to review and recommend action on matters common to the operations of all of the graduate programs including, but are not limited to, resource planning and allocation, academic policies and activities, admissions and marketing, assessment, and coordination of curriculum, schedules, and where appropriate, faculty. This group will review new programs and policies affecting the graduate programs before being acted upon by the Vice President for Academic Affairs/ Provost.

#### 1.7.1.3 Chairs Committee

This committee consists of the Dean for Undergraduate Studies and Faculty and the Chairs of the departments that make up the undergraduate educational program. The committee will meet on a regular basis throughout the year to share information of common interest and to review and recommend action on matters common to the operations of all of the undergraduate departments. These include but are not limited to resource planning and allocation, academic policies, assessment, and coordination of curriculum, schedules, and faculty.

#### 1.7.1.4 Provost's Council

The Provost's Council is comprised of the Provost, Vice Provost of Research, Dean of Undergraduate Studies and Faculty, Dean of Graduate Studies, Dean of the Center for Art Education, Dean of Continuing Studies, and the Dean of Academic Services. The Council oversees and coordinates the planning, development, and operations of all areas of the educational program.

### 1.7.2 Institutional Committees

In an attempt to keep committee assignments manageable and not to have duplication, the Institutional Committees will have representatives from related Faculty Executive Committee Committees so that information and actions can be communicated effectively.

#### 1.7.2.1 Diversity Committee

The Diversity Committee is made up of staff and faculty with the President serving as chair. The Committee's charge is to oversee the College's commitment to diversity as stated in the long-range plan and vision statement. The committee's function will be to assess past accomplishments, establish college wide priorities related to diversity and inclusion, monitor progress in addressing these priorities, be a forum for ideas, and facilitate collaboration on diversity initiatives among the College's various divisions.

#### 1.7.2.2 The Faculty Grievance Committee

The Faculty Grievance Committee serves in an advisory capacity in cases of disciplinary action (see 2.8.3.4). The Committee also considers and reviews grievances, as set forth in 2.16, Grievance Procedure. The committee consists of five members who serve staggered, 3 year terms and are chosen from the Full-Time from a slate of candidates that is mutually agreed upon by the Faculty Assembly and the President of the College. The term of service of members is three years.

#### 1.7.2.3 Exhibition and Special Programs Committee

This Committee advises on matters relating to exhibitions programming, philosophy, and schedule, as well as the general operations of the galleries and special programming. The committee consists of five members of the undergraduate faculty and one member of the graduate faculty; a representative of the Office of Communications, the Curator-in-Residence, the Dean of Continuing Studies, the Director of Exhibitions or designee, and student representatives from the undergraduate and graduate programs. The Vice President for Academic Affairs/Provost or designee, and selected staff members of the Department of Exhibitions also serve on the committee as non-voting members. Faculty representatives on the committee are appointed by the Personnel Committee and serve staggered two-year terms in order to ensure continuity. In making its appointments, the Personnel Committee shall ensure that there is broad representation from the College's educational program. The Chair shall be a faculty member elected by the Committee. In deliberating and making recommendations, the Committee may seek the counsel of the faculty, students, staff, and, from time-to-time, individuals outside the College. Toward this end, the Committee reserves the right to invite other non-members to attend specific committee meetings.

#### 1.7.2.4 Library and Media Resource Collections Committee

This Committee advises on matters of concern to Decker Library and the Media Resources Collection Staff, their users, and the Administration. The Committee consists of five members of the undergraduate faculty and one member of the graduate faculty; a representative of the Office of Development; a representative from the Office of Technology Systems and Services; a staff member from Continuing Studies; and a student representative from each of the undergraduate and graduate programs. The Directors of Decker Library and the Media Resources Collection and their selected staff and the Vice President for Academic Affairs/Provost or designee also serve on the Committee as non-voting members. Faculty representatives on the Committee are appointed by the Personnel Committee and serve staggered two-year terms in order to ensure continuity. In making its faculty appointments, the Personnel Committee shall ensure that the following areas of the undergraduate program are represented:

Art History

Humanistic Studies

Fine Arts (either 2D or 3D)

Design

Digital Arts

Photography

Video

The Chair shall be a faculty member elected by the Committee from among the faculty representatives. The charge to the Committee is three-fold: to advise the Directors and the Administration in the policy-making process, to bring pertinent information and concerns to the Directors from faculty and students, and to respond to inquiries from the Directors pertaining to faculty and student concerns.

#### 1.7.2.5 Competitive / Academic Scholarship Committee

This Committee, with the assistance of the Office of the Dean of Academic Services gathers and disseminates information on competitive scholarships and prizes for students. It reviews applications for these scholarships and facilitates the jury process and the ranking of student applications.

Ultimately the committee co- chairs distribute the scholarship awards. This committee will consist of seven members appointed for three year terms by the Faculty Affairs. Members of the committee are drawn from different departments, including liberal arts.

The Committee shall have two co-chairs and be assisted by the Executive Assistant in the Office of Academic Services. The Dean for Academic Services or designee and Dean of Financial Aid or designee shall be ex-officio members of the Committee

#### 1.7.2.6 Environmental Health and Safety Committee

The Environmental Health and Safety Committee is charged with monitoring and overseeing environmental health and (non-security related) safety issues at Maryland Institute. The committee acts as a resource and hearing body for faculty, staff, and student concerns related to environmental health and safety, and advises the administration on all development and implementation of policies and practices which ensure that all areas of the college environment are safe, all constituencies are appropriately informed of relevant hazards, and the College remains in compliance with Federal, State, and local health an safety regulations.

The Committee is composed of four faculty members who serve staggered two year terms, and the Environmental Health and Safety Officer. The Vice President for Finance and the Vice President for Academic Affairs are ex-officio and will attend committee meetings on an as-requested basis. The Committee is chaired by the Environmental Health and Safety Officer.

#### 1.7.2.7 The Academic Technology Committee

The Academic Technology Committee is co-chaired by the Vice President for Technology and the Director of Academic Technology. The committee is staffed by 5-7 faculty members, representatives from academic support areas and the Director of Academic Technology. The role of the committee is to guide and support the academic and instructional technologies at MICA, and to understand the impact that administrative and network technologies have on the academic programs. The committee focuses on the issues that have a current impact on faculty, students and educational programs as well as engaging in discussions and dialogues that inform long-term technology and academic planning efforts for the College. The committee meets once a month during the academic year.

#### 1.7.2.8 Harassment Review Board/ Hearing Board

The Harassment Review Board is co-chaired by the Director of Human Resources and the Associate Dean of Student Life and Judicial Affairs and is comprised of six members of the faculty. The Committee's primary charges are to conduct formal investigations as either a full board or a sub-group into allegations of harassment and make recommendations on the basis of its investigation.

#### 1.7.2.9 Fulbright Committee

The Fulbright Committee consists of the Fulbright Advisor and four faculty members, at least one of whom should be from the graduate division. Normally two of the members are from the Student Affairs Committee of the Faculty Assembly. The Committee is charged with reviewing the Fulbright applications of current undergraduate and graduate students and alumni.

Committee members advise applicants on their proposals and slides at two meetings in the fall semester and individually coach applicants when necessary. They also evaluate all candidates and make recommendations to the Fulbright Committee in New York.

#### 1.7.2.10 Educational Plan Implementation Committee (EPIC)

The Educational Plan Implementation Committee (EPIC) is comprised of members of the academic administration and the faculty. In choosing faculty to serve, special effort will be given to having broad representation in terms of both major divisions and levels of the educational program. Committee members will serve staggered multi-year terms in order to ensure continuity. The primary charge of EPIC will be to oversee and coordinate the pan-programmatic implementation of all educational initiatives of the long-range plan, 2020 Plan for MICA. In carrying out this charge, it will create and implement a communication strategy; develop a master schedule of specific change initiatives; coordinate the activities of each of its sub-committee and harmonize their collective work; coordinate the activities of the various individuals and bodies engaged in implementing other objectives in the plan; ensure accountability; and annually review the plan's goals and objectives to ensure their continuing relevance to the College's evolving strengths, challenges, and opportunities in relation to both the educational and external environments.

In addition to its function as a central steering committee, the committee will also be charged with the implementation of three major goals of the Educational Plan: Student Learning Outcomes and Assessment; Curricular structure; and Organization and decision-making

#### 1.7.2.11 Web Advisory Committee

The Web Advisory Committee assists the Communications Office to articulate goals and aspirations for our current and future Web presence. The group is composed of key stakeholders with diverse interests from administration, faculty, and student body regarding how MICA's Web presence serves its various constituencies.

#### 1.7.2.12 Development Committee

The Professional Development Committee is co-chaired by the Coordinator of Professional Development and the Director of the Career Center. It is composed of staff and faculty representatives who collectively represent key areas of Student Services and Academic Affairs dedicated to ensuring that MICA's students acquire the extra-artistic professional skills and experiences associated with their respective areas of practice. The Committee meets monthly to engage in continued planning, the assessment of past efforts and the coordination and implementation of new joint or parallel initiatives.

#### 1.7.2.13 Intellectual Property

The Intellectual Property Committee advises the Provost or her/his designee on matters related to the Intellectual Property Policies. The committee consists of five faculty members (with at least one from the graduate faculty), the Dean of Undergraduate Programs and Faculty, the Dean of Academic Services, the Directors of Decker Library and the Media Resources Collection, the Vice President of Technology Systems and Services, the Vice President of Student Affairs, and the Vice Provost for Research. The Provost and Vice President of Academic Affairs shall serve as a non-voting member and chair. Faculty representatives on the committee are appointed by the Personnel Committee and serve staggered two-year terms in order to maintain continuity. In making its appointments of faculty to this committee, the Personnel Committee shall ensure that there is broad representation from the College's educational programs. In deliberating and making recommendations, the Committee may seek the counsel of the faculty, students, staff and from time to time, individuals outside the College. Towards

this end, the Committee reserves the right to invite other non-members to attend specific committee meetings.

#### 1.7.2.14 Community Engagement Committee

The Community Engagement Committee is composed of the Director of Community Engagement, the Community Engagement Program Manager, the Dean of Academic Services, the Dean of Undergraduate Faculty and Programs and six faculty. The Director of Community Engagement serves as chair. The Committee is advisory to the Director of Community Engagement. It reviews and advises on policies, processes, and actions associated with institution-wide service learning initiatives and community-based projects.

The International Affairs Committee is composed of the Director of International Affairs, the Dean of the School of Professional and Continuing Studies, Dean of Academic Services, and up to six faculty. The Director of International Affairs and the Dean of the School of Professional and Continuing Studies serve as co-chairs. The Committee advises the School of Professional and Continuing Studies and the Office of International Affairs with the development of strategic objectives and vetting new international initiatives.

#### 1.7.2.15 Institutional Review Board (IRB)

The Institutional Review Board (IRB) will review, approve / exempt and monitor research projects by faculty, students and staff that involve human subjects. The IRB will consist of two members of the faculty, one community member, the Vice Provost for Research and the Provost serving as chair. The faculty members will be nominated by the Vice Provost for Research to be approved by the Faculty Personnel Committee. The IRB will review projects involving human subjects as and when it receives applications for such review. The IRB will consider the ethical and welfare issues related to these projects and either approve or exempt the project. A Full IRB review is convened when a project is deemed to represent more than minimal risk to the subjects involved or which, for some other reason, may require consideration at a formally convened meeting.

### 1.7.3 Committees of the Faculty

The standing committees of the Faculty form the chief administrative and deliberative bodies of the Faculty Assembly, the representative governance unit of the Faculty at the Maryland Institute, College of Art. The members of these committees are chosen by the Faculty Assembly (or by one of its official designees, see 1.7.3.3), from which body they derive their authority and to which they report. The specific charge, constitution, and duties of each of the five standing Faculty Committees are described below in sections 1.7.3.1 through 1.7.3.5. The primary functions obtaining to all standing faculty Committees are as follows:

1. To facilitate the development of faculty positions within the Faculty Assembly with regard to the implementation, establishment and/or revision of all college policy, guidelines, procedures, and regulations relevant to faculty.
2. To represent, when appropriate, the will of the Faculty Assembly to the College and its officers, including students, staff, administration, and trustees.
3. To work, when appropriate, with all constituencies of the College and/or their representatives to receive and transmit information and to facilitate the formation of joint policy recommendations and/or proposals.
4. To work with the administration to manage appropriate areas of the educational program: sabbaticals, scale assignments, faculty evaluations, curricular evaluations, review of proposals for new programs, and the like.

#### 1.7.3.1 The Faculty Executive Committee

The Faculty Executive Committee is the administrative committee of the Faculty Assembly and as such represents the Assembly to the college and its officers. It consists of the Chair of the Faculty Assembly and the Chairs of the four standing committees of the Assembly and the Faculty Ombudsman.

Designation of the specific chair assignments and the ombudsman are made by the Committee's members after their election. Terms of service on the committee are for two years, elections being staggered to guarantee continuity. Vacancies on the committee shall be filled during the next Faculty Assembly meeting after determination of the vacancy to fill out the current term of vacated positions.

The Faculty Executive Committee acts for the Faculty Assembly between Faculty Assembly meetings; represents the Assembly to the college and its officers; sets agendas for Faculty Assembly meetings; conducts Faculty Assembly meetings; manages the Faculty Assembly's legislative process; organizes, coordinates, and oversees the work of the Faculty standing committees; coordinates the service of faculty on institutional committees; and works on a regular and consistent basis with the President, the Vice President for Academic Affairs/ Academic Dean, and other administrative and college officers on planning and setting resource priorities.

The Faculty Executive Committee also acts as the Faculty Handbook Committee, overseeing the process of revision as described in Section 1.8.2. The FEC advises the President, the Vice President for Academic Affairs/Academic Dean and the Faculty Assembly on all questions related to the interpretation and/or amendment of the Faculty Handbook.

#### 1.7.3.2 Academic Affairs Committee

This committee serves as a liaison to the Office of Academic Affairs and the faculty on matters related to academic programs, new academic initiatives, educational policies, and academic standards. The Academic Affairs Committee is composed of a Chair who is elected from eligible faculty by the Faculty Assembly and up to ten faculty. The Committee works to ensure the integration of the educational program and the maintenance of consistent academic standards and requirements; it reviews and makes recommendations on proposals for new programs and structural changes to the educational program; and it works to coordinate offerings and planning in various areas in order to avoid conflicts and duplication and to ensure the most effective use of institutional resources. It also acts as an advisory committee to the Assistant Dean for Student Academic Services/Registrar in the development of policies and procedures related to registration and record keeping processes. The Chair of this Committee serves as a faculty representative on the Academic Affairs Committee of the Board of Trustees.

#### 1.7.3.3 Faculty Personnel Committee

This committee serves as the liaison to the Office of Academic Affairs and the faculty on matters related to programs, policies, and opportunities developed for the enrichment and advancement of the faculty. The Faculty Personnel Committee is composed of a Chair and three members who are elected from eligible faculty by the Faculty Assembly, two of whom will Chair two sub-committees of the Faculty Personnel Committee: Grants and Sabbaticals. The third will serve as the Faculty Representative to the Equal Opportunity Committee [Faculty Handbook 1.7.2.1]. In electing this committee, attention should be given to achieving a balance of representation by department, gender, and junior and senior standing. Oversight and advising responsibilities include, but are not limited to the following:

1. Works with the office of Academic Affairs to assign eligible faculty to institutional and faculty committees so as to ensure fair distribution of responsibility and appropriate balance of membership within committees;
2. Reviews and makes recommendations to the Office for Academic Affairs on applications for pro rata status;
3. Advises the Office for Academic Affairs on other personnel matters including cases of disciplinary action;
4. Oversees the process and awarding of faculty development grants; and
5. Works with the Office of Academic Affairs to review and administer the sabbatical leave program.

#### 1.7.3.4 CRAB, Faculty Committee for Remuneration and Budget

CRAB, the Faculty Committee for Remuneration and Budget, a standing committee of the Faculty Executive Committee, represents the faculty on all matters dealing with discussions about Faculty salary, benefits, and contracts, and the policies that result with MICA's institutional financial and budgetary processes, including aspects of planning, particularly as such planning affects the faculty. CRAB is composed of a Chair and four members and two other members who are elected from eligible faculty by the Faculty Assembly to Chair two subcommittees of CRAB: Benefits and Contracts. The Chair of CRAB acts as a liaison between the faculty and the Office for Academic Affairs and the Vice President for Finance for the purpose of information exchange and faculty advocacy. CRAB participates in the institutional Budget and Financial Priorities Committee [BFPC], which reviews the proposed budget from the beginning of the budgetary process to its end for each budgetary year. The committee reserves the right to appoint ad hoc committees as required, including Faculty Salary Scale Committees to conduct timely reviews of the faculty salary scale and to negotiate with the administration on revised faculty salary scales. In addition to these responsibilities, CRAB's oversight and advising responsibilities include, but are not limited to, the following:

1. Informs the Office for Academic Affairs on application and interpretation of the Faculty Handbook in all contractual matters, including appointments, evaluations, and reappointment;

2. Informs the Office for Academic Affairs and the Vice President for Business Affairs on CRAB policies related to benefits [see 2.14].

#### 1.7.3.5 Student Affairs Committee

This committee, a standing committee of the Faculty Executive Committee, will act as liaison between the students and the Faculty Executive Committee, is a sounding board for student complaints and concerns and, where possible, pursue effective means of redress for these complaints and concerns. Student representatives will also be encouraged to bring forward ideas from their constituents for improving course offerings, community related activities and other nonacademic interests. This group is seen as being an advocate for the students in all phases of their life at the Institute. The Chair will be a representative from the Faculty Executive Committee and will be responsible for calling meetings, setting the agenda and reporting to the Faculty at large the proceedings of the group. Additional members will consist of the Vice President for Student Affairs/Dean of Students, the Director of Career Development and student representatives who will be chosen by their peers from those students active in the Student Action Committee to serve for a period designated by the Student Action Committee.

## 1.8 Revision of the Faculty Handbook

Amendments to sections 1.0 through 1.72 and all of sections 3, 4, and 5 with the exception of section 1.6.1 may be made without the approval of the Faculty Assembly; however, the Faculty Executive Committee must be informed of such amendments before they are made part of the Faculty Handbook. Alterations to section 1.6.1 and 1.7.3 may be made by the Faculty Assembly without the approval of the President or the Board of Trustees, but the President must be informed of the alterations. Amendments to the remaining sections of the Faculty Handbook are subject to the procedures set forth below in sections 1.8.1 through 1.8.5.

### 1.8.1 Proposed Amendments

Proposed amendments to sections 1.8 through 2.16.6 must gain the approval of the Faculty Assembly, the President, and the Board of Trustees before they are included in the Faculty Handbook. Proposals for revising sections 1.8 through 2.16.6 can be made by the Board of Trustees, The President, and the Vice President for Academic Affairs/Academic Dean, the Faculty Assembly and its committees, or any individual full-time, pro-rata faculty, or per course faculty member with committee status.

### 1.8.2 Processing of Proposals by Faculty

All proposals for amending the Faculty Handbook requiring faculty approval must be submitted, in writing, to the Faculty Executive Committee. Upon receipt of the proposal the FEC will choose one of the following courses of action:

1. Submit the proposal to the Faculty Assembly for a vote without change or comment.
2. Endorse the proposal and submit it to the Faculty Assembly for a vote.
3. With the consent of the submitter, amend the proposal before submitting it to the Faculty Assembly for a vote.

Those submitting proposals to the FEC under this section may withdraw them at any time prior to a vote on said proposals. Acceptance or rejection of proposals by the Faculty Assembly is by a simple majority vote. After withdrawal or a vote the disposition of the proposals is conveyed to the President of the college.

#### 1.8.3 Role of the President with Regard to Proposals Processed by the Faculty

1. The President may accept or reject a faculty-approved proposal.
2. If the President rejects a faculty-approved proposal or the Faculty Assembly rejects an Administration- or Board-sponsored proposal, the President, Vice President for Academic Affairs/Academic Dean, the FEC, and the Academic Affairs Committee of the Board of Trustees will meet to discuss further action, which may include further study, modification, and/or re submission of the proposal abiding by the procedures outlined in this section.

#### 1.8.4 Board of Trustees Approval

1. Proposals approved by the President and the Faculty Assembly shall first be submitted to the Academic Committee of the Board of Trustees at least 30 days prior to the winter meeting of the Board of Trustees so it may make a recommendation to the Board.
2. The Academic Affairs Committee of the Board of Trustees may meet with the President, the Vice President for Academic Affairs/Academic Dean and the FEC before making its recommendation to the Board of Trustees. Any revised proposals resulting from such meetings must be approved by a vote of the Faculty Assembly.
3. The proposal process is concluded with a final vote of the Board of Trustees to accept or reject Faculty and president-approved proposals.

#### 1.8.5 General Rules of Implementation

- a. Any amendments to the provisions of the Faculty Handbook will take effect and be a part of the next offer of employment extended to any faculty member by the College. For faculty on contract periods other than the academic year, the amendment shall be effective for and

incorporated into any offer of employment scheduled to commence after the beginning of the academic year next succeeding the academic year in which the amendment was adopted.

b. All new members of the faculty will receive a copy of the Faculty Handbook at the time of their initial appointment. Such copy will contain Part II in the form that will apply during the offered contract term. Continuing members of the faculty will receive copies of any approved amendments with their annual appointments in the spring.

c. A copy of the Faculty Handbook with current revisions should be available for inspection during regular hours at the office of the Vice President for Academic Affairs/Academic Dean, the Library, and the President's office and at the office of the Chair of the Faculty Executive Committee.

d. Proposals under discussion by the Board of Trustees have no status whatsoever, not even a promissory one, until final action by the Board has been taken and until the above effective dates have been followed.

## 2.0 Faculty Employment Policies and Procedures

This section contains the approved policies and procedures of the College concerning the terms and conditions of employment of the faculty of the College. This section is incorporated into the individual contract of employment of each faculty member. Where the terms and provisions of an individual contract of a faculty member are inconsistent with the general policies contained herein, the provisions of the individual contract shall supersede.

### 2.1 Definition of Faculty and Faculty Status

#### 2.1.1 Faculty, General Policies

Those persons employed by the Maryland Institute will be considered to have faculty status if a portion of their gainful employment at the Institute is devoted to classroom instruction in the degree program and if they have been designated as such by the Institute's contract.

#### 2.1.2 Categories of Appointment

##### 2.1.2.1 Department Chairs

###### 2.1.2.1.1 Definition of Position

For administrative and curricular purposes, eighteen departments currently exist, each administered by a Department Chair:

Foundation	Art History
Environmental Design	Ceramics

General Fine Arts	Drawing
Fiber	Printmaking
Humanistic Studies	Graphic Design
Painting	Video& Film Arts
Interdisciplinary Sculpture	Illustration
Photography	Animation
Art Education	Interaction Design & Art

Each Chair is paid a stipend in addition to the teaching salary and is provided release time from the official teaching load of a maximum of one course per semester.

