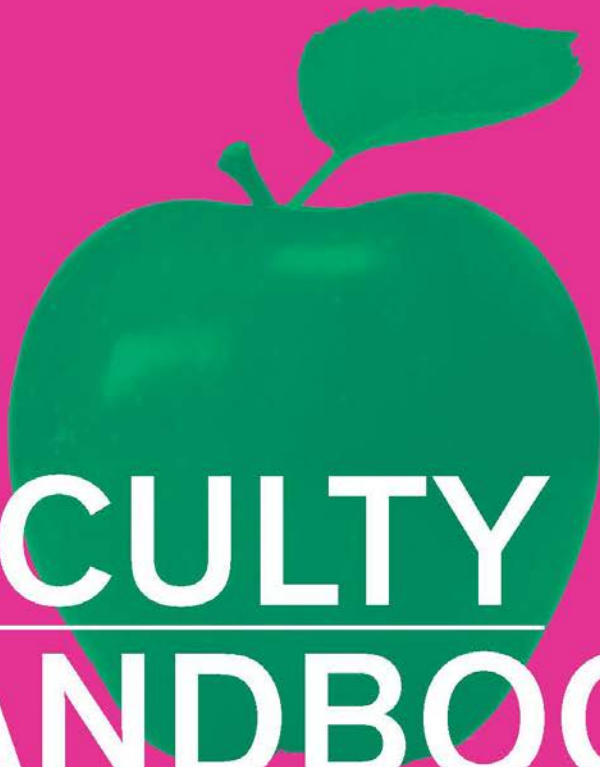


ACADEMIC
YEAR 2018-19
AY19



FACULTY HANDBOOK

MARYLAND INSTITUTE COLLEGE OF ART

M|I|C/A

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Section 1: The Faculty Handbook: Introduction and Process for Amendment

1.1 Faculty Handbook: 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 Personnel Committee may take the question to the Vice President for Academic Affairs and Provost. If the Vice President for Academic Affairs and Provost and the Personnel Committee are unable to resolve the issue, it will then be taken to the President for discussion with said Vice President for Academic Affairs and Provost and the Personnel 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 and 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.

1.2 Revision of the Faculty Handbook

Amendments to Sections 2.0 through 2.67 and all of Sections 4, 5, and 6 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 2.9 through 2.9.11 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 1.2.1 through 1.5 below.

1.2.1 Proposed Amendments

Proposals for revising Section 1 and Section 3 can be made by the Board of Trustees, the President, the Vice President for Academic Affairs and Provost, the Faculty Assembly, its committees, or any member of the Faculty Assembly. Such amendments must gain the approval of the Faculty Assembly, the President, and the Board of Trustees before they are included in the Faculty Handbook.

1.2.2 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 (FEC). 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.
4. Decide not to submit it to the Faculty Assembly for a vote, and explain its decision to the Assembly.

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.

In the spirit of shared governance and procedural efficiency, proposals for amending the Faculty Handbook are usually discussed and provisionally approved by the Faculty Executive Committee and the administration prior to their being taken to the Faculty Assembly for a formal vote.

1.3 Role of the President with Regard to Proposals Processed by the Faculty

The President may accept or reject a faculty-approved proposal. 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 and Provost, 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.

1.4 Board of Trustees Approval

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 a meeting of the full Board of Trustees so it may make a recommendation to the Board. The Academic Affairs Committee of the Board of Trustees may meet with the President, the Vice President for Academic Affairs and Provost 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.

The proposal or amendment process is concluded with a final vote of the Board of Trustees to accept or reject Faculty and president-approved proposals.

1.5 General Rules of Implementation and Publication

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. In the case of revisions to the Handbook that result in changes in policy that were in effect when a continuing contract was originally issued, the most current edition will prevail. If the individual contract of a faculty member contains terms and conditions not covered by the general policies herein, the provisions of the contract shall prevail.

The Faculty Handbook will be published online (PDF) in a form and location accessible to all contracted faculty and available for downloading and/or printing on demand. All new members of the faculty will be provided with information as to how to access the Faculty Handbook online at the time of their initial appointment. By August 1 of each year, the Faculty Handbook will be updated online to include any amendments approved during the previous academic year. Each edition will include an index of amendments for easy reference and review.

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.

Section 2: History, Mission, Organization and Governance

2.1 MICA Mission, Vision and Tenets [Adopted by the MICA Board of Trustees on May 22, 2017]

This Mission Statement expresses MICA's fundamental rationale for existence while the Vision Statement describes the long-range change that inspires our mission. Embedded in the Mission and Vision Statements are the Tenets that undergird MICA's culture, personality, and actions.

MISSION: EMPOWER students to forge creative, purposeful lives and careers in a diverse and changing world. THRIVE with Baltimore. MAKE the world we imagine.

VISION: A just, sustainable, and joyful world activated and enriched by artists, designers, and educators who are valued for their leadership and imagination.

TENETS: We assert the centrality of artists, designers, and educators in society.

We shape culture.

We flourish through collaboration.

We embrace differences and champion equity.

We invent through thoughtful disruption.

We strive for excellence and rigor.

We act with intent and critical appraisal.

We model a community of care.

We take pride in our resilience.

We exemplify passion and conviction.

We have fun.

What does this mission mean to the MICA community?

We at MICA educate students to chart creative lives and pursuits that reward them while advancing the well-being of others. We measure our success first and foremost through the creative, professional, civic, intellectual, and economic achievements of our alumni. Consonant with our leadership role, we equip students to succeed in a world of constant change by cultivating their ability to invent, adapt, and persist.

We are a multi-generational teaching, mentoring, and learning environment where students hone their minds, eyes, and hands; develop and refine their voices; acquire skills, knowledge, and literacies to navigate information and cultures; fortify a sense of integrity and conviction; experiment with ideas and take smart, creative risks; and gain experiences to build the confidence and courage needed to actualize their full potential. We believe that our compassionate, inclusive, and collaborative campus community best supports such education.

MICA seeks to serve students of all backgrounds, throughout the nation and across the globe. Our student body is a universe of multiplicity, and our curriculum strives to be correspondingly intersectional and flexible. Understanding of traditions enables new norms and practices. Disciplinary immersion facilitates transdisciplinary creations, increased collaboration with non-arts sectors, and work in multiple fields and modes.

Fulfilling our mission on the world stage, MICA has proud roots in Baltimore and is integral to the city's fabric as a socially engaged anchor institution. We interact with our urban setting imaginatively and ethically, for the mutual benefit of our diverse student body and Baltimore's communities. Our pedagogy embraces thoughtful and reciprocal local engagement, which serves as a foundation for building cultural vitality, community empowerment, economic benefits, environmental wellness, and social equity in global communities where our students ultimately live and work. For MICA, engagement is a key strategy to ensure relevance in contemporary art and design making, and is essential to our bold commitment to creative agency at both local and global levels.

Actively evolving to meet its time and the future, MICA contributes to the fields of art, design, and visual arts education through creation, research, and scholarship, as well as sharing of practices and leading by example.

VISION (5/22): **A just, sustainable, and joyful world activated and enriched by artists, designers, and educators who are valued for their leadership and imagination.**

What does this vision mean to the MICA community?

We at MICA envision a better world for everyone in which art and design thinking, creations, and interventions bring voice and equitable opportunities to groups affected by disparities; advance environmental, economic and social sustainability; and enhance individual lives. For their unique roles in society, artists and designers are embraced by multiple sectors for optimal participation, and compensated in ways that are commensurate with the true worth of their creations and contributions.

Art, design, and creativity are transcendent forces. MICA believes that a better world for all is ultimately a more joyful world lifted by aesthetic power, imagination, and expression. As a campus community, we celebrate optimism, beauty, and playfulness, as much as we are characterized by reflective and mindful goals setting, hard work, and the rigorous pursuit of excellence and impact.

2.2 Organizational Structure

The complete organizational chart of the College may be found on the website under the section Directory Downloads.

<https://www.mica.edu/faculty-staff-directory/>

2.3 Trustees

MICA operates under a charter adopted by the State Legislature of Maryland in 1825. That charter states that the business and affairs of the College shall be conducted and managed by a Board of Trustees of not less than 12 or more than 36 members. The by-laws state that the Trustees are elected for terms of three years and may stand for re-election. The following officers of the Board are elected by the Board at its annual meeting:

- Chair person
- Vice Chair person
- 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: comprised of all officers, the chairmen of other committees and the chairperson of the Annual Fund Committee and Campaign Steering Committee. This committee meets the third Tuesday of each month
- Finance Committee
- Committee on Trustee Affairs
- Committee on Student Affairs
- Building and Grounds Committee
- Academic Affairs Committee

The Chairperson of the Board appoints the Chairs and members of these committees.

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

2.4 Organization and Administration of the College's Operations

As the organizational charts indicate, the ultimate responsibility for the operation of the College rests with the Board of Trustees. The Board delegates the oversight for day-to-day operations of the College to the President, who is the Chief Executive Officer of the College. The President is responsible for shaping and articulating the College's mission, leading its planning, ensuring its fiscal stability, developing and implementing its policies, and managing all of its areas of operations. The President is

the primary representative of the College to the Board of Trustees and external audiences, and leads the College's fund raising and public relations efforts.

In addition to the Vice President for Academic Affairs and Provost, the President is supported by seven Vice Presidents who are each responsible for a specific operational area of the College. Job descriptions for these seven Vice Presidents are provided below:

2.4.1 Vice President of Operations and Finance and Chief Operating Officer (COO)

The Vice President of Operations and Finance and Chief Operating Officer (COO) serves as a member of the MICA senior leadership team and is charged with contributing to MICA's strategic planning to ensure appropriate allocation of resources to support the College's mission and priorities. They provide leadership, direction, and oversight of all business and financial operations including financial planning and strategy, operating and capital budgeting and analysis, human resources (compensation, benefits, and employee relations, on-boarding), student accounts, accounting, financial reporting, investment oversight, endowment and debt management and compliance, procurement, and risk and loss management and insurance. The Vice President also provides leadership, direction, and oversight of all buildings and grounds (maintenance, renovations, repairs), EHS, Campus and Space planning, Campus Services (food service, transportation, parking, college store, postal and print, etc.), Campus Safety and Events.

2.4.2 Vice President for Strategic Initiatives

The Vice President for Strategic Initiatives serves as a thinking and action partner with the President for major strategic initiatives of the College, and functions as an extension of the President's Office at MICA and in the community. The Vice President supports the President as a generator, interpreter, designer and implementer of College-wide strategic concepts and supports, formulates and creates senior-level action plans and initiatives. As an interstitial campus leader, the Vice President navigates strategic initiatives among divisions and constituencies in various ways, including cross-functional teams that focus on MICA's mission, vision and values. This position is also responsible for leading the MICA campus community in the development of key and strategic real estate opportunities and capital improvement projects and partnerships.

2.4.3 Vice President for Advancement

The Vice President for Advancement is primarily focused on expanding opportunities for the College by building additional external support through such vehicles as increased private philanthropy, new partnerships and collaborations, stronger ties to major College constituencies (i.e. alumni/ parents), and greater College visibility.

Responsibilities:

- Development (fundraising) activities
- External and internal communications and marketing
- Alumni/ parent relations
- Government relations

Duties:

- Capital Campaign
- Annual giving
- Grant writing support/ counsel
- News media coverage
- MICA website oversight
- Marketing support for student recruitment/ other priorities
- College publications
- Alumni and Parent Councils coordination
- Selected special events
- City, state, federal government liaison activities

2.4.4 Vice President of Admissions and Financial Aid

Responsibilities:

- Undergraduate and graduate admission
- Enrollment-related marketing and promotion
- New and returning student financial aid

Duties:

- Meeting enrollment and quality profile goals for new students
- Leveraging financial aid budgets to support new and returning students
- Developing recruitment and marketing strategies to attract students and raise institutional visibility

2.4.5 Vice President for Student Affairs/Dean of Students

The Vice President for Student Affairs is responsible for all student life concerns at the MICA, and seeks to assure a comprehensive set of services and programs to promote student development and assure student success.

Responsibilities:

- Residence Life & Off Campus Housing
- Career Development
- Health, Fitness and Counseling Services
- Diversity and Intercultural Development
- Judicial Affairs/Concerns
- Student affairs and activities

Duties:

- Fostering an institutional climate which is conducive to student development, particularly student artistic development
- Support for all students to help each individual thrive academically, socially, and personally
- Liaison with student organizations

- Fulbright and other award/prize advising
- Student Handbook, newsletter and other publications

2.4.6 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, Portal, administrative information systems, and other applications as part of the overall campus technology services and applications environment
- Administrative desktop computing
- Audio-Visual and technology checkout services and support
- Smart classroom technologies
- Telecommunications services
- Technology in classrooms, labs, and instructional support facilities
- Digital Printing Services in Art/Tech Center

Duties:

- Provide day-to-day support for technology related needs in all campus 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
- Provide leadership and guidance for all administrative and business-related computer and information systems and coordinate use across departments and divisions

This group along with the Vice Provost for Research and Graduate Studies, and the Vice Provost for Undergraduate Studies constitutes the Senior Administration of the College, which works directly with the President on policy development and decision-making, long-range planning, and overall management of the College in support of the College's mission and the achievement of the objectives in the strategic plan.

2.4.7 Vice President for Strategic Communications

The Vice President of Strategic Communications serves as MICA's chief communications strategist and external media spokesperson. Their primary role is to lead the conceptualization, design and implementation of a comprehensive, integrated communications program for MICA that highlights and explains MICA's mission, vision, strategies, impact, differentiation, return on investment, and value to key internal and external audiences for awareness alignment, investment inspiration, and position elevation. Efforts include, but are not limited to, publications, events, public relations, electronic and

social media, and other emerging platforms of effective communications. Provide ongoing counsel and active engagement in the College's crisis communications efforts

2.5 Organization and Administration of the Educational Program

2.5.1 The Vice President for Academic Affairs and Provost

The Vice President for Academic Affairs and Provost is the senior vice president and chief academic officer for the College. This position is responsible for all aspects of the development and delivery of the educational programs including curricula, faculty, facilities, and budget. The VP/Provost manages planning and operations for all areas of educational programming and support through leading the Provost's Council. The Provost represents the educational program to, and coordinates institutional planning and budget development with, the President, senior management, trustees, and other relevant internal and external groups. This position also maintains external academic relations including accrediting bodies and works with other areas of operations such as advancement in the planning and development of new initiatives and resources including programs, conferences, grants, etc. Finally, the VP/Provost ensures the integrity and accuracy of the Faculty Handbook as the primary contract with the faculty.

The Vice President for Academic Affairs and Provost (VPAA/Provost) is supported by the Vice Provost of Undergraduate Studies, the Vice Provost for Research and Graduate Studies, the Vice Provost of MICA Open Studies, the Associate Vice President for Educational Planning and Development, the Associate Vice President for Academic Services, the Associate Vice President for Enrollment Services, and the Budget and Contract Manager. With the Faculty Representative to Provost's Council and Academic Affairs Staff, this group comprises the Provost's Council.

2.5.2 The Vice Provost for Undergraduate Studies

The Vice Provost for Undergraduate Studies reports to the VPAA/Provost and is responsible for all aspects of the undergraduate program including curricula, faculty, new faculty orientation, accreditation, strategic planning and assessment. The Vice Provost for Undergraduate Studies supervises the Associate Deans of the undergraduate divisions who collectively act as the senior management body of the undergraduate program. The Vice Provost for Undergraduate Studies also ensures the timely implementation of all academic and personnel policies associated with the undergraduate program such as faculty evaluations, contracts, faculty, searches, sabbaticals and leaves.

2.5.3 The Vice Provost for Research and Graduate Studies

The Vice Provost for Research and Graduate Studies reports to the VPAA/Provost and supervises the Directors of the Graduate and Post-Baccalaureate programs under the Office of Graduate Studies. The Associate Dean and Assistant Director of Graduate Studies and the Directors of the Center for Design Thinking and the Center for Design Practice also report to the Vice Provost. The Vice Provost manages all operational and strategic aspects of the graduate programs including curricula, faculty, facilities, budget, planning, assessment and accreditation. The Vice Provost for Research and Graduate Studies also ensures the timely implementation of all academic and personnel policies associated with the graduate program such as faculty evaluations, contracts, faculty, searches, sabbaticals and leaves.

The Vice Provost for Research and Graduate Studies is also responsible for the strategic development and operations of all research activities at the college including support of faculty and student research, sponsored programs administration, funded project-based learning opportunities and

has oversight of intellectual property policies, processes and protection like patents, licensing, disclosures, contracts, technology transfers, waivers and confidentiality statements.

2.5.5 The Vice Provost of MICA Open Studies

The Vice Provost of MICA Open Studies reports to the VPAA/Provost and is responsible for the development, approval, marketing, implementation, and ongoing oversight of degree and non-degree programming focused on the acquisition of knowledge and experience associated with specific careers and delivered in formats that facilitate access to targeted markets. Such programs could be developed and offered in partnership with other institutions and/or professional organizations and could include a wide range of fields and applications of technologies. The Dean is also responsible for the development, marketing, and management of other programs and activities including youth and pre-college programming, continuing studies, summer travel intensives and other undergraduate courses. This includes the hiring and management of all faculty associated with these programs and the development and oversight of curricula, budgets, operating policies and procedures, and logistical arrangements.

2.5.6 Associate Vice President for Academic Services

The Associate Vice President for Academic Services reports to the VPAA/Provost and oversees the operations of all academic support departments including Enrollment Services, Academic Advising, International Affairs, Exhibitions, Media Resources Collection, the Learning Resource Center, and the Fabrication Studios. This office also provides central oversight of the workloads and performance of the technicians who directly support educational departments. The Associate Vice President for Academic Services provides oversight of the Academic Affairs capital budget and the, and plans for academic space and technology.

2.5.7 Associate Vice President for Educational Planning and Development

The AVP for Educational Planning and Development reports to the VPAA/Provost and works collaboratively with faculty, staff, and academic leadership to ensure the ongoing development and renewal of MICA's academic programs and the delivery of high quality, comprehensive, and transformative educational experiences across all of the fields and areas of educational programming at the College. The AVP for Educational Planning and Development also provides leadership and support for academic program and policy development, the assessment of student learning, faculty professional development, and for planning and initiatives aimed at building an innovative, participatory, and socially-engaged culture of teaching and learning at the College. This position supervises the Decker Library & Media Resources Collection, the Writing Studio, and the Office of Instructional Advancement and Technology.

2.6 The Organization of the Academic Program

2.6.1 Graduate Studies

Graduate Studies is overseen by the Vice Provost for Research and Graduate Studies. The following programs comprise Graduate Studies.

