

MCAD FACULTY HANDBOOK

APPROVED BY THE BOARD OF TRUSTEES OF THE
MINNEAPOLIS COLLEGE OF ART AND DESIGN

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TABLE OF CONTENTS

Introduction

Section 1. Statements of Mission, Vision and Values

- 1.1 Mission Statement
- 1.2 Vision Statement
- 1.3 Values Statement

Section 2. Accreditation Status

Section 3. Academic Freedom and Professional Ethics

- 3.1 Academic Freedom and MCAD Policies
- 3.2 Code of Professional Ethics

Section 4. Governance and Administration

- 4.1 Duties and Responsibilities of the Board of Trustees
- 4.2 The President
- 4.3 The Organization of the College
 - 4.3.1 The Vice President of Academic Affairs
 - 4.3.2 The Departments of the College
 - 4.3.3 The Department Chairs
 - 4.3.3.1 Department Chair Search
 - 4.3.4 The College Assembly
 - 4.3.5 The Academic Cabinet
 - 4.3.6 The Faculty Assembly
 - 4.3.7 The Faculty Senate
 - 4.3.7.1 Faculty Senate Review Committee
 - 4.3.7.2 Faculty Senate Grievance Committee
- 4.4 The Faculty Role
 - 4.4.1 Faculty Committee Service Guidelines
 - 4.4.2 Faculty Representation to the Board of Trustees

Section 5. Faculty Search and Appointment Policies and Procedures

- 5.1 Employment Policy Statements
 - 5.1.1 Equal Opportunity Employment.
 - 5.1.2 Statement Regarding Disabilities.
- 5.2 Search Procedures for Filling Faculty Vacancies
 - 5.2.1 Department Faculty Search Committee
 - 5.2.2 Responsibilities of the Search Committee Chair
 - 5.2.3 Selection Process
 - 5.2.4 Search Report
- 5.3 Appointment as a Faculty Member at MCAD
 - 5.3.1 Guidelines for Determining Rank in Appointment to Faculty Status
 - 5.3.2 Appointment Contracts

Section 6. Faculty Groups/Ranks and Evaluation Criteria

- 6.1 The Ranked Faculty
 - 6.1.1 Ranked Full-Time Faculty
 - 6.1.2 Ranked Pro-Rata Faculty
- 6.2 Part-Time Faculty
- 6.3 Visiting Faculty
- 6.4 Graduate Student Mentors
- 6.5 The Faculty Ranks
 - 6.5.1 Assistant Professor

- 6.5.2 Associate Professor
- 6.5.3 Full Professor
- 6.5.4 Professor Emeritus
- 6.6 Criteria for Faculty Evaluation of Ranked Faculty
 - 6.6.1 Teaching Effectiveness
 - 6.6.2 Scholarly and Creative Work
 - 6.6.3 Contributions to the College
 - 6.6.3.1 Advising

Section 7. The Evaluation Review of Faculty Performance

- 7.1 Evaluation and Review Procedures
 - 7.1.1 The Annual Performance Evaluation
 - 7.1.2 Performance Review: Years One-Three of Service
 - 7.1.3 Performance Review: Year Four and Beyond
 - 7.1.3.1 The Faculty Senate Review Committee
- 7.2 Summary of Schedule and Potential Outcomes of Performance Appraisal of Ranked Faculty
- 7.3 Postponement of Promotion/Contract Renewal Reviews (“Stop the Clock”)

Section 8. Promotion of Faculty Members through the Academic Ranks

- 8.1 Procedures for Requesting Promotion
- 8.2 Schedule of Contract Renewal and Promotion Reviews for Ranked Faculty
 - 8.2.1 Promotion from Assistant Professor to Associate Professor at Year Four of Service
 - 8.2.2 Contract Renewal or Promotion from Associate Professor to Full Professor at Year Seven of Service
 - 8.2.3 Mandatory Promotion from Associate to Full Professor at Year Ten of Service
 - 8.2.4 Reviews of Full Professors After Year Ten of Service
- 8.4 Schedule of Review and Promotion for Part-Time Ranked Faculty
- 8.5 Appointment to Associate Professor or Full Professor When Hired