Responsibilities:

- Provide leadership and maintain an active involvement in the professional activities and organizations in their field
- Develop and/or modify the curriculum in consultation with the Vice President for Academic Affairs/Academic Dean and the faculty
- Develop schedule of course offerings and recommend faculty assignments
- Manage the allocation of funds within the budget for their departments
- Develop priorities regarding facilities and equipment
- Attend Chairs' meetings

Duties:

- Administer the operations of their department and carry out the administrative duties required by the Vice President for Academic Affairs/Academic Dean and President
- Represent the faculty needs, opinions and concerns to the administration, and those of the administration to the faculty
- Develop effective means of communication within the department and ensure faculty participation in policy and decision making processes
- Integrate the curricula and operations of his/her department with those of the school as a whole

- Meet with the entire department at least once a semester; accede to any reasonable request by a member for additional meetings, and convene a meeting if one third of the members petition for it.
- Provide required academic counseling for the departmental majors during the academic year and supervise departmental advising during the early registration process
- Serve if appointed, to the Curriculum Committee, Scholarship Committee or Academic Standards Committee
- Conduct required faculty contract renewal reviews and faculty evaluations according to the procedures outlined in the Faculty Handbook
- Submit yearly departmental reports to the Office of the Vice President for Academic Affairs/Academic Dean

#### 2.1.2.1.2 Terms of Department Chair

- a. Initial appointment: The initial appointment for a Department Chair will normally be 3 years.
- b. Regular appointment: The regular appointment for a Department Chair will normally be 3-5 years, depending upon the length of their teaching contract.
- c. Interim appointment: If there is a vacancy in the position of Department Chair, the Vice President for Academic Affairs/Academic Dean may appoint an Interim Department Chair. In the case of a permanent vacancy, this interim appointment will stand only for the remainder of that academic year, or until someone else is nominated and ratified. In the case of a temporary vacancy, including those occasions when a Chair goes on a sabbatical, the appointment shall stand until the Chair can again resume his or her duties.

#### 2.1.2.1.3 Appointment and Ratification Procedures

- a. The Vice President for Academic Affairs/Academic Dean, in consultation with the President, and after considering suggestions from the department faculty, nominates a member of the department faculty for a specific term of up to five years for ratification by the department. The nomination normally should be done by the sixth week of the

semester in which the voting will take place. Voting normally should take place within two weeks of nomination.

b. With the exception of the nominee, who shall not vote, full time and pro-rata faculty benefit eligible faculty on one year special contracts, and eligible per course faculty will vote on the ratification of a nominee in the department in which they teach. Benefit eligible faculty on one year special contracts are defined as faculty with a one year contract for five or six courses. Eligible per course faculty are defined as those per course faculty who have taught for six or more semesters at the College and who have agreed to accept eligibility to serve on MICA committees with such service not to exceed one committee assignment per academic year during which the per course faculty member is teaching.

A full time faculty member who is voting for the nominee in her/his department of locus shall have 18 votes. A pro rata faculty member or a benefits eligible faculty member on a special contract who is voting for a nominee in her/his department of locus shall have a number of votes equal to the number of credits that they are contracted to teach annually.

An eligible per course faculty member or a faculty member on a special contract for four courses who is voting for a nominee in a department in which she/he teaches shall have a number of votes equal to the number of credits for which she/he is formally contracted to teach in that same department during the academic year in which the vote takes place.

Full-time faculty on sabbatical leave or full leave of absence may also cast 18 votes each.

A full time or pro-rata faculty member or a benefit eligible faculty member on a one year special contract, may vote for a nominee in a department in which she/he teaches but which is not her/his department of locus. She/he shall have a number of votes equal to the number of credits that she/he is scheduled to teach in that department during the academic year in which the vote takes place.

c. A simple majority of the votes cast excluding abstentions is needed for ratification.

d. If the nominee is not ratified, the Vice President for Academic Affairs/Academic Dean will make a second nomination and conduct a second balloting within fourteen days.

e. If the second nominee is not ratified, the Vice President for Academic Affairs/Academic Dean will make an interim appointment. An Ad-Hoc Committee will be formed, which will include the Vice President for Academic Affairs/Academic Dean and two faculty members elected by the Faculty Review and Grievance Committee from departments other than the one in question. The Committee, in consultation with the faculty of the department, will consider alternatives, seek advice and information, and will make a recommendation to the President, who will make the final selection. The President may initiate the search for a Chair from outside the existing faculty if, in his/her discretion, an acceptable interim candidate cannot be found.

#### 2.1.2.1.4 Evaluation and Ratification of Chairs

a. At the initiation of the Vice President for Academic Affairs/Academic Dean, each Chair normally will be evaluated during his/her term by faculty in the department. These evaluations normally should be submitted to the Vice President for Academic Affairs/Academic Dean by April 1. These statements will be kept on file by the Vice President for Academic Affairs/Academic Dean and forwarded to the Chair for response, which will also be kept on file. The Vice President for Academic Affairs/Academic Dean will take whatever action he/she deems appropriate.

b. The Vice President for Academic Affairs/Academic Dean normally will evaluate the performance of the Chairs in the second and fourth years, where the Chair is serving under a five-year appointment. The evaluation should take into consideration faculty evaluations, student evaluations and self-evaluations. This evaluation will be shared with the Chair and the President. A different schedule may be used in the event that an appointment less than 5 years. The evaluation will take place in the spring semester of the Academic year prior to the ratification period.

c. The Chair's performance is subject to review both as a faculty member and as a Chair. The criteria for performance as a faculty member are the same as for all faculty. The criteria for review as Chair includes the extent to which the above duties and responsibilities have satisfactorily been carried out.

The Vice President for Academic Affairs/Academic Dean, with the approval the President, may remove a Chair, or reduce the term of the Chair's appointment after consulting with faculty. Should the Chair at any time be terminated as a faculty member, he or she will automatically and immediately be terminated as a Chair as well.

#### 2.1.2.1.5 Termination of Appointment of Chair by the Vice President for Academic Affairs/Academic Dean

The Vice President for Academic Affairs/Academic Dean, with the approval of the President, may remove a Chair, or reduce the term of the Chair's appointment after consulting with faculty. Should the Chair at any time be terminated as a faculty member, he or she will automatically and immediately be terminated as a Chair as well.

#### 2.1.2.1.6 Termination of Chair by Departmental Faculty Vote

- a. A majority of the department members may submit a signed petition in writing to the Vice President for Academic Affairs/Academic Dean requesting a review of the Chair during his/her term of office, and prior to the official initiation of the ratification for another term of office.
- b. The Vice President for Academic Affairs/Academic Dean will meet with the faculty, including those who signed the petition and the Chair separately.
- c. If the concerns raised are not resolved, the Dean for Undergraduate Studies and Faculty will conduct a recall vote. A vote of 75% of eligible faculty is required. Eligibility criteria are the same as required for ratification

#### 2.1.2.2 Full-time Faculty

Full-time status must be confirmed by a specified, full-time renewable contract. All faculty without such a contract will be considered Pro-Rata or per course. A full-time renewable contract will be for 18 credits per academic year. This involves 5 contact hours per week for each three-credit studio course and 3 contact hours per week for each three-credit lecture course. Faculty serving as Department Chairs will be required to teach no less than 12 credits no more than 15 credits per academic year.

Only Chairs and faculty with administrative duties shall retain full-time status while teaching a reduced course load. Any exceptions or special arrangements must be in writing from the Vice President for Academic Affairs/Academic Dean in consultation with the Chair of the department of locus.

The Institute may grant to faculty who have been employed by the Institute for 15 or more years, the right to retain full-time status and teach less than 9 credit hours per semester. If faculty elects to accept this offer, the faculty would be provided full benefits including medical coverage and pension. Sabbatical credit accrual would be proportionate to the teaching load maintained.

#### 2.1.2.3 Pro Rata Faculty

Pro-Rata renewable contracts are for faculty appointments of no less than one-third or nine credit hours per academic year no more than 12 credits per academic year. They are eligible for the rights, privileges and benefits of full-time faculty appointments, including sabbatical eligibility proportionate to the teaching load called for in the faculty members' contract.

Pro rata faculty will be subject to the appointment contract review and renewal procedures which apply to all full-time faculty; including availability to students, academic advising and service on committees. These duties will be proportionate to the teaching load called for in the faculty member's contract.

Should a pro rata faculty member be appointed to full-time status, pro rata service will be included in the computation of prior service for sabbatical credit. Pro rata faculty may apply for full-time status in response to a search conducted for a full-time position.

#### ELIGIBILITY:

1. The College or a Department Chair or Chairs may identify the need for special expertise that would enhance the department and College and advertise a position for nine (9) to twelve (12) credits in order to meet those needs.
2. The College, while conducting a search for a full-time position, may wish to invite an artist, designer or scholar to enter into a formal association with the College on less than a full-time basis. A pro-rata appointment may be made in this circumstance.

#### 2.1.2.4 Per Course Faculty (Part-time)

A per course faculty member is a part-time and usually temporary employee of the College. Part-time per course faculty:

- a. normally have a half-time teaching load or less
- b. always receive a Term Contract

The per course faculty are not included in the College's retirement or sabbatical programs. Per course service at MICA will be included in any computation of prior service in the event that the per course

faculty member is awarded a Full-Time or Pro-Rata appointment. Per course faculty are expected to be available as needed (in addition to class time) to advise students regarding their course work. Per course contracts are subject to annual review by the Contracts Committee of the Faculty Personnel Committee.

### 2.1.3 Special Faculty Categories

Artists-in Residence, visiting professors, or persons with similar appointments will be considered as having Special faculty status. This category also includes any one-year contract for more than three classes per year. Normally, contracts in these categories will be for one year only. The College does not normally award more than three consecutive one-year contracts. Faculty in the Special category who are teaching four classes per year are paid on a per course basis and are not eligible for benefits. Normally, faculty in the Special category who are teaching five or more classes per year will be placed on the faculty salary scale according to the criteria used for Full-Time and Pro Rata faculty, pro-rated to the number of classes being taught, and will be eligible for health and retirement benefits. These appointments are made after consultation with the Program or Department Chair, by the Vice President for Academic Affairs/Academic Dean, with the approval of the President. Special contracts are subject to annual review by the Contracts Committee of the Faculty Personnel Committee. Any hiring practices beyond the policies described above will be made in consultation with the Contracts Committee.

#### 2.1.3.1 Visiting Appointments

Visiting appointments are normally for a limited period of time with no intent of ongoing employment. Such appointments are normally reserved for faculty members of other institutions, professors' emeriti, and persons distinguished in their fields.

#### 2.1.3.2 Artist/Scholar-In-Residence

The College may appoint to the faculty distinguished artists, or scholars to the special faculty status of Artist/Scholar-in-Residence. Such appointments shall be full-time or part-time as determined by the President in consultation with the Vice President for Academic Affairs/Academic Dean and appropriate Department Chairs. The appointments are term contracts. The appointment of an artist/scholar-in-residence should not prejudice the academic personnel rights of any other faculty member in respect to the contractual policies of this Handbook.

#### 2.1.3.3 Replacement Faculty

The College may appoint a replacement for a Full-Time or pro rata faculty member on approved leave. Should said faculty member subsequently receive a full time or pro rata appointment, service on such contracts may be counted toward placement on the salary scale according to 2.15.2, or toward sabbatical leave eligibility according to 2.10.1.4, no. 7.

#### 2.1.4 Faculty with Administrative Appointments

A faculty member who is on full-time or Pro-Rata status may by mutual agreement with the College be offered an administrative assignment with a course load of less than full-time. This contract may be renewed by mutual agreement. Such appointment must include at least a 50% teaching load in order for the faculty member to retain faculty sabbatical rights. These appointments are usually of ten (10) month duration.

Such faculty will retain their faculty status and rights and such rights will continue as if they were full-time teaching faculty.

Should they return to full-time teaching, a compensation adjustment shall be made to return them to a compensation position similar to colleagues of the same time, experience, and performance.

## 2.2. Types of Contracts and Contract Definition Policies

### 2.2.1 Term Contracts

Term Contracts at the Maryland Institute are given to per course and special appointment faculty members, and are limited to the term of employment outlined in the letter of appointment. Term Contracts are not renewable contracts and do not confer upon a faculty member entitlement to continued employment after the term specified in the letter of appointment expires.

Term Contracts may also be used with Full-Time and Pro Rata faculty in special circumstances which include, but are not limited to, the following: all summer session contracts; replacements of one semester or year for faculty on leave on a full-time or pro-rata basis; or, for short-term curricular needs.

### 2.2.2 Full-Time and Pro-Rata Renewable Contracts

#### 2.2.2.1 Initial Appointment

Initial appointments are for two years. On the basis of procedures set forth in Section 2.5.3.1 and after consultation with a department chair or his/her official designee, the Vice President for Academic Affairs/Academic Dean (VPAA) may extend an initial appointment for a maximum of two additional years. Under special circumstances, as in the case of the selection of a senior level faculty member, an

initial appointment of three years may be made. Recommendations for such initial three-year appointments will be made by the Vice President for Academic Affairs after consultation with the Faculty Personnel Committee.

#### 2.2.2.2 First Continuing Appointment

In consultation with the Department faculty, the Department chair, or his/her official designee will recommend to the VPAA the awarding of successive contracts to Full-Time and Pro-Rata faculty after initial appointments and any extension. These recommendations will be the result of the procedures set forth for Faculty Evaluation in Section 2.5 and according to the specific schedule for initial two year appointments set forth in Section 2.5.3.1. The first continuing appointment after an initial two-year appointment or after an extension of the initial two-year appointment will be for three years and the faculty member will be on a continuing appointment.

In the case of an initial appointment of three years, the first and successive renewals will be for five-years and the faculty member will be on a continuing appointment. Recommendations for all renewals of faculty on initial appointments of three year will be the result of the schedule for evaluation for faculty on three or five-year contracts set forth in Section 2.5.6.1.

#### 2.2.2.3 Continuing Appointment Renewal

In consultation with the Department faculty, the Department chair, or his/her official designee will recommend to the VPAA the awarding of successive contracts to continuing Full-Time and Pro-Rata faculty. These recommendations will be the result of the procedures and schedule set forth for Faculty Evaluation in Section 2.5. All successive renewal contracts after the first three-year continuing appointment will be for five years, except in cases where the VPAA elects to extend an existing three or five year contract for a period of no more than one year in order to conduct further evaluation and resolve issues related to performance, as indicated in Section 2.8.3.3. After a one-year extension, the next contract, if awarded, shall be for three years. Subsequent contract renewals will be for five years.

#### 2.2.2.4 Initial Appointment Non-renewal

In the case of a decision not to offer a successive three-year renewal contract and a continuing appointment after the initial two-year appointment or after an extension of the initial two-year appointment, the department chair must make a recommendation by December 15, and the VPAA must

notify the faculty member of non-renewal by February 1 of the academic year in which the contract expires. If the faculty member believes that the procedures set forth in this handbook in Section 2.5.1 were not followed, the faculty member may appeal the decision in the following manner:

- a. Within 10 working days of receipt of the notice not to renew, submit, in writing, a petition to the Faculty Grievance committee detailing the grounds of the Faculty member's appeal of the decision not to renew.
- b. The Faculty Grievance Committee will meet and consider the appeal. The committee may or may not call and interview witnesses or solicit materials other than the petitioner's appeal.
- c. Within 20 working days of the receipt of the appeal, the Committee will present its findings to the President of the College, either affirming or asking the President to review the decision not to renew.
- d. Within 10 working days of receipt of the Faculty Grievance Committee's report, the President will render a decision to affirm the non-renewal or to grant a renewal contract. The President's decision is final.

Faculty members receiving a three-year initial contract under special circumstances (as outlined in section 2.2.2.1) and who are not renewed for a successive five year contract, are subject to the procedures for Termination of Continuing Appointment in Section 2.8.3.3.

#### 2.2.2.5 Continuing Appointment Non-renewal

In the case of all other decisions not to renew a three-year or five-year contract of a faculty member on a continuing appointment, the terms of Faculty Handbook Section 2.8.3.3 will apply.

#### 2.2.2.6 Renewal of Per Course Faculty

As a courtesy to per course faculty who offer pre-registered courses, the College will attempt to inform them as soon as possible whether they can expect a new term contract for the following term. Term contracts do not guarantee renewal nor do they provide any expectation of continued employment.

### 2.2.3 Locus of Appointment

All faculty appointments to renewable contracts have as the locus of their appointments the program or department at the institute that is stated in their letter of appointment/contract. Those faculty who are assigned to teach in one or more programs or areas, will be assigned by the Vice President for Academic Affairs/Academic Dean a locus program or department for evaluation purposes. The Chair of that department will be responsible for the evaluation procedure. Program or Department Chairs of other areas in which the faculty member teaches will be requested to assist in the evaluation but any evaluation decision on the faculty member will be the responsibility of the assigned chair or program director.

#### 2.2.4 Issuance and Receipt of Contract

All full-time and pro rata faculty members on multiple year contracts normally will receive their contract/letter of continued appointment no later than fourteen calendar days prior to commencement. They shall have twenty-one days to return their signed contract or letter of appointment. Those not returned on or before the twenty-one day period, shall find the offer withdrawn and be considered to have resigned. The Vice President for Academic Affairs/Academic Dean may extend that deadline on request of the faculty member in special circumstances.

### 2.3 Search, Appointment, and Orientation of the Faculty

The quality of initial appointments is vital to the quality of teaching and scholarship to which the College is committed. The following statements of policy are intended to aid Chairs of departments, the Vice President for Academic Affairs/Academic Dean and others involved in making initial appointments.

The College gives notice of employment opportunities by appropriate publication and follows regular procedures in the evaluation of applicants. Applications from women and members of minority groups are encouraged.

#### 2.3.1 Authority to Hire

Sole authority to hire and retain faculty is vested in the President. This authority is customarily exercised through the Vice President for Academic Affairs/Academic Dean by procedures established to assure adequate consultation with the faculty and full compliance with the Equal Employment Opportunity Program.

#### 2.3.2 Equal Opportunity Program

In compliance with federal, state, and local laws and regulations, the College offers equal opportunities to all employees, applicants, and students regardless of race, color, religion, sex, sexual orientation, gender identity and/or expression, handicap, applicable veteran's status, or national origin. This concept of equal opportunity includes all areas of employment – teaching faculty, non-teaching staff, administrative staff, including promotions, transfers, and selections for training. The College does not discriminate on any basis prohibited by law.

The Objectives of the Equal Opportunity Program are:

1. To obtain the commitment and active cooperation of all faculty and staff toward the achievement of the goals of the Equal Opportunity Program.
2. To pursue employment programs that allows fair representation of female and minority employees throughout the College.
3. To monitor promotions and upgrading functions for all staff and to provide assistance and encouragement to minority and female staff members moving up in the organization.
4. To make certain that the compensation program is administered in such a way as to assure equitable classification of jobs and pay relationships for all.
5. To maintain appropriate channels of communication in order to keep all faculty and staff properly informed of the goals, objectives, responsibilities and implementation schedules and programs of the Equal Opportunity Program, and to develop a consistent means of handling grievances, suggestions, comments and questions regarding this program.
6. To receive and review annual departmental evaluation reports on the operation and status of employment activities as they relate to the Equal Opportunity Program. These reports shall be filed in the Office of the President of the College.
7. The Equal Opportunity Officer is directly responsible to the President of the College.

His/her duties are:

- a. To oversee the implementation of this Equal Opportunity Program, including all hiring guidelines and procedures.
- b. To review job announcements and descriptions, applications and requirements prior to publication or implementation to insure conformity with the provisions and goals of this Equal Opportunity Program.
- c. To recommend changes in the areas mentioned above. The name, office address, and telephone number of the Equal Opportunity officer shall be announced to all students and employees.

### 2.3.3 Recruitment and Selection of Employees

The Vice President for Academic Affairs/Academic Dean should inform the Equal Opportunity Officer of position openings and corresponding job descriptions. The Vice President for Academic Affairs/Academic Dean in consultation with the Equal Opportunity Officer should place ads in the proper periodicals, not less than six weeks before the closing date of applications.

In all cases, after all of the above procedures are followed, the Vice President for Academic Affairs/Academic Dean makes a recommendation to the President on the appointment of the individual to fill the vacant position.

Letters of rejection to all other applicants should be reviewed by the Equal opportunity officer. Publications for position advertisements are maintained in the Offices of the Equal Opportunity Officer and Vice President for Academic Affairs/Academic Dean.

#### 2.3.4 Search and Hiring Policy for Full-Time and Pro Rata Faculty

a. The Vice President for Academic Affairs/Academic Dean will determine when an opening exists and develop the position description and statement of qualifications in consultation with the Department Chair or Chairs, where a faculty member would teach in more than one department. This would then be submitted to the President for confirmation and approval and setting of appropriate salary level. The Curriculum Planning Committee of the College will then be notified of the approved position opening.

b. A Search Committee will then be appointed, the make-up of which will be determined by the Vice President for Academic Affairs/Academic Dean in consultation with the appropriate Chairs.

c. The Search Committee will review all candidates and attempt to select five highly qualified candidates to be invited to the College to meet with the Search Committee, the faculty, the Vice President for Academic Affairs/Academic Dean and representatives of the student body and to make presentations to the College community.

d. The Search Committee will determine if these candidates are the most appropriate, or seek to invite others for review. The committee will submit at least three candidates to the Vice President for Academic Affairs/Academic Dean for consideration, provided at least three meet minimum qualifications.

e. The Vice President for Academic Affairs/Academic Dean will then consider the Committee's recommendation and either concur with or reject it. In either case, the Dean normally will advise the Committee in writing of the decision.

f. In the case of approval, the President will be advised of the Vice President for Academic Affairs/Academic Dean's recommendation, and will make the final decision on the appointment.

g. As soon as possible, all candidates should be notified, in writing, of the outcome of the search. The Vice President for Academic Affairs/Academic Dean's office will announce to the Institute community the results of all successful searches.

h. All applicants for teaching positions must submit verification of formal education previous teaching and professional experience, and professional achievement and ability.

i. It is the Institute's policy that all procedures followed in the hiring of faculty shall be in accord with the Equal Opportunity Program.

### 2.3.5 Search and Hiring Policy for Per Course Faculty

a. The Department Chair should advise the Vice President for Academic Affairs/ Academic Dean if he/she believes that a part-time opening exists. The Vice President for Academic Affairs/ Academic Dean will then determine whether a per course faculty member is needed.

b. If a per course faculty member is needed, the Department Chair, in consultation with the Vice President for Academic Affairs/ Academic Dean, will write a job description and a statement of qualifications.

c. The Department Chair will solicit names of candidates from members of the Department when appropriate, and may advertise the position.

d. All applicants for teaching positions must submit verification of education, teaching and professional experience.

e. The Department Chair will review all applications with the Vice President for Academic Affairs/ Academic Dean and recommend a candidate.

f. The final selection will be made by the Vice President for Academic Affairs/ Academic Dean and the President.

### 2.3.6 I.D. Cards

New employees should check with the personnel officer about the availability of photo-I.D. cards. These are usually made at the beginning of each semester. Dates are announced by a circular to all staff.

### 2.3.7 Immigration Status Policy

The College complies with the Immigration Reform and Control Act of 1986 which requires all employees to present documentation that establishes identity and authorization to work.