Master of Fine Arts Degree Programs:
Curatorial Studies

Photographic & Electronic Media
Graphic Design
Rinehart School of Sculpture
Leroy E. Hoffberger School of Painting
Illustration Practice
Mount Royal School of Art

Master of Arts Programs:
Critical Studies
Social Design
Graphic Design
Illustration

Post Baccalaureate Certificate Programs:
Post Baccalaureate Certificate in Fine Arts

Each graduate program is overseen by a director who also acts as the principle faculty mentor. All report to the Vice Provost for Research and Graduate Studies.

Graduate Studies also includes three research centers—The Center for Art Education, the Center for Social Design, and the Center for Design Thinking—which are overseen by the Vice Provost for Research and Graduate Studies in collaboration with the Directors/Faculty in these areas:

The Vice Provost for Research and Graduate Studies is supported by the Associate Dean for Graduate Studies, the Assistant Director, the Graduate Studies Coordinator and the administrative assistant. The Associate Dean for Graduate Studies reports to the Vice Provost of Research and Graduate Studies and supports the strategic and operational aspects of the Graduate Studies division including the graduate programs, graduate students and graduate alumni. The Associate Dean works with Academic Affairs, Academic Services and Student Affairs to address the needs and concerns of graduate directors and students.

The Assistant Director of Graduate Studies coordinates the budget processes, facilities and operations of the Office of Graduate Studies and acts as a registration advisor to students entering programs under Graduate Studies.

2.6.3 MICA Open Studies

MICA Open Studies is overseen by the Vice Provost of MICA Open Studies (see description above). The School offers a variety of domestic and international non-degree courses and programs designed for specific constituents including:

- Young People's Studios
- Summer Travel Intensives
- Pre-College
- Continuing Studies
- Professional Development
- Summer Undergraduate Courses

MICA Open Studies also offers four primarily online graduate programs that award the Master of Arts or the Master of Professional Studies degree:

- Master of Business Administration / Master of Arts
 - Design Leadership

- Master of Professional Studies
 - Business of Art and Design
 - Information Visualization
 - UX Design (User Experience)

These programs are overseen by a Program Manager, who coordinates all aspects of program operations and delivery, including the hiring and assignment of faculty.

2.6.4 Graduate Directors

A Graduate Director is a member of the full-time faculty who is appointed to each of the graduate and post baccalaureate programs. Graduate Directors are the educational leaders and principal administrators of their respective program. Graduate Directors assure the mentoring of students; create the vision and organization for the program; and lead in the selection of other supporting faculty. Graduate directors manage their program budget, facilities, equipment and visiting artist/critic program. With the support of Graduate Admissions and the Center for Art Education, directors take an active role in increasing the visibility of their respective programs and lead the process of reviewing and selecting new candidates each year including the recommendation of financial aid awards.

With the Vice Provost or appropriate Dean, Graduate Directors meet regularly throughout the academic year to develop and manage processes and policies common to their programs, and work with the other graduate faculty to oversee areas of common interest and coordination.

2.6.5 Undergraduate Studies

Undergraduate Studies is overseen by the Vice Provost for Undergraduate Studies. For administrative and curricular purposes, the undergraduate program is organized as four divisions, each of which is made up of group of related departments, concentrations, and/or programs:

<i>First Year Experience</i>	<i>Fine Arts</i>	<i>Design & Media</i>	<i>Liberal Arts</i>
First Year Experience	Painting	Photography	Art History
	Drawing	Interactive Arts	Humanistic Studies
	General Fine Arts	Animation	
	Ceramics	Film and Video Arts	
	Interdisc. Sculpture	Graphic Design	
	Fiber	Illustration	
		Printmaking	
		Architectural Design	
		Game Design	
		Product Design	

2.6.6 Undergraduate Divisional Associate Deans

- The Associate Dean for First Year Experience and Faculty
- The Associate Dean for Fine Arts Studies and Faculty
- The Associate Dean for Design & Media Studies and Faculty
- The Associate Dean for Liberal Arts and Faculty

Each division is led by corresponding Undergraduate Divisional Associate Deans who are members of the full-time faculty appointed to serve in this administrative role. Each reports to the Vice Provost for Undergraduate Studies. They supervise the Department Chairs within their division and lead them in the creation and realization of a coherent educational philosophy and vision for the division. They ensure the excellence and integrity of all the programs within their division through a continuous process of planning, development, and review. They administer all the elements, processes and operations of their division related to curriculum, budget, faculty and staff, facilities and equipment. They also mediate personnel issues and hear student concerns. Divisional Associate Deans work to ensure good communication with and among the constituents within their division while effectively representing the needs and priorities of their division to the greater institution.

With the Vice Provost for Undergraduate Studies, the four associate Deans work together to shape and articulate the undergraduate program's mission and vision; integrate the curricula and operations of their respective division with the school as a whole; and act as a The Curriculum Committee that continuously monitors institution-wide offerings in order to ensure educational excellence and the most effective use of resources.

2.6.7 Department Chairs

Department Chairs are responsible for the daily operation of the academic departments, including development of the academic schedule, initiation of curricular review and changes departmentally, registration, and interdepartmental programming. (The full description of Chair duties as well as process for electing and evaluating chairs is in Section 3).

2.7 College Governance

To better meet its educational goals, MICA is committed, where practical, to joint planning and effort among 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 that 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 standing committees. These are collected into two categories: institutional committees with membership of both MICA faculty and staff, and faculty committees that are comprised of faculty only. 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, which is the official representative body of the faculty. Its membership, procedures, and principles are outlined in its Work Rules, which are published with this Handbook in the appendix.

2.8. Institutional Committees

Faculty representatives on committees are appointed by the Personnel Committee in conjunction with Academic Affairs and serve staggered terms in order to maintain continuity. In making its appointments, the Personnel Committee shall ensure that there is broad representation from the College's educational programs. Where appropriate, in an attempt to keep committee assignments manageable and avoid duplication, the institutional committees will have representatives from related faculty committees so that information and actions can be communicated effectively. In deliberating and making recommendations, the committees may seek the counsel of the faculty, students, staff and from time to time, individuals outside the College. Towards this end, the committees reserve the right to invite other non-members to attend specific committee meetings.

2.8.1 Academic Scholarship Committee

First year applicants to MICA who are accepted for admission are eligible to compete for Academic Scholarships. This committee comprises the jury that reviews all applications and makes recommendations for award to the Office of Admissions. Since these are academic scholarships, the membership generally is composed of faculty members from the Liberal Arts. They are appointed to two-year terms.

2.8.2 Academic Technology Committee

The Academic Technology Committee is chaired by the Director of Instructional Advancement and Technology. The committee is staffed by faculty members and representatives from academic support areas. The role of the committee is to increase innovation in teaching and learning at MICA through the use of instructional technology and innovative teaching practices. Specifically, the committee provides an innovative faculty space in which to brainstorm, ideate, design, develop and implement technology and innovative teaching projects, as well as online, blended, and web-assisted course projects. The committee will be charged with proposing new processes and projects aligned to MICA online and blended course development strategic planning.

2.8.3 Community Engagement Committee

The Community Engagement Committee is composed of the Director of Community Engagement, the Community Engagement Program Manager, the Vice President for Academic Affairs and Provost, and members of the 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.

2.8.4 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 MICA. 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 and safety regulations.

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

2.8.5 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 Associate Vice President for Academic Services, the Director of Exhibitions or designee, and student representatives from the undergraduate and graduate programs. The Vice President for Academic Affairs and 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.

2.8.6 Fulbright Committee

The Fulbright committee consists of the Fulbright Program Advisor (FPA) 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 (see 2.9.11). 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 portfolios 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.

2.8.7 The Title IX Advisory Committee

The Title IX Advisory Committee is a group of students, faculty, and staff that represents the global perspectives of the MICA community with respect to issues of sexual assault, gender discrimination, and their prevention. Through its work, the Title IX Advisory Committee promotes MICA's values of dignity, respect, diversity, and inclusion and works to ensure that these values are consistently expressed in the school's policies, structures, and daily life.

2.8.8 International Affairs Committee

The International Affairs Committee is composed of the Director of International Education, the Vice Provost of MICA Open Studies, Associate Vice President for Academic Services, and up to six faculty. The Director of International Education and the Vice Provost of MICA Open Studies serve as co-chairs. The Committee advises MICA Open Studies and the Office of International Education on the development of strategic objectives and vetting new international initiatives.

2.8.9 Research Committee

The Research Committee serves in an advisory role to support the advancement of research at the College. Representatives from the faculty, the Decker Library, the offices of Advancement and Research work together to develop policies, resources, and programs that encourage and promote sponsored (externally funded) projects and research among the faculty, students and staff. The Institutional Review Board (IRB) and Intellectual Property groups are subcommittees of the Research Committee and convene, as needed.

2.8.10 Institutional Review Board (IRB)

The Institutional Review Board (IRB) is a subcommittee of the Research Committee and 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 Vice President for Academic Affairs and Provost serving as chair. The faculty members will be nominated by the Vice Provost for Research and Graduate Studies 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, for some other reason, may require consideration at a formally convened meeting.

2.8.11 Intellectual Property

The Intellectual Property Committee is a subcommittee of the Research Committee and advises the Vice President for Academic Affairs and Provost or their 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 Vice Provost for Undergraduate Studies, Dean the Director 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 and Graduate Studies. The Vice President of Academic Affairs and Provost shall serve as a non-voting member and chair.

2.8.12 Merit-Based Scholarship Committee

This Committee consists in 1-2 Faculty Liaison(s), who—with the assistance of the Coordinator of Educational Planning and Development and appropriate faculty from the different Divisions—gathers and disseminates information on competitive scholarships and prizes for students, reviews applications for these scholarships and facilitates the jury process and the ranking of student applications. The Associate Vice President for Educational Planning and Development or designee and Associate Vice President for Financial Aid or designee shall be ex-officio members of the Committee.

2.8.13 MHEC Representative

The College sends one representative to the Maryland Higher Education Council's Faculty Advisory Council. MHEC is the state's advisory board for all issues concerning higher education. It lobbies the Maryland General Assembly and Governor on behalf of colleges and universities. The Faculty Advisory Council meets once a month in either Annapolis or Baltimore. The representative shall be appointed for a two-year term.

2.8.14 PALS Fellow

The Association of Independent Colleges of Art and Design (AICAD) sponsors a Fellow at each of its member institutions for the Partnership for Academic Leadership on Sustainability (PALS). The purpose of the PALS group is to work collectively to build a strategic plan for sharing and leveraging campus resources to better integrate sustainability into art and design programs. Each Fellow serves as a key to defining the college's strategic action plan. The PALS Cohort meets monthly online and comes back together annually in September to continue to develop and implement tools for collaboration. PALS also convenes an annual summit at one of its member schools where all Fellows as well as others can discuss their work on sustainability.

2.8.15 Professional Practice Committee

The Professional Practice Committee is co-chaired by the Director of the Joseph Meyerhoff Center for Career Development and an Undergraduate Associate Dean or faculty member. 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.

2.8.16 Security Advisory Committee

The Security Advisory Committee is charged with providing advice and recommendations to the leadership of Campus Safety. Their mission is to examine areas of security as tasked by Campus Safety with the aim of developing recommendations for the improvement of security methods, community engagement and interaction, equipment and procedures. The Committee provides perspectives from their departments and helps to guide the operational plans for the department.

2.8.17 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.

2.8.18 Assessment Committee

The Assessment Committee is central to managing and guiding the Assessment Plan for Student Learning at MICA. It has the following charges:

- Defines and shepherds the process for the assessment of student learning
- Creates the templates and timelines for the assessment process
- Reviews program assessment plans, schedules and reports
- Implements ongoing training regarding aspects of assessment
- Provides workshops and training to faculty
- Develops a website with materials, resources, timelines and templates to support the assessment plan
- Leads the process for assessing the Institutional Learning Outcomes/Goals
- Helps to make sure the plans are effective, efficient, purposeful, and results at used effective.

The Committee is composed of representatives of the Academic Affairs Administration, the Joseph Meyerhoff Center for Career Development, Student Services, and the undergraduate and graduate faculties. It is chaired by the Associate Vice President for Educational Planning and Development.

2.8.19 Core Values Committee

The Core Values Committee is charged with communicating and integrating MICA's core values into the College's culture. It is composed of representatives of the faculty and administrative offices. Its chair or co-chairs are selected by, and from within, the Committee. Further details involving the committee can be found at:

http://www.mica.edu/About_MICA/Core_Values.html

2.9 Committees of the Faculty

The standing committees of the Faculty form the chief administrative and deliberative bodies of the Faculty Assembly. The members of these committees are chosen by the Personnel Committee in consultation with the Vice-Provost for Undergraduate Studies and Faculty and the Vice-Provost for Graduate Studies and Research. The specific charge, constitution, term of service, and duties of each committee are described in the sections below. The primary functions for all standing faculty Committees are as follows:

1. To facilitate the development of positions and policies 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, salary scale assignments, faculty evaluations, curricular evaluations, review of proposals for new programs, and the like.

5. The committees report to the FEC and will be asked to make presentations to the Faculty Assembly at its regular meetings. Committee chairs should keep an attendance record for committee meetings and prepare an end of the year summary report of work performed. The summary reports should be sent to the chair of the Faculty Assembly.

2.9.1 Faculty Executive Committee (FEC)

The Faculty Executive Committee is the administrative committee of the Faculty Assembly and as such represents the Assembly to the College and its officers. The FEC also manages the Faculty Assembly's legislative process; organizes, coordinates, and oversees the work of faculty committees; coordinates faculty service on institutional committees; and works on a regular and consistent basis with the President, the Vice President for Academic Affairs and Provost, and the Vice-Provosts, as well as other administrative and College officers, in planning and setting resource priorities. Finally, the FEC also oversees revisions to the Faculty Handbook, through the process described in Section 1. To this end, the FEC advises the President, the Vice President for Academic Affairs and Provost, and the Faculty Assembly on all questions related to the interpretation and/or amendment of the Faculty Handbook.

The committee consists of the chair of the Faculty Assembly, the chairs of the Academic Affairs, CRAB, Student Affairs, and Personnel Committees, and the Provost's Council representative. The members of the FEC are elected by the Assembly, typically at its April meeting. The committee chairs will normally already have served on the relevant committee for at least one year. Vacancies on the committee shall be filled during the next Faculty Assembly meeting after determination of the vacancy positions.

The FEC chair's primary responsibilities include planning and leading meetings of the FEC and the Faculty Assembly. The FEC chair is elected by the Faculty Assembly and typically serves for three years

2.9.2 Academic Affairs Committee

The Academic Affairs Committee serves as a liaison to the Office of Academic Affairs and the faculty on matters related to educational policies, academic standards, and new degree programs and concentrations. The Academic Affairs Committee is chaired or co-chaired by a faculty member or members who have typically already served on the Committee, and who are elected to the position for at least a one-year term by the Faculty Assembly. The chair(s) also serves as a member of the FEC, and as a faculty representative on the Academic Affairs Committee of the Board of Trustees.

The committee is comprised of faculty members (who form the voting membership, and who ideally serve staggered three-year terms) and the Registrar and the Provost and Vice President for Academic Affairs (who serve in an *ex officio*, non-voting capacity). While one goal of the committee is to foster open communication, the chairs retain the right to hold, in extraordinary circumstances, executive meetings comprised of faculty alone. Moreover, while representation does not have to be distributed evenly, the locus of the Committee's membership should be as broad and as inclusive as possible.

The primary task of the Committee is to review proposals for new concentrations, minors, and degree and certificate programs that are supported by the Office of Academic Affairs. Through the

development and review process, which is carried out according to the policies and processes (see Appendix B), the Committee determines a proposal's readiness to be brought to the Faculty Assembly as a recommendation for the Assembly's vote of approval.

The Committee also works with the Office of Academic Affairs to ensure that academic policies and standards remain relevant to the scope and complexity of the educational program. It coordinates, moreover, offerings and planning throughout the divisions in order to avoid conflicts and duplication and to ensure the most effective use of institutional resources.

2.9.3 Committee for Remuneration and Budget (CRAB)

The Committee for Remuneration and Benefits (CRAB) is a standing committee of the Faculty Assembly that represents the faculty on all matters dealing with faculty salary, benefits, and contracts. CRAB is chaired by a faculty member who has typically already served on the committee, and who is elected to the position by the Faculty Assembly. The chair of CRAB acts as an advocate for the faculty and as a liaison between the faculty, the Office of the Vice President for Academic Affairs and Provost, and the Vice President of Finance for the purpose of information exchange and representing faculty interests. Additionally, the committee's responsibilities involve the following:

1. Informing the Office of Academic Affairs on application and interpretation of the Faculty Handbook in all contractual matters, including appointments, evaluations, and reappointment;
2. Informing the Office of Academic Affairs and Office of Finance on the views and priorities of Faculty related to benefits.
3. Representing the Faculty Assembly in the process of planning, prioritizing, and finalizing the proposed annual operating budget of College's Division of Academic Affairs. As part of this process, CRAB representatives will solicit, develop, and communicate, in coordination with the FEC, faculty budget priorities.

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.

2.9.4 CRAB – Contracts

In consultation with the Office of Academic Affairs, this sub-committee oversees and develops policies for initial placement of Full-Time and Special Contract faculty members on the salary scale. It maintains the Salary Scale / Professional Step Calculation Guidelines document, which is posted on the College's website under Downloadable Faculty Resources. It also reviews all faculty placements on the salary scale. This committee is composed of four members appointed by the Personnel Committee and a chair that is elected from among the members of the committee. The chair of CRAB – Contracts is also a member of the CRAB committee and works directly to represent contractual issues within this committee's concern.

2.9.5 Provost's Council representative

The Provost's Council representative is an elected faculty member who acts as liaison and faculty advocate by attending and participating in the periodic meetings of the Provost's Council, chaired by the Vice President for Academic Affairs and Provost. The Provost's Council representative, a member of the FEC, represents the Faculty Assembly and its committees in the formulation of strategic priorities, including planning and finalizing the annual budget priorities for Academic Affairs. The Provost's Council representative will actively facilitate this process in four ways:

- Gathering information about faculty strategic priorities at the end of each Academic Year and preparing findings.
- Facilitating faculty deliberation, during the Fall term, regarding strategic priorities, and soliciting input by means of a transparent and inclusive process.
- Preparing a concise report of faculty strategic priorities to the FEC early in the Spring term.
- Communicating outcomes of the strategic planning process including the annual operating budget and aspects of planning that affect the faculty.

The Provost's Council representative may also be asked to offer regular updates and reports to the Faculty Assembly. Typically, the Provost's Council representative serves for at least two years.

2.9.6 Cultural Expansion Committee

The Cultural Expansion Committee encourages and supports the faculty's efforts to secure the broadest range of points of view and to foster an inclusive climate and culture. The committee supports projects that:

- Bring in guests that enrich MICA'S curriculum (speakers, critics, performers, consultants in any discipline)
- Bring the surrounding community to MICA'S campus through public events (Films, forums, panels, performances)
- Reach out to surrounding community through collaboration with schools, community organizations, neighborhoods, etc. bringing the MICA community to them and developing lines of communication.