Section 9. Procedures Relating to Non-reappointment

- 9.1 Notice of Reappointment or Non-Reappointment
- 9.2 Communication of Decision Not to Reappoint

Section 10. Terminations Outside the Faculty Review and Contract Renewal Process

- 10.1 Procedures Regarding Termination Due to Financial Emergency
- 10.2 Order of Termination Due to a Financial Emergency
- 10.3 Order of Termination Due to Elimination of a Department

Section 11. Dismissal or Suspension for Cause

- 11.1 Dismissal for Cause
- 11.2 Dismissal Procedures
- 11.3 Actions Short of Dismissal

Section 12. Faculty-Initiated Grievances

- 12.1 Grounds for Grievance
- 12.2 Grievance Review Committee
- 12.3 Procedures for Handling Grievances
 - 12.3.1 Step One: Informal Resolution
 - 12.3.2 Step Two: Filing a Formal Grievance
 - 12.3.3 Step Three: The Formal Grievance Hearing
 - 12.3.4 Step Four: The Decision
 - 12.3.5 Appeal of Committee Action: Presidential Review
- 12.4 General Provisions of the Grievance Procedure

Section 13. Faculty Development and Sabbaticals

13.1 Faculty Development

13.2 Sabbaticals

13.3 Sabbatical Application Guidelines

Section 14. Making Changes to the Faculty Handbook

14.1 Substantive Changes

14.2 Non-Substantive Changes

Introduction

The Minneapolis College of Art and Design (MCAD) in Minneapolis, Minnesota is an independent, non-profit educational institution that is governed by policies set by its Board of Directors. Minneapolis College of Art and Design (MCAD) refers to the College and its policies, practices and procedures as set forth by the Board of Trustees. The Minneapolis College of Art and Design Faculty Handbook (“The Handbook”) contains a summary of the policies, practices and procedures pertinent to faculty and in effect at MCAD as of May 11, 2010. This Faculty Handbook supersedes and replaces all previous versions of the MCAD Faculty Handbook and, along with The MCAD Faculty Administrative Policies Handbook and the MCAD Adjunct Faculty Administrative Policies Handbook, provides information about policies and procedures of the College that affect individuals in their role as faculty members at MCAD. The Handbook is not intended to and does not create an employment contract. The Handbook Committee (President, Vice President of Academic Affairs, Vice President of Administration, President of the Faculty Senate and an elected faculty member) will resolve any discrepancies between the Faculty Handbook and the Faculty Administrative Handbook and other MCAD policies. This committee will be formed on an ad hoc basis.

MCAD and the faculty will make every effort to comply with this Faculty Handbook. The Faculty Handbook is issued by MCAD as a statement of policies affecting faculty members. In preparing this Handbook MCAD cannot anticipate all situations that could conceivably arise. The Handbook is a living document and there may be occasions when it is necessary to add to, interpret, modify or revoke one or more of the policies in this Handbook, or to choose not to apply any policy based on determination of what is in the best interests of the College.

MCAD respectfully understands the importance of the faculty’s role at MCAD, and will cautiously exercise its right to add to, interpret, modify, deviate from or revoke any Handbook provision. Although MCAD has the right to deviate from any provision in this Handbook, if MCAD actually modifies or deviates from or completely eliminates a policy in this Handbook, MCAD shall inform the Faculty Senate Committee in writing of such modifications or eliminations prior to making the changes. Changes will go into effect the following academic year unless circumstances dictate a shorter timeframe.

All faculty members can access an electronic version of the Handbook on-line in the “Academic Affairs” section of the MCAD Intranet. The Appendices of this Handbook are meant for informational purposes only.

Section 1. Statements of Mission, Vision and Values

1.1 Mission Statement

The Minneapolis College of Art and Design educates individuals to be professional artists and designers, pioneering thinkers, creative leaders, and engaged, global citizens.

1.2 Vision Statement

The Minneapolis College of Art and Design transforms the world through creativity and purpose.