## 2.4 Personnel Records

### 2.4.1 Official Personnel File, Full Time and Pro Rata Faculty

Basic documents to be found in each faculty member's file in the Vice President for Academic Affairs/ Academic Dean's Office, which is the location of the official Faculty Personnel File, include the following:

a. Letters of application (originals)

- b. Appointment and acceptance letters (originals)
- c. Personal data information
- d. Hiring transaction documents (payroll, notices, etc.)
- e. Documents of performance review and evaluation
- f. Payroll change documents (salary increases or changes, changes in status)
- g. Current official transcript with an updated resume
- h. Employment forms (employee requisitions, search activities)
- i. Salary and fringe-benefit data

The official personnel file will be kept in confidence and will be available on a need to know basis only to the Board of Trustees, Legal Counsel, the Vice President for Academic Affairs/ Academic Dean, Program or Department Chairs, the Personnel Office, the individual faculty member, or others specifically designated by the signature of the President. A faculty member may, for the cost of duplication, obtain copies of any non-confidential matters in the official personnel file. Any such copies will be made by the Executive Assistant to the Vice President for Academic Affairs/ Academic Dean.

The College may permit access to such files pursuant to lawful requests and identification of federal or state agencies in connection with investigations, hearings, or other proceedings pending before such agencies or the courts.

#### 2.4.2 Personnel Files for Per Course and Special Appointment Faculty

The Vice President for Academic Affairs/ Academic Dean will maintain a separate file for each of these faculty which will include the following:

- a. A copy of the faculty member's term contract
- b. The faculty member's official credentials and resume
- c. Copies of any faculty evaluations
- d. Information the faculty member wishes to place in this file on professional background or accomplishments
- e. Personnel information.

Access to such files is defined in Section 2.5.1.

## 2.5 Evaluation Policy and Procedure for Full-Time and Pro Rata Faculty

### 2.5.1 Purpose

- To acknowledge and improve teaching effectiveness

- To encourage excellence and strengths
- To amplify department interaction
- To offer constructive information for improving teaching
- To be used as part of contractual renewal process

## 2.5.2 Criteria

- Teaching effectiveness
- Execution of departmental and school duties
- Professional and creative activity

The evaluation process seeks to determine the faculty member's performance in each of these areas. Many characteristics contribute to the makeup of a productive faculty member; among these are the following specific criteria listed in sections 2.5.3, 2.5.4, 2.5.4.1, 2.5.5 below.

## 2.5.3 Teaching Effectiveness

MICA recognizes that excellence in teaching is one of the most important attributes of a faculty member. In fact, teaching effectiveness is required, and its lack cannot be compensated for by other achievements. Documentation should demonstrate, but not necessarily be limited to, the following:

- a. a command of one's subject
- b. knowledge of the relationship of one's discipline to its tradition
- c. knowledge of the current developments in one's own discipline
- d. ability to relate one's subject to their areas of knowledge
- e. skill in communicating with students
- f. ability to plan and execute substantive, well organized courses
- g. ability to stimulate and broaden student interest in the subject matter
- h. capacity to challenge students – for example, motivate independent work
- i. ability to utilize effective teaching methods and strategies
- j. possession of the attributes of integrity and objectivity in teaching
- k. execution of appropriate student advising responsibilities

## 2.5.4 Execution of Departmental and School Duties

The Maryland Institute is committed to the concept of shared governance, and therefore must depend upon its faculty for services rendered outside of the classroom. Faculty members are expected to participate in operational concerns of the Institute as enumerated below:

- Participation in the Faculty Assembly and its committees
- Service on departmental committees
- Service on institutional committees
- Service with extracurricular, departmental, and institutional activities (e.g. Parents' Weekend, Portfolio Day, Commencement, etc)

## 2.5.5 Professional and Creative Activity

All faculty members have an obligation to maintain a high level of professional competence and to keep abreast of developments in their field as well as to nurture involvement in the intellectual, creative, and scholarly developments of a discipline.

Specifically:

- a. sustained inquiry in an area of one's discipline
- b. artistic work, exhibitions, performance, and/or scholarly productivity demonstrated by publications and/or presentation of research findings at professional meetings/public forums
- c. application or nomination for research grants and projects
- d. service in the individual's professional area in a leadership role, or as a consultant

## 2.5.6 Process and Materials

Faculty members are expected to maintain an updated resume of pertinent professional activities in the Office of the Vice President for Academic Affairs/Academic Dean.

### 2.5.6.1 Scheduling of Evaluations

The evaluation process begins in the fall semester of the penultimate year of any contract period, except in the case of the initial two-year appointment when it will begin in the fall semester of the second year of the contract. By September 15, all faculty due for evaluation must be notified of such by the Office of Academic Affairs. At the same time, appropriate chairs and/or coordinators must also be notified of the faculty due for evaluation in their departments and/or divisions. The evaluation process, including the submission of all necessary documentation, must be conducted according to the following schedule. Faculty on three or five year contracts who are under evaluation must be notified in writing by the Office of Academic Affairs of renewal or non-renewal on or before March 1 of the succeeding year; faculty with initial appointments or an extension of an existing contract who are under evaluation must be notified in writing by the Office of Academic Affairs of renewal or non-renewal on or before February 1 of the succeeding year.

1. Onset: Evaluations are initiated in the fall semester of the penultimate year of any contract period (the second year of a three year contract; the fourth year of a five year contract), except in the case of an initial two year appointment when the evaluation process is begun in the fall semester of the second year of the contract.

2. September 15: All faculty due for evaluation are notified by the Office of Academic Affairs. All chairs are notified of any faculty in their respective departments who are due for evaluation. Chairs are advised of the status – initial or continuing – of faculty due for evaluation.
3. October 15: Self evaluation by faculty member due to chair.
4. November 15: Peer evaluation reports for faculty on initial two year appointments or an extension of an existing contract are due to chair. Reports on committee service and student evaluations of faculty members on initial two year appointments due to chair.
5. December 15: Department chair's evaluation report with recommendation for renewal or non-renewal of faculty on initial two year appointments due to the Vice President for Academic Affairs (VPAA).
6. December 15: Peer evaluation reports for faculty under evaluation who are on three or five year contracts due to chair. Reports on faculty member's committee service and student evaluations due to chair.
7. January 15: Department chair's evaluation report with recommendation for renewal or non-renewal of faculty on three or five year contracts due to the VPAA.
8. February 1: Faculty on initial appointments notified in writing by the VPAA of renewal, non-renewal, or extension of initial appointment.
9. March 1: Faculty on three or five year contracts notified in writing by the VPAA of renewal for three or five years, non-renewal, or one year extension.

#### 2.5.6.2 Materials

The following elements must be part of all evaluations:

1. Self-evaluations
2. Student evaluations
3. Peer evaluations

4. Report on committee service
5. Chair and/or coordinator evaluation
6. Review of materials and evaluation by the Academic Dean
7. Final approval of the outcome by the President (see section 2.3.1)

All materials must be submitted in writing in strict observation of the due dates. All supportive materials necessary to the compilation of the required elements of the evaluation process listed above must be maintained in complete form by the Office of Academic Affairs as well as by the department and/or division of the evaluated faculty member. Such materials must be available as needed during the evaluation process.

#### 2.5.7 Faculty with Administrative Rank Evaluation

In addition to being evaluated as faculty members, faculties with administrative rank are evaluated under the following criteria.

##### 2.5.7.1 Job Effectiveness

The Maryland Institute recognizes that excellence in job performance is one of the most important attributes of a good administrator. The attributes and qualifications to be considered and documented in assessing job effectiveness must be related to the appropriate position classification document and should include, but not necessarily be limited to, the following:

- a. command and knowledge of one's specialty area(s) of administration;
- b. fulfillment of one's principal responsibilities;
- c. ability to direct the activities of subordinate, non-professional staff members;
- d. knowledge of current developments in one's area of responsibility;
- e. ability to utilize effectively ideas gained from individual study and observation to the improvement of one's area of responsibility; and
- f. possession of the attributes of integrity, industry, open-mindedness and objectivity.

Sources of documentation include, but are not necessarily limited to, the following:

- a. self ratings;
- b. supervisor ratings;
- c. peer ratings;
- d. ratings by users of the administrators' expertise;
- e. ratings by outside experts.

## 2.6 Promotion/Rank

Currently, the Maryland Institute, College of Art does not have a promotion or rank Faculty members, full-time or pro rata, hold the title of Professor, if they have been teaching for seven years or held this title prior to joining the Institute faculty.

Per course faculty are called lecturers.

## 2.7 Tenure

While the Maryland Institute, College of Art, does not confer tenure, its policies protect academic freedom in comparable ways.

## 2.8 Severance

### 2.8.1 Resignation

A faculty member employed on a term contract may resign prior to the end of the term only with the consent of The Maryland Institute.

A multi-year renewable contract faculty member may resign only at the end of an academic year if written notice is given to the President or Vice President for Academic Affairs/ Academic Dean no later than one hundred fifty (150) days prior to the last day of the academic year or, otherwise, with the consent of the Maryland Institute.

### 2.8.2 Retirement

Faculty may retire at any time consistent with the provisions of Section 2.9.1. On the date of retirement, employment rights and benefits held by the faculty member terminate, except those rights vested as of the date of retirement under any pension program provided by the College. Any

post-retirement employment of a faculty member will be at the option of the College and subject to terms and conditions established at the sole discretion of the College.

### 2.8.3 Discipline, Dismissal for Cause, and Termination of Appointment for Full-Time and Pro-Rata Faculty

#### 2.8.3.1 Discipline

Disciplinary action short of dismissal, including counseling and written warnings may be taken by the Vice President for Academic Affairs, hereafter known as VPAA, whenever it is deemed appropriate. Counseling and written warnings may stipulate a period of time within which correction of a problem is expected.

If the VPAA believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, he will notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed.

The VPAA, after consultation with the Division or Department Chair, may opt to place a faculty member in a professional development program and as set forth in Section 2.8.3.3, invoke the one year extension of an existing contract in order to undertake a comprehensive evaluation according to the Faculty Handbook Evaluation procedures set forth in Section 2.5.

If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration must institute a proceeding allowing adequate due process and review at the faculty member's request. The Hearing procedures outlined in 2.8.3.4 will govern such a proceeding.

A faculty member who believes that a major or minor sanction has been incorrectly or unjustly imposed may, pursuant to procedures outlined in 2.16, petition the Faculty Grievance Committee for such action as may be appropriate.

#### 2.8.3.2 Dismissal for Cause

Adequate cause for dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacities as teachers or researchers. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights as American citizens.

The President may elect to suspend a faculty member and/or withdraw faculty privileges when it is determined that such action is required to prevent harm to the faculty member, others in the college community, or the college's property. After such suspension, the President shall consult with the Faculty Personnel Committee in determining the length and conditions of the suspension. Should dismissal proceedings be instituted, a faculty member will be suspended, or assigned other duties in lieu of suspension, only if immediate harm to the faculty member or others is threatened by continuance. Such suspension will normally be with pay until a full hearing with adequate due process is carried out according to procedures as set forth in section 2.8.3.4 Dismissal of a faculty member before the end of a contracted appointment will be preceded by:

1. discussion between the faculty member and the appropriate administrative officers looking toward a mutual settlement
2. informal inquiry by the Faculty Grievance Committee which may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken
3. a statement of charges, framed with reasonable particularity by the President or Academic Dean.

To begin the formal dismissal proceedings, the VPAA will inform the faculty member in writing of the proposed dismissal and grounds for it. Further, the VPAA will inform the faculty member that, upon request within fifteen (days), a formal hearing on the matter will be conducted by the Faculty Grievance Committee pursuant to the procedures of 2.8.3.4

### 2.8.3.3 Termination of Continuing Appointment: (Notice of Non-Renewal of Full-Time and Pro-Rata Faculty)

Full-Time and Pro-Rata Faculty whose initial two-year appointment or extension of an existing appointment are not renewed are subject to the procedures set forth in Section 2.2.2.4 of this handbook.

A Department Chair or Division Coordinator, after consulting with department faculty, must recommend non-renewal of an appointment by January 15 for faculty on three or five-year contracts. This recommendation should be in writing and, following discussion with the faculty member, should be given to the VPAA, the President, and the affected faculty member, and should include the reasons for such a recommendation.

Upon receipt of a chairs recommendation and all supporting materials pursuant to the evaluation procedures set forth in 2.5, the VPAA will conduct a review and will hold a private conference with the department chair and the faculty member in question.

A faculty member on a three or five-year contract will be advised of non-renewal in writing with reasons for the decision by March 1 of the year prior to the year of expiration of his or her appointment.

After appropriate review, private conference with the department chair and the faculty member in question, and consultation with the Faculty Personnel Committee, the VPAA may determine that more time is needed to study a recommendation for non-renewal. In such cases, the VPAA may elect to extend an existing three or five-year contract for one year. Such an extension would be used for further evaluation and efforts to resolve issues related to performance. One-year extensions are subject to the evaluation schedule for initial two-year contracts: a recommendation by a department chair by December 15 and notification by the VPAA of renewal or non-renewal by February 1 of the year in which the extension expires.

A faculty member on a three or five year contract who is notified of non-renewal by the VPAA may appeal the decision by requesting a formal hearing by the Faculty Grievance Committee according to hearing procedures outlined in 2.8.3.4. Such a request must be made in writing to the VPAA and the Faculty Grievance Committee within 10 days of receipt of the notice not to renew. The request should detail the grounds of the faculty member's appeal of the VPAA's decision.

The hearing procedures must be completed by May 1 of the year in which the recommendation for non-renewal is made.

#### 2.8.3.4 Hearing Procedure for Full-Time and Pro-Rata Faculty

Adequate due process allows a faculty member access to a formal hearing procedure in any case where the administration recommends a non-renewal of contract, dismissal, or the imposition of severe

sanctions as defined under disciplinary procedures 2.8.3. Because of the specific appeal procedures provided herein, disciplinary decisions and dismissals for cause shall not be subject to the Grievance Procedure in Section 2.16.

a. Upon receipt of the faculty request, the Faculty Grievance Committee will set a reasonable date for a hearing and contact all involved parties in writing. The Faculty Grievance Committee will serve as the hearing committee and conduct the hearing by determining the order of proof and the questioning of witnesses.

b. The burden of proof that adequate cause exists for dismissal, severe sanction or non-renewal of faculty contracts which are not subject to the procedures set forth in Section 2.2.2.4. of this handbook rests with the administration and will be satisfied only if the administration can provide clear and convincing evidence in the record, considered as a whole.

c. It will be the responsibility of the faculty member to compile and submit to the Faculty Grievance Committee all pertinent information and documentation which answers or contests the evaluation for non-renewal. The VPAA has the right to attend the hearing.

d. If any facts are in dispute, the testimony of witnesses and other evidence may be received. Minutes will be kept of the hearing by an administratively appointed stenographer. Formal rules of court procedure need not be followed, but the faculty member may be represented at the hearing by a representative of his/her choice. The VPAA may also be represented by a representative of his/her choice. The faculty member, or his/her representative and the VPAA or his/her representative will be permitted, within reasonable limits, to question all witnesses who testify orally.

e. A verbatim record of the hearing will be taken and a typewritten copy will be made available to the faculty member without cost, at the faculty member's request.

f. Public statements about the case by either the faculty member or administration should be avoided so far as possible until proceedings have been completed. Unless all parties concur, dismissal proceedings shall not be public, and public statements about the proceedings by the faculty member, members of the faculty, and members of the administration should be avoided. The President's final decision with reasons will be disclosed in writing to the faculty member.

- g. The Faculty Grievance Committee must reach findings of fact and its decision in conference on the basis of the hearing record alone. The President, VPAA and the faculty member will be notified of the decision in writing.
- h. If the Faculty Grievance Committee concludes that adequate cause for dismissal or severe sanction has been established by the evidence in the record, the original proposal for non-renewal of contract, dismissal, or the imposition of severe sanctions will be upheld with no opportunity for response or further appeal by the faculty member.
- i. If the Faculty Grievance Committee concludes that adequate cause for dismissal or severe sanction has not been established by the evidence in the record, it will so report to the President. If the Faculty Grievance Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. If the President rejects the report, the President will state the reasons for doing so in writing to the Faculty Grievance Committee and the faculty member, and provide an opportunity for response before making a final decision.
- j. The President will make the final decision with respect to dismissal or severe sanction and it will be binding upon the faculty member. The President may hear, at his/her discretion, additional arguments on behalf of the faculty and in support of the VPAA's proposal of dismissal.
- k. Only in a case where the President makes a decision for non-renewal of contract, dismissal, or the imposition of severe sanctions that is counter to the report or recommendation of the Faculty Grievance Committee, may the faculty member make a final appeal in writing to the Chairman of the Board of Trustees. The Executive Committee of the Board of Trustees will then review the record of the case at its next meeting and will render a final decision on the President's decision within ten (10) working days of that meeting that will immediately be issued to all parties.

#### 2.8.4 Prolonged Mental or Physical Illness

If a full-time or pro rata faculty member with 5 years of service is unable to perform all or a substantial part of his/her duties for a period of more than six months because of ill health or similar causes, he/she may request an indefinite leave of absence without pay following

the regular procedures in Section 2.14.2 until such time as he/she shall be able to resume teaching duties. A faculty member shall present medical evidence of his/her condition to the Vice President

for Academic Affairs/Academic Dean. However, the College reserves the right to terminate the faculty member's appointment as a result of the faculty member's inability to perform his/her duties.

The decision to terminate may be reached only after there has been appropriate consultation by the Vice President for Academic Affairs/Academic Dean and the faculty member has been informed of the basis for the proposed action, and has been afforded an opportunity to present his or her position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by the Faculty Review and Grievance Committee before a final decision is made by the President. Such decision is not reviewable under the Grievance Procedure in Section 2.17.

Termination of a term or special appointment contract for medical reasons before the end of the period of appointment, will be based upon medical evidence that a faculty member is or will be unable to perform the terms, conditions, and normal duties of the appointment because of ill health. A faculty member shall present medical evidence of his/her state of health to the Vice President for Academic Affairs/Academic Dean of faculty. The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member has been informed in writing of the basis of the proposed action and the reasons for it. The faculty member may request that the situation be reviewed by the Faculty Review and Grievance Committee before final action is taken by the President.

The College will, in each case, work within the disability program to ease the burden of any such medical termination as far as is contractually possible.

## 2.8.5 Layoff Before Expiration of Current Contract

Layoff is defined as the termination of services of a full-time or pro rata faculty member before the expiration of his or her current contract, without prejudice as to his or her performance. Faculty who are laid off will have preference in rehiring according to procedures in 2.8.5.4. Reasons for layoff include, but are not limited to, the following:

Major changes in curricular requirements, academic program or department. Educational considerations do not include cyclical or temporary variations in enrollment. They must reflect long-range judgments by the entire faculty or an appropriate committee thereof that

- a. Changed enrollment circumstances.
- b. Changed financial circumstances.

Because of the specific procedures provided herein, layoffs are not subject to the Grievance Procedure in Section 2.16.

### 2.8.5.1 Major Changes in Curricular Requirements, Academic Programs or Departments

Termination of a faculty member may occur as a result of a major change, including discontinuation of a curricular requirement, an academic program, or department in whole or in part.

Decisions about such major changes are made by the President after receiving recommendations from the Vice President for Academic Affairs/Academic Dean and the Curriculum Planning Committee.

Individual layoff decisions resulting from curricular changes should follow the “general procedures” and “order of layoff” described in 2.8.5.4 and 2.8.5.5.1.

Faculty laid off under a curricular change normally should receive at least one year’s notice if on a multi-year contract. The College will normally end such programs and the faculty member’s relationship with the College at the end of an academic term.

#### 2.8.5.2 Changed Enrollment Circumstances

Changed enrollment circumstances shall be defined to include sudden or unplanned decline in student enrollment, the detrimental financial effects of which are too great or too rapid to be offset by normal procedures outlined in the Handbook.

The President, after consultation with the Executive Committee of the Board of Trustees, will declare when such changed enrollment circumstances have occurred, necessitating layoffs.

#### 2.8.5.3 Changed Financial Circumstances

Changed financial circumstances include serious institutional crises which are defined as the critical, urgent need of the College to reorder its current monetary expenditures in such a way as to remedy and relieve its inability to meet projected annual monetary expenditures with sufficient revenue.

The Finance Committee of the Board of Trustees establishes and annually reviews the criteria for determining changed financial circumstances and proposes modifications to the Board.

The Board of Trustees, upon recommendation of the President, decides whether changed financial circumstances have occurred. The Faculty participate and advise the President in making the decision that changed financial circumstances exist through its representatives on the Faculty Executive Committee and advises the President. The President and the Board of Trustees shall have final authority in all matters related to changed financial circumstances.

#### 2.8.5.4 Layoff: General Procedures

a. Once changed curricular, enrollment or financial circumstances occur, the Vice President for Academic Affairs/Academic Dean in consultation with the Faculty Executive Council and the Curriculum Committee should weigh alternative plans of action and forward recommendations to the President. The President should then recommend action to the Board of Trustees for its approval. Such action may be to eliminate some departments or programs in whole or in part or to distribute layoffs throughout the faculty so as to prevent the elimination of any program or department.

Deliberation of such actions shall consider the educational mission of the College, curriculum and program integrity department and program evaluation data.

b. Normally, if a full-time or pro rata faculty member is to be laid off for reasons described in Section 2.8.5, no replacement for his or her position will be hired within a period of three years unless the terminated faculty member has been offered reappointment under conditions comparable to those held at the time of layoff, and has been given 90 days after written notice of the offer of reappointment within which to accept in writing the reappointment.

It shall be the duty of a laid off faculty member to keep the College informed of his or her current address for the purpose of this Section, and notice sent to the last address of record by the College shall be presumed received if sent by certified mail, postage prepaid.

#### 2.8.5.5 Specific Procedures on Layoff

Once the department or academic program to be affected has been determined, the decision to lay off a particular faculty member should be according to the following guidelines:

a. The Vice President for Academic Affairs/Academic Dean, in consultation with the Curriculum Planning Committee, recommends layoff of specific faculty to the President, who makes the final decision.

b. In the case of changed financial circumstances where short notices and effective action are necessary the following procedures may be followed:

The Curriculum Planning Committee and the Vice President for Academic Affairs/Academic Dean may advise the President to hold all contracts until May 31, and serve notice to term faculty of non-renewal of contracts, pending a final decision on the seriousness of the changed financial circumstances.

- c. Full-time and pro rata faculty who have been laid off may be offered non-teaching positions in the College if there are openings for which they are qualified.
- d. The College should attempt to assist displaced faculty to find employment in industry, government, or in other educational institutions.

#### 2.8.5.5.1. Order of Layoff Within a Department or Program

The decision of layoff of a faculty member in a particular department normally pro

- a. Prior to involuntary dismissals, the following voluntary measures should be considered.

- 1. If a department must operate with fewer faculty, it should consider retaining all faculty but on a reduced salary and work load. Such a program shall not be implemented without the consent of all affected department members and the Vice President for Academic Affairs/Academic Dean.

- 2. The possibility of voluntary early or phased retirements should be investigated.

- b. If involuntary dismissals are required, the following procedures apply:

- 1. Term contract faculty normally should be terminated within the program or department involved except as necessary to avoid serious distortion of program integrity.

- 2. In making a recommendation about the termination of the appointment of a full-time or pro rata faculty member, program integrity and salary should be considered. However, the termination of a faculty appointment before the end of the specified term is viewed as a last resort.