2.9.7 Grants Committee

This committee is composed of five faculty members appointed by the Personnel Committee. The Committee should represent to the extent possible all of the Schools and Divisions of the College. It oversees the process and awarding of faculty development and research grants such as the Lucas, Brenner and Faculty research grant programs. It maintains current policies on grant awards, application procedures and deadlines. Lists of grant recipients will be posted on the College's website under the section on Faculty Grants. The Committee will see that the information there is current and accurate.

2.9.8 Grievance Committee

The Faculty Grievance Committee serves in an advisory capacity in cases of disciplinary action (see 3.18). The Committee also considers and reviews grievances, as set forth in 3.18, Grievance Procedure. The committee consists of five members who serve staggered, three-year terms and are

chosen from a slate of full-time faculty candidates that is mutually agreed upon by the Faculty Assembly and the President of the College.

2.9.9 Ombudsperson

The Faculty Ombudsperson is an elected faculty member who is available to talk informally and in confidence with any MICA faculty member—full-time or part-time—about any workplace issue, concern, problem, or dispute. The role of the Ombudsperson is to listen, discuss concerns, and explain policies and options. As a neutral party, with no power to establish, change, or waive College rules or policies, the Ombudsperson aims to help in developing strategies for solving problems and resolving potential conflicts. The Ombudsperson may also make unbinding recommendations to the FEC concerning improvements in policies or practices. To this end, the Ombudsperson may consider attending workshops or undergoing training in mediation.

2.9.10 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 at least four members, each of whom is named to the committee by the Personnel Committee in consultation with the Vice Provost for Undergraduate Studies. In staffing this committee, attention should be given to achieving a balance of representation by Division, gender, and junior and senior standing. Oversight and advising responsibilities include, but are not limited to the following:

- Works with the Vice-Provost for Undergraduate Studies to assign eligible faculty to institutional and faculty committees so as to ensure fair distribution of responsibility and appropriate balance of membership within committees;
- Reviews and makes recommendations to the Office of Academic Affairs on applications for Pro-rata status;
- Advises the Office of Academic Affairs on other personnel matters including cases of disciplinary action; in conjunction with Hearing Procedure for Full-Time and Pro-Rata Faculty **(3.7.7)**;
- Advises the Office of Academic Affairs on application and interpretation of the Faculty Handbook in all contractual matters, including appointments, evaluations, and reappointment.

2.9.11 Student Affairs Committee

This committee acts as a liaison between the students, the Faculty Executive Committee and the Faculty body at large when necessary. It is a sounding board for student complaints and concerns and, where possible, pursues effective means of redress for these complaints and concerns. Student representatives are encouraged to bring forward ideas from their constituents for improving course offerings, community related activities and other non-academic interests. This group is seen as being an advocate for the students in all phases of their life at the College. The Chair is a member of the Faculty Executive Committee and is responsible for calling meetings, setting the agenda and reporting to the Faculty Assembly the proceedings of the group.

The Student Affairs Committee works closely with the Student Voice Association to identify problem areas and brainstorm solutions. It also works with the Vice President for Student Affairs and the Associate Dean for Student Health and Wellness to develop and track positive outcomes, and sends a

representative to meetings of the Student Affairs Committee of the Board of Trustees. Where appropriate, it partners with various members of the administration to improve the student experience.

Section 3: 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 in both Graduate and Undergraduate Studies. In the case of revisions to the Handbook that result in changes to policy that was in effect when a contract was issued, the most current edition will prevail. If the individual contract of a faculty member contains terms and conditions not covered by the general policies herein, the provisions of the contract shall prevail. Normally, a new edition of the Faculty Handbook will be issued each August and dated to correspond to the Academic Year that begins each August.

3.1 Department Chairs

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

- 1. Animation**
- 2. Architectural Design**
- 3. Art History, Theory and Criticism**
- 4. Ceramics**
- 5. Drawing**
- 6. Fiber**
- 7. Film and Video**
- 8. First Year Experience**
- 9. General Fine Arts**
- 10. Graphic Design**
- 11. Humanistic Studies**
- 12. Illustration**
- 13. Interactive Arts**
- 14. Interdisciplinary Sculpture**
- 15. Painting**
- 16. Photography**
- 17. Printmaking**
- 18. Product Design**

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. Normally, faculty serving as Department Chairs will be required to teach no fewer than 12 credits or more than 15 credits per academic year.

The chief responsibilities of Department Chairs are as follows:

- Provide leadership and maintain an active involvement in the professional activities and organizations in their field;
- Develop and/or modify the curriculum of requirements for the major and electives in the department in consultation with the appropriate Divisional Associate Dean and the Vice-Provost for Undergraduate Studies and Faculty;
- In consultation with the faculty of the department, develop a schedule of course offerings and recommend faculty assignments for each semester and summer;
- Develop an annual program of Visiting Artists/Designers/Scholars in consultation with department faculty;
- Manage the allocation of funds within the operational and capital budgets for their departments;
- Develop priorities regarding facilities, equipment, and space;
- Attend Chairs and Divisional meetings.

The essential duties are:

- Administer the operations of the department and carry out the administrative duties required by the Vice Provost for Undergraduate Studies and the Divisional Associate Dean.
- 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;
- Monitor needs for full and part-time faculty, make recommendations for new hires to the administration, lead approved searches for new full and part-time faculty;
- Ensure that departmental faculty meet contractual responsibilities; provide mentoring to new faculty in the department;
- Integrate the curricula and operations of the 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 advisement for the departmental majors during the academic year and supervise departmental advising during the registration process.
- Conduct required faculty contract renewal reviews and faculty evaluations according to the procedures outlined in the Faculty Handbook;
- Work with departmental faculty to develop student-learning outcomes, implement regular assessment according to institutional policy, and utilize results of assessment in order to increase teaching effectiveness;
- Submit yearly departmental reports to the Office of the Vice-Provost for Undergraduate Studies and Faculty and the Divisional Associate Dean.

3.1.1 Terms of Department Chair

The appointment for a Department Chair will normally be three years. If there is a vacancy in the position of Department Chair, the Vice-Provost for Undergraduate Studies and Faculty in consultation with the Vice President for Academic Affairs and Provost 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 is nominated and ratified following the usual procedure described

below. 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.

3.1.2 Nomination and Ratification Voting Procedures for Department Chairs

After considering suggestions from the department faculty The Vice-Provost for Undergraduate Studies and Faculty nominates a member of the department for ratification by the whole 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. With the exception of the nominee, who shall not vote, full-time and pro-rata faculty, special contract faculty, and eligible per course faculty will vote on the ratification of a nominee in their department of locus. 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 College's institutional or faculty 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 their department of locus shall have 18 votes. A Pro-rata or a special contract faculty member shall have a number of votes equal to the number of credits that they have been contracted to teach in the year of the vote.

An eligible per course faculty member shall have a number of votes equal to the number of credits for which they are 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 faculty member on a one-year special contract may vote for a nominee in a department in which they teaches but which is not their department of locus. They shall have a number of votes equal to the number of credits that they are scheduled to teach in that department during the academic year in which the vote takes place.

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

If the nominee is not ratified, the Divisional Associate Dean or the Vice Provost for Undergraduate Studies will make a second nomination and conduct a second balloting within fourteen days.

If the second nominee is not ratified, the Divisional Associate Dean or the Vice Provost for Undergraduate Studies in consultation with the Vice President for Academic Affairs and Provost will make an interim appointment. An *ad hoc* Committee will be formed, which will include the Vice Provost for Undergraduate Studies and two faculty members elected by the Faculty 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 Vice Provost, who will make the final selection. The Vice Provost may initiate the search for a Chair from outside the existing department if, in his/her discretion, an acceptable interim candidate cannot be found.

3.1.3 Evaluation and Ratification of Chairs

A 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 Divisional Associate Dean or the Vice Provost for Undergraduate Studies normally will evaluate the performance of a chair in the second year of the three-year term. The evaluation should take into consideration faculty evaluations, student evaluations and self-evaluations. This evaluation will

be shared with the Chair and the Vice Provost. The evaluation will take place in the spring semester of the Academic year prior to the ratification period and normally should be submitted to the Vice Provost by April 1. These statements will be kept on file by the Office of Academic Affairs and forwarded to the affected Chair for response, which will also be kept on file. The Vice Provost for Undergraduate Studies will take whatever action they deem appropriate.

3.1.4 Termination of Appointment of Chair by the Vice Provost for Undergraduate Studies

The Divisional Associate Dean or Vice Provost for Undergraduate Studies with the approval of the Vice President for Academic Affairs and Provost may remove a chair or reduce the term of a chair's appointment after consulting with faculty. Should a chair at any time be terminated as a faculty member, they will automatically and immediately be terminated as a Chair as well.

3.1.5 Termination of Chair by Departmental Faculty Vote

A majority of the department members may submit a signed petition in writing to the Divisional Associate Dean or the Vice Provost for Undergraduate Studies requesting a review of a chair during his/her term of office, and prior to the official initiation of the ratification for another term of office. The Divisional Associate Dean or Vice Provost will meet with the faculty, including those who signed the petition and with the Chair separately.

If the concerns raised are not resolved, the Divisional Associate Dean or Vice Provost will conduct a recall vote. A vote of 75% of the eligible faculty is required to remove the Chair. Eligibility criteria are the same as required for ratification (see 3.1.2).

3.2 Definition of Faculty and Faculty Status

Those persons employed by MICA will be considered to have faculty status if a portion of their gainful employment at the College is devoted to classroom instruction in the degree program of either Graduate or Undergraduate Studies, and if they have been designated as such by a contract issued by the College. MICA currently issues contracts to the following categories of faculty:

- Full-Time faculty
- Pro-Rata faculty
- Special or Fixed Term faculty
- Per Course or Adjunct faculty
- Artist/Scholar in Residence
- Replacement Faculty

3.2.1 Promotion/Rank

Currently, MICA does not have promotions or rank for Faculty members. Full-time or Pro-rata faculty may use the title of Professor if they have been teaching for seven years or held this title prior to joining the College faculty.

Per course faculty are called lecturers.

3.2.2 Tenure

While MICA does not confer tenure, its policies protect academic freedom and due process in comparable ways (see 3.10).

3.2.3 Full-Time Faculty

Full-time faculty status must be confirmed by a specified, full-time renewable contract. A full-time renewable contract will be for 18 credits per academic year. All faculty without such a contract will be considered pro-rata, special or fixed-term, or adjunct (per course).

Only chairs and faculty with administrative duties shall retain full-time status while teaching a reduced course load of fewer than 18 credits per academic year. Any exceptions or special arrangements must be in writing from the Vice Provost for Undergraduate Studies or the Vice Provost of the Graduate School. Such a special arrangement must be made in consultation with the appropriate Department Chair.

The College may grant to faculty who have been employed for 15 or more years, the right to retain full-time status and teach fewer than 18 credits per academic year. If a faculty member and the College enter into such an agreement, the faculty would be provided full benefits including medical coverage and pension. Sabbatical credit accrual would be proportionate to the teaching load maintained.

3.2.4 Pro-rata Faculty

Pro-rata contracts are for faculty appointments of between 9 credits and 15 credits per academic year. They are renewable contracts and are eligible for all the rights, privileges and benefits of full-time faculty appointments, including sabbatical eligibility proportionate to the teaching load called for in the faculty member's contract.

Pro-rata faculty will be subject to the appointment contract review and renewal procedures that 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.

3.2.5 Fixed Term or Special Faculty

This category of faculty includes any one-year contract for 15 to 18 credits per academic year. Normally, contracts in these categories will be for one year only, but the college may renew a fixed-term

contract for up to three years. The College does not normally award more than three consecutive one-year contracts.

Fixed-term or special contract faculty 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. They are also eligible for health and retirement benefits. Fixed Term or Special Faculty have the same rights and responsibilities as Full-time faculty, including serving on committees and voting for Department Chairs.

These appointments are made after consultation with the Department Chair and the Vice Provost for Undergraduate Studies or the Vice Provost for Research and Graduate Studies. Special contracts are subject to annual review by the CRAB subcommittee on Contracts. Any hiring practices beyond the policies described above will be made in consultation with the Contracts Committee.

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 Section 3.17.2 or toward sabbatical leave eligibility according to Section 3.12.3.

3.2.6 Adjunct or Per Course Faculty

3.2.6.1 Definition

Adjunct or per course faculty receive part-time and temporary appointments from the College. They are hired by Department Chairs and Program Directors in consultation with the respective Associate Deans, Deans or Vice Provosts. They have faculty status and a locus in the department that initially hires them, although they may teach in other departments or programs as well. Normally they have a half-time teaching load of 9 credits per academic year, but may teach up to 14.5 credits per academic year which include for-credit courses associated with a degree program and offered in the summer as well as courses taught as part of the continuing studies program offered by MICA Open Studies

Adjunct or per course faculty always receive a term contract. The term may be for one semester or a given year but carries no guarantee of continued or renewed employment. Term contracts are always subject to cancellation based on enrollment and the need to ensure that faculty on continuing contracts are fully scheduled.

In August of 2015, MICA entered into a "Collective Bargaining Agreement between the Maryland Institute College of Art and Service Employees International Union, Local 500" (hereafter "the Agreement": [https://www.mica.edu/Documents/Provost/CBA signed 10.8.15.pdf](https://www.mica.edu/Documents/Provost/CBA%20signed%2010.8.15.pdf)). The Agreement includes definitions, hiring policies, faculty evaluations, rates of compensation, and other matters previously held as part of the Faculty Handbook.

Article 1 of the Agreement, "Recognition and Bargaining Unit Description," includes the following description of the terms of recognition and the employees specifically included or excluded from the bargaining unit:

- A. *Pursuant to the Certification of Representative issued by the National Labor Relations Board in Case No. 05-RC-123986, the Employer hereby recognizes the Union as the sole and exclusive collective bargaining representative of all part-time faculty employed by the Employer in Baltimore, Maryland, including all those teaching at least one class, workshop, or seminar; and including all part-time faculty teaching in the School for Professional and Continuing Studies.*

- B. *Excluding: All other employees, full-time faculty, pro-rata faculty, graduate students, teaching assistants, artists in residence, critics in residence, visiting artists, visiting critics, full-time staff whose adjunct teaching is not compensated additionally for teaching, administrators, administrators who have teaching responsibilities, managers, guards, and supervisors as defined in the Act.*

3.2.7 Artist/Scholar-In-Residence/ Visiting Appointments

The College may appoint to the faculty distinguished artists, scholars or visiting faculty who will hold the status of Artist/Scholar-in-Residence. Such appointments shall be full-time or part-time as determined by the Vice President for Academic Affairs and Provost and appropriate Department Chairs or Program Directors. The appointments are term contracts. Visiting appointments are normally for a limited period of time with no intent of ongoing employment. Such appointments are normally reserved for faculty members from other institutions, professors emeriti, and persons distinguished in their fields. 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.

3.3 Types of Contracts and Contract Definition Policies

3.3.1 Full-Time and Pro-Rata Renewable Contracts: Initial Appointment

The initial appointment for a faculty member on a full-time or pro-rata contract is two years. On the basis of procedures set forth in Section 3.6 and after consultation with a Department Chair, graduate directors and the appropriate Dean or his/her official designee, the Vice President for Academic Affairs and Provost 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 Provost for Undergraduate Studies or the Vice Provost for Research and Graduate Studies after consultation with the Faculty Personnel Committee.

3.3.2 First Continuing Appointment

In consultation with the Department/Program faculty, the Department Chair, graduate directors or his/her official designee will recommend to the appropriate Vice Provost and the Vice President for Academic Affairs and Provost 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 3.6 and according to the specific schedule for initial two-year appointments set forth in Section 3.6.6. 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 3.6.6.

3.3.3 Continuing Appointment Renewal

In consultation with the Department/Program faculty, the Department Chair, graduate director or his/her official designee will recommend to the appropriate Vice Provost or Dean and the Vice President for Academic Affairs and Provost 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 3.6. All successive renewal contracts after the first three-year continuing appointment will be for five years, except in cases where the appropriate Vice Provost in consultation with the Vice President for Academic Affairs and Provost 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 3.7.6. After a one-year extension, the next contract, if awarded, shall be for three years. Subsequent contract renewals will be for five years.

3.3.4 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 appropriate Vice Provost 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 3.6 were not followed, the faculty member may appeal the decision in the following manner:

1. 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.
2. 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.
3. 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.
4. 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 3.3.2) and who are not renewed for a successive five-year contract are subject to the procedures for Termination of Continuing Appointment in Section 3.7.6.

3.3.5 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 3.7.6 will apply. For a faculty member serving on a three-year or five-year contract who is not renewed, the burden rests with the Department Chair or Director and Vice President for Academic Affairs and Provost to show that there is cause for such non-renewal.

3.3.6 Department of Locus

All faculty appointments to renewable contracts have as the locus of their appointments the program or department at the College 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 appropriate Vice Provost or Dean in consultation with the Vice President for Academic Affairs and Provost a program or department locus for evaluation purposes. The chair of that department will be responsible for the evaluation procedure. Program or Department Chair 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.

3.3.7 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 two weeks after the May full Board of Trustees meeting. 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 appropriate Deans in consultation with the Vice President for Academic Affairs and Provost may extend that deadline on request of the faculty member in special circumstances.

3.4 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, directors of programs, Associate Deans, Deans, Vice Provosts, and the Vice President for Academic Affairs and Provost and others involved in making initial appointments.

The College gives notice of employment opportunities by advertising in appropriate publications as well as the Career Opportunities section of MICA's website. The College follows regular procedures in the evaluation of applicants. Applications from women and members of minority groups are encouraged.

3.4.1 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 and Provost by procedures established to assure adequate consultation with the faculty and full compliance with the Equal Employment Opportunity Program.

3.4.2 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, different ability, 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. Please visit [Equal Opportunity, Harassment, and Nondiscrimination Policy](#) for more information on MICA's Equal Opportunity Program.

3.4.3 Recruitment and Selection of Employees

The Vice President for Academic Affairs and Provost or his/her designee among the Divisional Associate Deans or Department Chair should inform the Equal Opportunity Officer located in the Office of Human Resources of position openings and corresponding job descriptions. The Vice President for Academic Affairs and Provost, in consultation with the Equal Opportunity Officer, should initiate a national search that will ensure a national distribution. A list of publications and online services for position advertisements is maintained in the Offices of Human Resources and Academic Affairs. Department Chairs may also recommend appropriate venues for advertising the job opening. The ads should be placed 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 and Provost 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 Office of Human Resources.