1.3 Values Statement

We, the MCAD community, shape our work and our interactions with others by honoring the following values:

- **Students First**
In all matters, we consider first what best serves the education and well being of our students.
- **Academic and Institutional Excellence**
We are committed to rigorous scholarship, intensive studio work, the use of innovative technologies, and the highest levels of professional and ethical standards.
- **Creativity and Innovation**
In ideation, process, and making we encourage experimentation and creative expression.
- **Community**
We maintain the strength of our community through respect, diversity, communication, openness, and accountability.
- **Engagement**
We advance a just and sustainable society through collaboration and engagement with our neighbors and the world.

Adopted December 2010

Section 2. Accreditation Status

The Minneapolis College of Art and Design is accredited by the Higher Learning Commission/North Central Association and the National Association of Schools of Art and Design (NASAD), of which the College was a founding member.

Section 3. Academic Freedom and Professional Ethics

3.1 Academic Freedom and MCAD Policies

MCAD endorses principles of academic freedom in the context of the core mission of the College. The College must be a forum for ideas and cannot fulfill its purposes in serving the common good, engendering creative activity in art and design, and transmitting, evaluating and extending knowledge in the visual arts if it requires conformity with any orthodoxy of content or method. Academic freedom is essential to any search for truth. The College endorses the AAUP Statement on Academic Freedom subject to and in conformance with MCAD policy and Minnesota law:

AAUP Statement on Academic Freedom

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special

position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

3.2 Code of Professional Ethics

As a teacher at the College, with a commitment to its mission and curriculum, each faculty member must recognize that people will judge both the profession and the institution by what is said in the classroom and in public. Recognizing that no set of rules or professional code can either guarantee or take the place of the faculty member's personal integrity, MCAD endorses the "Statement of Professional Ethics" promulgated by the American Association of University Professors in April 1966.

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements and provides guidance to the professor in utterances as a citizen, the exercise of responsibilities to students, in conduct when resigning from an institution, and in undertaking government-sponsored research.

MCAD endorses the AAUP "Statement of Professional Ethics" that follows. Such statement sets forth those general standards that serve as a reminder of the variety of obligations assumed by all members of the profession including all faculty who teach whether in a full or part-time capacity.

Members of faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, the members of faculty encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects students' true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage (or professional activities) and acknowledge significant assistance from them. They protect students' academic freedom.

As colleagues, members of faculty have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.

As members of their institution, members of faculty seek above all to become effective teachers and scholars. Although they observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, the members of faculty have the same rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry to further public understanding of academic freedom.

American Association of University Professors, April 1966

Section 4. Governance and Administration

The Minneapolis College of Art and Design is governed by its Board of Trustees and administered by a President who is appointed by and accountable to the Board.

Members of the Board of Trustees are elected by the Board, on recommendation of a governance committee, and serve three-year terms to a maximum of three consecutive terms. The president of the College and the president of the MCAD Alumni Association serve as ex officio voting members of the Board and its committees. The Faculty Senate and the Student Advisory Council each appoint non-voting representatives to the Board.

The by-laws of the MCAD Board of Trustees are on file in the MCAD Library and are available on-line in the Office of the President section of the MCAD Intranet. A list of current members of the Board of Trustees and the schedule of board and committee meetings are available from the Office of the President. Meetings of the Board of Trustees and its committees, with the exception of executive sessions, are open to members of the MCAD community as observers.

4.1 Duties and Responsibilities of the Board of Trustees

The Board of Trustees has primary responsibility for overseeing the activities of the College, engaging in long-range planning for the College, ensuring the mission of the College, and approving the annual budget for the College. The Board of Trustees has final authority over all activities of the college including the granting of degrees upon the recommendation of College faculty and the President.

The responsibility of the board for the effective operation of the College includes, but is not limited to:

- The selection, appointment and regular evaluation of the President; ensuring the highest quality academic program.
- Allocating the financial resources of the College in pursuit of its mission.
- Maintaining the long-term viability of the College.