3. A faculty member with a renewable contract normally will not be terminated in favor of retaining a faculty member without such a contract. The recommendation of extraordinary circumstance to the President will be made by the Vice President for Academic Affairs/Academic Dean in consultation with the Department Chair and the Committee on Curriculum Planning.

The Vice President for Academic Affairs/Academic Dean should provide the appropriate committees and interested parties with appropriate documentation supporting program integrity as well as degrees and seniority.

#### 2.8.5.6 Appeals on Layoff

If the College issues notice to a faculty member of an intention to terminate the appointment because of reasons discussed in 2.8.5, the faculty member will have the right to a full hearing before the Faculty Review and Grievance Committee. The issue of the review shall be confined to procedural issues. The layoff will not be delayed in the case that the matter is not settled by the effective date; nor will the review procedure be interrupted or denied because of the lay off.

Because of the specific procedures provided herein, decisions regarding layoffs are not reviewable under the Grievance Procedure in Section 2.16.

## 2.9 The Faculty's Obligations and Rights

### 2.9.1 Faculty Responsibilities

#### 2.9.1.1 General Statement

Membership in the academic profession carries with it responsibilities for the advancement of knowledge, the intellectual growth of students, and the improvement of society. Faculty must order and evaluate their activities in terms of their commitment to these goals, as well as in terms of their own personal and professional development.

Moreover, the faculty of the Maryland Institute have a special obligation to understand the nature of this institution of higher learning, and to appreciate its unique characteristics and its philosophy and objectives. They should strive to improve the intellectual and practical effectiveness of the College.

#### 2.9.1.2 Principal Occupation

A faculty member is appointed with the expectation that he or she will be principally committed to the academic growth and development of students during the contracted terms of the academic year.

Teaching shall normally be the primary concern. Engagement in individual professional projects and activities is expected, but not to the detriment of classroom teaching, student advising and governance duties.

#### 2.9.1.3 Course Offerings and Content

All course offerings should be in accord with the general requirements of the Maryland Institute, the needs of the department, and the needs of the student body.

Faculty members are expected to conduct their classes at a level appropriate to the level of the assigned course. Each instructor is responsible for planning and presenting the assigned course material; establishing course objectives and requirements within Departmental guidelines and making them known to students; selecting and ordering texts and supplemental materials; preparing, administering, and grading papers, examinations and art works produced; assigning grades, and submitting course syllabi to the Department Chairs and the Vice President for Academic Affairs/Academic Dean in a timely manner reflecting Departmental needs.

#### 2.9.1.4 Absence and Class-Related Duties

Faculty members are expected to meet their classes punctually. If for some valid reason a faculty member is unable to meet a class, arrangements should be made to offer alternate instruction to satisfy students' expectations and the individual's own contractual obligations. This can be accomplished in various ways, and the method to be adopted shall be approved by the Department Chair. If more than five consecutive class days must be missed, the faculty member must have the Dean's approval.

Students are entitled to an atmosphere conducive to learning and to supportive treatment in all aspects of the individual teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. Evaluation of students and the award of credit must be based on academic

performance professionally judged and not on matters irrelevant to that performance, such as personality, race, religion, sex, degree of political activism, or personal beliefs.

When grades or other evaluations of academic performance are required, a faculty member shall provide the College with such grades and evaluations of each student in terms of Academic performance. A faculty member shall return test papers and required assignments to within a reasonable time with appropriate comment and/or grade.

#### 2.9.1.4.1. Required Information on Syllabi

As noted in 2.11.2. Item 2 in this Faculty Handbook, faculty are required to prepare for each class a syllabus of sufficient detail to provide students with adequate direction. Syllabi should be provided in writing and in hard copy to all students at the beginning of each semester. All syllabi must also fulfill the following stated requirements:

##### ADA Compliance

Include an ADA Compliance statement on each syllabus and verbally alert students to its presence in order to ensure that any student who has, or suspects he or she has, a disability is aware of MICA's legal compliance. The following statement addresses this purpose and must be included on or with each syllabus:

ADA COMPLIANCE: In MICA's efforts to provide the highest possible quality educational experience for every student, MICA maintains compliance with the requirements of the ADA and Section 504. Any student who has, or suspects he or she may have, a disability and wants to request academic accommodations must contact the Director of the Learning Resource Center immediately.

##### Health and Safety

Include a Health and Safety Compliance Statement on each syllabus and read aloud. Faculty must provide appropriate fire, health, and safety orientation and instruction so that each student will engage in safe and healthful practice and cannot claim that he or she did not know of policies, procedures and cautions. This should include a review of the general fire, health, and safety regulations posted in each area and instruction on policies, practices, and cautions specific to the

context and activities of the course. This should also include a review of the closest fire exit route(s) from a location out of the building in the event of a fire. Where relevant in each semester, faculty should review with students manufacturer labels and MSDS sheets that are pertinent to a particular procedure that requires the use of a chemical or hazardous material. An explanation of the use of any personal protective equipment must be provided by a faculty member or tech in areas where such equipment is needed. The following statement addresses this purpose and must be included on or with each syllabus:

MICA has developed policies and practices to ensure a healthful environment and safe approaches to the use of equipment, materials, and processes. It is the mutual responsibility of faculty and students to review health and safety standards relevant to each class at the beginning of each semester. Students should be aware of general fire, health, and safety regulations posted in each area and course specific policies, practices, and cautions. Students who have concerns related to health and safety should contact the Environmental Health and Safety Coordinator.

#### 2.9.1.5 Availability and Office Hours

Full time faculty member shall be regularly available on campus during class days. A pro rata faculty member shall regularly be available on campus in proportion to the percentage of time for which he or she is employed (see Section 2.2-2.2). Each faculty member should establish adequate hours of availability throughout the week. These hours will normally be posted in the department offices during registration and examination periods. A copy of the available hours is to be submitted to the Chair of the department.

#### 2.9.1.6 Student Advising

Since the fundamental objective of private institutions of higher education like the Maryland institute is to assist students to develop their interests in order to reach their full personal and professional potential, the College emphasizes the role of its faculty in the academic advising of students.

The central element in advising is a genuine and sustained concern for students as persons and for their Academic and personal growth. It is the duty of the Vice President for Academic Affairs/Academic

Dean and Department Chairs to allocate such responsibilities, and to inform the individual faculty member of what is expected in the discharge of such responsibilities.

#### 2.9.1.6.1. Guidelines for Student Advising

Although there are other offices which provide specialized counseling, such as the Office of Academic Advising, Dean of Students and The Career Development Center to which the student may be directed for professional and personal assistance, the faculty member has a special and unique mentorship role which may take these forms:

- a. advising of the student with regard to the student's work in classes taught by the faculty member;
- b. serving as departmental advisor when so designated, in the student's major area to assist the student in setting Academic goals, and to insure that College and departmental requirements are met and understood by the student, and that electives are planned to coincide with the student's personal and career objectives;
- c. recognizing when the student needs professional assistance with problems of a personal nature or resulting from academic skill deficiencies and directing the student to the appropriate office or person from whom such assistance is available.

The faculty member is not authorized to make representations or commitments on behalf of the College which are contrary to or not supported by authorized College policies, regulations, or procedures.

#### 2.9.1.7 Recruitment of Prospective Students

A faculty member shall cooperate with the Admissions' Office efforts, such as inviting visiting students into the classroom or studio, and volunteering to participate in portfolio reviews and special recruitment programs developed by the College, including writing letters and calling prospective students.

#### 2.9.1.8 Community Service

Faculty members are encouraged to participate in relevant community service. On-campus service includes registration of freshmen students, involvement in College testing programs, and emergency teaching or proctoring duties. Members of the faculty are required to take part in major academic events such as commencement and all College convocations.

#### 2.9.1.9 Academic Community Cooperation

While members of the faculty have a primary responsibility to their own department, they are also members of the larger collegial community and should, therefore, make efforts to work cooperatively with members of other departments.

#### 2.9.1.10 Use of Copyrighted Material

Faculty members are responsible for knowing and observing the laws concerning the use of copyrighted material.

Section 107 of the Federal Copyright Law Revision of 1978 provides that “fair use” of a copyrighted work, including use by reproduction in copies, for purposes such as “teaching - (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.” The four statutory criteria used to determine whether the use made of a work in any particular case is a fair use include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational uses;
2. The nature of copyrighted work;
3. The amount of substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.”

Multiple copying for classroom use cannot exceed the number of pupils in a class; must meet strict tests of brevity, spontaneity, and non-cumulative effect; and must include a notice of copyright. “Brevity” is

defined in strict and arbitrary volume terms, e.g., no more than 250 words from a poem, between 500 - 1,000 words of prose but up to 2,500 words of a complete article. "Spontaneity" requires permission. "Cumulative effect" limits copying by each instructor of a given item to only one course in the school, not more than nine instances of multiple copying for one course during one class term, and not more than one item from the same author nor three from the same consecutive work or periodical volume during one class term. Under the guidelines copies may not: 1) be used as a substitute for anthologies, compilations or collective works; 2) be made of "consumables" such as workbooks; 3) be a substitute for purchases, be directed by higher authority, or be repeated with respect to the same item by the same teacher from term to term; 4) be the subject of a charge to the student beyond actual copying cost.

Video taping of television programs for classroom use from commercial television programming should be tested by the above statutory criteria for fair use. Before video taping a television program for classroom use from a public broadcasting agency, the institution should contact the local broadcasting station as to the list of programs which schools may record off-the-air.

Institutional employees desirous of using copies of material created by others are responsible for determining its copyright status and should obtain written permission from the copyright owner before using the material except when the "fair use" criteria stated above are met."

#### 2.9.1.11 Deadlines

Each faculty member is responsible for meeting the appropriate deadlines established by the Office of the Vice President for Academic Affairs/Academic Dean, the Office of the Registrar, and the Campus Bookstore.

### 2.9.2 Academic Freedom and Responsibility

Academic freedom is a right protected by the First Amendment. The U. S. Supreme Court said in 1967, "Our nation is deeply committed to safeguarding academic freedom, which is of transcendent value to all of us and not merely to the teachers concerned. That freedom is therefore a special concern of the First Amendment, which does not tolerate laws that cast a pall of orthodoxy over the classroom." The College is a marketplace of ideas, and it cannot fulfill its purposes, in serving the common good, of giving impetus to creative activity in art and design, and transmitting, evaluating, and extending knowledge if it requires conformity with any orthodoxy of content or method.

Academic freedom is essential to the free search for truth, and its free exposition, and to the free play of the imagination. Academic freedom in its teaching aspects is fundamental for the protection of the rights of the teacher in teaching and the rights of students in learning.

Academic freedom carries with it responsibilities, correlative to rights, which bear upon the teacher's utterances as a citizen and upon the exercise of special duties to the institution and to students.

Both the protection of academic freedom and the requirements of academic responsibility apply not only to full-time faculty, but also to all others, such as teachers on special and part-time appointments, and teaching assistants who exercise teaching responsibilities.

All components of the College have a responsibility to exemplify and support these freedoms in the interests of reasoned inquiry. Membership in the Academic community imposes on students, faculty members and others, the acknowledgement of their right to express differing opinions, and the fostering and defense of intellectual honesty, freedom of inquiry and instruction, and free expression.

The teacher's mastery of subject and scholarship entitle a faculty member to the classroom and to freedom in the presentation of the subject. It is improper to fail to present the subject matter of the course as announced to students and as approved by the faculty in their collective responsibility for the curriculum.

Students are entitled to an atmosphere conducive to learning and to supportive treatment in all aspects of the individual teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action in society.

Evaluation of students and the award of credit must be based on Academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, sex, degree of political activism, or personal beliefs and furthermore, the Institute accepts the parameters as set forth in the 1940 Statement of Principles of the American Association of University Professors quoted below:

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to this subject. Limitations of academic freedom because of religious or other aim of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes

special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that s/he is not an institutional spokesman.

### 2.9.3 Sexual Harassment Policy

HARASSMENT POLICY (revised June 1, 2002)

#### HARASSMENT

Maryland Institute College of Art is committed to providing its staff, faculty, and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance. The College is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, being familiar with this policy, and refraining from conduct that violates this policy.

Maryland Institute College of Art will not tolerate any type of harassment or discrimination toward or by any member of the College community. All complaints of such behavior will be taken seriously and will be investigated promptly and thoroughly. The College prohibits acts of reprisal against anyone involved in lodging a complaint of harassment or discrimination. Conversely, the College considers filing intentionally false reports of harassment or discrimination a violation of this policy. It is illegal to harass others on the basis of their sex, age, race, color, national origin, religion, marital status, citizenship, disability, or any other status protected by law. Individuals found guilty of harassment or discrimination toward another employee, student, or faculty member will be subject to disciplinary actions up to, and including, immediate termination or expulsion from the College, when appropriate.

Harassment or discrimination (as defined by Title VII, Title IX, or other applicable laws) can take many forms, including, but not limited to slurs, jokes, statements, gestures, electronic communications (including email), pictures or cartoons regarding a student's, faculty member's, or employee's race, color, religion, gender, national origin, age, marital status, sexual orientation, citizenship, disability, or any other status protected by law.

Fundamental to the College's mission purpose is the free and open exchange of ideas. It is not, therefore, the College's purpose in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

#### SEXUAL HARASSMENT

Sexual harassment is a violation of the law and a violation of the College's policy. This policy on sexual harassment applies to the entire College and to the conduct of students, faculty, staff and vendors both on campus and at College sponsored events and activities.

Sexual harassment toward a student is a violation of Title IX of the Education Amendments Act of 1972. Students who believe they have been subject to sexual harassment at the College are instructed to contact the Vice President for Student Affairs.

Sexual harassment towards an employee is a violation of Title VII of the Civil Rights Act. Title VII is the primary legal basis for sex discrimination claims of employees. It protects both men and women, and includes but is not limited to, discrimination on the basis of pregnancy, childbirth, or related medical conditions.

If you feel that you are being sexually harassed, or are aware of the occurrence of sexual harassment, you should immediately contact the Vice President for Student Affairs, Vice President for Academic Affairs, or the Director of Human Resources/Equal Opportunity Officer. The College will investigate the matter promptly and take appropriate steps to equitably resolve the matter. Sexual harassment is unwelcome behavior of a sexual nature that is offensive to students, staff, or faculty. Sexual harassment includes but is not limited to:

- Sexual advances, requests for sexual favors, and/or verbal or physical contact where submission to the conduct is made a term or condition of instruction, employment, or any College activity, or is used as the basis for academic decisions or employment; or
- Unwelcome verbal, visual, or physical conduct of a sexual nature, which unreasonably interferes with a student, staff, or faculty member's work or creates a hostile or demeaning employment or educational environment.

Some examples of prohibited harassment include:

- Unwelcome sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other physical contact considered unacceptable by another individual.
- Requests or demands for a sexual relationship. This includes subtle or blatant unwanted flirtations, advances, propositions, expectations, or requests for any type of sexual relationship.
- Verbal abuse or teasing that is sexually oriented or based on gender or sexual preference. This includes comments about an individual's body or appearance, off-color jokes or any other offensive, comments, innuendoes, or actions with which someone may be uncomfortable (where such comments go beyond an isolated innocuous compliment).

Consenting romantic and sexual relationships between faculty/staff and student or between supervisor and employee, while not expressly forbidden, are generally deemed inappropriate, particularly relationships between individuals of un-equal status. In the view of the College, the relationship between a student and instructor or staff member is that of client and professional. The respect and trust accorded an instructor by a student, as well as the power exercised by the instructor in giving praise or criticism, grades, recommendations for further study, future employment, etc., greatly diminish the student's actual freedom of choice should sexual favors be

included among the instructor's demands. Therefore, instructors are warned against the possible costs of even an apparently consenting relationship in regard to the academic efforts of both faculty member and student. A faculty member or staff member who enters into a romantic relationship with a student or a supervisor with an employee where a professional power differential exists, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to establish that there has been no violation of the policy on grounds of mutual consent.

The College administration and the Harassment Review Board investigating a charge of sexual harassment shall be expected, in general, to be unsympathetic to a defense based upon consent when the facts establish that a professional faculty/staff/student or supervisor-employee power differential existed within the relationship.

### 2.9.3.1 Complaint Procedures

#### MAKING A COMPLAINT

##### Faculty/Staff

A faculty member, or staff member of the College who believes that he or she is being harassed in violation of this policy or who becomes aware of harassment of a coworker and wishes the College to take action on his or her behalf or on the behalf of others is required to immediately bring the matter to the attention of either their department chair/supervisor or the Vice President for Academic Affairs, or the Director of Human Resources/Equal Opportunity Officer. An employee is not required to bring a harassment complaint first to their department chair or supervisor. If preferred, the complaint may be made directly to the Director of Human Resources/Equal Opportunity Officer. All complaints will be investigated in accordance with the Grievance Procedure described in this policy. Any supervisor who receives a complaint or who observes harassing conduct must inform the Director of Human Resources/Equal Opportunity Officer immediately. An official record of the complaint will be made.

##### Students

If a student of the College believes that he or she is being harassed in violation of this policy or becomes aware of possible harassment and wishes the College to take action, he or she should bring the matter immediately to the attention of the one of the following the parties: Vice President for Student Affairs, Director of Human Resources/Equal Opportunity Officer or Vice President for Academic Affairs. Any student who wishes a confidential discussion regarding harassment should contact a member of the Counseling Center staff.

All complaints of harassment will be promptly investigated. The College will not tolerate retaliation against any member of the College for bringing a complaint or for cooperating with an investigation. When the investigation finds that harassment occurred, the College will take prompt corrective and disciplinary action (up to and including discharge from employment or expulsion from the College, when appropriate).

### 2.9.3.2 Informal Process of Resolution

#### INVESTIGATIVE PROCEDURES

Any complaint of harassment should be expressed to the Vice President for Student Affairs, Vice President for Academic Affairs, or Director of Human Resources/Equal Opportunity Officer. If a student has a complaint, it should be discussed with the Vice President for Student Affairs. A staff member's complaint should be discussed with the Director of Human Resources/Equal Opportunity Officer, and a faculty member's complaint should be discussed with the Vice President for Academic Affairs. If a department chair or other MICA community members receives a complaint, this complaint must be forwarded to the Director of Human Resources/Equal Opportunity Officer within two working days of receiving the complaint. If the Director of Human Resources and the administration along with advice from MICA's legal authorities feel it is necessary to remove an individual from the campus to continue the investigation then the administration will suspend the individual with pay until the investigation has been concluded.

#### INFORMAL INVESTIGATION AND RESOLUTION

Once a complaint has been made, counseling and informal discussion and mediation are often the first phase of the complaint process. In some cases the complaint may be resolved by simply arranging for a meeting between the involved parties. If the complainant is not satisfied that the issues related to the alleged harassment have been resolved through the informal process, the Director of Human Resources/Equal Opportunity Officer will initiate a formal process of investigation.

### 2.9.3.3 Sexual Harassment Advisory Board

#### FORMAL INVESTIGATION AND RESOLUTION

Maryland Institute has established a standing Harassment Review Board (see Definitions) for the purpose of conducting formal investigations into allegations of harassment and making recommendations on the basis of its investigation. In the formal investigation process, the Director of Human Resources/Equal Opportunity Officer will convene the full board or a sub-group to review the complaint and determine whether the allegations constitute harassment. If the board or sub-group finds that the elements of the complaint falls under the definition of harassment, the Director of Human Resources/Equal Opportunity Officer will consult further with this group to determine a schedule and organization of a formal investigation by the full Harassment Review Board. The Director of Human Resources/Equal Opportunity Officer has ten working days to complete the process. If the Director of Human Resources/Equal Opportunity Officer cannot complete the process within this time frame, the person making the complaint will be notified in writing of the expected time frame for completion of the initial investigation and reason for delay.

The Harassment Review Board will conduct a formal investigation, which includes interviews with witnesses and a review of all information deemed relevant to the matter. Both the accuser and the accused will be given an opportunity to appear before the Harassment Review Board. The Director of Human Resources/Equal Opportunity Officer will maintain a confidential record of the proceedings and prepare a report of the findings for the Administration. In the absence of the Director of Human Resources/ Equal Opportunity Officer, a selected member of the Harassment Review Board will assume these responsibilities.

Complaints should be presented as promptly as possible after the incident occurs. The individual who presents the complaint may postpone an investigation for a reasonable time. In the case of a complaint brought by a student, postponement is limited to sixty (60) days from the end of the academic semester, in which it occurred. The reason for postponement should be stated in writing and submitted to the Director of Human Resources/Equal Opportunity Officer.

If the Director of Human Resources/Equal Opportunity Officer refers a complaint to the Harassment Review Board, the Harassment Review Board will have a goal of completing its investigation within twenty (20) working days of the date on which it receives the complaint. If the Harassment Review Board determines that it cannot complete its investigation within this time frame, the person making the complaint and the accused will be notified in writing of the expected time frame for the completion of the Harassment Review Board's investigation and reasons for delay.

After a full fact finding investigation by the Harassment Review Board, a written report will be presented to the President of the College and a summary of findings presented to both parties. If the Harassment Review Board finds that harassment has not occurred, the report and evidence will be held for three (3) years, then destroyed from institutional files. In the event that the Harassment Review Board determines that harassment occurred, the College will take prompt corrective and disciplinary action (up to and including discharge from employment or expulsion from the College, when appropriate). The President and/or Vice President will have five (5) working days to make a decision on the findings. If the investigation involves a student, the findings will also be presented to the Vice President for Student Affairs for disciplinary action if appropriate. If the investigation involves a faculty member, the findings will also be presented to the Vice President for Academic Affairs for disciplinary action if appropriate.

#### 2.9.3.4 Definitions

**Confidentiality:** The College is sensitive to the need for privacy for the complainant and the accused; therefore, in investigating complaints of harassment, the College will be as discreet as possible. It is most important that all parties (accuser, accused, witnesses, and Harassment Review Board members) involved in the investigation maintain confidentiality. If the confidentiality is breached, the individual responsible for the breach may be subject to disciplinary action up to and including termination or expulsion from the College, when appropriate.

**Discipline:** The College will take disciplinary action, as it deems necessary and appropriate. This may include, but is not limited to, warning, suspension, and immediate discharge or expulsion from the College. Immediate discharge or expulsion may be taken as a first or last disciplinary step.

**Harasser:** Hostile environment claims do not require that the harasser be a supervisor or faculty member. The harasser can be a student classmate, a staff member, a vendor, a customer, or other non-employees. The Harassment Review Board Members' function is to work as a diverse group to investigate complaints to determine whether alleged conduct constitutes harassment of any type. A Harassment Review Board member may also participate in mediation between parties. After full fact-finding investigation by the Harassment Review Board, a written report will be presented to the President. If the investigation involves a student then the findings will also be presented to the Vice

President for Student Affairs, if the investigation involves a faculty member the findings will also be presented to the Vice President for Academic Affairs.

**Hostile Environment:** Unwelcome verbal, visual, or physical conduct, which occurs because of a person's legally protected status and unreasonably interferes with a student, staff or faculty member's work or creates a hostile or demeaning employment or educational environment, constitutes a hostile environment.