3.4.4 Search and Hiring Policy for Full-Time and Pro-rata Faculty

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

A Search Committee will then be appointed, the make-up of which will be determined by the Vice President for Academic Affairs and Provost in consultation with the appropriate Dean, chairs or directors. In the case of a search for a chair or director, the appropriate Vice Provost, Associate Dean in consultation with the Vice President for Academic Affairs and Provost will appoint a search committee. Search Committees for Deans or Vice Provosts will be determined and appointed by the Vice President for Academic Affairs and Provost who will also act as Chair.

As a result of a national search, the search committee will review all candidates and attempt to select the most highly qualified candidates for preliminary interviews. Based on the results of these interviews, a pool of three to five finalists will be invited to the College to make presentations to the College community and meet with the search committee, the faculty, Academic Officers and representatives of the student body.

Through the campus visit, the search committee will determine if the finalists are the most appropriate for the College's needs. The committee will submit one or more recommendations for hiring to the appropriate Dean or Vice Provost for consideration. The appropriate Dean or Vice Provost reviews the recommendations, ensures that the recommended candidate meets the published qualifications, and decides to accept or reject some or all of the recommendations. Once a decision is reached, the appropriate Dean informs the search committee and the Vice President for Academic Affairs and Provost.

If the Search Committee is unable to recommend a finalist for hiring, it will, in consultation with the appropriate chair/s or director, Dean, Vice Provost and Vice President for Academic Affairs and Provost determine to bring additional candidates to campus, extend the search by re-advertising, or suspending the search until a future academic year.

Upon being informed of a hiring decision by the appropriate Vice Provost or Dean, the Vice President for Academic Affairs and Provost reviews the relevant search materials and either supports or

rejects it. In either case, the Provost normally will advise the appropriate Vice Provost or Dean and search committee in writing of the decision.

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

As soon as possible, all candidates should be notified in writing of the outcome of the search. The Vice President for Academic Affairs and Provost's Office will announce to the College Community the results of the successful searches.

Full-time hires made after the search year must have been finalists in a previous search, having undergone all usual search procedures including an interview with a search committee and the appropriate Deans, meeting with the Vice President for Academic Affairs and Provost and presenting to the community. Finalist status must be verified by a finalist search form on file in the Office of Academic Affairs.

All applicants for teaching positions must undergo criminal background check, submit verification of formal education, and previous teaching and professional experience, and professional achievement and ability.

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

3.4.5 Search and Hiring Policy for Adjunct or Per Course Faculty

In the undergraduate program, a Department Chair should advise the appropriate Associate Dean that they believe that a part-time opening exists. The Associate Dean will consult with the Vice Provost for Undergraduate Studies and determine whether an adjunct faculty member is needed.

In Graduate Studies or the Center for Art Education, a director will advise the Vice Provost for Research and Graduate Studies or Dean for the Center for Art Education respectively that they believe a part-time faculty member is needed and the Vice Provost or Dean will support or deny the advice.

If an adjunct faculty member is needed, the chair or director will write a job description and statement of qualifications. The chair or director may also solicit nominations of candidates from members of the relevant department/s or program/s.

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

Applications will be reviewed by the concerned chair or director with the appropriate associate Dean or Vice Provost who will recommend a candidate.

The final selection will be made by the appropriate associate Dean and Vice Provost for Undergraduate Studies in the case of the undergraduate program or by the director and Vice Provost for Research and Graduate Studies or Dean for the Center for Art Education.

Consistent with Article 5 of the Agreement, an appointment to a part-time position may be made only by the Vice President for Academic Affairs and Provost or their designee and shall be confirmed by a specific appointment letter signed by same. Chairs and others in a position to recommend faculty for part-time appointments should consult Article 5 for guidance on hiring considerations, and especially section J., which outlines the provisions for "good faith consideration" in the rehiring of current part-time faculty.

3.5 I.D. Cards/Email Address

After receiving, signing, and returning a contract from the Office of Academic Affairs, new employees should go to the Office of Human Resources in order to fill out the paperwork needed for

payroll, tax withholding, direct deposit of salary and a MICA email. A status for them will be created in MICA's personnel system. Once this process is complete, a MICA email will be generated. The Campus Safety office will make a photo ID card which is required for access to buildings, and use of library and AV equipment. These are usually made at the beginning of each semester. Dates are announced by a circular to all staff.

3.5.1 Immigration Status Policy

The College is committed to employing only those who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three working days of the employee's date of hire. Any employee with an expiring work authorization must renew the authorization, or the employee will be considered to have voluntarily resigned. Former employees who are rehired must also complete the Form. All offers of employment are subject to the receipt of satisfactory evidence of an employee's authorization to work in the United States.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

3.5.2 Personnel Records: Official Personnel File, Full-time and Pro-rata Faculty

Basic documents are kept in each faculty member's file in the Office of Academic Affairs, which is the official location of the faculty personnel records. This file includes the following:

1. Letters of application (originals)
2. Appointment and acceptance letters (originals)
3. Curriculum vitae (CV) or personal data information. Updated periodically
4. Contracts
5. Documents of performance review and evaluation
6. Payroll change documents (salary increases or changes, changes in status)
7. Current official transcript with an updated resume
8. Employment forms (employee requisitions, search activities)
9. 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 and Provost, program directors or Department Chair, Human Resources 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 Office of Academic Affairs.

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.

3.5.3 Personnel Files for Per Course and Special Appointment Faculty

The Office of Academic Affairs will maintain a separate file for each of these faculty which will include the following:

1. A copy of the faculty member's term contract
2. The faculty member's official credentials or curriculum vitae
3. Copies of any faculty evaluations
4. Information the faculty member wishes to place in this file on professional background or accomplishments
5. Personnel information

Access to such files is defined in Section 3.5.2

3.6 Evaluation Policy and Procedure for Full-Time and Pro-rata Faculty

The purpose of evaluating members of the faculty include the following:

- to acknowledge and improve teaching effectiveness
 - to encourage excellence and strengths in professional activities
 - to amplify department interaction
 - to offer constructive information for improving teaching
 - to be used as part of contractual renewal process
- **3.6.1 Criteria for Evaluations**
 - 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 the sub-sections below.

3.6.2 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:

1. a command of one's subject
2. knowledge of the relationship of one's discipline to its tradition
3. knowledge of the current developments in one's own discipline
4. ability to relate one's subject to their areas of knowledge
5. skill in communicating with students
6. ability to plan and execute substantive, well organized courses
7. ability to stimulate and broaden student interest in the subject matter
8. capacity to challenge students—for example, motivate independent work
9. ability to utilize effective teaching methods and strategies

10. possession of the attributes of integrity and objectivity in teaching
11. execution of appropriate student advising responsibilities

3.6.3 Execution of Departmental and School Duties

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

1. participation in the Faculty Assembly and its committees
2. service on departmental committees
3. service on institutional committees
4. service with extracurricular, departmental, and institutional activities (e.g. Parents' Weekend, Portfolio Day, Commencement, etc.)

3.6.4 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:

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

3.6.5 Process and Materials

Faculty members are expected to maintain an updated curriculum vitae (CV) of pertinent professional activities in the Academic Affairs Office.

3.6.6 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. All faculty due for evaluation are notified by the Spring of the previous academic year by the Office of Academic Affairs. 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 chairs or directors are notified of any faculty in their respective departments or programs who are due for evaluation. Chairs/directors are advised of the status initial or continuing of faculty due for evaluation
3. October 15: Self-evaluation by faculty member due to chair/director.
4. November 15: Peer evaluation reports for faculty on initial two-year appointments or an extension of an existing contract are due to chair/director. Reports on committee service and student evaluations of faculty members on initial two-year appointments due to chair/director.
5. December 15: Department Chair's or director's evaluation report with recommendation for renewal or non-renewal of faculty on initial two-year appointments due to the Vice Provost for Undergraduate Studies or the Vice Provost for Research for Graduate Studies as appropriate.
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/director.
7. January 15: Department Chair's or director's evaluation report with recommendation for renewal or non-renewal of faculty on three or five-year contracts due to the appropriate vice provost or Dean.
8. February 1: Faculty on initial appointments notified in writing by the vice provost or Dean of renewal, non-renewal, or extension of initial appointment.
9. March 1: Faculty on three or five-year contracts notified in writing by the vice provost or Dean of renewal for three or five-years, non-renewal, or one year extension.

3.6.7 Evaluation Materials

The following elements must be part of all evaluations:

1. self-evaluations
2. student evaluations
3. peer evaluations that address: service to the institution, teaching (including separate or combined reports on student evaluations and classroom visit), professional practice or scholarship
4. Chair's or Director's evaluation
5. review of materials and evaluation by the appropriate vice provost or Divisional Associate Dean
6. final approval of the outcome by the President (see section 3.4.1).

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

program of the evaluated faculty member. Such materials must be available as needed during the evaluation process.

3.6.7.1 Peer evaluation for faculty members

Faculty under contract review will select 1 reviewer for his/her committee; the chair of the faculty member's department of locus will select 1 reviewer; and the faculty member under review will nominate a chair from another department to select 1 reviewer. The department of locus chair will ensure that at least one committee member should come from within the faculty member's department, and at least one from outside the department. The faculty member under review may make the first selection for his/her committee. The faculty member under review, in consultation with the chair of his/her department of locus, may determine which aspect of the review process will be assigned to each member. The faculty member under review and in consultation with the chair of his/her department of locus, may select a committee member from outside the College.

3.6.7.2 Peer evaluation for faculty members serving as Department Chair

The faculty member under review will select one member of his or her evaluating committee. The Contracts Committee will ask a chair of another department to be the chair of the evaluation committee, serve as the 2nd reviewer on the committee, and select a 3rd reviewer for the committee. The chair of the evaluating committee will ensure that at least one committee member come from within the faculty member's department, and at least one from outside the department. The faculty member under review may make the first selection for his/her committee.

The faculty member under review, in consultation with the chair of his/her evaluation committee, may determine which aspect of the review process will be assigned to each member. The faculty member under review and in consultation with the chair of his/her evaluation committee may select a committee member from outside the College.

3.6.7.3 Peer evaluation for graduate faculty and graduate directors

Language for this section has been drafted and is currently under review by the faculty.

3.6.8 Faculty with Administrative Rank Evaluation

MICA recognizes that excellence in job performance is one of the most important attributes of a good administrator. In addition to being evaluated as faculty members, faculty with administrative rank are evaluated under the following criteria:

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

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

1. self-ratings
2. supervisor ratings
3. peer ratings
4. ratings by users of the administrator's expertise
5. ratings by outside experts

3.7 Severance from the College

3.7.1 Resignation

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

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 and Provost no later than one hundred fifty (150) days prior to the last day of the academic year or, otherwise, with the consent of the College.

3.7.2 Retirement

Faculty may retire at any time consistent with the provisions of Section 3.16. 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.

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

3.7.3.1 Discipline

Disciplinary action short of dismissal, including counseling and written warnings may be taken by the Vice President for Academic Affairs and Provost 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, s/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 Vice President for Academic Affairs, after consultation with the Vice Provost, Director or Department Chair, may opt to place a faculty member in a professional development program as set forth in Section 3.7.6 and 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 3.6.

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 3.7.7 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 section 3.18, petition the Faculty Grievance Committee for such action as may be appropriate.

3.7.3.2 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 3.7.7. 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 Vice President for Academic Affairs and Provost.

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 3.7.7.

3.7.3.3 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 3.3.5 of this Handbook.

A Department Chair or divisional associate Dean, 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 appropriate Vice Provost or Dean, the VPAA/Provost, 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 Section 3.5 the appropriate Vice Provost 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 appropriate Vice Provost in consultation with the Vice President for Academic Affairs and Provost may determine that more time is needed to study a recommendation for non-renewal. In such cases, the appropriate Vice Provost in consultation with the Vice President for Academic Affairs and Provost 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 Vice President for Academic Affairs and Provost 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 Vice President for Academic Affairs and Provost may appeal the decision by requesting a formal hearing by the Faculty Grievance Committee according to hearing procedures outlined in Section 3.7.7. Such a request must be made in writing to the Vice President for Academic Affairs and Provost 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 Vice President for Academic Affairs and Provost's decision.

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

3.7.4 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 Section 3.7.3. Because of the specific appeal procedures provided herein, disciplinary decisions and dismissals for cause shall not be subject to the Grievance Procedure in Section 3.18.

1. 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.
2. The burden of proof that adequate cause exists for dismissal, severe sanction or non-renewal of faculty contracts that are not subject to the procedures set forth in Section 3.3.5 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.
3. 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 Vice President for Academic Affairs and Provost and appropriate Vice Provost or Dean have the right to attend the hearing.
4. 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/Provost may also be represented by a representative of his/her choice. The faculty member, or his/her representative and the

VPAA/Provost or his/her representative will be permitted, within reasonable limits, to question all witnesses who testify orally.

5. 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.
6. 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.
7. The Faculty Grievance Committee must reach findings of fact and its decision in conference on the basis of the hearing record alone. The President, Vice President for Academic Affairs and Provost and the faculty member will be notified of the decision in writing.
8. 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.
9. 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.
10. 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. The President's final decision with reasons will be disclosed in writing to the faculty member.
11. 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 Chairperson 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.

3.7.5 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 their duties for a period of more than six months because of ill health or similar causes, they may request an indefinite leave of absence without pay following the regular procedures in Section 3.15.10 until such time as they 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 and Provost.

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 and Provost, 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 3.18.

Termination of a fixed-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 and Provost. 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.

3.7.6 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 Section 3.7.13. Reasons for layoff include, but are not limited to, major changes in curricular requirements, academic programs, or departments. 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 include changed enrollment circumstances or changed financial circumstances.

Because of the specific procedures provided herein, layoffs are not subject to the Grievance Procedure in Section 3.18.

3.7.7 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 and Provost and the Academic Affairs Committee of the Faculty and the Faculty Executive Committee (FEC). Individual layoff decisions resulting from curricular changes should follow the "general procedures" and "order of layoff" described in 3.7.13-14.

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.

3.7.8 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.

3.7.9 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 participates and advises 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.

3.7.10 Layoff: General Procedures

Once changed curricular, enrollment or financial circumstances occur, the Vice President for Academic Affairs and Provost in consultation with the Faculty Executive Committee (FEC) and its standing committees deemed appropriate, 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, and department and program evaluation data.

Normally, if a full-time or pro-rata faculty member is to be laid off for reasons described in Section 3.7.9, 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.

3.7.11 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. The Vice President for Academic Affairs and Provost in consultation with the Faculty Executive Committee and its standing committees deemed appropriate, recommends layoff of specific faculty to the President, who makes the final decision.

In the case of changed financial circumstances where short notices and effective action are necessary the following procedures may be followed: The Faculty Executive Committee and its standing committees deemed appropriate and the Vice President for Academic Affairs and Provost 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.

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. The College should attempt to assist displaced faculty to find employment in industry, government, or in other educational institutions.

3.7.12 Order of Layoff Within a Department or Program

The decision of layoff of a faculty member in a particular department normally proceeds as follows. 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 workload. Such a program shall not be implemented without the consent of all affected department members and the Vice President for Academic Affairs and Provost. The possibility of voluntary early or phased retirements should be investigated.
2. If involuntary dismissals are required, the following procedures apply:
 - Term contract faculty normally should be terminated within the program or department involved except as necessary to avoid serious distortion of program integrity.
 - 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.
 - 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 and Provost in consultation with the Department Chair and the Vice Provost, Associate Dean or Director and Personnel Committee.

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

3.7.13 Appeals to Layoff

If the College issues notice to a faculty member of an intention to terminate the appointment because of reasons discussed in Section 3.7.9, the faculty member will have the right to a full hearing before the Faculty 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 layoff.

Because of the specific procedures provided herein, decisions regarding layoffs are not reviewable under the Grievance Procedure in Section 3.18.

3.8 Faculty Responsibilities, Obligations, and Rights

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 College 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.

3.8.1 Principal Occupation

A faculty member is appointed with the expectation that they 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.

3.8.2 Course Offerings and Content

All course offerings should be in accord with the general requirements of the College, 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. Faculty members are responsible for selecting and ordering texts and supplemental materials; preparing, administering, and grading papers, examinations, and art works produced; and assigning grades. Course syllabi must be submitted to Department Chairs or graduate director and the Office of Academic Affairs during the first week of each semester.

3.8.3 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 one week of classes must be missed, the faculty member must have the approval of the Vice Provost for Undergraduate Studies or the Vice Provost of Graduate Studies.

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 student's test papers and required assignments within a reasonable time with appropriate comment and/or grade.

3.8.4 Required Information on Syllabi

As noted in Section 3.13.2, Item 2, in this 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 as well as posted on the official MICA learning management site.

All syllabi must also include the College's current policies on compliance with the Americans with Disabilities Act (ADA), Environmental Health and Safety (EHS), Plagiarism, Title IX Notification, and Students with Extended Illness or Cause for Legitimate Absence. The form for these statements will be included in the syllabus guidelines distributed by the Office of Academic Affairs just prior to the beginning of each academic year.

3.8.5 Deadlines

Each faculty member is responsible for meeting the appropriate deadlines established by the Office of the Vice President for Academic Affairs and Provost the Office of the Registrar/Enrollment Services, and the Campus Bookstore. Such deadlines will be communicated to each faculty by Department Chairs and/or graduate directors.

3.8.6 Availability and Office Hours

Full-time faculty members shall regularly be 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 they are employed. 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/or Director of the program.

3.8.7 Student Advising

Since the fundamental objective of private institutions of higher education like MICA 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 and mentoring 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 Provost for Undergraduate Studies and the Vice Provost of Graduate Studies, Directors and Department Chairs to allocate such responsibilities, and to inform the individual faculty member of what is expected in the discharge of such responsibilities.

3.8.8 Guidelines for Student Advising

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

1. Advising of the student with regard to the student's work in classes taught by the faculty member;
2. 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;

3. 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 that are contrary to or not supported by authorized College policies, regulations, or procedures.

3.8.9 Recruitment of Prospective Students

Graduate Directors, Department Chairs and faculty members shall cooperate with the Admissions Office's 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.

3.9 Intellectual Property Policies

3.9.1 Use of Copyrighted Material

The College's policy regarding use of copyrighted materials is reflected in the MICA Intellectual Property (IP) document, Section 4 "Copyright Compliance Policy," available on the MICA website at:

<https://assets.mica.edu/files/resources/ip-policy-final-4-4-11.pdf>

3.10 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 College 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 they should be careful not to introduce into his/her teaching controversial matter that 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 they speak or writes as a citizen, they 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, they should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, they 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 they are not an institutional spokesman.

3.11 Sexual Harassment Policy

On the recommendation of the Title IX Committee and the Handbook Committee, and with the approval of Faculty Assembly and the Board of Trustees, the Faculty Sexual Harassment Policy—including provisions for compliance, filing complaints, review of complaints and hearings, definitions, and record keeping—has been replaced by the institutional policy on Equal Opportunity, Harassment, and Nondiscrimination (see Section 4.1)

3.12 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 their 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.

3.12.1 Sabbaticals

3.12.1.1 Purpose

By providing time and ongoing financial support to eligible faculty, the College'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 their students and colleagues share the benefits of the sabbatical experience.

3.12.1.2 Terms

Sabbaticals will be granted for one semester at full annual pay or two sequential semesters at 2/3 annual pay. Every effort will be made by the Vice President for Academic Affairs and Provost and the Vice President for Fiscal Affairs in conjunction with the CRAB Contract 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 CRAB Contract 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

3.12.1.3 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: has taught six years in the degree program, with a full-time contract of 18 credits per year at the College (108 credit hours), since the completion of the academic year in which their received sabbatical leave from the College or since appointment.
2. Pro-rata faculty: has taught six 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 their received sabbatical leave from the College 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.

3.12.1.4 Sabbatical Conditions

Release time for administrative duties and involvement in approved research projects conducted in lieu of teaching will be included for full-time or pro-rata faculty.

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

No credits for summer school, Continuing Studies, workshops, etc. will be awarded toward sabbatical credits. Only credits taught by full-time and pro-rata faculty members in the degree programs (undergraduate or graduate) will count toward sabbatical.

If, due to unusual circumstances, a deferral of sabbatical is requested by the Vice President for Academic Affairs and Provost that year and credits will be applied toward the next period.

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.

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 CRAB Contracts Committee the Vice President for Academic Affairs and Provost may use prior full-time service at other institutions of higher education to determine sabbatical eligibility status for a new faculty member at MICA.

Faculty who receive an appointment to the full-time or pro-rata status will receive sabbatical eligibility credit for prior full-time teaching service at MICA (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.

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. In the case of a full-year sabbatical that is taken over a calendar year (two academic years), sabbatical credits will begin to accrue in the spring semester following the sabbatical period.

The sabbatical must be used as a sabbatical. No full-time teaching may take place during this time.

In consultation with the Vice President for Academic Affairs and Provost the Personnel Committee will adjudicate problems of exception to the policy.

The sabbatical is a privilege of all full-time and pro-rata faculty who meet the eligibility requirements in Section 3.12.3. Each faculty who takes a sabbatical is obligated under contract to use that time for the stated purposes.

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 and Provost 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 and Provost will inform the Personnel Committee of the reasons and terms of the exception.

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.

3.12.1.5 Award Procedure

Prior to February 1, the Office of Academic Affairs 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 Provost for Undergraduate Studies or the Vice Provost for Research and Graduate Studies at that time.

Eligible faculty in turn must submit a letter of intent to the Vice Provost 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 about when the sabbatical is to be 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 in Section 3.12.1. Notification of award will be made by the appropriate Vice Provost 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.

3.12.2 Attendance at Professional Meetings

If a faculty member plans to attend a professional meeting that 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 College can pay for the substitute instructors only when approved by the Divisional Associate Deans or Graduate Director and when professional meetings are required by the College.

3.12.3 Grants

The College encourages faculty, in consultation with their Chairs or Directors and the appropriate Vice Provost or Deans to develop grant proposals that advance their areas of scholarship and professional activity and contributes to the enhancement of the curriculum or overall College community.

The Office of Research works with faculty to propose projects for external funding. Two internal grant funds are also available to support faculty creative or professional work. Lucas Grants are intended to fund projects that can be demonstrated to directly contribute to the improvement of curriculum and teaching. Marcella Brenner Faculty Development Grants are intended to fund projects that contribute to the faculty member's personal, professional, and/or artistic development. Proposals are reviewed and grants awarded by the Faculty Grants Committee.

3.12.4 International Travel and Teaching Opportunities

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

3.12.5 Educational Benefits and Professional Development

Full-time faculty members, in the first semester beginning after two years of continuous full-time employment, are entitled to one full degree program remission of tuition per family (for spouse/partner or children), provided the family member is accepted into the degree program via the normal admission process. Only one family member from all faculty is granted degree program tuition remission in any one year. All fees, which are charged in addition to tuition, are the responsibility of the employee.

When the above is not utilized, all benefit eligible employees who have satisfied their introductory period (90 days) are entitled to tuition remission for up to 3 credits each semester (Fall, Spring and Summer terms) per family (i.e., employee, spouse/partner or child). In lieu of a credit course, two non-credit courses per semester per family in the Open Studies program can be substituted.

Part-time faculty employees who have one year of continuous part-time employment (Spring/Fall) teaching two 3-credit courses, are entitled to tuition remission for one credit-bearing course up to 3 credits each term (fall, spring and summer terms) per family (i.e. employee, spouse/partner, or child). In lieu of the credit courses, two non-credit courses per semester per family in the Open Studies program can be substituted.

Admission to any course at MICA is on a first come, first served basis provided space is available and open enrollment has begun. Employees are not permitted to take courses during regularly scheduled work hours unless the immediate supervisor approves the request. All personal time off for class attendance must be reported in accordance with the regular method of reporting vacation leave. Under no circumstances will sick leave be allowed for attending classes.

If an employee receiving tuition remission leaves the College through resignation or other termination during the semester when tuition remission is being used, they will be responsible for the cost of the course(s) on a prorated basis.

Any eligible employee who wishes to take advantage of the tuition benefit must obtain a tuition remission form from Human Resources, Open Studies, or Enrollment Services prior to registration. This form requires a signature from the immediate Supervisor and a signature from Human Resources to confirm eligibility. All credit bearing and Open Studies students are responsible for registration fees and any additional fees associated with the course. All fees charged in addition to tuition (ie. registration, housing, supplies, before and after care, travel) are the responsibility of the employee and must be paid at the time of registration. Tuition remission will not be approved retroactively for courses taken in previous semesters for which no application for waiver of tuition has been made. Under no circumstance will an employee be allowed to take an extended leave of time, which may interfere with their ongoing employment unless authorized by their immediate supervisor.

Graduate classes: Full-time faculty members, in the first semester beginning after two years of continuous full-time employment, full-time faculty and pro-rata faculty employed for at least one three-year contract are eligible to one full tuition remission in the Graduate degree program per family (spouse/partner or child who is considered financially dependent), provided they are accepted into the graduate degree program via the normal admission process. Only one family member is granted Graduate degree program tuition remission in any one-year. All fees, which are charged in addition to tuition, are the responsibility of the employee.

Admission to any course at MICA is on a first come, first served basis provided space is available and open enrollment has begun.

If an employee receiving tuition remission leaves the College through resignation or other termination during the semester when tuition remission is being used, they will be responsible for the cost of the course(s) on a prorated basis.

3.12.6 Travel

A limited sum is budgeted annually for faculty travel. Chairs and Directors 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 Chair or Director. A report on such trips should be submitted to the Department Chair and appropriate Associate Dean or Director.

3.12.7 Trustee Awards

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

3.13 Workload

3.13.1 Teaching Duties

Given that the definition of a full-time teaching position is 18 credits per academic year, the following limits, except under unusual circumstances, will be applied to additional teaching hours:

1. Full-time faculty members may teach no more than three credits per semester in the Open Studies Program.
2. 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 qualified part-time faculty members.

If any faculty member proposes to add and teach a new course in the curriculum, which is then approved by the appropriate Department Chair, Director and Associate Dean or Vice Provost it would be with the understanding that they would be required to stay within the proposed credit limits.

3.13.2 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 full faculty meetings and official College functions.
5. Representation of the College educational groups when called upon by the President to do so.
6. Writing letters of recommendation 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 clubs and organizations.

3.13.3 Committee Service

Faculty service on institutional and faculty committees is outlined in Sections 2.8 and 2.9. Committee service is updated each Spring. Service is normally limited to a total of one committee for full-time faculty and pro-rata faculty. Per course faculty may also choose to serve on one committee (see Faculty Assembly Work Rule #5 in Appendix B). Members of the Faculty Executive Committee serve only on the FEC and the faculty committee they chair.

3.13.4 Definition of Work Year

For faculty whose contractual workload includes teaching in a degree program with a summer session, the academic work year begins two days prior to the beginning of said summer session. For those faculty teaching in the fall semester, 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 that are noted as student vacation periods, faculty likewise need not report for work

3.13.5 Conflict of Commitment

No outside activities, professional or other, should be undertaken that might interfere with the faculty member's primary responsibility to the College as defined in Section 3.8.1.

3.13.6 Outside Activities and Outside Professional Activities

Faculty are encouraged to engage in consulting and other outside activities of a professional nature where such activities give the faculty member experience and knowledge that are valuable to their professional growth and development. For purposes of this section, "outside activities" and "outside professional activities" are distinguished as:

1. "Outside activities" are those activities, compensated or uncompensated, which are not included, directly or indirectly, in a faculty member's contractual obligations to the College; and which are not related to the faculty member's academic specialty.
2. "Outside professional activities" are those activities compensated or uncompensated, which are related to the faculty member's 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 in which the faculty member is participating as an individual and not as a representative of the College. Examples of "outside professional activities" include:
 - a. practicing a profession on a part-time basis;
 - b. providing professional, managerial, or technical consulting services to an outside entity;
 - c. serving on a committee, panel, or commission established by an outside entity;
 - d. testifying as an expert in administrative, legislative, or judicial hearings;
 - e. participating in or accepting a commission for art work, dramatic, dance, or other artistic performance or event sponsored by an outside entity, and
 - f. teaching at an institution other than the College.

3.13.7 Examples of Usual "Outside Professional Activities" of Faculty

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

1. exhibitions, performances, writing of scholarly books, monographs and articles;
2. 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;
3. acting as a reviewer or editor for professional journals or book manuscripts; or
4. presenting occasional lectures or papers at meetings of an outside entity.

3.13.8 Prior Authorization Requirement

Faculty under contract with the College are required to submit to the Vice President for Academic Affairs and Provost a written notice of their employment by another institution in either an instructional or administrative capacity.

Full-time or pro-rata faculty under a degree program contract with MICA may also teach in MICA Open Studies. 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.

3.13.9 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 administrative 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, their respective associate Dean or graduate director, and the staff responsible for the operating the facility or equipment. In all cases, the faculty member will pay the rate established by the College for the use of the facility, equipment, materials and/or service. The use of College facilities and services by faculty involved in sponsored programs will be determined by terms and conditions outlined in MICA Intellectual Property policy, Section 5, available online at

<https://assets.mica.edu/files/resources/ip-policy-final-4-4-11.pdf>

3.13.10 Use of MICA Trademarks and MICA Copyrights

The College name and seal are MICA trademarks and therefore the exclusive property of MICA. The terms and conditions governing the use of the MICA Trademark as well as of all MICA Copyrighted materials are outlined in the MICA IP policy document, Section 8, available online at

<https://assets.mica.edu/files/resources/ip-policy-final-4-4-11.pdf>

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 MICA. The use of official College titles for personal gain or publicity is prohibited without the written approval of the Vice President for Academic Affairs and Provost.

3.13.11 Limitations of College 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. Prior to participating in an outside professional activity or consulting engagement faculty members must notify their clients in writing that:

- they, as faculty members, are acting as individuals;
- the College is in no way a party to the agreement; and
- the College will not be responsible or liable for the performance or results of such consultation.

Mere identification of the College as one’s employer and of one’s position at the College is permitted, provided that such identification is not used in a manner that implies sponsorship or endorsement by the College.

3.13.12 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 appropriate 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.

3.13.13 Compliance and Enforcement

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

3.13.14 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 faculty member’s Associate Dean, chair or director should be informed of such activity.

College 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.

3.13.15 Copyright and 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.) <http://www.copyright.gov/title17/> and copyright-related policies in the MICA Intellectual Property policy document, Section 4, available online at <https://assets.mica.edu/files/resources/ip-policy-final-4-4-11.pdf>

As a condition of employment, each employee agrees to accept responsibility for reading and understanding the requirements of the copyright law and of the MICA IP Policy document.

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.

3.13.16 Policy Revisions on Copyrights

Copyright 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. Faculty agrees to accept responsibility, in ‘good faith compliance’, to continue reading and understanding any changes and updates to the copyright law.

3.13.17 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 that 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 to the college for all the materials sold. Any income thus received shall be placed in a special fund that shall then be made available by application to faculty and staff members in order to promote research, publication, or other creative efforts.

3.14 Working Conditions

3.14.1 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), faculty members 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 MICA website and the following radio stations: WBAL A.M. frequency 1090 and WTYF F.M. frequency 98.

3.14.2 Hazardous Waste Disposal

Faculty Members 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 faculty member may obtain assistance in ascertaining his/her obligations under these laws and regulations from the Environmental Safety Manager, Department of Health and Safety, Section 2.8.6. 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.

3.14.3 Fund-raising Policy

While the College encourages faculty 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 faculty shall be subject to the coordination of the Vice President for Advancement. Grants or gifts may not be accepted on behalf of the College unless approved by the Vice President for Advancement.

Faculty 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 Advancement. 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.

3.14.4 The Use of Human Subjects

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 Graduate Studies and the Provost or his/her designate 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.

3.14.5 Policy on Employment of Models

Faculty members must observe the employment policies as outlined in the models guide, which is on file in departmental offices and the Office of the Vice President for Academic Affairs and Provost / Provost. It is also posted on the College website under "Faculty Downloadable Resources" – <https://www.mica.edu/faculty-resources/faculty-forms-reference-documents/>

3.14.6 Drug-Free Workplace

3.14.6.1 Statement of Intent

MICA 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.

3.14.6.2 Policy

1. Faculty 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. Faculty 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 Faculty who is convicted of a drug related crime while in the employ of MICA 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. Faculty 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 MICA is that the Faculty member or prospective faculty member 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.

3.14.6.3 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 College concerning substance abuse and (d) the sanctions the College will impose on those who violate its policy.

3.14.6.4 Resources Available to Employees

The College 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 faculty member. The College offers an Employee Assistance Program to provide the faculty and staff with counseling and referral services and to assist with educational programs in a variety of areas including substance abuse. For more information about the Employee Assistance Program, see the Human Resources Office or view the [Benefits Vendor Contact](#) page on www.mica.edu to contact them directly.

3.15 Leaves

3.15.1 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. In the case of Christmas Eve Day and Christmas Day, if Christmas Eve Day falls on a Sunday, the College will be closed on the following Monday and Tuesday. Leave for religious holidays may be granted by the Associate Dean without charge to annual leave, not to exceed two days per year.

3.15.2 Jury or Witness Duty

If a faculty member is called for jury or witness duty on a teaching day, they must contact the Department Chair or director promptly after receiving notification to appear, and present the subpoena or jury summons. The chair or director should be notified as soon as possible of the selection to serve on a jury. For up to five (5) days, faculty will continue to receive regular pay while serving subpoenaed jury

or witness time. Faculty members must furnish evidence from the Clerk of Court of time served in order to receive his/her regular pay. Under normal circumstances, the College will not ask for deferment of jury duty except where release of faculty member would create a severe hardship for a department. For jury service beyond five (5) business days, faculty may use accrued sick leave or may be granted a leave of absence without pay.

If faculty require any other time off to appear in court for personal matters, either as a witness or a party to a lawsuit, traffic violations, arrests and non-work-related accidents, they will not be paid for that time away from work. Faculty must use available vacation or personal time for those situations, with prior authorization from your supervisor.

3.15.3 Sick Leave

A faculty member will be granted up to a maximum of two (2) weeks or six (6) class meetings per academic year (assuming a full-time teaching load) 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, they are required to submit documentation to Human Resources from a health care provider certifying the medical necessity for the absence and expected date of return to work.

3.15.4 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 into 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/Provost.

3.15.5 Maternity Leave

A faculty member that is pregnant or giving birth to a child may be eligible for leave through the Family Medical Leave Act (see Section 3.15.12). Only full-time and pro-rata faculty on an initial or continuing appointment are eligible for paid leave for the birth of a child, which is covered under the disability policy of the College (see section 3.15.9). The faculty member is required to notify their Chair and the appropriate Dean as early as possible to allow for planning for the paid leave. Human Resources will assist the faculty member through the process of applying for benefits.

3.15.6 Parental Leave (Paternity/Adoptive)

All benefit eligible faculty are eligible for leave for the birth of a child by a spouse/partner, or adoption of a child (see Section 3.15.12).

3.15.7 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 (see Section 3.15.11).

3.15.8 Disability: Short Term

All full time faculty's eligibility in the short term disability plan is based on length of service with the College and dependent upon proof of disability from a physician. Once the claim has been reviewed and approved by the Claim Administrator, the College will pay short term disability for up to 180 days. Eligibility is based on the following schedule:

- Less than one year of continuous service - not eligible during this period.
- One year of continuous service or more - Eligibility begins on the first day of the month after one year of full time employment. Once the claim has been reviewed and approved by the Claim Administrator, after all sick time is utilized, then the benefit is paid at 100% of full regular pay through the short term disability plan

3.15.9 Disability: Long Term

Should a faculty member have a disability that extends longer than 180 days, they may apply for Long Term Disability (LTD). Full-time and Pro-rata Faculty are eligible for LTD coverage on the first day of the month following or coinciding with their hire date Social Security, workers' compensation, and salary continuation offset benefit payments if these benefits are paid at the same time. For more information about Long Term Disability, please contact Human Resources.

3.15.10 Leaves of Absence Without Pay

Full or partial non-medical leaves of absence without pay may be awarded to faculty members with full-time or pro-rata status, three or more consecutive years of service to the College, and the approval of appropriate Dean or Vice Provost. Requests for such leaves must be made in writing to the appropriate Dean or Vice Provost and must state:

- the date on which the leave would commence,
- the length of time requested,
- and whether the leave would be full or if partial, the amount of reduction in load requested.

Normally, leaves of absence are granted for no longer than two years.

Full Non-Medical Leave of Absence

Full years of leave do not count toward sabbatical eligibility but do not cancel out eligibility credits already accrued. While on a full leave, faculty may not continue to participate in the College's retirement and health programs, but they and any covered dependents may be eligible to continue on health insurance program under COBRA as of the first day of the month that their MICA benefits are frozen. Under COBRA, a faculty member will have a 31 day period to enroll in their benefits based on the current benefit plans upon their return to work but would be responsible for payment of the full

premium. Faculty on full leave will be subject to any plan changes implemented during their LOA or after their return.

Partial Non-Medical Leave of Absence

Full-time or Pro-Rata Faculty who are awarded non-medical partial leaves of absence will receive a reduction of their base annual salary equivalent to the reduction in their annual contractual teaching load. They may continue to be eligible for the full health insurance benefit. They may also participate in the College's annuity program but at a level based upon their actual salary while on leave and the employer contribution will be based upon their actual salary as well. They may only accrue sabbatical eligibility credits on a similarly pro-rated basis if they teach at least 9 credits in the academic year in question (Sabbatical Eligibility Policy, 2.10.1.3).