**Harassment Review Board:** The Harassment Review Board will be selected by the President or his designees in consultation with the Equal Opportunity Officer. The Harassment Review Board will consist of three four staff members, three faculty members, and the Director of Human Resources/Equal Opportunity Officer, the official note taker. The Harassment Review Board shall be composed of persons who reflect the College's diverse population. The Director of Human Resources/Equal Opportunity Officer serves as coordinator in order to centralize the responsibility of the Harassment Review Board and to facilitate administrative matters. Selection is aimed at forming a group that will offer continuity, experience, and sensitivity to concerns of those who believe they have become a victim of harassment on the basis of their sex, age, race, color, national origin, religion, marital status, citizenship, disability, and other personal characteristics by harassment any status protected by the law. The Harassment Review Board Members shall be appointed for a three-year term and may be re-appointed. Any member who has a connection to a complainant or the alleged harasser should be excused from this process.

**Retaliation:** Submission of a good faith complaint will not affect educational endeavors, work assignments, academic career, or an employee's future employment with the College. No retaliatory action will be taken against any person because they make a complaint of harassment. If complainant believes he/she is being retaliated against for making a complaint or participating in an investigation, he/she should immediately report such retaliation to the Director of Human Resources/Equal Opportunity Officer.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's instruction, employment; or participation in any College activity, or

- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive College environment.

#### 2.9.3.5 Record-Keeping During The Informal Process

All records pertaining to an active grievance shall be kept in a locked file maintained by the Equal Opportunity Officer and shall be separate from any employee's personnel file. The file shall contain a copy of the signed complaint and a report by the Board Member serving as consultant to the case detailing actions taken, responses made, and a statement of the outcome of the informal process. The report shall be signed by both parties indicating their satisfaction that the report is accurate.

If the complaint is dismissed during or after the informal process, and the complainant does not appeal the dismissal, the respondent may decide whether or not a copy shall be placed on the Equal Opportunity Officer's files and/or in the personnel file. In the case of appeal, all materials shall be retained in the file and forwarded to the appropriate party.

If the parties sign a written statement of agreement, the file with the mutually accepted resolution is retained by the Equal Opportunity Officer in a secure place until the terms of the resolution are completed. If the terms of the agreement have been carried out, the Board Member will forward a statement to this effect to the Equal Opportunity Officer for placement in the file. The file shall then be forwarded to the Equal Opportunity Officer. If either party withdraws from the written statement of agreement within the designated two-week reflection period, all materials shall be retained in the file and forwarded to the appropriate party.

The file shall be accessible only if required due to pending court action, review by state or federal enforcement agencies, or as determined by the President. The complainant and respondent shall be informed of any circumstance requiring that the file be opened.

Decisions made under the Sexual Harassment Policy are not subject to the Grievance Procedure in Section 2.176.

## 2.10 Professional Development

To be an effective teacher, a faculty member must pursue professional renewal and enrichment whether it be through studio work or studies and research in the liberal arts. The faculty member must demonstrate a continuing interest in and exploration of developments and ideas in his/her professional areas. It is essential that faculty have available studio or study space either in their residence or elsewhere to pursue their work to maintain the skills obligatory to their professions as artists, scholars and teachers.

### 2.10.1 Sabbaticals

#### 2.10.1.1 Purpose

By providing time and ongoing financial support to eligible faculty, the Institute's Sabbatical leave program enables faculty to intensify their continued development as artists, scholars, and teachers. It is expected that the faculty member should return from the period of professional concentration refreshed and enriched in such a way that his/her students and colleagues share the benefits of the sabbatical experience.

#### 2.10.1.2 Terms

Sabbaticals will be granted for one semester at full pay; the equivalent of half years teaching load extended over a full academic year at full pay; or two sequential semesters at 2/3 pay. Every effort will be made by the Vice President for Academic Affairs/Academic Dean and Vice President for Business Affairs in conjunction with the faculty Budget and Finance Committee to use the Sabbatical List to engage in long-term planning, allowing all faculty to take a sabbatical as soon as they become eligible. The College reserves the right to postpone the award of sabbatical leaves for budgetary reasons. Such a postponement must be submitted to the Budget and Financial Priorities Committee as part of the annual process of budget development. If, for any reason, a budget is approved by the Board of Trustees that does not provide adequate funding for scheduled sabbatical leaves, the Board of Trustees will submit a written report to the Faculty Assembly by February 25 of the year prior to the implementation of the budget (unless extended by mutual agreement) that:

1. Explains the specific reasons for the failure to fund all scheduled sabbatical leaves.
2. Provides a detailed account of how other elements of the College budget will be affected by the event/circumstances/shortfall/emergency that precipitated the failure of the Board to fund scheduled sabbatical leaves.

3. Enumerates what steps will be taken by the Board of Trustees to assure the timely resumption of funding for scheduled sabbatical leaves.

Faculty representatives designated by the Faculty Assembly have the right to meet with the full Board of Trustees or the Executive Committee of the Board of Trustees to discuss their report by no later than the May Board meeting in the year prior to the implementation of the budget that fails to provide funding for scheduled sabbatical leaves, unless extended by mutual agreement

#### 2.10.1.3 Eligibility

Full-time and pro-rata faculty (who have taught a minimum of 9 credits per year) are eligible for (one) sabbatical leave if

1. Full-time faculty: He/she has taught 6 years in the degree program, with a full-time contract of 18 credits per year at the Institute (108 credit hours), since the completion of the academic year in which he/she received any prior sabbatical leave from the Institute or since appointment.
2. Pro rata faculty: He/she has taught 6 years in the degree program and has taught 72 degree program credits (with a pro rata contract of a minimum of 9 credits per year) since the completion of the academic year in which he/she received any prior sabbatical leave from the Institute or since appointment.

NOTE: Given that there may be "special cases," pro rata faculty will be eligible after six years (72 credits), but their compensation will be determined by the average of credits taught during that six year period.

#### 2.10.1.4 Sabbatical Conditions

1. Release time for administrative duties is to be included for full-time or pro rata faculty (see Section 2.2.2. 1.)
2. Credit taught over and above a contractual agreement (i.e. supplemental credits) will not apply unless such credit was requested by the Vice President for Academic Affairs/Academic Dean with the

approval of the Sabbatical Committee. In any case, a faculty member will not be eligible for a sabbatical sooner than six years.

3. No credits for summer school, Continuing Studies, workshops, etc. will be awarded toward sabbatical credits. Only credits from full-time and pro rata (DEGREE PROGRAM RENEWABLE CONTRACTS) will be credited.
4. If, due to unusual circumstances, a deferral of sabbatical is requested by the Vice President for Academic Affairs/Academic Dean, that year and credits will be applied toward the next period.
5. A faculty member may choose to defer the sabbatical for two consecutive years. After that the faculty must elect to take the sabbatical or forfeit it, losing their accumulation of credits and years.
6. Credits will accrue for new faculty at the beginning of full-time or pro-rata status at MICA and include initial appointments. In consultation with the Sabbatical Committee the Vice President for Academic Affairs/Academic Dean may use prior full time service at other institutions of higher education to determine sabbatical eligibility status for a new faculty member at MICA.
7. Faculty who receive an appointment to the Full-Time or Pro-Rata faculty will receive sabbatical eligibility credit for prior Full-Time teaching service at the Maryland Institute, College of Art (degree program). Such service must be confirmed by contract/s and will be credited only after an appointment to the Full-Time or Pro-Rata faculty is made.
8. Credits will begin accruing in the fall semester of the academic year following the sabbatical year, regardless of whether a sabbatical is taken during the fall or spring semester.
9. The sabbatical must be used as a sabbatical. No full-time teaching may take place during this time.
10. In consultation with the Vice President for Academic Affairs, the Sabbatical Sub-Committee will adjudicate problems of exception to the policy.
11. The sabbatical is a privilege of all full-time and pro-rata faculty who meet the eligibility requirements in Section 2.10.1.3 and 2.10.1.4. Each faculty who takes a sabbatical is obligated under contract to use that time for the stated purposes.

12. When a sabbatical is granted, the faculty member will return to the school for at least one academic year following the leave. Exceptions to this condition may be approved by the Vice President for Academic Affairs, reducing or eliminating the service period required for faculty returning from a sabbatical. If such an exception is made, the Vice President for Academic Affairs will inform the Sabbatical Sub-Committee of the reasons and terms of the exception. 12. Upon returning from a sabbatical, the faculty member will be responsible for submitting to the Office of Academic Affairs a report of sabbatical activity or an Artist's Statement accompanying the Sabbatical Exhibition.

#### 2.10.1.5 Award Procedure

Prior to February 1, the Academic Affairs office will publish the Sabbatical list indicating who will be eligible for a sabbatical a year from the following September. The list will show individual placement in terms of credits taught since appointment or last sabbatical; years since appointment or last sabbatical; and projected year of next sabbatical. Faculty who are eligible for sabbatical will be notified by the Vice President for Academic Affairs/Academic Dean at that time.

Eligible faculty in turn must submit a letter of intent to the Vice President for Academic Affairs/Academic Dean before April 1, one and a half years prior to the academic year of the requested leave. The letter must include a brief but specific statement on the purpose of the sabbatical. It should include any planned travel, professional activities, whatever unique qualities may exist in the project's special benefits relevant to the school, and a statement that when sabbatical is granted, the recipient will return to the school for at least one year following the leave. The purpose of the sabbatical should be consistent with the stated Policy of Sabbatical (2. 10. 1. 1). Notification of award will be made by the Vice President for Academic Affairs/Academic Dean by June 1 of the same semester in which the letter of intent was submitted. A faculty member electing to postpone the sabbatical must do so before October 1 of the year preceding the approved sabbatical.

#### 2.10.2 Attendance at Professional Meetings

If a faculty member plans to attend a professional meeting which will necessitate a brief absence from classes, the faculty member should provide the students in those classes with

special assignments or compensate in some other way for the canceled class meetings. The faculty member might ask other instructors to meet those classes on a reciprocal basis. The Maryland Institute can pay for the substitute instructors only when approved by the Vice President for Academic Affairs/Academic Dean and when professional meetings are required by the Institute.

### 2.10.3 Grants

The Office of Grants of the Development Office offers workshops and limited individual counseling to all faculty seeking grant support resources and in grant preparation and filing.

Faculty preparing for sabbatical leave are encouraged to consult with the grants officer during these workshops.

The College encourages faculty, in consultation with their Chairs and the Vice President for Academic Affairs/ Academic Dean to develop grant proposals which advance their areas of scholarship and professional activity and contributes to the enhancement of the curriculum or overall College community.

### 2.10.4 International Travel and Teaching Opportunities

The Office of Continuing Studies in conjunction with the Office of Academic Affairs provides opportunities for faculty to develop study abroad options in areas of special interest, and travel opportunities which are related to their areas of interest and with countries and institutions with which the College has relationships or ties.

### 2.10.5 Educational Benefits and Professional Development

Full-time and pro rata faculty members are entitled to tuition remission for one course each semester per faculty in the degree or Continuing Studies Program. Continuing per course faculty who have served at least four consecutive semesters are entitled to tuition remission for one course per semester per faculty in the Continuing Studies Program. Admission to any course at the Institute is on a first-come first-served basis, faculty will neither be favored nor penalized in this regard. Tuition remission does not include fees. All full-time, pro rata, and per course faculty have full use of the library subject to the rules of the library.

### 2.10.6 Travel

A limited sum is budgeted annually for faculty travel. Chairs will have priority in using such funds for travel to professional meetings. If a faculty member participates actively in a national or regional meeting, the expenses may be paid as well, if within the total amount allocated for travel and approved by the Chair. A report on such trips should be submitted to the department faculty and Vice President for Academic Affairs/ Academic Dean.

### 2.10.7 Trustee Awards

Each year, the Trustees select three faculty to receive cash awards for excellence in teaching. The selections are based on the nominations of the students faculty or staff. Awards are presented at graduation.

## 2.11 Workload

### 2.11.1 Teaching Duties

Given that the definition of a full-time teaching position is nine (9) credits per semester. The following limits, except under unusual circumstances, will be applied to additional teaching hours:

- a. Full-time faculty members may teach no more than three credits per semester in the Continuing Studies Program.
- b. Full-time faculty members may teach no more than one three credit course per semester in the Summer School Degree program.
- c. Full-time faculty members will be asked to teach no more than nine credits per semester in the degree program.

The intention of the above proposals is to increase available positions, to avoid laying off of qualified part-time faculty members.

If any faculty member proposes that a new course be added to the curriculum, which was approved by the Department Chair and Curriculum Committee, it would be with the understanding that he/she would be required to stay within the proposed credit limits.

### 2.11.2 Non-Teaching Duties

The normal non-teaching duties and activities of the faculty include:

1. Research, writing, membership in professional societies, artistic performances, exhibitions, and other means of professional self-improvement.
2. Preparation for each class of a syllabus sufficiently detailed to provide the student with adequate direction.
3. Participation in College,\* faculty and department meetings, committees and activities.
4. Attendance at official College functions.
5. Representation of the College educational groups when called upon by the President to do so.
6. Writing letters of recommendations for students both past and present.
7. Examination of library holdings in one's field and recommendation of purchases.

8. Service as advisors to various College club's and organizations.

#### 2.11.2.1 Committee Service

Faculty service on institutional and faculty committees as outlined in sections 1.7.2•1.7.3 and updated annually will be limited to a total of one committee for Full-Time faculty, and one for Pro-Rata faculty teaching half-time or less. (see sections 1.7.2 and 1.7.3) Per course faculty may also choose to serve on one committee (See Faculty Assembly Work Rule #5). Members of the Faculty Executive Committee (see section 1.7.3.1) serve only on the FEC and the faculty committee they chair.

#### 2.11.3 Definition of Work Year

The academic work year begins two days prior to the orientation program for new students and ends with commencement and the turning in of final grades for the spring term. In periods which are noted as student vacation periods, faculty likewise need not report for work.

#### 2.11.4 Conflicts with Primary College Responsibility and Outside Activities

No outside service or enterprise, professional or other, should be undertaken that might interfere with the faculty member's primary responsibility to the College as defined in Sections 2.10 and subsections, and 2.12.1, and 2.12.2. While the member of faculty is encouraged to engage in outside professional activities, they must not interfere with his or her teaching, advising, research, and College service responsibilities.

##### 2.11.4.1 Primary Faculty Responsibility

The primary responsibility of a faculty member is to render to the College the most effective service possible and to devote the greater part of his or her full working time to the College. At the same time, consulting and other outside activities of a professional nature are encouraged by the College where such activities given the faculty member experience and knowledge valuable to professional growth and development. "These activities may help the member of faculty make worthy contributions to knowledge, or contribute to instructional programs, or otherwise make a positive contribution to the College or the community.

##### 2.11.4.2 Outside Activities and Outside Professional Activities

For purposes of this section, "outside activities" and "outside professional activities" are distinguished as:

a. "Outside activities" are those activities, compensated or uncompensated, which are not included, directly or indirectly, in a faculty members contractual obligations to the College; and which are not related to the faculty member's academic specialty.

b. "Outside professional activities" are those activities compensated or uncompensated, which are related to the faculty members academic specialty which involve persons, entities or governmental agencies other than the College (an "outside entity") or programs administered through or sponsored by an outside entity. Examples of "outside professional activities" include:

1. practicing a profession on a part-time basis;
2. providing professional, managerial, or technical consulting services to an outside entity;
3. serving on a committee, panel, or commission established by an outside entity;
4. testifying as an expert in administrative, legislative, or judicial hearings;
5. participating in or accepting a commission for art work, dramatic, dance, or other artistic performance or event sponsored by an outside entity, and
6. teaching at an institution other than the College.

#### 2.11.4.2.1 Examples of Usual "Outside Professional Activities of Faculty

Ordinarily, faculty are expected to engage in one or more of the following outside professional activities:

- a. exhibitions, performances, writing of scholarly books, monographs and articles;
- b. participating in professional organizations, seminars, and colloquia that are relevant to the educational process at the College and/or to the individual's academic interests;
- c. acting as a reviewer or editor for professional journals or book manuscripts; or
- d. presenting occasional lectures or papers at meetings of an outside entity.

#### 2.11.4.2.2 Prior Authorization Requirement

Faculty under contract to the Maryland Institute are required to submit to the Vice President for Academic Affairs/Academic Dean a written notice of their employment by an institution in either an instructional or administrative capacity.

Full-time or pro rata faculty under a degree program contract with the Maryland Institute may also teach in the Continuing Studies program. However, no full-time or pro rata faculty may teach more than one course per semester in the Continuing Studies program including the Continuing Studies Summer Program. Per course faculty may teach no more than 9 credit hours in a given semester, including Continuing Studies and degree programs.

#### 2.11.4.2.3 Use of College Facilities and Services

College facilities may be used by faculty members in connection with the academic or scholarly activities described above without being subject to the requirements of prior approval or reimbursement.

While faculty members may utilize the services of the secretarial staff of their respective department to assist in the preparation of professional articles, papers, reviews, etc., such clerical assistance should not interfere with official work.

Except for the use of office space assigned to a faculty member and available library services, College facilities (including, with limitation, computers and other equipment) may be used by faculty members in connection with "outside activities\* and "outside professional activities" only after written approval by the Chair of the faculty member's department, the Dean and the person responsible for operating the facility or equipment. In all cases, the faculty member or his or her outside employee or sponsor will pay the rate established by the College for the use of the facility, equipment, materials or services.

#### 2.11.4.2.4 Use of the College Name and Seal

The College name and seal are the exclusive property of the College and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the Dean. Faculty members publish a considerable number of reports in the form of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. Material from such recognized publications is, of course, quotable, and proper recognition should be given to both the individual author and to the College in connection with such quotations.

Official stationery may not be used in connection with “outside activities” except with respect to those academic and scholarly activities described above. No report or statement relating to outside activities may use the name of the Maryland Institute attributed to it. The use of official College titles for personal gain or publicity is prohibited without the written approval of the Dean.

#### 2.11.4.2.5 College Assumes No Responsibility

The College assumes no responsibility for the competence or performance of “outside activities” engaged in by a faculty member, nor may any responsibility be implied in any advertising with respect to such activities. Faculty members may not represent themselves as acting on behalf of the College.

#### 2.11.4.2.6 Political Activity

Faculty members, as citizens, are free to engage in political activities. Any member of the faculty who wishes to engage in direct political activity which will involve a substantial amount of time away from the performance of his or her College responsibilities (e.g., holding or running for political office, managing a campaign, directing group action on behalf of a political candidate or issue) is expected to work out a mutual agreement for leave of absence with the Department Chair and the Dean before undertaking such activity.

The terms of such leave of absence will be set forth in writing, and the leave will not affect unfavorably the status of a faculty member, except that time spent on such leave will not count as probationary service unless otherwise agreed to.

#### 2.11.4.2.7 Compliance and Enforcement

The Dean and Department Chairs are available for advance consultation with respect to potential conflicts between a member of faculty’s primary responsibility and outside activities. If the Department Chair or the Dean is concerned about whether a faculty member is meeting the standards of this policy, the Chair will discuss this with the faculty member. If a satisfactory resolution cannot be reached, the Chair will advise the Dean. The Dean will meet with the member of faculty to resolve the issue.

#### 2.11.4.2.8 Honoraria, Gifts and Donations

Honoraria or expenses may be accepted by a faculty member for papers, speeches, demonstrations, consulting or other activities, the performance of which would not ordinarily be considered as part of the normal responsibilities inherent in the position. Income for such activity, if conducted during the work hours shall be used for faculty replacement. The employee's supervisor should be informed of such activity.

Maryland Institute employees should not accept compensation, gifts, rewards, gratuities or anything of value from any source other than the College for services rendered in the normal course of fulfilling the responsibilities of the College. This provision is not intended to restrict the usual social amenities or ceremonial gifts.

## 2.12 Working Conditions

### 2.12.1 Emergencies

All employees should be familiar with the extension number of the guard station for the building in which they work. During non-business hours, the Fox Building guard station at 225-2245 may be called.

In the event of an emergency (injury, crime, fire), you should 1) call 9-911 for the appropriate emergency service and then 2) call the nearest guard. No employee should attempt to resist an armed intruder.

In the event of fire, the building should be evacuated swiftly and calmly (don't run). Supervisors should ensure that their offices are clear before leaving. Any emergency situation should be reported to the President's Office as soon as possible.

Snow Closing: Snow closing will be announced in the morning on the following radio stations: WBAL A.M. frequency 1090 and WTYY F.M. frequency 98.

### 2.12.2 Creative Works

All employees of the College, including but not limited to staff, faculty and administrators, shall conduct their activities on behalf of the College including but not limited to any research or writing activities, in such a fashion so as to meet and comply with all the requirements of the United State copyright laws and regulations (Title 17 U.S. C.). (See also Section 2.10.1.10.)

As a condition of employment, each employee agrees to accept responsibility for reading and understanding the requirements of the copyright law and the policy statement and guidelines of the College. As determined by the College, such acts shall be considered “good faith compliance” by the College and the employee shall not be required to indemnify the College for any damages, judgments, or costs which may be obtained against the College for the acts of the employee.

If, however, an employee willfully, intentionally, negligently, or without good faith violates the copyright provisions, the employee shall be solely liable for all losses, damages, judgments, and costs of whatsoever kind or nature that may be incurred. Should the College be named in any legal or equitable action arising from such wrongful infringement, the employee agrees to save, hold harmless, and indemnify the College against all losses, damages, fees (including attorney fees), or other penalties, monetary or otherwise, that may be incurred as a result of such conduct.

#### 2.12.2.1 Interest In Creative Works

It is the policy at the Maryland institute not to interfere with the long-standing and traditional rights of the faculty and staff to write, create, produce or otherwise generate works or products which are copyrightable, patentable, or of commercial value, on their own initiative. Any such materials written, created produced or otherwise generated by a member of the faculty or staff shall remain the exclusive property of the faculty or staff member, and that person shall have the sole right of ownership and disposition, unless the materials are written, created, produced or otherwise generated “for hire”.\*

Materials written, created, produced or otherwise generated “for hire” are defined as inventions, creations, manuscripts, or other works or things of commercial value which are written, created, produced or otherwise generated by persons, including but not limited to faculty and staff members, who are: engaged by the College specifically to write, create, produce or otherwise generate such materials or to conduct the research or other activity which produced anything included in the material(s); are released from other College responsibilities in order to write, create, produce or otherwise generate the materials; or, engage a substantial use of College resources in the writing, creation, production or generation of the materials. Any copyrightable, patentable or otherwise commercially valuable materials written, created, produced or otherwise generated “for hire” shall belong completely and exclusively to the College subject to this policy.

Copyrightable materials include but are not limited to books, pamphlets, brochures or other printed materials; films, video or audio tapes; computer programs or computer-based instructional materials; musical compositions; and any and all copyrightable materials covered by the copyright laws of the United States or any foreign government, as amended. Patentable works include

but are not limited to inventions, creations and any and all things patentable under the patent laws of the United States or any foreign government, as amended. Materials of commercial value are any materials which the College, in its sole discretion, determines to have commercial value.

Materials written, created, produced or otherwise generated pursuant to or under the sponsorship of an outside agency or governmental grant shall be subject to the copyright, patent and exploitation terms and conditions of said grant, contract or agreement. If no such terms and conditions are stated, then the materials produced by the faculty or staff member shall be subject to the terms of this policy.

Faculty or staff members who write, create, produce or otherwise generate copyrightable, patentable or other commercially valuable materials using College resources shall be governed by the following principles in determining what constitutes substantial use of resources:

a. The following resources may be used by faculty and staff members for their creative and/or intellectual pursuits at institutionally authorized levels without accounting for substantial use" under this policy.

1. Personal office space
2. Local telephone calls
3. Typewriters (but not secretarial service)
4. Personal computers
5. Word processors
6. Library facilities
7. Other faculty or staff members as consultants.

b. The following resources, when used by the faculty or staff members for the writing, creation, production or generation of copyrightable, patentable, or substantial use of College resources and the faculty or staff member shall keep accurate and detailed records reflecting her/his use of the resources. Records of utilization must include actual hours or quantity of use and estimated or actual cost or value of each resource used:

1. College secretarial services
2. Plant and animal specimens

3. College supplies including but not limited to paper, copying costs, etc.
4. Chemical supplies
5. Long distance telephone calls
6. "WATS" line telephone calls
7. Video movie cameras
8. TV studio (personnel and supplies)
9. Postage
10. Mainframe computer
11. Computer software, 16mm film, video/audio tapes
12. Blank diskettes, blank film, blank video/audio tapes
13. Electronic music synthesizers
14. Any other College resource not included in Section A above, or any resource used at greater than institutionally authorized levels.
15. Slide duplication facilities/services
16. Studio facilities

Any faculty or staff member who writes, creates, produces or otherwise generates any copyrightable, patentable or potentially commercially valuable materials while in the employ of the College shall submit a written statement to the Academic Affairs Committee of the Faculty Executive Committee describing the circumstances under which the materials were generated and circumstances under which the College resources have been or will be utilized, the extent of the utilization, and the necessity of the use.

The Academic Affairs Committee shall, within thirty (30) calendar days following submission of the written description, make a decision and notify in writing the faculty or staff member whether the materials were written, created, produced or otherwise generated for hire. If the committee finds that the materials were not written, created, produced or otherwise generated as works "for hire," the material then shall become the property of the College according to the terms and conditions of this policy. No faculty or staff members shall assign all of her/his rights to the College by a written assignment and, in the case of a refusal to sign, does appoint as a condition of employment, the President of the College, as his/her attorney-in-fact, to execute an assignment on behalf of the faculty or staff member in accordance with the terms of this policy. The faculty or staff member, upon such assignment of rights, shall be entitled to receive 50% of the net profits, as defined herein above, if any, derived from the commercial exploitation or dissemination of the materials.

When the College has obtained rights of whatsoever kind or nature in copyrightable, patentable, or commercially valuable materials which have been written, created, produced or otherwise generated by faculty or staff members, then the terms and conditions of this policy shall be binding upon all parties in regard to the copyrightable, patentable or commercially valuable materials until all of the following conditions have been met:

1. For a minimum of two calendar years from the date of assignment;
2. Until such time as the College has recovered all the expenses and costs attributable to the writing, creation, production, generation and/or exploitation of the materials;
3. For so long as the faculty or staff member is employed by the College plus an additional two calendar years from the calendar date of cessation of employment for whatever reason.
4. Until the College copyright, patent, or contract rights expire.

#### 2.12.2.2 Policy Revisions

Copyright and patent law is a constantly changing area of expertise. Due to changes in the laws which may occur, this policy may undergo revision from time to time in order to adapt to the legislative changes or differing interpretations of the laws.

#### 2.12.2.3 Sale of Employee Created Materials to College Students

Faculty and staff members often create materials in which they hold commercial interests and which might be used in courses or programs which the faculty or staff member is teaching or administering for the College. It is the policy of the College that faculty or staff members may require students to purchase material in which the faculty or staff member holds a commercial interest for courses taught or programs administered by that faculty or staff member. In this situation, however, the faculty or staff member shall assign all income rights for all the materials sold to the College. Any income thus received shall be placed in a special fund which shall then be made available by application to faculty and staff members in order to promote research, publication, or other creative efforts.

#### 2.12.3 Hazardous Waste Disposal

Employees who handle toxic or hazardous substances on behalf of the College are required to maintain, use, and dispose of such substances in accordance with applicable state, federal and local laws and regulations as a condition of their employment. The employee may obtain assistance in

ascertaining his/her obligations under these laws and regulations from the Chair of the Committee on Hazardous Waste and Toxic Materials, Section 1, 1.7.2.7. Any employee who violates any such laws, unless such violation occurs despite reasonable reliance upon advice given by the College shall be deemed to have acted outside the scope of his/her authority.

#### 2.12.4 Fund-raising Policy

While the College encourages employee fund-raising on its behalf, proper coordination and approval is necessary to avoid conflicts and confusion. Therefore, all fund-raising activities conducted on behalf of or in the name of the College by any employee shall be subject to the coordination of the Vice President for Development. Grants or gifts may not be accepted on behalf of the College unless approved by the Vice President for Development.

Employees may not solicit funds on behalf of any organization, other than an approved College organization, on College property unless prior approval is received from the Office of the Vice President for Development. Employees may not sell, or solicit the sale of, products on College property or on work time other than College-approved products the sale of which is part of the employee's job duties or responsibilities. It is unlawful for anyone to appropriate for his/her own use or the use of another College name, logo, seal, emblem, or any other trademarks or service marks of the College without the written permission of the President.

#### 2.12.5 Human Subjects

The Academic Affairs Committee shall also have the final approval of any faculty or administrative generated research project that involves human subjects. This group determines whether subjects are at risk and if risk is involved whether the risks to the subject are so outweighed by the benefit to the subject and the importance of the knowledge to be gained as to warrant the subject to accept these risks.

##### 2.12.5.1 Policy on Employment of Models

The College policy on the employment conditions of models is outlined in the Model's Guide of August 29, 1990 and is on file in departmental offices and the Office of the Vice President for Academic Affairs/Academic Dean. Faculty members must observe these policies.

#### 2.12.6 Drug-Free Workplace

##### 2.12.6.1 Statement of Intent

The Maryland Institute, College of Art is committed to establishing and maintaining a campus free from drug and alcohol abuse. The College recognizes that employees have the right to work in an environment free from the effects of substance abuse. Both the consumption of alcohol in sufficient quantities to cause employees to be unable to perform their duties in a safe and productive manner, and

the use of illegal drugs or controlled substances are dangerous to the health of our employees and those around them. Therefore, in accordance with the Drug-Free Workplace Act of 1988, the College prohibits the unlawful use, distribution, possession or manufacture of any controlled substance or illegal drug on its premises.

#### 2.12.6.2 Policy

1. Employees who are found to use, distribute, manufacture or possess drugs on campus or within any building or vehicle owned by the College are subject to immediate dismissal.
2. Employees must report to work in a fit condition to perform their job tasks. Being under the influence of alcohol or drugs at the workplace is strictly forbidden.
3. Any employee who is convicted of a drug-related crime while in the employ of the Maryland Institute must inform the Human Resources Office of the College no later than 5 days after the conviction. The College may take disciplinary action against that person within 30 days of learning of such a conviction. This action may include suspension, dismissal, or the requirement to successfully participate in a drug abuse counseling program.
4. Employees working within the College on projects that are funded directly by Federal monies or who perform work directly related to these projects and who are convicted of drug-related offenses must likewise inform the College of such convictions. Within 10 days of the receipt of information of such a conviction, the College shall notify any Federal agencies required by Sections 5152 and 5153 of the Drug-Free Workplace Act.
5. A condition of employment with the Maryland Institute is that the employee or prospective employee agrees to abide by the alcohol and drug abuse regulations of the College.

Violations of this policy will result in (a) disciplinary action up to and including termination of employment or (b) a requirement that the employee satisfactorily participate in a substance abuse counseling and rehabilitation program.

#### 2.12.6.3 Drug and Alcohol Abuse Program

The College has developed an educational program with the goal of preventing and eliminating drug and alcohol abuse on our campus. It provides information and resources for any employee about (a) the dangers of drug and alcohol abuse in the workplace (b) treatment and counseling programs available through College and community resources (c) the policy of the Institute concerning substance abuse and (d) the sanctions the College will impose on those who violate its policy.

#### 2.12.6.4 Resources Available to Employees

The Maryland Institute recognizes drug and alcohol abuse as a serious illness requiring treatment. The College will assist any employee who has such a problem in gaining help. The initial decision to seek treatment however, must be up to the individual employee. In 1989-90 the Institute initiated a contract with an Employee Assistance Program to provide the staff with counseling and referral services and to assist with educational programs in a variety of areas including substance abuse. For more information about this program, see the Human Resources Office.

## 2.13 Leaves

### 2.13.1 With Pay

#### 2.13.1.1 Holiday Leave

The following days are paid holidays for all staff and for faculty when the holiday falls during the academic year. The College is closed on these days:

New Year's Day

Martin Luther King's Birthday (observed)

Memorial Day (observed)

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve Day

Christmas Day

The usual practice is that if a holiday falls on a Saturday, the College will be closed on the preceding Friday. If a holiday falls on a Sunday, the College will be closed on the following Monday. This practice does not apply to Christmas Eve Day. Leave for religious holidays may be granted by the employee's supervisor without charge to annual leave, not to exceed two days per year.

#### 2.13.1.2 Sick Leave

A faculty member will be granted up to a maximum of two (2) weeks or six (6) class meetings per academic year to be used intermittently for illness or accident. The college will allow a carryover of three (3) class meetings each academic year. A faculty member must notify his/her supervisor to arrange for substitution in the teaching assignment. When a faculty member has been out on sick leave for more than three (3) consecutive teaching days, he/she is required to submit documentation from a health care provider certifying the medical necessity for the absence and expected date of return to work.

#### 2.13.1.3 Civil Duty Leave

A faculty member who is validly subpoenaed or summoned to involuntarily appear or serve as a juror during regularly schedule work hours in a judicial forum, or compelled to appear before a judicial, legislative, or administrative body with civil power to compel attendance, shall be entitled to receive leave with pay for a period of time necessary for such appearance. However, the College reserves the right to decline such leave if it is voluntary and the period of time requested is deemed unreasonably long and would interfere with the integrity of the teaching experience. These decisions will be determined by the College's appropriate dean, in consultation with the faculty member and appropriate supervisor.

#### 2.13.1.4 Maternity (Paid leave)

Only full-time and pro-rata faculty on an initial or continuing appointment (section 2.2.2) are eligible for paid leave for the birth of a child, which is covered under the disability policy of the College. (see section 2.13.18) The faculty member is required to notify her supervisor and the appropriate dean as early as possible to allow for planning for the paid leave. Human Resources will assist in reporting the disability to the appropriate parties and will require that the faculty member complete the necessary paperwork.

#### 2.13.1.5, 2.13.1.6 & 2.13.1.7 Other Paid Leaves

For the following leaves the faculty member has two (2) weeks or six (6) class meetings to be used per academic year. The college will allow a carryover of one week not to exceed three (3) class meetings each academic year. Faculty members are required to notify their supervisor and the appropriate dean as early as possible to allow for planning for paid leave

and with the exception of leave time for bereavement, a leave request form must be completed and turned in to Human Resources for FMLA tracking purposes. A faculty member whose situation results in a need for paid leave time in excess of the annual limit may make a request which would subject to approval by the appropriate dean and/or supervisor in consultation with the Vice President of Academic Affairs

#### 2.13.1.5 Paternity/Adoptive Parental Leave

All benefit eligible faculty are eligible for leave for the birth of a child by a spouse/partner, or adoption of a child.

#### 2.13.1.6 Leave to Care for Immediate Family Member

All benefit eligible faculty employees are eligible for leave to care for an immediate family member with a serious illness. An immediate family member is defined as father, mother, spouse/partner, child, brother, sister, mother-in-law, father-in-law, grandparent or grandchild.

#### **2.13.1.7 Bereavement Leave**

All benefit eligible employees are eligible for bereavement leave for those who sustain a death of an immediate family member. An immediate family member is defined as father, mother, spouse/partner, child, brother, sister, mother-in-law, father-in-law, grandparent or grandchild.

#### 2.13.1.8 Disability (moved from benefits area as it is leave time)

All full-time and pro-rata faculty on initial or continuing appointments (section 2.2.2) are eligible to receive disability compensation from the College for extended illness or disability. From the time the employee's sick days are exhausted, the employee will be on short term disability insurance with full pay until the point (13 weeks for the onset of disability) at which time the College's long term disability insurance plan comes into effect. The long term disability plan will then pay 60% of salary. Disability leave is to be used in conjunction with FMLA and will be tracked accordingly.

#### 2.13.2 Leaves without Pay

Leaves of absence may be awarded faculty members with full-time status and three or more consecutive years of service to the school. A leave of absence neither counts toward sabbatical leave nor cancels years already served, but sets the faculty member back in the sequence of sabbatical eligibility by the interval of absence.

#### 2.13.2 Family Medical Leave Act of 1993 (FMLA)

. The Family and Medical Leave Act (FMLA) is to be utilized by faculty for extended, unpaid leaves in certain circumstances and outside the purview of leaves of absence (see 2.13.2.1 above). FMLA permits up to 12 weeks total unpaid leave per year, after at least 12 months of employment at the College, and have worked at least 1250 hours during the past year , under the following circumstances.

- A faculty member who is giving birth, adopting a child, or receiving a foster child placement may request a leave without salary of up to 12 weeks for the purpose of caring for the child.
- A faculty member whose wife or partner (partner relationship must be registered with the College), is giving birth may arrange for an unpaid leave of absence. This leave must be taken within 12 months of the birth, adoption, or placement. The faculty member who anticipates a child care leave should discuss the plan with the Department Chair and Dean at least 3 months in advance, if possible.

A faculty member may request an unpaid leave of up to 12 weeks to care for a spouse, domestic partner; child; or parent with a serious health condition. The faculty member should discuss the proposed FMLA leave with the department chair and dean as far in advance as possible. The Dean would then notify Human Resources.

Most benefits may be maintained during these leaves by arranging to continue the employee contribution to premiums.

### 2.13.2.3 Military Leave

Service Member Leave: All benefit eligible faculty are entitled to receive up to 26 work weeks of unpaid leave in a 12 month period to care for an Armed Forces family member who has a serious injury or illness incurred while on covered active duty. This unpaid leave is implemented concurrently with the twelve (12) weeks of leave to care for a spouse, child or parent. (See FMLA Leave form)

Qualifying Exigency Leave: All benefit eligible faculty are entitled to 12 weeks of unpaid leave whose family member is called to active duty or is currently serving in active duty. No illness or injury is required under the Exigency Leave provision. This unpaid leave is implemented concurrently with the 12 weeks of unpaid leave to care for a spouse, child or parent. (See FMLA Leave form)

## 2.14 Benefits

### 2.14.1 Statutory

#### 2.14.1.1 Worker's Compensation

The College provides worker's compensation coverage for employees in accordance with the laws of the State of Maryland. For details concerning coverage and benefits, contact the Office of Human Resources.

Employees are required to report any job related illnesses or injuries to their supervisor and Human Resources immediately as well as fill out an accident/injury report with Campus Safety as soon as is feasible after an accident, injury, or illness occurs.

#### 2.14.1.2 Unemployment Compensation

The College provides unemployment insurance coverage for employees in accordance with the laws of the State of Maryland. For detailed information concerning coverage and benefits, contact the Office of Human Resources.

#### 2.14.1.3 Social Security

The College provides social security insurance in accordance with the laws of the United States. All employees are covered by Social Security on the standard matching basis. For details concerning coverage and benefits, contact the local office of the Social Security Administration or the Office of Human Resources

### 2.14.2 Core/Shared/ Voluntary Benefits

#### 2.14.2.1 Health Insurance

Coverage begins on the first day of the month following or coinciding with the employee's contract start date.

##### 2.14.2.1.1 Medical Plans (shared)

MICA's Shared Benefits Plan is "A Shared Contribution Plan" and provides employees with a choice of two different medical plans.

- Plan Point of Service (POS)
- Preferred Provider Organization (PPO)

Under the POS Plan, MICA pays 100% of the cost for employee only coverage.

An employee may elect to join the PPO Plan. This is considered a "buy-up" and the additional cost of this program over the POS Plan is paid by the employee with pre-tax dollars.

### Prescription Drug Plan

Both medical plans include a three-tier prescription drug plan: and the benefit is the same under both the POS and PPO plans.

### Dependents

An employee may choose to extend coverage to eligible dependents (spouse/partner, child/ren, and family) in either plan and pay the additional applicable premium costs in pre-tax dollars (if adding a partner the additional cost would be paid by the employee with post-tax dollars). MICA's contribution will never be less than it's contribution would be to the employee only program

#### 2.14.2.2 Dental Plans

MICA's Dental Benefit Program is a "A Shared Contribution Plan" and provides employees with a choice of two different plans:

- DMO Dental Plan
- Preferred Provider Organization (PPO) Dental Plan

Under the DMO Plan, MICA pays 100% of the cost for a single employee.

An employee may also elect to join the PPO Dental Plan. This is considered a "buy up" and the additional cost of this program over the DMO Plan is paid by the employee with pre-tax dollars.

### Dependents

An employee may choose to extend dental plan coverage to eligible dependents (spouse/partner, children, and family) in either plan and pay the additional applicable premium costs in pre-tax dollars (if adding a partner the additional cost would be paid by the employee with post-tax dollars). MICA's contribution will never be less than it's contribution would be to the employee only program.

#### 2.14.2.3 Retirement

MICA's retirement annuity plan (403b) is referred to as a "Defined Contribution Plan" which gives all full-time employees the opportunity to participate in the plan when you are benefit eligible, (new employees first of the month following or coinciding with your hire date). You participate by making contributions into the plan, receiving matching dollars each pay cycle. Once you are a participant in the plan you can make contribution changes at any time during the year. You are immediately vested into the retirement plan, which means you are eligible for 100% of the College's contributions. For each 1% contribution made by you the employee, MICA will contribute 1 ½%, up to 9%. You may choose to make traditional 403(b) pre-tax contributions and/or Roth 403(b) post-tax contributions. Each year the Federal Regulations change regarding the annual maximum contribution an individual can contribute. If you are over the age of 50, you are allowed to contribute an additional amount each year. The minimum contribution is 1% of your income to participate in the retirement plan. The maximum match by the College is 9% (see chart below.)

Employee pre/post-tax contribution %	MICA match %
1 %	1 ½ %
2 %	3 %
3 %	4 ½ %
4 %	6 %
5 %	7 ½ %
6+ %	9 %

#### 2.14.2.4 Life insurance

MICA provides employees with life insurance and accidental death & dismemberment, (AD&D), coverage through Aetna in the coverage amount of one times your annual salary, a minimum of \$50,000, maximum of \$250,000, during your employment at MICA. You must designate a beneficiary for this coverage. See Human Resources to update your beneficiary at any time.

##### Supplemental Life (Voluntary)

As part of MICA's Benefits program, employees may purchase an additional amount of life insurance in increments of \$10,000. The maximum combined coverage amount is \$500,000; the guaranteed issue amount is \$300,000. For any amount of coverage over \$300,000, applied for during, or after the initial benefits election period, employees must provide evidence of insurability. The cost of supplemental insurance is based on the applicant's current age. Accidental death and dismemberment benefits are included. Please note that the value of insurance over \$50,000 coverage is taxable.

##### Spouse/Partner Life Insurance (Voluntary)

Life Insurance for employee spouses/partners may also be purchased. There is a flat amount of \$30,000.00 with a guaranteed issued amount of \$20,000.00 Evidence of insurability is required for amounts over \$10,000. The cost of spouse/partner insurance is based on spouses/partner's current age.

##### Dependent Life Insurance

Employees may purchase life insurance for their dependent child/ren. The benefit amount is a flat amount of life insurance of \$5,000 per child at a minimal cost. This single cost covers all eligible children. Eligible children are children who are your legal children up to the age of 19. If a full time student children are covered to age of 25. A student verification form is required for children over the age of 19.

#### 2.14.2.5 Liability

All employees are covered by the Maryland Institute's liability insurance while acting within the scope of their responsibilities on College business. This protection, however, covers only the individual employee. It does not extend to an employee's vehicle being used on College business. The vehicle is presumed to be covered by the owner's insurance policy. If unwilling to accept this limitation, employees should not drive their personal vehicle on College business.

#### 2.14.2.6 Disability

##### Short Term Disability (Core)

After three years of Full-Time employment, all faculty on a Full-Time and Pro-Rata Renewable Contract (section 2.2.2) are eligible to receive disability compensation from the College for extended illness or disability. dependent upon proof of disability from the employee's physician. After sick days are exhausted, the College will pay short term disability if the employee is eligible, for up to 180 days.

Eligibility is based on the following schedule:

- Income is paid at 100% of full regular pay through short term disability insurance.

If an employee is on short term disability leave he/she will continue the status of, "Active Employee", which allows continuation in the benefit programs. If an employee becomes disabled due to a covered sickness or off-the-job injury, contact the Human Resources department to make a claim for short term disability.

##### Long Term Disability

Long Term Disability coverage is based on each employee's salary and provides a monthly benefit of 60% of the basic monthly earnings, (not to exceed a maximum plan benefit of \$5,000 per month.) Social Security, Worker's Compensation, and salary continuation offset benefit payments if these benefits are paid at the same time.

#### 2.14.2.7 Vision (Voluntary)

Employees may purchase a comprehensive vision care benefit for themselves and their family.

#### 2.14.2.8 Flexible Spending Accounts (Voluntary)

Flexible spending accounts (FSA) are a tax-advantage way to pay for certain medical/dental and/or dependent care expenses. This benefit allows employees to pay for these expenses using pre-tax dollars; therefore, the taxable income is lowered, resulting in higher take home pay. Flexible Spending Accounts run from June 1 to May 31 each year. Open enrollment for all the benefit plans is during the month of April. The money set aside by the employee for both medical reimbursement and the dependent care

reimbursement is tax free. The employee can elect to deposit a maximum, which is allowable by law. Since the Federal Government Internal Revenue Service regulates this program, if the employee does not use the money toward eligible expenses during the program year then the money is not refunded.

### 2.14.3 College-Sponsored Benefits

#### 2.14.3.1 Tuition Remission

Full-time and pro rata faculty employed for at least one three-year renewable contract are entitled to one full tuition remission in the full-time degree program for spouse/partner or children or tuition remission of one credit course per semester or two non-credit courses per semester per partner/family in the Continuing Studies Program. Per course continuing faculty having completed four consecutive semesters are entitled to tuition remission for one course per semester per partner/family in the Continuing Studies Program.

Full-time faculty with 20 years of employment retain this privilege after they retire. If the faculty member dies while employed by the Institute, their partners/immediate families retain these privileges. Upon retirement, the Vice President for Business Affairs will issue to the faculty member (or in the case of death, to the partner/family) appropriate documentation apprising them of tuition remission benefits.

#### 2.14.3.2 Tuition Exchange Program (TE)

Full-time and pro rata faculty employed who have worked continually at the college for at least three years are eligible to apply on behalf of their dependent children. TE scholarships for dependent students of MICA employees wishing to study at a member institution must meet admission criteria for that institution. Admission to the host institution does not assure selection into the TE program. Employees wishing to have a dependent student considered for a TE scholarship must apply through Human Resources.