As with faculty granted full leaves, faculty who are granted a partial leave will be subject to any plan changes implemented during their LOA or after their return.

Full-time or Pro-Rata Faculty who are on a non-medical leave that represents a two-third reduction in load or greater (teaching 3 credits per semester or less) will not advance on the salary scale and will not receive a step increase unless they can demonstrate that the activities undertaken while on leave contribute directly to their professional achievement as practitioners/scholars and/or educators. Requests for consideration of continued advancement on the Faculty Salary Scale under the terms of this policy should be submitted to the appropriate Dean or vice-provost who will review the request with the Faculty Contracts Committee according to the same process and criteria utilized for the initial placement of faculty on the Faculty Salary Scale.

3.15.11 Family Medical Leave Act of 1993 (FMLA)

The Family and Medical Leave Act (FMLA) is to be utilized by faculty members for extended, unpaid leaves in certain circumstances and outside the purview of leaves of absence (see 3.15). FMLA permits up to 12 weeks total unpaid leave per year, after at least 12 months of employment at the College or at least 1250 hours during the past year. The following circumstances apply:

- 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 childcare leave should discuss the plan with the Department Chair and appropriate 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.

The amount of leave available to an eligible faculty member at any given time will be calculated by looking backward at the amount of leave taken within the twelve (12) month period immediately preceding the requested leave. Accrued vacation or other available paid leave options such as sick leave must be applied before FML is unpaid. If no paid time is available, FML is unpaid. In either situation, the twelve (12) week FML period will begin upon commencement of the approved leave.

In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless both the College and employee agree. If the College employs both spouses/partners, the combined leave will not exceed twelve (12) weeks.

In the case of unpaid leaves for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary. If intermittent or reduced hours leave is required, the College may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave.

During the faculty member's FML, the College will continue to provide health insurance coverage under the same conditions as to its employees who are not on FML. If the faculty member is eligible for paid time off, his/her portion of the insurance premium will be deducted from his/her paycheck in the usual manner. If the employee is on an unpaid FML, however, they will remain responsible for paying his/her portion of the insurance premium. Payments may also be made prior to the leave and must be submitted to Human Resources.

The faculty member must make arrangements to pay all benefits during a period of unpaid leave through Human Resources. If the faculty member does not make such payments, they will nevertheless be restored to the health insurance plan with no break in service upon return from leave; however, they must repay the College for any additional expense incurred by the College for reinstating his/her coverage. If they do not return to the College following an unpaid leave period, they may be required to repay any insurance premiums paid by the College during the leave, unless they do not return because of the presence of a serious health condition that prevents the faculty member from performing his/her job or circumstances beyond the control of the faculty member. If you have any questions about the application of this policy to your particular situation, contact Human Resources.

Faculty members who return to work from a FML of absence before or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay. A faculty member who fails to return to work immediately following expiration of the authorized leave period may be considered to have voluntarily resigned. All leave taken under this policy, and leave for any other reason which could qualify under FML, will be designated by the College as FML to be counted toward the faculty member's leave entitlement under FML.

A faculty member who is out on FML of absence cannot work during this timeframe for another employer. Confirmation of outside employment during an FML absence will be grounds for immediate dismissal.

Applications for a FML of absence must be submitted in writing to Human Resources. Applications should be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days' notice is not possible. Appropriate forms must be submitted to initiate FML and to return the faculty member to active status. In addition to the leave of absence request form, you may be required to complete a medical certification form, which will need to be signed by your or your family member's health care provider. These forms are available from Human Resources. Failure to submit the form or submission of an incomplete medical certification form may be grounds for delay or denial of leave. Misrepresentation of facts concerning the need for a leave of absence may result in disciplinary action up to and including termination.

3.15.12 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)

3.15.13 Bereavement Leave

All benefit eligible faculty are eligible for bereavement leave. Faculty who wish to take time off due to the death of a family member should notify their supervisor immediately. You may be absent from work at your regular rate of pay for up to five (5) days to attend funeral and related matters if you suffer the loss of an immediate family member. MICA defines "immediate family" as the faculty members' spouse/partner, parent, or child. If you suffer the loss of a brother or sister, mother-in-law or father-in-law, grandparent, or grandchild, faculty members are eligible for up to three (3) days of leave separation. Bereavement Leave will not be counted as "time worked" for purposes of calculating overtime pay

3.15.14 Workers' Compensation

Workers' Compensation benefits are intended to compensate workers with job-related injuries or illnesses. If a faculty member is injured on the job, no matter how minor the injury, or become ill with a job-related illness, they should notify his/her supervisor, campus safety, and Human Resources immediately. Failure to immediately report an injury or job-related illness occurring while on the job, in accordance with this policy, is considered a violation of the College's safety policy and may result in disciplinary action. The amount and length of workers' compensation benefits are established by state law.

3.15.15 Unemployment Compensation

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

3.15.16 Social Security

The College provides social security insurance in accordance with the laws of the United States. All faculty 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

3.16. Core/Shared/ Voluntary Benefits

3.16.1 Health Insurance

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

3.16.2 Medical Plans

With MICA's shared benefits plan, eligible faculty can select from two different medical plan choices:

1. Basic Preferred Provider Organization (Basic PPO)
2. Premium Preferred Provider Organization (Premium PPO)

Both plans cover a broad range of healthcare services and supplies, including prescriptions, office visits, and hospitalizations. The plans differ when it comes to how they share costs with you. Please refer to the summary below for details on each medical plan option.

Both plans provide the faculty member and dependents with an extensive directory of PPO providers and no referrals are necessary. Both plans include the same prescription drug benefit. The plans differ in cost, annual deductible, and coinsurance. The medical plans are outlined in the current year's Benefit Guide, available at the [MICA Human Resources page](#).

For assistance with identifying an in network provider, please contact the Employee Assistance Program. Their contact information is available via the [Benefits Vendor Contact](#) on <http://www.mica.edu>

3.16.3 Dental Plans

With MICA's shared benefits plan, faculty can select from different dental plans. The dental plans differ in level of coverage and accessibility to providers. The dental plans are outlined in the current year's Benefit Guide, available at the [MICA Human Resources page](#).

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.

3.16.4 Vision (Voluntary)

Employees may purchase a comprehensive vision care benefit for themselves and their family. For more information on the vision plans offered, please review the current year's Benefit Guide, available at available at the [MICA Human Resources page](#).

3.16.5 Flexible Spending Accounts (Voluntary)

Authorized by the Internal Revenue Service, a Flexible Spending Account, (FSA), is a tax-advantaged way to pay for certain medical and/or dependent care expenses. This added benefit allows benefits eligible faculty to pay for these expenses using pre-tax dollars; therefore, their taxable income is lowered, resulting in a higher take home pay. The flexible spending accounts run from June 1st through May 31st. Open enrollment for flexible spending accounts is in April each year. The money you set aside for both the medical reimbursement and the dependent care reimbursement flexible spending accounts is tax-free. Since this program is regulated by the Federal Government, there are strict rules to take into consideration when setting funds aside.

For more information about the FSA options, please view the current year's Benefit Guide, available at available at the [MICA Human Resources page](#).

3.16.6 Retirement

Members of the faculty with continuing appointments may choose to retire at any time. Unless the reasons for retirement involve sudden and unexpected circumstances, e.g., health or family demands, the College expects a full academic year's advance notice of an intention to retire in order to plan for transition and/or replacement. Notice of retirements should be given in writing to the appropriate Vice Provost or Dean.

Upon the effective date of a retirement, all keys, equipment, and supplies should be returned to the College; any appropriate reimbursement requests must be brought up to date; and health insurance coverage as well as the other core benefits—including participation in Retirement Annuities, Short and Long Term Disability, Life Insurance, and Accidental Death & Dismemberment Insurance—that MICA provides would terminate. By federal law under COBRA, faculty may choose to continue to be members of the College's health insurance plans for 18 months after the effective date of retirement but they would be responsible for the full cost of the premium.

Retirement Sabbaticals

Faculty who wish to retire and have met the eligibility requirements for a sabbatical leave may apply for a Retirement Sabbatical Leave (i.e., for a full-year sabbatical leave at 2/3 pay, or a semester sabbatical leave at full pay, in combination with a semester of normal duties) and a waiver of the requirement to return to teaching for the school year after the sabbatical leave.

*Phase-Out Retirements

As a special exception to the policy on partial leaves of absence articulated in Section 3.15.11., full-time or pro-rata faculty members who meet the eligibility standard defined below, may request to phase-out or progressively reduce their load over a one to three year period culminating with full retirement. Under this policy, approved faculty would continue to receive the full health care benefit but would receive a reduction, or pro-ration, of their base annual salary equal to the reduction in their load. They may also continue to participate in the College's annuity program based upon their pro-rated salary. They would not accrue eligibility for sabbatical leave.

In order to be eligible, a faculty member must be on a continuing appointment and meet the "Rule of 80," meaning that the sum of the faculty member's age plus his/her years of service must equal

at least 80 by the end of the academic year in which a request is made. Eligible faculty wishing to use this option as a means of transitioning into retirement must submit a formal written request to the appropriate Vice Provost or Dean that states the length of time over which the phase-out will take place and the proposed sequence of reduction in load. Faculty approved to phase-out their service to MICA will receive a letter of confirmation accompanied by an irrevocable notice of an intention to retire that must be signed and returned in order for the phase-out to go into force.

*Note: Per prior agreement with the Board of Trustees, this *Phase-Out Retirement Policy* will be in force for a period of five years, or until Spring 2019, at which point, it will be reevaluated.

Pro-Rated Retirement Sabbatical

As an alternative to the Phase-Out Option above, faculty on continuing appointments who meet the “rule of 80” (see definition above), may choose to instead receive upon retirement, one year of a Retirement Sabbatical Award equal to the percentage of the number of credits/years that have been accrued toward a sabbatical leave. The Award will be based upon their salary for the academic year prior to retiring.

Example:

1 year of Sabbatical Credits = $1/6 \times 2/3$ salary = Retirement Sabbatical Award
2 year of Sabbatical Credits = $1/3 \times 2/3$ salary = Retirement Sabbatical Award
3 year of Sabbatical Credits = $1/2 \times 2/3$ salary = Retirement Sabbatical Award
4 years of Sabbatical Credits = $2/3 \times 2/3$ salary = Retirement Sabbatical Award
5 years of Sabbatical Credits = $5/6 \times 2/3$ salary = Retirement Sabbatical Award

Eligible faculty may choose only one of the three retirement options: the Retirement Sabbatical, the Phase-Out Retirement, or the Pro-Rated Retirement Sabbatical.

Retirement Annuities

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 they 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 the faculty member, 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 %

If you are interested in enrolling in the retirement plan, see Human Resources for online enrollment information and review the current year’s Benefit Guide, available at available at the [MICA Human Resources page](#).

For further information contact:

TIAA-CREF:

Phone: [800-842-2888](tel:800-842-2888)

Website: <http://www.tiaa-cref.org>

Emeriti Faculty

Full-time and Pro Rata Faculty who have completed 20 years of teaching at MICA and are in good standing will be designated Professor Emerita or Emeritus upon retirement. Emeriti faculty will maintain an active MICA ID card and faculty status as it relates to all privileges associated with Decker Library including full borrowing privileges, current and future sharing agreements with other resources, and full access to all current and future online databases and other resources. They will maintain a MICA email account and all current and future discounts and opportunities provided to faculty by the MICA store and/or other auxiliary enterprises. This includes any discounts on software or associated equipment, currently in effect or likely to come into effect in the future. They will be welcome to all lectures, receptions, and other important events.

Emeriti faculty will be granted use of current and future labs and shops—on a space available basis and in consultation with the appropriate Department Chair and provided the user has the necessary skills and knowledge—for non-contract or non-commission work and subject to satisfactory resolution of any insurance liability issues. Other benefits include renewal of business cards (with emeritus/emera designation), continuation of MICA email account, and a free annual parking sticker.

Emeriti faculty members are eligible for a tuition remission benefit in which the faculty member, spouse or partner, or other immediate family members (children) may enroll in either one credit-bearing course up to three (3) credits each term (fall, spring and summer terms) (only one course per family per term) or two non-credit courses per semester per family in the program of MICA Open Studies.

3.16.7 Life insurance

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

MICA also offers supplemental insurances that the employee can choose to purchase.

Supplemental Life Insurance (Voluntary)

As part of MICA's Benefits program, employees may purchase an additional amount of life insurance. Electing supplemental life insurance after your initial benefits election also requires submission of evidence of insurability. (See Human Resources for an Evidence of Insurability Application). The cost of supplemental insurance is based on the current age of the applicant.

Spouse/Partner Life Insurance (Voluntary)

Faculty members may also purchase life insurance for their spouse/partner. The cost of spouse/partner insurance is based on the employee's current age.

Dependent Life Insurance (Voluntary)

Faculty members may purchase life insurance for their dependent child/ren.

3.16.8 Liability

All employees are covered by the MICA'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 for College business. The vehicle is presumed to be covered by the owner's insurance policy. If unwilling to accept this limitation, faculty members should not drive their personal vehicle for College business.

3.16.9 College Sponsored Benefit: Tuition Remission

Full-time and pro-rata faculty employed for at least one three-year renewable contract, are entitled to one full degree program remission per family (for spouse/partner or children), provided they are accepted into the degree program via the normal admission process. Only one family member is granted degree program tuition remission in any one year. All fees, which are charged in addition to tuition, are the responsibility of the employee.

All benefit eligible employees who have satisfied their introductory period (90 days) are entitled to tuition remission for up to three (3) credits each semester (fall, spring and summer terms) per family (i.e., employee, spouse/partner or children). In lieu of a credit course, two non-credit courses per semester per family in the Continuing Studies program can be substituted. All fees, which are charged in addition to tuition, are the responsibility of the employee.

Per course continuing faculty having completed four consecutive semesters are entitled to tuition remission for one credit-bearing course up to three (3) credits each semester (fall, spring and

summer terms) per family (i.e. employee, spouse/partner, or children). In lieu of the credit courses, two non-credit courses per semester per family in the Continuing Studies program can be substituted.

Admission to any course at MICA is on a first come, first served basis. Employees will neither be favored nor penalized in this regard. Employees are not permitted to take courses during regularly scheduled work hours unless the immediate supervisor approves the request. All personal time off for class attendance must be reported in accordance with the regular method of reporting vacation leave. Under no circumstances will sick leave be allowed for attending classes.

Full-time faculty with 20 years of employment retain this privilege after they retire. If the faculty member dies while employed by MICA, 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.

3.16.10 Tuition Exchange Program (TE)

Full-time and pro rata faculty with three years of continuous service may complete an "Application for Tuition Exchange Form" on behalf of their dependent children. Years of service will be determined through the Office of Human Resources. Eligibility will be consistent with current policies. All eligible employees will be ranked in ordered by years of service.

In order to maintain a status in "good standing" in the Tuition Exchange network, MICA must monitor the import/export balance during a 5 year period. The number of eligible employees will be anywhere from 2 to 4 to satisfy that requirement.

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.

3.17 Compensation

3.17.1 The Faculty Salary Scale

MICA 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 have 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 3.17.2. 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 for the scale starting the following year. The first year of the cycle of these reviews is 2013/14. 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 scale, approved by the Board of Trustees for the current year is as follows:

<https://www.mica.edu/faculty-resources/faculty-forms-reference-documents/>

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 31st change in the US Consumer Price Index-All Urban Consumers over the previous December 31st 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 CRAB 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 MAY 15th 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 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 and Provost according to policies and guidelines determined by the Vice President for Academic Affairs and Provost. Special or fixed-term contract faculty are paid in accordance with the policies set forth in Sections 3.2.5 and 3.3.1.

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 3.17.2 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.

3.17.2 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 CRAB - Contracts Committee. All placements on the faculty salary scale must be approved by the Vice President for Academic Affairs and Provost and the CRAB - Contracts Committee with final approval by the President.

3.17.3 Payroll

Faculty may select a twelve-month or nine-month pay cycle. Unless the Payroll 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 avoid 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 posted on the College's website and can be accessed

on the Personal Information page. Upon special request, payroll checks can be mailed to the faculty member's home.

3.17.4 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.

3.17.5 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 \$100.00.

3.18. Grievance Procedure

3.18.1 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 its 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 that has been filed and resolved by an outside agency cannot then be presented as a grievance.

3.18.2 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 that 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 Harassment Policy.)

3.18.3 Grievances

The Faculty 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 that the grievant deems pertinent.

Written grievances must be received by a member of the Faculty 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.

3.18.4 Procedures for Handling Grievances

Step I:

Within six (6) working days of receipt of a grievance, the Faculty Grievance Committee will send a copy of the grievance to all named respondents. The Faculty Grievance Committee will attempt to settle the grievance by informal methods. In the course of doing this, the Faculty 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 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 or a suggested resolution by the Faculty Review Committee shall be admissible as evidence in formal grievance proceedings or elsewhere.

Step II:

If the grievant is a group of faculty members and the grievance cannot be resolved by informal methods, the Faculty 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 (10) calendar days after receipt of the recommended resolution, to the Faculty Grievance Committee. The written rejection should include reasons and, if desired, a suggested alternate solution. The Faculty 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, and when alternative resolutions are suggested of any change in their recommended resolution. Any change in the recommended resolution by the Faculty Grievance Committee can either be accepted by both parties or rejected by either party, as set forth above. Following advisement by the Faculty 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 Grievance Committee will determine if a formal grievance hearing shall be conducted. When a formal grievance hearing is to be conducted, the Faculty 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 Grievance Committee will supervise the formation of the *ad-hoc* Hearing Committee in the following way: the grievant will select a faculty member as the first member of the *ad-hoc* Hearing Committee; the Faculty Grievance Committee will select a faculty member other than the grievant's Department Chairperson or divisional Dean 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 divisional Dean. All three committee members must be full-time or pro-rata faculty members.
3. The Faculty 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 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.

The Hearing

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 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 Grievance Committee may grant appropriate continuances to enable either party to investigate the 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 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 III 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.

3.18.5 General Provisions

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

If the Faculty 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 settled in accordance with the decision rendered at that step.

Section 4: Academic and Institutional Policies and Resources of Interest to the Faculty

4.1 Institutional Policy on Equal Opportunity, Harassment, and Nondiscrimination

Maryland Institute College of Art (MICA) is committed to providing its staff, faculty, students, and guests the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can only exist when each member of our community is assured an atmosphere of mutual respect in which one is 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.