## 2.15 Compensation

### 2.15.1 The Faculty Salary Scale

The Maryland Institute, College of Art, recognizes the central role that the faculty play in the mission of the College. It also recognizes that in order to retain and attract quality faculty, the College must maintain a faculty salary scale that is fair and competitive. The current scale, the method of placing faculty on the scale, and the procedure for providing faculty with increases has

been accepted by the College as the means by which it can maintain salaries which are fair and equitable.

For purposes of the remuneration of the faculty, the College maintains a faculty salary scale that consists of a sequence of salary levels from 1 through 54. The rank increment, the difference between the salary levels (1-54), is the same throughout the scale. Full-Time and Pro-Rata faculty are placed on the salary scale at the time of their initial appointment following the procedures described in Section 2.15.2 (see below). Each year Full-Time and Pro-Rata faculty advance on the scale by one level or rank increment.

The salary scales and the elements upon which it is based will be reviewed by the faculty, administration and Board of Trustees at five-year intervals (year of onset: 2005-2006). Based on this review, recommendations will be made for adjusting or modifying the scale and its elements to make certain that faculty salaries remain fair and competitive. The Board of Trustees has final approval of the recommended scale. With the mutual consent of the faculty, the administration, and the Board of Trustees, the scale may be reviewed at a point other than the five-year review (off-year reviews). Any proposed scale resulting from such off-year reviews is subject to the final approval of the Board of Trustees and will remain in effect until the next regularly scheduled five-year review.

The initial scale, approved by the Board of Trustees as the base for application through academic year 2007-2008 follows: *(See Following Page)*

It is the goal of the Board of Trustees to keep faculty salaries competitive with peer institutions. All eligible faculty advance annually on the scale by one level or rank increment, and as part of the yearly budget process, it is the commitment of the College and its Board of Trustees to apply percentage adjustments to the rank increment and to the scale as a whole. In preparing for the Colleges Annual budget, MICA's Finance Office will use the December 31<sup>st</sup> change in the US Consumer Price Index-All Urban Consumers over the previous December 31<sup>st</sup> US Consumer Price Index-All Urban Consumers as published by the US Department of Labor Bureau of Labor statistics as the basis for the annual cost-of-living adjustment in making a budget recommendation to the Board of Trustees. The full and final authority to determine the amount of the percentage adjustments rests with the Board of Trustees.

If the President of the College plans to recommend a budget to the Board of Trustees that does not provide funding for a positive percentage adjustment to the rank increment and the scale as a whole, the President must present this recommendation, in detail, to the College's Budget and Financial Priorities Committee and to the Faculty Executive Committee before the annual January Board Meeting at which the President would make his budget recommendation. At such time, the President must explain his budget recommendation, as described in items 1, 2, and 3 below, and afford ample opportunity to the College Budget Committee and the Faculty Executive Committee to respond.

If, for any reason, a budget is approved by the Board of Trustees that does not provide funding for a positive percentage adjustment to the rank increment and the scale as a whole, the Board of

Trustees will submit a written report to the Faculty Assembly by February 25 of the year prior to the implementation of the budget (unless extended by mutual agreement) that:

1. Explain the specific reasons for the failure to fund a positive percentage adjustment.
2. Provides a detailed account of how the other elements of the College budget will be affected by the event/circumstances/shortfall/emergency that precipitated the failure of the Board to fund a positive percentage adjustment.
3. Enumerates what steps will be taken by the Board of Trustees to assure that faculty salaries remain competitive with peer institutions in light of the Board's failure to fund a positive percentage adjustment.

Faculty representatives designated by the Faculty Assembly have the right to meet with the full Board of Trustees or the Executive Committee of the Board of Trustees to discuss their report by no later than the May Board Meeting in the year prior to the implementation of the budget that fails to fund a positive percentage adjustment, unless extended by mutual agreement.

Per course faculty salaries and advancements in salary levels are set by the Vice President for Academic Affairs/Academic Dean according to policies and guidelines determined by the Vice President for Academic Affairs/Academic Dean. Special term contract faculty are paid in accordance with the policies set forth in section 2.1.3.

All graduate faculty on initial and continuing appointments with the title of Graduate Director are placed on the salary scale at the time of hiring according to the criteria stated in 2.15.2 for placing all Full-Time and Pro-Rata faculty on the salary scale. Graduate Directors will also receive additional compensation in the form of salary and release time in recognition of the administrative responsibilities associated with directing a graduate program. Since the size and scope of responsibilities vary from program to program, administrative compensation for a graduate director will be determined on an individual basis according to the relative size and scope of responsibilities associated with administering a particular program.

#### 2.15.2 Placement on the Faculty Salary Scale at the Time of Hiring

Full-Time and Pro-Rata faculty are placed on the salary scale at the time of hiring according to the following criteria:

1. Credit for the highest single degree earned beyond the baccalaureate: three years for the Masters or five years for the Doctorate.
2. Years of Full-Time teaching in institutions of higher education (6 x 3-credit courses) or equivalent part-time teaching in institutions of higher education (computed by dividing the number of 3-credit courses by 6).

3. Professional experience other than the above can be counted towards placement on the scale. These experiences must constitute relevant endeavors that contribute in a substantial way to one's specific or broad professional expertise for which one is hired. Applicable experience cannot be construed to mean all experiences other than teaching.

The placement on the scale recognizes that calculations for degrees earned, equivalent years of full time teaching, and professional experience may sometimes result in more than a year's worth of credit given for a single year. However, the total number of steps assigned cannot exceed the total number of years between the commencing year of the candidate's professional career (following the awarding of the baccalaureate degree) and the academic year in which the appointment is to begin.

Pro-Rata faculty receive a pro ration of a full salary level proportionate to the percentage of full teaching load assigned.

Once under contract, a faculty member's placement on the salary scale will be adjusted per #1 above for the earning of any single degree higher than that which the faculty member held previously and for which the faculty member had been given credit.

Placement on the Faculty Salary Scale is determined by the appropriate dean and the Faculty Contracts Committee. All placements on the faculty salary scale must be approved by the Vice President for Academic Affairs/Provost and the Faculty Contracts Committee with final approval by the President.

### 2.15.3 Payroll

Faculty may select a twelve-month or nine-month pay cycle. Unless the Business Office is otherwise notified, faculty will be paid on a twelve-month cycle. Faculty with continuing appointments are recommended to stay on a twelve-month pay cycle in order to ensure irregularities in payouts for associated benefits.

Payroll checks are prepared on a bi-weekly basis and direct deposited into a faculty member's bank account. With each deposit, an advisement is mailed to the faculty member's home address. Upon special request, payroll checks can be mailed to the faculty member's home.

### 2.15.4 Loans and Advances

1. Payroll advances are limited to emergencies only and cannot exceed the net of one pay period.
2. The advance must be repaid within 90 days by payroll deduction (6 bi-weekly pays).
3. Employee loans will be made only in exceptional circumstances and must be authorized by the President.

4. Advances of less than \$50.00 will be deducted in full from the first bi-weekly pay after 30 days from the date of charge. This applies equally to advances and to Bookstore purchases.

#### 2.15.5 Payment to Faculty Doing Critiques

Faculty should serve on juries within the department as part of their contract obligations. Service on juries between departments should be done on an exchange basis. Juries which involve more than one full day per weekend, should provide compensation not to exceed \$75.00 to \$100.00.

## 2.16 Grievance Procedure

### 2.16.1 Intent

The College recognizes and endorses the importance of academic due process and of adjusting grievances properly without fear of prejudice or reprisal. Accordingly, the College agrees that it will use their best efforts to encourage the informal and prompt settlement of grievances, and the orderly processes hereinafter set forth are designed to protect academic due process and academic freedom. It is the intent of the College that these processes be the sole method for the resolution of all grievances. No resort to law shall be permitted to any person except to enforce the decision of an arbitrator. This limitation, however, shall not be construed to violate public policy.

When a complaint substantially similar to a grievance under this procedure has been filed with an outside agency, the Grievance Committee shall not hear the matter, unless there is evidence that such a hearing would facilitate resolution of the complaint. However, any such complaint which has been filed and resolved by an outside agency cannot then be presented as a grievance.

### 2.16.2 Definition

A grievance is defined as an allegation by a faculty member or members that the College has violated an express provision of the Faculty Handbook. Matters which were, or could have been, appealed to or reviewed by a recognized committee or body of the College, are not considered grievances and are not subject to the Grievance Procedure. (These matters include, but are not limited to, dismissals for cause, discipline, layoffs, faculty evaluations, and decisions made pursuant to the Sexual Harassment Policy.)

### 2.16.3 Grievances

The Faculty Review and Grievance Committee will consider written grievances with supporting evidence from any faculty member or group of faculty members. The written grievance must set forth in detail the alleged wrong, including the date of the alleged wrong, the relief and/or remedy sought by the grievant, and any other data which the grievant deems pertinent.

Written grievances must be received by a member of the Faculty Review and Grievance Committee within ten (10) calendar days after notice of the occurrence of the event(s) upon which the grievance is based or within ten (10) calendar days after the grievant knew or through the exercise

of reasonable diligence should have known of the occurrence of the event(s) upon which the grievance is based. Grievances which are based on an event(s) which occurs within ten (10) calendar days before a Christmas or summer vacation, or during such vacation periods, must be filed within ten (10) days after the first day of class of the next semester.

If a written grievance is not timely submitted, it shall be deemed waived.

#### 2.16.4 Procedures for Handling Grievances

##### Step I:

Within six (6) working days of receipt of a grievance, the Faculty Review and Grievance Committee will send a copy of the grievance to all named respondents. The Faculty Review and Grievance Committee will attempt to settle the grievance by informal methods. In the course of doing this, the Faculty Review and Grievance Committee will collect appropriate documents and will conduct informal discussions with and/or between the concerned parties, at all times preserving the confidentiality of its proceedings.

When a grievance is resolved by these informal methods, the resolution shall be put in writing by the Faculty Review and Grievance Committee and given to the grievant and the President of the College. Such resolutions shall not constitute a binding precedent in the disposition of similar grievances. No offer of settlement of a grievance by either party nor a suggested resolution by the Faculty Review and Grievance Committee shall be admissible as evidence in formal grievance proceedings or elsewhere.

##### Step II:

If the grievants are a group of faculty members and the grievance cannot be resolved by informal methods, the Faculty Review and Grievance Committee will present a recommended resolution of the grievance in writing to the President within fourteen (14) calendar days after receipt of the grievance. This resolution can either be accepted by both parties or rejected by either party. Rejection or acceptance by each party will be communicated in writing within ten in ten (10) calendar days after receipt of the recommended resolution, to the Faculty Review and Grievance Committee. The written rejection should include reasons and, if desired, a suggested alternative solution. The Faculty Review and Grievance Committee shall advise each party to the grievance, within seven (7) calendar days after receipt of the acceptance or rejection by the other party, 2nd, when alternative resolutions are suggested, of any change in their recommended resolution. Any change in the recommended resolution by the Faculty Review and Grievance Committee can either be accepted by both parties or rejected by either party, as set forth- above. Following advisement by the Faculty Review and Grievance Committee of the acceptance or rejection by the other party, either the College or the grievant can proceed as set forth herein.

##### Step II.B

If the grievant is an individual faculty member and the grievance cannot be resolved by informal methods, the Faculty Review and Grievance Committee will determine if a formal grievance

hearing shall be conducted. When a formal grievance hearing is to be conducted, the Faculty Review and Grievance Committee will notify the parties involved and will supervise the formation of an Ad Hoc Hearing Committee.

1. Written notice will be given to the President and all of the parties to the grievance that a formal grievance hearing is to take place.

2. The Faculty Review and Grievance Committee will supervise the formation of the Ad - Hoc Hearing Committee in the following way: the grievant will select a faculty members the first member of the Ad Hoc Hearing Committee; The Faculty Review and Grievance Committee will select a faculty member other than the grievant's department chairperson or division director as the second member of the Ad Hoc Hearing Committee; the two Committee members thus chosen will choose a third faculty member other than the grievant's department chairperson or division director. All three Committee members must be full-time or pro rata faculty members.

3. The Faculty Review and Grievance Committee will set a date, time and place for the grievance hearing that is agreeable to all parties concerned. The arrangements should be completed within twenty-one (21) calendar days after receipt of the grievance by the Faculty Review and Grievance Committee.

4. The grievance hearings will begin no more than twenty-one (21) calendar days after completion of the arrangements, thus allowing all parties adequate time to prepare evidence and obtain documentary and other information.

#### 2.16.5 Hearings

A grievance hearing will be conducted in private and the parties will make no public statements about the case during the course of the hearing. During the proceedings, the grievant will be permitted to have an advisor and counsel of his/her own choice from within the College community. The hearing proceedings shall be recorded by tape or stenographer and a transcript made available to the Faculty Review and Grievance Committee. A transcript shall also be provided at the expense of the party(ies) requesting it.

All parties to the grievance will have the right to obtain witnesses and present evidence. If either the College or the Ad Hoc Hearing Committee feels that an independent medical and/or psychological opinion would be helpful in its deliberations, it may request the faculty member to undergo a medical and/or psychological examination by an appropriate professional at the requesting party's choice and at the requesting party's expense. If the grievant fails to comply with such a requirement by the College or the Ad Hoc Hearing Committee, the Ad Hoc Hearing Committee will dismiss the grievance. The College will cooperate with the Ad Hoc Committee in securing witnesses and making available documentary and other evidence requested by the grievant to the extent not limited by contract or law. All parties will have the right to cross-examine witnesses. Where a witness has made a statement and cannot or will not appear, but the Ad Hoc Hearing Committee determines that the interests of justice require admission of his,/her statement, the committee will identify the witness, disclose his/her statement, and if possible, provide for

interrogatories. The Faculty Review and Grievance Committee may grant appropriate continuances to enable either party to investigate evidence, or for any other appropriate reason.

The burden of the proof shall be on the grievant, and proof shall be by a preponderance of the evidence. The Ad Hoc Hearing Committee will not be bound by strict rules of legal evidence. Every possible effort will be made to obtain the most reliable evidence. The decision will take the form of findings of fact, conclusions, and recommended disposition of the grievance. The findings of fact, conclusions, and the recommended disposition must be based solely on the hearing record, pertinent College procedures as set forth herein or in the Faculty Handbook, and the law of the land.

The Ad Hoc Hearing Committee will present its decision in writing within seven (7) calendar days of the completion of the hearings to both parties, the President of the College, and the Faculty Review and Grievance Committee. This decision, insofar as it consists of a recommended disposition of the grievance, may be either accepted by both parties or rejected by either party. Rejection or acceptance by each party will be communicated in writing to all persons involved, within five (5) calendar days after receipt of the decision.

#### Step III:

The grievant(s) may, within ten (10) working days of receipt of the advisory opinion of the Ad Hoc Hearing Committee, file a written appeal to the President who shall review the record and respond within ten (10) working days as to the final disposition of the grievance within the institution.

#### Step IV:

If the President is a direct party to the grievance, the grievant(s) may file an appeal beyond Step U within ten (10) working days of the receipt of the President's decision. Such an appeal is filed with the Chair of the Board of Trustees. The Trustee Executive Committee will then review the record of the case at its next meeting and will render a final decision on the grievance within ten (10) working days of that meeting to all parties. In case of any discussion over Presidential involvement, the Executive Committee of the Board of Trustees shall be the sole judge of such involvement.

#### 2.16.5.1 General Provisions

The filing or pendency of any grievance under the provisions of this Article shall not prevent the College from taking the action complained of, subject however, to the final decision on the grievance.

If the Faculty Review and Grievance Committee, Ad Hoc Hearing Committee, or President fails at any step of this procedure to communicate the decision on the grievance within the specified time limits, the grievant shall be permitted to proceed to the next step.

If the grievant fails at any step of this procedure to appeal a grievance to the next step within the specified time limits, the grievance shall be deemed to have been settled in accordance with the decision rendered at that step.

### 3.0 Academic Policies of Interest to the Faculty

#### 3.1 Library

The Maryland Institute maintains a library with a substantial visual arts and visual resource collection. The library is under the direction of the librarian. There is a standing library advisory committee to serve as a liaison between the users of the library and the library staff. All faculty have full access to the library and are subject to the policies and procedures of the library.

Faculty should submit required reading lists to the library at the beginning of each semester in order that books may be placed on the reserved reading shelves for student use.

Faculty should be familiar with the card catalog and how the library functions in order to acquire an overview of the library resources in general and in their teaching areas in particular.

It is important that faculty recommend books for library purchase in their areas of specialization to keep the library collection up to date.

When classes are sent as groups to the library to view books in the special collection, or on special assignments, the faculty member should help supervise the activities of the classes while in the library.

Promptness in returning books, particularly when they are being read in a currently offered course, is essential.

#### 3.2 Use of A-V Equipment

Audio-visual equipment is available in the media services center primarily for classroom use. The director of the center may authorize the loan of certain items to faculty and students for other purposes; however, in such cases the borrower is responsible for full repair or replacement costs in case of loss, theft or damage. A statement of the procedures and policies related to the A-V equipment is available from the media services office.

Promptness in returning borrowed equipment, film and tapes is essential to the smooth functioning of this service. Equipment should be reserved well in advance of an event.

Services available to faculty from the A-V center are as follows:

- Audio-visual equipment circulation
- Projectionists
- Film rental
- Special campus events (Projection, P.A. Equipment)
- Advice in the planning of media projects

Preview and projection rooms

### 3.3 Maryland Institute Bookstore

The College maintains a bookstore/art supply store for the students, faculty, and alumni. The bookstore inventory is based on regular requests to the faculty for information on their needs.

No personal charge accounts are provided by the College at the Bookstore. The Bookstore accepts VISA and Master Card. Faculty may charge to the appropriate department account items for classroom use provided they have a signed purchase order or signed approval by the Chair of the Department.

### 3.4 Classroom Management

The College is a smoke-free workplace. Smoking may occur in designated areas. Smoking is not permitted in studios or classrooms because of fire regulations and insurance restrictions.

Outside visitors to classes must be escorted and approved by the instructor or the Vice President for Academic Affairs/Academic Dean.

Field trips are encouraged, but they should not infringe unduly on others' classes. It is courteous to ask for the approval of other instructors involved if students will miss classes.

All requests from outside persons or agencies involving questionnaires, surveys and polls should be cleared in advance with the Vice President for Academic Affairs/Academic Dean.

A faculty member has the right to request the removal of a student from a course if the student creates a disturbance or is otherwise interfering with instruction. This request should be made to the Department Chair and the Vice President for Academic Affairs/Academic Dean for whatever action is necessary.

Faculty should not utilize the classroom as a forum for discussing concerns related to policies expressed in the Handbook .

Faculty should instill in students the need to maintain the cleanliness and safety of their work spaces and classrooms.

### 3.5 Student Advising

Each faculty member is expected to be accessible to the students and advise the student in their particular course, requirements and departmental options for study. From time to time faculty will be designated by the Department Chair to assist in advising students during registration or at other specific times.

Faculty advisors and Department Chairs who determine that students are exempt from department requirements should report these exceptions to the Office of Academic Advising. Academic Advising occurs within three venues: 1) the Foundation year advisors, 2) the department of the student's major, and 3) the Office of Academic Advising.

#### I. Foundation Advising

The Coordinator of Foundation Advising supervises and coordinates all academic advising in the Foundation year. Entering students are assigned a Foundation Advisor who is also their instructor in the required course, Elements of Visual Thinking. This system allows for weekly contact between advisor and student, thus providing a means for easy and regular communication of important information. The Foundation Advisors serve as a resource for directing students to the appropriate offices for questions and concerns regarding coursework, academic programs, housing, extra-curricular events, financial aid, etc.

## II. Departmental Advising

Once students have selected a major (this usually occurs at the end of their Foundation year), they receive their primary advising from their department chair, designated faculty, or an academic advisor who is formally attached to the department. Students are required to meet with departmental advisors regularly and prior to course and schedule selection and registration. Department chairs and assigned advisors are available for regular advice and counsel concerning the student's work, course selection, elective possibilities, independent study options, etc.

## III. Office of Academic Advising

Under the supervision of the Assistant Dean for Student Academic Services/Registrar, the Assistant Director of Academic Advising oversees all students' academic progress from an institutional standpoint. The Director reviews each student's degree plan at the conclusion of every semester and determines if students are meeting degree requirements in a timely and logical fashion.

The Assistant Director of Academic Advising provides information on and determines academic eligibility for off-campus study opportunities including Mobility, international study, and cooperative study. The Assistant Director of Academic Advising also determines eligibility for internships, incompletes, independent study, and extra-credit study, and provides academic information to the office of Financial Aid, the scholarship committees, and to the Academic Review Board.

The Assistant Director of Academic Advising is responsible for the approval of transfer credit, which is reviewed by the Office of Admissions and verified by the Assistant Director of Academic Advising. Foundation students or transfer students who have not selected a major may consult with the Assistant Director of Academic Advising. Students wishing to change their majors must consult with the Assistant Director of Academic Advising to begin the process.

## 3.6 Registration

There are three registration sessions:

### 3.6.1 Early Registration

Currently enrolled day school students who are degree candidates and who have met all of their financial obligations for the current semester are urged to participate in early registration, which normally occurs during the 12th week of each semester. Early registration is the student's best opportunity to select his/her most appropriate schedule, and it allows the Director of Financial Aid to distribute aid more equitably.

### 3.6.2 Semester Registration

This takes place each semester the week before classes begin. Students who have not participated in early registration and those who have been notified that they must make scheduling adjustments must attend this registration.

### 3.6.3 Late Registration

Students who do not register at early registration or who do not complete semester registration by its conclusion are considered to have registered late. A \$100.00 fee is charged for late registration.

The following Information is available in greater detail in the College's Student Handbook which is distributed to faculty at the commencement of each academic year.

## 3.7 Academic Standards

Every student's transcript is reviewed at the end of each semester by the Office of Academic Advising. Academic standing is based on criteria set forth in the-Student Handbook.

### 3.7.1 Academic Review Board

The Academic Review Board ensures the consistent enforcement of academic standards and policies. It reviews all cases involving academic standards and in consultation with appropriate department chairs, hears and makes decisions on appeals for exemption from academic policies and requirements. As such, it may review decisions made by others and nullify those decisions if they are in violation of academic standards, policies, and requirements. The Committee hears appeals for reinstatement from dismissal from the College and contributes to decisions on the academic standing of these students. It also acts as an advisory committee to the Assistant Dean for Student Academic Services/Registrar in the develop of policies and procedures related to registration and record keeping processes. The Committee is composed of the following voting members: Assistant Dean for Student Academic Services/Registrar, the Associate Dean for Academic Affairs, three faculty members on continuing appointments. The Assistant Director for Academic Advising acts as a non-voting coordinator of the Committee and acts as an advocate and counsel to students making an appeal.

## 3.8 Grading

### 3.8.1 Grading System

A+ AA	Superior
B+ BB	Above Average
C+ CC	Average
D+ DD	Below Average
E	Failure

Plus or minus may be used by the faculty member. However, for purposes of obtaining a quality point average, each grade category is assigned the following quality points:

A = 4
B = 3
C = 2
D = 1
E = 0

Faculty may utilize pass/fail grades with the permission of the Department Chair and the Vice President for Academic Affairs/Academic Dean. A cumulative quality point average of 2.0 is the minimum requirement. Students who fall below 2.0 are placed on probation and given one semester to raise their average to the minimum required to continue in the program. If they fail to do so, they are suspended. (For more information see the Statement of Academic Standards in the Student Handbook .)

### 3.8.2 Recording Grades

It is the obligation of the faculty to submit grades within the deadline times and dates established by the Registrar. All grade changes should be sent to the Registrar in writing and should not be entrusted to a student for transmittal.

Faculty members are obligated to provide the students by mid-term with a preliminary indication of the student's progress to date.

### 3.8.3 Grade Appeal Procedure

Students in attendance at the Maryland Institute, College of Art who receive a grade that they are convinced does not reflect their accomplishments may appeal that grade. They must be aware of the fact that the teacher in the classroom will be considered the best judge of the student's performance and that the burden of proof of a claim of this sort lies completely with the appealing student. They should also be aware that the possibility exists that the grade could be lowered as a result of this process. Understanding these facts, if a student wants to appeal a grade, the process is as follows:

1. Within three weeks of the posting of grades, the student will, in writing, arrange an appointment with the instructor to discuss the grade.

2. If, after the meeting with the instructor, the student still wishes to pursue the appeal, the student must meet with the Chairperson of that department. (If the relevant faculty member is without a specific chairperson then the Associate Dean of Academic Affairs will act in lieu of the Chair.) At that time, the student will need to present appropriate evidence from the course (a portfolio, exams, etc.) and a detailed explanation of why the appeal is being made. The Chairperson will also meet with the concerned instructor in order to ascertain if there are any circumstances other than the contents of the portfolio that are reflected in the student's grade (i.e. attendance, class participation, etc.).

3. The chairperson will then assign three members of the relevant department to serve on a panel to meet with and review the student's work and pertinent records from that class. After meeting with the student and the concerned instructor, they will make a determination either to confirm the grade or change it. The panel will then notify the instructor and the student of the decision. The Chairperson will notify the Registrar in case of a grade change. This process of appeal to the Chairperson and review by the panel should take place within the semester following the appeal by the student. In case of a grade change, the instructor may ask to have his/her name removed from the transcript.

4. If the instructor of the class is also the Chairperson, the student may carry the appeal to the Associate Dean for Academic Affairs by submitting a typewritten request including a detailed explanation of the grounds for the appeal. The Associate Dean will appoint three senior members of the relevant department who will interview separately the student and the instructor/Chairperson before deciding to confirm or revise the posted grade. This should be done within the semester following the filing of the appeal with the Associate Dean.

Appeals are normally considered and acted upon during the semester following that in which the contested grade was received. The determination by the review committee will be final.

### 3.9 Course Changes

#### 3.9.1 Adding

Any student who wishes to Add or Exchange a course may do so within the first two (2) weeks of the semester.

#### 3.9.2 Dropping

Any student who wishes to withdraw from a class may do so within the first eight (8) weeks of the semester.

NOTE: Discontinuance of attendance at class or notification to the instructor does not constitute an official withdrawal. Responsibility for official withdrawal rests with the student--not the instructor.

### 3.10 Graduation Honors

The following cumulative grade point averages are necessary for graduation honors:

Summa Cum Laude	3.85
Magna Cum laude	3.75
Cum Laude	3.50

Only students with a minimum of 62 credits accumulated at the Maryland Institute are eligible for the above honors.

### 3.11 Cooperative Exchange Programs

Maryland Institute students may expand their educational experiences by enrolling in our exchange program with the Johns Hopkins University, Goucher College, Peabody Conservatory, University of Baltimore, and Loyola College on a space available basis. Only courses not offered by the College may be taken at these institutions.

## 4.0 Administrative and Fiscal Policies of Interest to the Faculty

The fiscal year of the College runs from June 1 to May 31. The budget development process for that year begins the previous fall. At that time, the Vice President for Business Affairs and the President develop a preliminary budget that includes tuition revenues, enrollments, contributions, grants, and endowment income. On the expense side, there is a salary estimate based on a percentage increase, financial aid based on tuition level, and general operating expenses based on inflation and other special factors.

After the preliminary budget is set, each department is given the budget of the previous year and asked to make a request with justification for increases. These budget requests are presented to the respective Vice Presidents and forwarded on to the Vice President for Business Affairs. A final budget is presented to the Finance Committee of the Trustees and the full Board of Trustees prior to the January meeting.

### 4.1 Purchasing

All academic purchasing is normally processed through department chairs, technicians, or administrative assistants. All requests must be approved and signed by the Chair of the Department. Faculty members may not charge purchases of supplies, equipment or personal items to the Institute without prior permission from the appropriate department chair.

## 4.2 Physical Plant

Maintenance hours are weekdays 7 a.m. to 3 p.m. all emergency requests should be relayed by telephone.

All routine maintenance requests should be on forms supplied by the Manager of the Physical Plant and submitted to the Physical Plant office in the Fox Building, ext. 261. All off-hours emergency needs should be relayed through the Fox Building guard desk at 225-2245.

All major improvements and expenditures must be approved by the Vice President for Finance, after submission to and recommendation by the Vice President for Academic Affairs/Academic Dean.

## 4.3 Secretarial Services

Departmental administrative assistants provide secretarial services for faculty. Duplicating facilities are available in departmental offices and other locations throughout the campus.

## 4.4 Repairs and Janitorial Services

Requests for studio construction, lighting, major equipment, etc., are submitted to the Office of the Vice President for Academic Affairs/Academic Dean for approval then forwarded to the Vice President for Business Affairs.

Requests for emergency and minor repairs, changes in studio arrangements, janitorial services, moving and hauling, messenger services, should be made to the Physical Plant Manager.

## 5.0 Student Affairs Policies of Interest to the Faculty

Faculty are encouraged to be aware of those MICA policies regarding student expectations, behavior, and performance, particularly those areas that may intersect with the classroom and studio (e.g., Graffiti Policy, Use of Animals in Artwork, Graffiti and Vandalism). Please follow the link below for MICAs policies and handbooks.

[http://www.mica.edu/About\\_MICA/Policies\\_and\\_Handbooks.html](http://www.mica.edu/About_MICA/Policies_and_Handbooks.html)

## 5.1 Buckley Amendment

The Family Education Rights and Privacy Act of 1974, as amended, is a federal law which states

- a. that a written institutional policy must be established and
- b. that a statement of adopted procedures covering the privacy rights of students must be made available. The Maryland Institute College of Art shall maintain the confidentiality of student education records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are declared independent and who are or have been in attendance at the Maryland Institute.

## I. Rights of Inspection

The Act provides students with the right to inspect and review information contained in their educational records, to challenge the contents of those records which students consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panels are unacceptable.

The designated official at the Maryland institute has been assigned to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files and academic cooperative education and placement records.

## II. Education Records: Definition

Education records are records directly related to a student which are maintained by the Maryland Institute. Education records do not include the following:

- a. records of instructional, supervisory, and administrative personnel, and ancillary educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who may temporarily perform the duties of the maker,
- b. records of a law enforcement unit of the Maryland institute which are maintained separate from education records, are maintained solely for law enforcement purposes, and are not disclosed to individuals other than law enforcement officers of the same jurisdiction, provided that education records of the Maryland institute may not be disclosed to the law enforcement unit;
- c. records relating to individuals who are employed by the Maryland institute which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees and are not available for another purpose.

NOTE: Records of persons who are employed solely as a consequence of College attendance, e.g., teaching/graduate assistants, work-study students, are education records.

- d. Records created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, such as student health records to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than for treatment purposes, provided that records may be disclosed to physicians or professionals of student's choice.

NOTE: Treatment in this context does not include remedial education activities or other activities which are part of the program of instruction at the Maryland Institute.

- e. records of an institution which contain only information relating to a person after that person is no longer a student at the institution; e.g., accomplishments of alumni.

## III. Request-for Review

Students wishing to review their education records must make a written request to the College official who has the record in his/her custody, listing the item or items to be reviewed. Only those records covered by the Act will be available for review. The items requested shall be made available no later than 45 calendar days following receipt of the written request. Students have the right to a copy of the education record when failure to provide a copy of the record would prevent the student from inspecting and reviewing the record. A copy of the academic record may be refused if a "hold" for non-payment of financial obligation exists. The copies shall be made at the student's expense. The fee for making copies of the education record is \$7.00 per page and must be paid at the time the copy is requested.

#### IV. Limitations on Student Rights

There are some limitations on the rights of students to inspect records. The students shall have no right of inspection or review of.

- a. financial information submitted by their parents;
- b. confidential letter and/or recommendations in the student file prior to January 1, 1975, if such documents were intended to be confidential and were used only for the purpose intended.
- c. confidential letters and/or recommendations in the file subsequent to January 1, 1975, associated with admissions, employment, or job placement or the receipt of an honor or honorary recognition if the student has waived his/her right to inspect confidential letters and/or recommendations.
- d. education records containing information about more than one student, in which case the institution will permit access only to that part of the record pertaining to the inquiring student.

#### V. Waiver of Student Rights

Students may waive any or all of their rights under the Act. The Maryland institute does not require waivers and no institutional service shall be denied students who fail to supply waivers. all waivers must be in writing and signed by the student. Students may waive their rights to inspect and review either individual documents (e.g., a letter of recommendation) or class of documents (e.g., an admissions file). The items or documents to which students have waived the right of access shall be used only for the purpose(s) for which they are corrected. If used for other purposes, the waivers shall be void and the documents may be inspected by the student. The student may revoke the waiver in writing, but by revoking it, they do not regain the right to inspect and review documents collected while the waiver was in force.

#### VI. Consent Provisions

No person outside the Maryland Institute shall have access to nor shall the Maryland Institute disclose any personally identifiable information from students' education records without the written consent of the students (see Section VIII). The consent must specify the records to be released, the purpose of the disclosure, the party or class of parties to whom disclosure may be made and must be signed and dated by the student. There are, however, exceptions to the consent policy. The Maryland Institute reserves the right, as allowed under the Act, to disclose education records or components thereof without written consent to:

- a. personnel within the College who demonstrate a need to know and who act in the student's educational interest including faculty, administration, clerical and professional employees and other persons who manage student records;
- b. officials of other institutions in which students seek to enroll, on the condition that the Maryland Institute makes a reasonable attempt to inform the student of the disclosure at the student's last known address, unless the student initiated the request to transfer;
- c. official of other schools in which the student is currently enrolled;
- d. persons or organizations providing student financial aid in order to determine the amount of eligibility, conditions of award and to enforce the terms of the award;
- e. accrediting organizations carrying out their accrediting functions;
- f. authorized representatives of the Controller General of the United States, the Secretary of the Department of Education, and state educational authorities only if the information is necessary for audit and evaluation of federal- and state-supported programs;
- g. state and federal officials to who disclosure is required by state statute adopted prior to November 19, 1974;
- h. organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, so long as there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the projects;
- i. parents of dependent students who have established that student's status as a dependent according to internal Revenue Code of 1954, Section 152 (as amended). This requires a certified copy of the parent's most recent Federal Income Tax Form;
- j. persons in compliance with a judicial order or a lawfully issued subpoena if reasonable effort is made to notify the student;
- k. appropriate persons in a health or safety emergency, so long as (1) there is a serious threat to student or others, (2) the knowledge of the information is necessary to meet the emergency, (3) time is of the essence, and (4) the persons to who the information is disclosed are in a position to deal with the emergency.

#### VII. Institutional Record of Disclosure

The Maryland Institute shall keep a written record of all such exceptional disclosures and the student shall have the right to inspect such record. The record shall include the names of parties or agencies to who disclosure is made, the legitimate reason for the disclosure, and the date of the disclosure. No record of disclosure shall be required for those requests made by students for their own use, those disclosures made with the written consent of the students, those made to Maryland Institute officials or those specified as Directory Information.

#### VIII. Disclosure of Education Record Information

The Maryland institute shall obtain written consent from students before disclosing any personally Identifiable information from their education record (with exceptions as noted in Section VI). Such written consent for disclosure must: a) specifies the records to be released; b) state the purpose of the disclosure; c) identify the party or class of parties to whom disclosure may be made; and d) be signed and dated by the student. all such consents shall be maintained in the education record of the student.

#### IX. Directory Information

At its discretion, the Maryland Institute may provide Directory Information in accordance with the provisions of the act of include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory information by notifying designated official in writing within 10 calendar days from the first scheduled day of class of fall term. all written requests for nondisclosure will be honored by the College for only one (1) Academic year; therefore, authorization to withhold Directory Information must be filed annually.

#### X. Challenge of Contents Of Education Records

Any student who believes that his/her education records contain information that is inaccurate or misleading or is other wise in violation of their privacy or their rights may discuss their concerns informally with designated official. If the decision of that person is in agreement with the student's request, the appropriate records shall be amended and the student shall be notified in writing of the amendment(s). If the decision is not in agreement, the student shall be notified within fifteen (15) calendar days that the records will not amended and the student shall be notified by the official of the student's right to a hearing. Student requests for a formal hearing must be made in writing within thirty (30) calendar days from the mailing notice to the designated official who, within thirty (30) days after receipt of the written request, shall inform the student of the date, time and place of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. If the student desires, he/she may be assisted or represented at the hearing by one or more persons of his/her choice, including an attorney, at the student's expense. The hearing shall be conducted by any party, including an official of the Maryland Institute so long as the person does not have a direct interest in the outcome of the hearing.

The hearing panel which will adjudicate such challenges will consist of the Vice President for Academic Affairs/Academic Dean, Vice President of Student Affairs/Dean of Students, a representative of the Faculty Executive Committee, the Director of Academic Advising and two faculty members. The decision of the hearing panel shall be final, shall be based solely on the evidence presented at the hearing and shall be in writing, summarizing the evidence and stating the reasons for the decision. The written report shall be mailed to the student and any concerned party within thirty (30) calendar days of the date of the hearing.

a. If the hearing panel determines that the information at issues is inaccurate, misleading or a violation of privacy or other rights, the student's record shall be amended in accordance with the decision and the student shall be so informed in writing.

b. if the hearing panel decision is unsatisfactory to the student, the student may place with the education record a statement(s) commenting on the information in the record, or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements shall be placed in the education record and shall

be maintained as part of the record and shall be released whenever the records in question are disclosed to an authorized party.

NOTE: Notes of challenge cannot be used to question substantive educational judgments which are correctly recorded (e.g., course grades with which the student disagrees).

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the president of the Maryland Institute to aid them in filing a complaint with the Faculty Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D. C. 20202.

#### XI. Destruction Of Records

Once a student has requested access to their records, such student's record shall not be destroyed until inspection and review have been provided. The following item shall not be destroyed or removed from the record: a) "explanations" placed in the record by the student (see Section X); and b) records of disclosure and requests for disclosures. The Maryland Institute reserves the right to destroy information contained in student records and files when information on file is no longer valid and/or useful, e.g., letters of recommendation once they have been used for their original purpose.

## 5.2 Policy on AIDS

Should the need arise for dealing with employees or students with AIDS Acquired Immune Deficiency Syndrome), the College has adopted this policy, which is based upon a model developed by the American College Health Association. AIDS is a serious illness, a public health problem and an immediate concern to the College community. AIDS is characterized by a defect, in the natural immunity against disease. People who have AIDS are vulnerable to critical illnesses which would not be a threat to anyone whose immune system was functioning normally.

Considering current authoritative medical opinion, there is no basis for routinely excluding or dismissing employees or students because they have AIDS, ARC (AIDS-Related Complex), or AIDS virus antibodies. The College will make a decision on any person known to have the virus on a case-by-case basis with the help of medical advice. Depending upon the medical circumstances of each situation, the College may regularly monitor or require the monitoring of the person's medical condition, and may counsel the person on the nature of the disease and the importance of not engaging in the behavior that could transmit the disease, if that is appropriate. No broad blood screening test will be required. The right to privacy of all individuals will be respected and protected, and the confidentiality of any records that may be required will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of a roommate, classmate, or employee with an AIDS-related condition.

The College will comply with all federal and state laws and regulations including those of the United States Public Health Service, and the guidelines from the Center for Disease Control and the American College Health Association, which bear on the welfare of persons with AIDS or on the welfare of others within the College community who may have contact with AIDS.

The College will continue to provide information programs designed to acquaint the community with current information about AIDS and how to avoid or minimize risks of transmissions.

Anyone with questions about AIDS may contact the Dean of Students, and/or others of the professional staff of the Office of Student Affairs, material on AIDS is also available there.

#### Faculty Assembly Work Rules

*Adopted by the Faculty Assembly October 16, 1996*

The following work rules supersede the Constitution and By-laws of the Faculty, known as an "attachment" to the Faculty Handbook (Adopted by the Board of Trustees, January 31, 1993). These rules constitute the sole governing principles of the Faculty Assembly, pending subsequent revision, addition, or deletion of rules, if any, during the normal course of affairs of the Faculty Assembly. Any such revision, addition, or deletion of these work rules is a right restricted to the Faculty Assembly.

1. For administrative and governance purposes the Faculty Assembly is the same as "the faculty" of the Maryland Institute, College of Art.
2. The Faculty Executive Committee, acting on behalf of and/or at the request of the Faculty, reserves the right to call and to set and maintain the agenda of all Faculty Assembly meetings, including determining the time, nature, and duration of all presentations by non-Faculty individuals or entities. All Faculty of the college have the right to place items on the agenda of Faculty Assembly meetings. The Faculty Executive Committee, working with these faculty, will schedule these items as expeditiously as possible.
3. Gatherings of the faculty called and/or required by the Administration or the Board of Trustees do not constitute Faculty Assembly meetings. No official business of the Faculty Assembly may be conducted at such gatherings.
4. Attendance at Faculty Assembly meetings constitutes the chief administrative and governance responsibility of the faculty of the College.
5. The Faculty Assembly of the Maryland Institute College of Art consists of the Full-Time, prorata, and per course faculty with committee status, one vote per faculty member. Per course faculty with committee status is defined as those per course faculty who have taught for six or more semesters at the College and who have agreed to accept eligibility to serve on MICA committees, with such service not to exceed one committee assignment per academic year during which the per course faculty member is teaching.
6. A number of Full-Time and Pro-Rata faculty in attendance at a Faculty Assembly meeting equal to or exceeding 40% of Full-Time and Pro-Rata faculty of the College constitutes a quorum of the Faculty Assembly.
7. Proxies must be granted and signed in writing for specific ballot issues and assigned by the absent faculty voter to specific voting faculty who must submit the proxy to the Chair of the FEC, or her/his designated representative, before the vote in question. The FEC reserves the right to validate all proxies.
8. As a matter of practice and barring emergencies and other unforeseen circumstances, Faculty Assembly meetings will be confined to presentations and voting on the final version of proposals regarding motions, policies, resolutions, and the like. Debate will be strictly limited. Research, full debate, drafting, and rewriting of proposals are to be done in either open committee meetings or hearings for specific proposals where attendance by the general faculty is voluntary. Faculty Assembly meeting dates for the coming academic year are to be announced at the last

meeting of the previous academic year. Dates for committee meetings and special hearings where full debate and rewriting of proposals is accomplished are to be announced as far in advance as possible, but such announcements must not be made less than one week prior to such meetings

9. Agenda for all faculty Assembly meetings must be published and distributed to all eligible voting faculty at least one week prior to meetings, when possible, and must include complete versions of all proposals to be voted upon in these meetings.

10. A simple-majority affirmative vote of a quorum of the Faculty Assembly is required to change, add to, or make deletions from these work rules. All other issues voted on by the faculty Assembly also require a simple majority for passage.

11. Insofar as it is applicable, Faculty Assembly meetings procedures will follow Roberts' Rules of Order. The FEC chair or her/his designated representative will chair Faculty Assembly meetings.

12. As the duly elected representatives of the Faculty, a partner in the administration and governance of the College, the Faculty Executive Committee requires permanent and exclusive office and meeting space and compensated administrative support.

## Faculty Assembly Work Rules

*Adopted by the Faculty Assembly October 16, 1996*

The following work rules supersede the Constitution and By-laws of the Faculty, known as an “attachment” to the Faculty Handbook (Adopted by the Board of Trustees, January 31, 1993). These rules constitute the sole governing principles of the Faculty Assembly, pending subsequent revision, addition, or deletion of rules, if any, during the normal course of affairs of the Faculty Assembly. Any such revision, addition, or deletion of these work rules is a right restricted to the Faculty Assembly.

1. For administrative and governance purposes the Faculty Assembly is the same as “the faculty” of the Maryland Institute, College of Art.
2. The Faculty Executive Committee, acting on behalf of and/or at the request of the Faculty, reserves the right to call and to set and maintain the agenda of all Faculty Assembly meetings, including determining the time, nature, and duration of all presentations by non-Faculty individuals or entities. All Faculty of the college have the right to place items on the agenda of Faculty Assembly meetings. The Faculty Executive Committee, working with these faculty, will schedule these items as expeditiously as possible.
3. Gatherings of the faculty called and/or required by the Administration or the Board of Trustees do not constitute Faculty Assembly meetings. No official business of the Faculty Assembly may be conducted at such gatherings.
4. Attendance at Faculty Assembly meetings constitutes the chief administrative and governance responsibility of the faculty of the College.
5. The Faculty Assembly of the Maryland Institute College of Art consists of the Full-Time, prorata, and per course faculty with committee status, one vote per faculty member. Per course faculty with committee status is defined as those per course faculty who have taught for six or more semesters at the College and who have agreed to accept eligibility to serve on MICA committees, with such service not to exceed one committee assignment per academic year during which the per course faculty member is teaching.
6. A number of Full-Time and Pro-Rata faculty in attendance at a Faculty Assembly meeting equal to or exceeding 40% of Full-Time and Pro-Rata faculty of the College constitutes a quorum of the Faculty Assembly.
7. Proxies must be granted and signed in writing for specific ballot issues and assigned by the absent faculty voter to specific voting faculty who must submit the proxy to the Chair of the FEC, or her/his designated representative, before the vote in question. The FEC reserves the right to validate all proxies.
8. As a matter of practice and barring emergencies and other unforeseen circumstances, Faculty Assembly meetings will be confined to presentations and voting on the final version of proposals regarding motions, policies, resolutions, and the like. Debate will be strictly limited. Research, full debate, drafting, and rewriting of proposals are to be done in either open committee meetings or hearings for specific proposals where attendance by the general faculty is voluntary. Faculty Assembly meeting dates for the coming academic year are to be announced at the last meeting of the previous academic year. Dates for committee meetings and special hearings where full debate and

rewriting of proposals is accomplished are to be announced as far in advance as possible, but such announcements must not be made less than one week prior to such meetings

9. Agenda for all faculty Assembly meetings must be published and distributed to all eligible voting faculty at least one week prior to meetings, when possible, and must include complete versions of all proposals to be voted upon in these meetings.

10. A simple-majority affirmative vote of a quorum of the Faculty Assembly is required to change, add to, or make deletions from these work rules. All other issues voted on by the faculty Assembly also require a simple majority for passage.

11. Insofar as it is applicable, Faculty Assembly meetings procedures will follow Roberts' Rules of Order. The FEC chair or her/his designated representative will chair Faculty Assembly meetings.

12. As the duly elected representatives of the Faculty, a partner in the administration and governance of the College, the Faculty Executive Committee requires permanent and exclusive office and meeting space and compensated administrative support.