MICA affirms its commitment to promote our values of fairness and equity. Complaints of discrimination or harassment are subject to resolution using the College's Sexual Harassment Hearing Board or Disciplinary Hearing Board, as detailed below. The Hearing Board Process is applicable regardless of whether the parties involved are members or non-members of the campus community, students, student organizations, faculty, administrators, or staff. The Associate Vice President for Human Resources, Estevanny Turns, serves as the Title IX/Equity/AA Coordinator and ADA/504 Coordinator and oversees the implementation of MICA's policy on equal opportunity, harassment, and nondiscrimination. There is no time limitation on the filing of complaints. Reports of discrimination, harassment and/or retaliation may be made promptly using any of the following options:

- Report directly to the Title IX/Equity/AA Coordinator and Deputy Coordinator (listed below)
- Report to Campus Safety
- Report to Student Affairs
- Report to supervisor or faculty member

Reports of misconduct or discrimination committed by the Title IX/Equity/AA Coordinator should be reported to the MICA President, Samuel Hoi, 1300 West Mount Royal Avenue, Suite M150, Baltimore, MD 21217, shoi@mica.edu, (410) 225-2237.

Michael Patterson

Deputy Title IX Coordinator
Office of Student Affairs
Location/Address:
Bunting 260
300 West Mount Royal Avenue
Baltimore, MD 21217
(410) 225-2422
mpatters@mica.edu

Inquiries may be made externally to:
Office for Civil Rights, Headquarters (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity Commission (EEOC)

Contact: <http://www.eeoc.gov/contact/>

A complete statement of MICA's Equal Opportunity, Harassment, and Nondiscrimination Policy can be found here: <https://www.mica.edu/mica-dna/policies-and-institutional-learning/policies/institutional-policies/affirmative-action-2/affirmative-action/>

Resources and Reporting Options for Sexual Misconduct and Gender Based Violence can be found here: <https://www.mica.edu/mica-dna/policies-and-institutional-learning/policies/institutional-policies/sexual-misconduct-prevention-and-response/>

A physical copy can be obtained in the Office of Human Resources upon request.

4.2 Student Registration

Students register for courses through the online registration system during the registration period set in the academic calendar, usually beginning in November (for spring courses) and April (for fall courses as well as summer courses for MFAST and MAED). All students are provided with a registration appointment time, which is a designated date and time at which they may begin using the registration system. Students may continue to access this system to modify their schedules through the end of the add period. Undergraduates may be required to meet with their academic advisor prior to accessing the online registration system. All first-year students will be registered by their designated academic advisor for both semesters of the first year. Because of the prescribed nature of the coursework in these programs, students in the MPS and MBA/MA programs will be registered by the School for Open Studies.

The *MICA Schedule of Courses* is published twice per year prior to registration for the fall and spring semesters and contains pertinent information regarding course offerings, prerequisites, restrictions and instructions for enrollment.

4.3 Academic Standards

Academic standing is based on criteria set forth in the MICA Academic Catalog. Students who do not earn a minimum grade (for graduate and post-bac students) or grade point average (for undergraduate students) may be placed on academic probation or dismissed.

4.3.1 Academic Review Board

The Academic Review Board ensures the consistent enforcement of academic standards and policies. The board considers undergraduate 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 Registrar in the development of policies and procedures related to registration and record keeping processes.

4.4 Grading

4.4.1 Grading System

Grades are posted electronically by the instructor and may be accessed by the student through their online Student Center. MICA's grading system is as follows. For purposes of obtaining a quality grade point average, each grade category is assigned the following points:

A+	= 4.0
A	= 4.0
A-	= 3.7
B+	= 3.3
B	= 3.0
B-	= 2.7
C+	= 2.3
C	= 2.0
C-	= 1.7
D+	= 1.3
D	= 1.0
F	= 0.0
I	= 0.0

Incompletes are temporarily assigned grades and must be converted to a final letter grade by the timeline set in the Academic Catalog.

4.4.2 Recording Grades

It is the obligation of the faculty to submit final grades within the deadline times and dates established by the Academic Calendar. Final grade submissions are collected electronically through the online faculty center and instructions are sent to the faculty every semester. Changes to grades (either from an incomplete or an adjustment in letter grade) must be completed in writing and approved by the Department Chairperson of the course. Final grades are considered permanent and may not be changed after one year.

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

4.4.3 Plagiarism

Each discipline within the arts has specific and appropriate means for students to cite or acknowledge sources and the ideas and material of others used in their own work. Students have the responsibility to become familiar with such processes and to carefully follow their use in developing original work.

4.4.3.1 Policy

MICA will not tolerate plagiarism, which is defined as claiming authorship of, or using someone else's ideas or work without proper acknowledgment. Without proper attribution, a student may not replicate another's work, paraphrase another's ideas, or appropriate images in a manner that violates the specific rules against plagiarism in the student's department. In addition, students may not submit the same work for credit in more than one course without the explicit approval of the all of the instructors of the courses involved.

4.4.3.2 Consequences

When an instructor has evidence that a student has plagiarized work submitted for course credit, the instructor will confront the student and impose penalties that may include failing the course. In the case of a serious violation or repeated infractions from the same student, the instructor will report the infractions to the Department Chair. Depending on the circumstances of the case, the Department Chair may then report the student to the Office of Academic Affairs, which may choose to impose further penalties, including suspension or expulsion.

4.4.3.3 Appeal Process

Students who are penalized by an instructor or department for committing plagiarism have the right to appeal the charge and penalties that ensue. Within three weeks of institutional action, the student must submit a letter of appeal to the Department Chairperson of the course for which actions were taken. The chairperson will assign three members of the relevant department to serve on a review panel. The panel will meet with the student and the instructor of record and will review all relevant and available materials. The panel will determine whether or not to confirm the charge and penalties. The findings of the panel are final. The panel will notify the instructor, the chairperson, the student, and the Office of Academic Affairs of their findings and any recommendations for change in penalties.

4.4.4 Grade Appeal

Students who earn a grade that they are convinced does not reflect their accomplishments may appeal that grade. Students understand that the College will consider the teacher in the classroom the best judge of a student's performance and that the burden of proof lies completely with the appealing student. They should also be aware that a grade may be lowered as a result of the appeal process. If, understanding these facts, a student wishes to appeal a grade, the process is as follows:

1. Within four weeks of the grade's posting, the student must request in writing an appointment with the instructor to discuss the grade, sending a copy of this letter to the Office of Academic Advising to be placed in the student's file.

- 2a. If, after the meeting with the instructor, the student still wishes to pursue the appeal, the student will meet with the Department Chairperson of the course in question. At this 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 instructor concerned in order to determine any other circumstances that may be reflected in the student's grades (attendance, class participation, etc.). The chairperson may decide to change the student's grade at this stage.

2b. If, by the beginning of the next semester, the instructor has not responded to the student's request to discuss the grade, the student may make the appeal directly to the Department Chair and proceed as described in step 2a.

3a. If the student wishes to pursue the appeal beyond Step 2, the chairperson may decide to assign three members of the relevant department to serve on a panel to meet with the student and review the coursework and pertinent records from the class. After meeting with the student and the instructor, this panel will determine either to confirm the grade or change it. The panel will then notify the instructor, the chairperson, and the student of their decision. The chairperson will notify the registrar of any 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.

3b. If the instructor of the class is also the Department Chairperson, the student may bring the appeal to the director of academic advising by submitting a written request with a detailed explanation for the appeal. The director will appoint three faculty members of the relevant department, who will interview the student and the instructor/chairperson separately before deciding to confirm or revise the posted grade.

Appeals are considered and acted upon during the semester following that in which the contested grade was received. The determination by the review panel is final.

4.5 Course Changes

4.5.1 Adding

Any student who wishes to add a course may do so throughout the add period provided the student has met prerequisites and there is room in the course.

4.5.2 Dropping

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

4.6 Graduation Honors

For the graduating Class of 2018 and beyond, the following GPA requirements have been approved and implemented:

- Summa cum laude 3.90
- Magna cum laude 3.80
- Cum laude 3.70

4.7 Baltimore Student Exchange Program (BSEP)

The Baltimore Student Exchange Program (BSEP), also referred to as Academic Co-op Program, is a great opportunity for students to take classes at other Baltimore region higher education institutions without incurring additional tuition charges. Students are allowed to take one course per semester (Fall & Spring only) at a participating institution for credit.

The program is not the same as the international or national exchange student program. Students wanting to take courses at other institutions nationally and/or abroad as an exchange student should contact the Office of International Affairs.

Participating institutions:

Johns Hopkins University (JHU)*^

University of Baltimore (UB)*

University of Maryland, Baltimore County (UMBC)*

Morgan State University

Stevenson University

Towson University (TU)

Goucher College

Loyola College

Coppin State University

College of Notre Dame of Maryland

Peabody Institute of the Johns Hopkins University

* These are the only institutions which accept Graduate level students as part of the exchange.

^ Only the Krieger School of Arts and Sciences and Whiting School of Engineering at the Homewood Campus (Main Campus) courses are eligible for BSEP.

Students interested in participating in this program should contact Enrolment services for more information.

4.8 Library

Decker Library resides on the first floor and lower level of MICA's Bunting Center, providing a welcoming space for learning, inspiration, and discovery.

Part time and full time faculty are encouraged to:

Put required texts for your class on reserve (we can even put materials you own on reserve).

Partner with us for information literacy and research instruction.

Keep us informed about your departmental projects, programs, and initiatives.

Suggest materials for purchase.

Ask us for help with research for your projects.

The library contains over 75,000 volumes, 400 magazines, newspapers, and journals, 160,000 e-books and 23,000 films, and several special collections, including MICA historical material, artists' books, a zine collection, and a game library. The library also subscribes to over 40 electronic databases ranging from access to journal articles, citations, encyclopedic information, films, and images. You can get material we don't own through visiting area campus libraries, including the library at Johns Hopkins University, or using our Interlibrary Loan service.

The mission of Decker Library is to empower MICA community members to make informed choices in their work and lives. To that end, the library strongly partners with faculty in student learning, specifically relating to information literacy. Librarians teach over 200 information literacy classes a year.

Inspired by the principles of critical librarianship, the Instruction Team is committed to inclusivity, openness, interdisciplinarity, active learning, and social justice in its instructional practices.

Each department has a liaison librarian, i.e. a librarian tasked to work collaboratively with faculty and students in specific academic departments to develop appropriate instruction, library collections, and services. In this capacity, each liaison librarian strives to maintain an awareness of departmental projects, programs, and initiatives in order to be the best partner we can.

The scope of Decker Library collections supports curriculum in all aspects of visual culture, its relationship to other arts and the relationship of art to culture in general. The emphasis and strength of the collection is in the documentation and interpretation of the major participants, events and trends of twentieth and twenty-first century visual art and design and the critical discourse surrounding these activities. In addition, the collection strives to support appropriate materials in the humanities, social sciences, natural sciences, as well as professional development materials such as law and business issues pertaining to art, artists, designers, and the art market.

The Library's Digital Initiatives Unit implements, manages, and promotes digitization programs, including digital repository services, and serves as intellectual partner to digital pedagogy and scholarship efforts. Digital Decker is the repository for digital collections from MICA's special collections and historical material. It also serves as the institutional repository for recent Masters Theses.

4.9 Use of A-V Equipment

A large inventory of audio/visual equipment is available for check-out by MICA students, faculty and staff, including digital cameras, light kits, sound equipment, LCD projectors, and more. Some equipment is restricted to specific classes or departments. In the event that checked-out equipment gets damaged, lost, or stolen the borrower will be responsible for full repair or replacement costs. A statement of the procedures and policies related to the A.V. equipment is available at the Tech Desk.

Promptness in returning borrowed equipment is essential for this service to function smoothly. Equipment should be reserved well in advance of an event.

- Audio-visual equipment circulation
- Special campus events (projection, sound equipment, etc.)
- Advice in the planning of media projects
- Smart classroom maintenance and troubleshooting

4.10 MICA Bookstore

The College maintains an art supply store for the students, faculty, and alumni at 1501 W. Mt. Royal Ave. The College Store's inventory is made up of products most used by our students and requested by the faculty.

The College Store accepts VISA, Master Card, American Express, debit, cash, check and MICA flex money (through Micard). Faculty may charge to the appropriate department account items for classroom use provided they have the account code and a signed approval by the Chair of the Department.

The College Store can be reached by phone 410.225.2276, by email at store@mica.edu and online at <http://store.mica.edu>

4.11 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 a representative from Academic Affairs.

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 Office of Academic Affairs.

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 appropriate Associate 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.

6.12 Student Advising

Academic Advising occurs within three venues: 1) the First Year Experience (FYE); 2) the Office of Academic Advising; and 3) the studio/academic departments (for major, concentration and minor). Generally speaking, each faculty member is expected to be accessible to students and to mentor students on issues related to curricular choices and professional development/preparation.

I. Foundation Advising

Advising during the FYE is provided by an assigned faculty member, who is also the student's Elements of Visual Thinking instructor. FYE faculty advisors serve as a resource for addressing general questions and concerns about coursework, academic programs, campus life, and other issues. This advising is supplemented by the FYE Academic Advisor, a professional staff member who is in close contact with other campus offices, and who is dedicated to working with first-year students on a broad range of student life and academic matters. The FYE Academic Advisor assists students with registration and scheduling, transfer credit and advanced placement, as well as understanding FYE requirements and degree programs. The FYE Academic Advisor's office is located in the FYE Department, Main Building 260.

II. Upper Level Advising

Midway through the spring semester of their first year, students are assigned to an upper level Academic Advisor and begin working with that individual on long-term planning and preparation for sophomore year registration. Upper Level Advisors work with their students through the remainder of their undergraduate careers at MICA, regardless of major; this continuity encourages the development of a more substantial advising relationship. Academic Advisors support students' short-and long-term academic planning, clarifying career and life goals, explaining degree requirements, interpreting

institutional policy, and navigating the campus community and its offerings. Advisors also assist their students with a variety of administrative processes, including declaration/change of major (or concentration or minor), approval of study abroad/mobility or transfer credit requests, etc. Upper level students are required to meet with their assigned advisor each semester; registration for the subsequent term will not be authorized until this has occurred. The Academic Advising Office, which is part of the Division of Enrollment Services, is located on the 2nd floor of the Bunting Center.

Under the supervision of the Associate Vice President, Enrollment Services, the Director of Academic Advising oversees all undergraduate students' academic progress from an institutional perspective. The Director coordinates the process of collecting and disseminating midterm grades/warnings, as well as the academic standing review that occurs subsequent to each semester. The Director is also responsible for conducting graduation audits for all students seeking the BFA, and for approving student requests for leave of absence/withdrawal and readmission.

III. Departmental Advising

While the Department Chair (or program coordinator, in the case of certain concentrations and minors) serves as the primary liaison with Foundation and Upper Level Advising, and is responsible for reviewing/approving student requests to deviate from the established curriculum, all faculty members are expected and encouraged to support the college's mission by providing academic and professional guidance to their students, and by alerting the Office of Academic Advising to any issues that might adversely affect student performance and/or retention.

4.13 Teaching Technology Center

The Teaching Technology Center, located in Bunting Center room 180, is led by the Director of Instructional Technology and Advancement. The purpose of this center is to provide consultation and direct support to faculty in the effective use of current and emerging technologies in the curriculum. This is accomplished by:

- Researching, evaluating, and advocating for the adoption of new academic technologies
- Consulting on selection and use of academic technologies based on effective instructional design principles
- Delivering faculty training on the use of academic technologies such as Moodle and Adobe Connect
- Collaborating with faculty on development of instructional multi-media content
- Showcasing innovative use of technology by MICA faculty
- Facilitating peer-to-peer collaboration in technology
- Assisting in the design and delivery of blended/hybrid courses

The Center will regularly sponsor presentations on new and existing technologies and best practices for using technology in teaching and learning at MICA.

The center is also directly involved in the Academic Technology Committee that gathers information and listens to the voices of faculty and students to help plan for smart instructional technology use and growth at MICA.

Stay connected by subscribing to our blog entitled: Academic Technology @ MICA. You can also schedule an appointment for training or consultation at acadtech@mica.edu.

<https://academictechnologymica.wordpress.com/>

4.14 Writing Studio & Learning Resource Center

The Writing Studio offers one-on-one tutoring sessions, programming, and resources designed to bolster the written and verbal communication skills of MICA students, including those for whom English is a second language. Tutors can assist students with a variety of writing projects, including academic papers, artist statements, grant proposals, grad school applications, and résumés, and will work with students at any stage in the writing process. Generally, tutors will first tackle “global issues” such as a paper’s overarching argument, before counseling students on “local issues” such as sentence structure. Tutors will not edit or proofread an essay but can offer students strategies for completing those tasks on their own. Students should arrive at the Writing Studio with a solid grasp of the assignment, bringing with them, if necessary, course texts and assignment sheets.

The Learning Resource Center supports MICA students—those who have disabilities and those who do not—with services and programs that foster the growth of academic skills, self-sufficiency, and self-advocacy. Students who have previously established eligibility for disability support services must visit the LRC each semester in order to continue their programs of support. Incoming students and those seeking first-time accommodations must visit the LRC as soon as possible to register, submit documentation, and establish eligibility. Students who have disabilities may be entitled to classroom and other accommodations, including modification to the examination environment, reading services, and note-taking services. All MICA students may utilize the LRC’s assistive technology, and may also meet with an LRC learning specialist for one-on-one assistance with time management and academic skills.

For more information on the Writing Studio, visit Bunting 110, phone (410) 225-2418, email writing@mica.edu or visit www.mica.edu/writing

For more information on the Learning Resource Center, visit Bunting 110, phone (410) 225-2416, email LRC@mica.edu , or visit www.mica.edu/LRC

4.15 International Education

The Office of International Education understands the rewards and challenges of crossing cultures and is committed to helping students develop the skills and perspectives they need to live and work in a global community.

We help international students with F-1 or J-1 visa status understand and follow immigration policies and procedures. We organize orientation sessions for graduate and undergraduate students upon arrival, as well as offer workshops and collaborative educational programs throughout the year, covering important immigration, educational, and practical topics. In addition, we assist all international students by making appropriate campus referrals when needed so that they understand where and from whom to seek assistance. International Education also works on immigration with departments and programs who wish to host J-1 professors or short-term scholars.

The Office of International Education administers semester study abroad, international exchange, and domestic exchange programs around the world and within the AICAD network. We advise and work closely with MICA students who wish to participate in these programs before, during, and after their time away. All MICA semester study abroad, exchange, and domestic programs allow students to earn credits toward their MICA degree and provide excellent opportunities for students to gain valuable intercultural and/or professional skills.

The Office of International Education website is a great resource to learn more about our programs, policies, and events.

<https://www.mica.edu/offices-divisions/office-of-international-education/>

4.16 Fabrication Studios

MICA maintains a wide variety of fabrication studios where students learn and create. Each of these studios provides the equipment, resources, and technical expertise that allow students to fabricate objects employing a range of media. Some of these shops are open to the entire campus, others are specific to departments.

The Academic Services Fabrication Studios are open to all MICA students, regardless of major. There are five such studios on campus, each suited to different needs. The Wood Shop, in the basement of the Fox building, and the Lazarus Center Woodshop, located on the on the lower level of the Lazarus Center, provide a complete array of woodworking tools and equipment. The Model Shop, on the first floor of the 15/15 Building, is suited for small scale work in a variety of media. The 2D Prototyping Lab, on the 4th floor of the Fox Building, enables students to make a variety of objects based in 2D processes including printing, cutting, and binding. The Digital Fabrication Studio, located in the Station Building, provides a variety of methods and equipment for making physical objects from digital files and supports the integration of digital technologies into physical objects. During open hours, these shops are staffed by technicians who ensure safety and provide assistance.

The fabrication studios located within departments include the Sculptural Forms studios, the Metal Shop and other Interdisciplinary Sculpture studios, the Ceramics studio, the Fiber studios, Printmaking studios, and the shops in the Rinehart Graduate Sculpture program. Access to these spaces is typically limited to majors and students currently enrolled in a relevant departmental course.

Section 5: 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 Fiscal 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 Fiscal Affairs. A final budget is presented to the Finance Committee of the Trustees and the full Board of Trustees prior to the January meeting.

5.1 Purchasing

All academic purchasing is normally processed through Department Chairs, graduate directors, 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 College without prior permission from the appropriate Department Chair.

5.2 Academic Administrative Services

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

5.3 Facilities Management

Facilities Management staff hours are weekdays 6:00 am to 10:30 pm. Maintenance requests should be submitted by work orders through **eMaint**. During the hours of 7:00 am to 3:30 pm, all emergency requests should be relayed by telephone to 410-225-2317. After hours emergency requests should be made with Campus Safety at 443-423-3333.

<https://www.mica.edu/campus-resources/facilities-request/>

All major improvements and expenditures must be approved by the Vice President of Operations, after submission to and recommendation by the Associate Vice President for Academic Services, and Vice President for Academic Affairs and Provost.

5.4 Repairs and Janitorial Services

Requests for studio construction, lighting, major equipment, etc., are submitted to the Associate Vice President for Academic Services for approval then forwarded to the Vice President for Operations.

Requests for emergency and minor repairs, changes in studio arrangements, janitorial services, storage, moving and hauling, messenger services, should be made to the Manager of Facilities Operations.

Section 6: Student Affairs Policies of Interest to the Faculty

6.1 Buckley Amendment

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

1. that a written institutional policy must be established and
2. that a statement of adopted procedures covering the privacy rights of students must be made available. MICA 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 College.

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 MICA 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 College. Education records do not include the following:

1. 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,
2. records of a law enforcement unit of the College 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 College may not be disclosed to the law enforcement unit;
3. records relating to individuals who are employed by the College 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.
4. 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.

5. 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 MICA.

1. 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.

1. financial information submitted by their parents;
2. 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.
3. 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.
4. 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 College 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 College shall have access to nor shall the College 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. MICA reserves the right, as allowed under the Act, to disclose education records or components thereof without written consent to:

1. 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;
2. officials of other institutions in which students seek to enroll, on the condition that MICA 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;
3. official of other schools in which the student is currently enrolled;
4. 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;
5. accrediting organizations carrying out their accrediting functions;
6. 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;
7. state and federal officials to who disclosure is required by state statute adopted prior to November 19, 1974;
8. 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;
9. 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;

10. persons in compliance with a judicial order or a lawfully issued subpoena if reasonable effort is made to notify the student;
11. 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 whom the information is disclosed are in a position to deal with the emergency.

VII. Institutional Record of Disclosure

MICA 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 which 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 College officials or those specified as Directory Information.

VIII. Disclosure of Education Record Information

MICA 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 College 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 otherwise 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 be 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, they 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 College 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 and Provost, 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.

1. 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.
2. 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 College 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 College 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.

6.2 Policy on HIV

Should the need arise for dealing with employees or students with HIV, the College has adopted this policy, which is based upon a model developed by the American College Health Association. HIV is a serious illness, a public health problem and an immediate concern to the College community. HIV is characterized by a defect, in the natural immunity against disease. People who have HIV 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 HIV. 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 HIV-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 HIV or on the welfare of others within the College community who may have contact with HIV.

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

APPENDIX A

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 MICA.
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 request that items be placed 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 MICA consists of the Full-Time, pro-rata, 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 their 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 meeting procedures will follow Roberts' Rules of Order. The FEC chair or their 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.

Appendix B

Guidelines for Submission of New Curriculum Proposals

1. Introduction

Proposals for all new educational programs, including degrees, certificates, concentrations and minors, must be approved by both the appropriate administrative office in Academic Affairs and the Faculty Assembly before implementation. Proposals for new degree or certificate programs in Undergraduate Studies, Graduate Studies, the Center for Art Education, and MICA Open Studies must also be approved by the Board of Trustees, the Maryland Higher Education Commission (MHEC), and MICA's national accrediting organization, the National Association of Schools of Art and Design (NASAD).

Proposals that constitute *substantive change* as defined by MICA's regional accrediting organization and gatekeeper for eligibility to receive federal funds, the Middle States Association of Colleges and Schools Commission on Higher Education (MSA) must be submitted to the Middle States Commission on Higher Education (MSCHE). The substantive change definition is as follows:

Substantive change is one which significantly alters the mission, goals, or objectives of an institution; alters the scope; alters the ownership or control; affects significantly the institution's ability to support existing or proposed programs; or establishes instruction at a new degree level, instruction constituting at least 50% of a degree program at a new geographic location, or instruction in a significantly different format. In applying this definition, the Commission also will take into consideration the particular institutional context, recognizing that the distinction between routine and substantive change is not an absolute one.

In conducting its review, the administration, Academic Affairs Committee and the Faculty Assembly follow these established process and guidelines.

Proposals for new programs may originate from the faculty, administration, or an entity outside of MICA. The process for moving a proposal to approval and implementation has five distinct stages:

1. Initial Consultation
2. Concept Development
3. Concept Endorsement and Release
4. Full Proposal Development
5. Approval Process

2. Initial Consultation

Proposals for a new program should begin with an initial consultative conversation. New degree program proposals should be discussed with the vice-provost or Dean (APVD) of the school in which the program would be offered if approved.

A proposal for a new concentration or minor should first be discussed with the appropriate Department Chair and associate Dean and then with the Vice Provost for Undergraduate Studies (see first bullet immediately below).

- A proposal for a new undergraduate degree program, concentration, or minor would fall under the Vice Provost for Undergraduate Studies.
- A proposal for a new graduate degree program or post-baccalaureate certificate program would fall under the Vice Provost for Research and Graduate Studies.
- A proposal for a new degree or certificate program in Art Education would fall under the Dean for the Center for Art Education.
- A proposal for a new degree or certificate program in MICA Open Studies would fall under the Dean for MICA Open Studies.

If the sponsor of a proposal is not sure which APVD to contact, s/he may contact the Office of the Provost for clarification.

3. Concept Development

If as a result of this initial discussion, the appropriate APVD believes the proposal has merit, s/he will ask the sponsor to prepare a *concept* proposal that uses the following format and addresses the information requested (Note: this document should be clearly titled Concept Proposal):

- a. Program and Award to be offered
- b. Proposal sponsor
- c. Projected start date

Mission, Goals, and Objectives:

- How does the proposed program serve MICA's mission?
- What are the goals and objectives of this program?
- What is the relation of this program to the goals and objectives of the 20/20 Plan, MICA's long range plan?

Rationale for the new curriculum including the following points:

- Why is this program being proposed?
- Relationship to other programs at MICA: What is the projected relationship between the proposed program and other existing programs with special attention to possible opportunities and challenges for existing academic, financial, or physical resources? Will the proposed program replace any existing program?
- Differences with other similar and potentially competitive programs
- Who will this program serve? Number of students expected to be served.
- What is the likelihood of this program's continued cultural relevance?
- Aspiration for student achievement; expectations for placement of graduates

The *concept* proposal for a new degree, concentration, certificate program, or minor must be submitted to the appropriate vice-provost or Dean (APVD) and receive their formal endorsement before being released to the Academic Affairs Committee (AAC) of the Faculty Assembly.

4. Concept Endorsement and Release

- If the APVD endorses a *concept* for a new program, s/he will inform the sponsor and the Academic Affairs Committee (AAC) of the Faculty Assembly in writing.
- S/he or their designate will also work with the sponsor to prepare a budget, facilities, and equipment plan for the proposed new program. This information will become an integral part of the *concept* proposal and formally presented to the Vice President for Academic Affairs and Provost(VPAA).
- The VPAA will review and discuss the *concept* proposal with the APVD. Based on this review, the concept proposal may be amended. Once endorsed by the VPAA, the *concept* proposal will be presented to the AAC by the APVD and to the senior administration (President & Vice Presidents) and the Provost's Council by the VPAA. Based on their review of the *concept* proposal, individual members of the senior administrators and the Provost's Council may wish to provide input in writing to the APVD and AAC that could strengthen the *concept* proposal or identify concerns.
- The sponsor, APVD, and the Chair of the AAC will then meet to create a schedule for the continued process developing and approving the new program.
- If as part of the initial review of a concept, the APVD determines that a proposed new program will fall under MSA's definition of substantive change, s/he will take responsibility for obtaining approval from MSCHE.

Academic Affairs Committee

- Upon receipt of the *concept* proposal and the APVD's endorsement, the AAC will inform the Faculty Assembly in writing of the *concept* proposal and make it available to members for their review.
- Working with the FEC, the AAC will schedule and facilitate a presentation of the *concept* proposal to the Faculty Assembly by the proposal's sponsor.

5. Full Proposal Development

Once a *concept* proposal has been accepted by the AAC and has been gone through the steps outlined above, it is the responsibility of the sponsor of the concept to further develop the proposal by addressing the additional information below as an integral part of the *concept* proposal.

In undertaking this next stage of the proposal development, the sponsor should consult with the Office of Admissions, the Registrar, and other existing programs with special attention to possible opportunities and challenges for existing academic, financial, or physical resources.

Assessment of compliance with NASAD Standards:

- Outcomes: Address competencies required by applicable NASAD Standards (see NASAD Handbook) in terms of content, expectations for knowledge and skills development and levels of achievement required for graduation.
- Means: What are the means for evaluating student and program achievement? (Undergraduate only; Graduate and post-baccalaureate, see next items)

New graduate and post-baccalaureate programs only; a discussion of the following must be included as part of the assessment of compliance:

Admission:

- Proficiencies required for entrance to the program (for example, studio, aesthetics, art history, etc.); when these must be achieved and how they are tested; and whether credit toward the degree is permitted for study directed toward completion of these proficiencies.
- Research and professional tools required in the program (for example, languages, statistics, computer science, etc.); when these must be achieved and how they are tested; whether credit toward the degree is permitted for study directed toward completion of these proficiencies.
- Provide the required undergraduate grade point average in the new graduate curriculum if the applicant has had no previous graduate study (A = ____).
- Provide the required grade point average in previous graduate work for the new graduate curriculum (A = ____).
- Describe the residence requirements for the new graduate curriculum.
- Is credit from other institutions transferable to the new graduate curriculum? If so, describe the institution's policies.

Outcomes and Assessment:

- What is the minimum number of credit hours (specify quarter or semester) required beyond the baccalaureate for the new graduate curriculum?
- The institution's policy for conducting a comprehensive review at or near the conclusion of degree study of (a) initial graduate degree candidates; (b) terminal graduate degree candidates by using such methods as written or oral comprehensive examinations, seminars providing summary evaluation, or a cumulative series of reviews
- Candidacy and final project requirements for the program (for example, dissertations, performances, research projects, etc.). Discuss the purpose of these requirements and how they serve the objectives of the program.
- Description and evaluation of the institution's approaches to the development of teaching and other professionally related skills for students in the new graduate program. Refer to the *NASAD Handbook*, Section XIII.A.7., —Preparation for the Professions.
- Description and evaluation of the institution's approaches intended to develop breadth of competence for students in the new graduate program. Refer to the *NASAD Handbook*, Section XIII.A.6., —Breadth of Competence.

Curriculum:

- Provide a curricular table in the NASAD format.
- What is the content and organization of the curriculum?
- Within the body of the narrative, provide a chart showing the names, credits, and sequences of courses required for completion of the program. Indicate which are new and which are existing.
- Indicate how much time is required for completion and whether the program be offered on a traditional or non-traditional calendar.
- If there are any online components to this program, provide an analysis of delivery form in respect to content that takes into account specific NASAD Standards in this area.

Administrative Oversight

- What is the structure for administrative oversight? How will the program be managed?

Cooperative Arrangements

- Describe cooperative arrangements with other institutions and organizations that may be used to offer this program. Specify the nature of such agreements and attach any formal statements of agreement that have been developed.

Faculty:

- Who will teach this program and what qualifications are necessary?
- Current faculty:
- Name; b) year hired; c) rank; d) appoint mental status (e.g., special, continuing); e) degrees or credentials earned with institution, majors, and emphases; f) if art/design education faculty, Pre-K–12 teaching experience; g) current areas of teaching; h) specific responsibilities for the new program.
- Please separate full-time and part-time faculty with a tab; and
- Provide short summary biographical information for the chair or director of the proposed program. These materials must indicate areas of creative work and research.
- New faculty: If new faculty will need to be recruited, specify the number of new positions with qualifications for each; clearly indicate whether each is full-time or part-time.
- Graduate Faculty Only:
- How are graduate faculty members selected and designated?
- Describe and evaluate the institution's policy regarding teaching load credit for the direction of graduate dissertations, projects, etc.
- To what extent is there a sufficient number of qualified faculty adequate to administer this new curriculum as well as the other curricula in place at the institution?
- Staff: Will administrative or technical staff be needed to support the program? If yes, please specify.

Fiscal Resources:

- Has the administration accounted for the necessary physical facilities and equipment costing over \$2000?***
- What are the present start-up and projected on-going costs relevant to the program?
- What is the budgetary commitment in terms of sources of revenue and expenditures for all aspects of the program including personnel, financial aid, facilities (if applicable), capital equipment, start-up and on-going operating costs, and library and/or other learning support resources?***

Facilities and Equipment:

- What are the available or projected facilities relevant to the program? What equipment will be needed to support the program?

Library:

- Provide a description (or listing) of current and/or projected library holdings and learning resources (including electronic access) relevant to the new curriculum.
- List expenditures for art/design library acquisitions as documented by the institution—ideally, a breakdown with expenditures (a) the year before last, (b) last year, and (c) budgeted for this year in the following categories: books, collected editions, periodicals, images, videotapes/films, microfilm/microfiche, electronic access, other holdings (specify). Also provide a total for each year.

6. Approval Process

1. Completed full proposals (which include all the information requested above) should be submitted simultaneously to the APVD and the Chair of the AAC.
2. The AAC will review and discuss the proposal. At this point, the sponsor must meet with the committee in order to make a presentation and/or answer questions. The APVD would also be part of this discussion particularly as it relates to institutional planning around finance, resources, enrollment and the timeline for review and implementation. It would be the responsibility of the Office of Academic Affairs to inform the Academic Affairs Committee of the Board that a new program is under review.
3. Content Review Committee: In consultation with the sponsor of the proposed program, the APVD and the AAC will appoint a Content Review Committee (CRC) made up of at least two and no more than five individuals who are deemed to have expertise in the content of the proposed program. Individuals may be drawn from MICA's faculty and/or from outside of MICA. In the case of the latter, a modest honorarium may be offered. The charge to the Content Review Committee will be to validate that the proposed curriculum's structure, content, and time requirements should enable students to develop the range of knowledge, skills, and competencies expected of those holding the award to be offered in the proposed area of study.
4. The Content Review Committee should seek to complete its review as efficiently as possible but may consult with the proposed program's sponsor, the appropriate vice provost or Dean and/or the Academic Affairs Committee as needed. The Content Review Committee will submit its findings in a succinct written report but may also request, or be requested, to meet with the Academic Affairs Committee and/or the appropriate vice provost or Dean.
5. Concurrent with, or subsequent to, the Content Review Committee's report, the Academic Affairs Committee will review the proposal with special attention to the following:
 - The Content Review Committee's report; does the CRC find the proposed program's content professionally valid and nationally competitive?
 - Rationale: Does the proposed program's express a rationale that is responsive to the greater cultural environment and creative industries? Does the proposed program support and enrich the College's mission?
 - Sustainability: Is there a high likelihood of a continued audience for this program that will be sufficient in size to support the proposed curriculum and faculty? Is the proposed program likely to have continued cultural relevance?
 - Resources: Ascertains that the appropriate vice-provost or Dean has formulated a plan for the provision of facilities and capital and other equipment; the appointment of qualified faculty; and a budget that projects revenues and expenses including personnel, financial aid, facilities (if applicable), capital equipment, start-up and on-going operating costs, and library and/or other learning support resources.
 - Library and other learning support resources: Does the proposal consider the adequacy of library holdings and other learning support resources?

- Relationship to other programs: What is the projected relationship between the proposed program and other existing programs? Is it likely to impact any other programs negatively?
- Does the plan for implementation seem realistic within the proposed time frame?
- Do the proposed program's structure and content appear to meet NASAD Standards for the proposed study area/s?
- Are the proposed program's distribution of credits and stated learning outcomes consistent with MICA curricular norms and level of challenge?

6. If the APVD and the AAC believe that the proposed curriculum has professional merit and the concerns regarding size, scope, and resources have been satisfied, they should formally endorse the proposal and discuss the process and schedule for submitting the proposal to MHEC, the Maryland Independent Colleges and Universities Association (MICUA) and NASAD. The APVD should also make a determination as to whether the proposal needs to be submitted to MSCHE.

7. The AAC will then schedule a full faculty hearing. During the hearing, sponsors of the proposal will present the proposal's details to the faculty, and the faculty will have the opportunity to ask questions about the proposed initiative.

8. Following the hearing, the AAC will meet and formulate a recommendation to the Faculty Assembly, which will include the faculty input from the hearing.

9. The Faculty Assembly, at one of its regularly scheduled meetings, will vote on the proposal. The Chair of the AAC notifies the APVD on the outcome of the vote.

10. If the approved proposal is for a new concentration or minor, it may be implemented in the academic year following its approval.

11. If the approved proposal is for a new degree or certificate program and has been approved for offering by MHEC, NASAD, and if appropriate, MSA, the APVD will take the proposal to the Academic Affairs Committee of the Board of Trustees which will review it and bring it forward to the full Board of Trustees for its approval. The new degree or certificate program may proceed to implementation only after the full Board of Trustees has voted its approval.

Note: NASAD meets twice yearly, and consequently proposals for new programs must be ready for presentation to this organization by either September 1 for October review and November notification, or March 1 for April review and May notification.

MSCHE meets three times a year. Reports must be submitted by April 15 for Commission review in June; September 15 for Commission review in November; and December 1 for Commission review in February.