The Board of Trustees has oversight for the academic and administrative policies and programs of the College including, but not limited to:

- The curriculum.
- Degree program requirements.
- Admissions criteria.
- Eligibility of students for graduation.
- Employment policies and procedures.
- Faculty contracts.
- Promotions.
- Recommendations for emeritus status.
- Setting of tuition levels.
- Authorization of spending through the annual operating budget.
- Campus environment matters, including student life and security.
- Observation of civil, constitutional, professional and equitable rights and standards.

The Board of Trustees maintains ongoing oversight of College activities through, among other processes, a series of standing committees. These include committees with responsibilities for:

- Academic affairs.
- Student affairs.
- Finance.
- Development.
- Audit.
- Nominations.

As appropriate, and at the request of the College, faculty and student representatives serve on some of these committees.

4.2 The President

As chief executive officer, the President is responsible for all operations of the College. This includes the establishment of other senior positions and the making of appointments to those positions. The President has the authority to approve faculty leaves, sabbaticals and to appoint department chairs. The Board of Trustees annually evaluates the performance of the President.

4.3 The Organization of the College

The President, in appropriate consultation with the Board of Trustees, is responsible for the organizational structure of the College, for the establishment of senior positions and for selecting individuals to serve in those positions. The College will typically have senior officers reporting to the President in the following areas: academic affairs, finance, administration, recruiting, student affairs and advancement. The current organization chart for the College is available at the MCAD Human Resources Department intranet site. Position descriptions for all senior positions at the College are available for review in the Office of Human Resources.

4.3.1 The Vice President of Academic Affairs

The Vice President of Academic Affairs is the chief academic officer of the College, responsible to the President for administration of academic programs. The President, typically in consultation with the Academic Cabinet, the Faculty Senate and the Board of Trustees, appoints the Vice President of Academic Affairs.

The Vice President of Academic Affairs plays a significant role in determining educational policy through responsibility for the curriculum and for personnel appointments in the academic departments, including faculty and academic department chairs. The vice president prepares and administers the annual instructional budget of the College in cooperation with the President and in consultation with the Academic Cabinet. The vice president makes recommendations to the President concerning the awarding of contracts, promotion, sabbaticals, and termination and compensation of faculty members, after consultation with the chairs of the respective departments and/or the Faculty Senate Promotions Committee.

4.3.2 The Departments of the College

The departments of the College presently include the Departments of Design, Fine Arts, Media Arts, Liberal Arts, Bachelor of Entrepreneurial Studies, and Graduate Studies. Each department is responsible for planning and implementing all courses of instruction assigned to that department. Faculty members are assigned to a specific department at the time of appointment and in accordance with their professional focus and expertise. Faculty members may teach and actively participate in the affairs of more than one department.

Departments are the primary venue for participation by faculty members in the discussion of academic and curricular topics. It is through the department that recommendations are developed concerning curricular content and evaluation, other educational policies relating to the curriculum, the academic life of the College, faculty appointments and evaluation, and the annual budget of the department.

4.3.3 The Department Chairs

The department chair is a member of the faculty and an academic leader and reports to the Vice President of Academic Affairs. The primary function of the department chair is to plan, formulate, and implement, with the department faculty and under the leadership of the Vice President of Academic Affairs, the educational program of the department within the overall curriculum of the College. The department chair's role with respect to faculty includes addressing questions of the appointment, promotion, or dismissal of a faculty member. The chair represents the department faculty in academic policy discussions. Department chairs are expected to visit one class of each ranked faculty member each year.

The Vice President of Academic Affairs appoints the department chairs with the concurrence of the President. Appointment as chair is separate from appointment as teaching faculty. Department chairs normally begin their term coterminous with their faculty contract for the academic year in which their department chair service begins. Chairs are expected to spend time over the summer preparing for the upcoming academic year or taking care of departmental or college business as needed.

The Vice President of Academic Affairs, as part of the annual chair evaluation process, will solicit comments from all faculty members of the relevant department each year. The Vice President of Academic Affairs can relieve a department chair of administrative duties at any time. Being relieved of administrative duties does not necessarily affect the individual's status as a faculty member. Chairs may also request to be relieved of their duties. The end date of their chair responsibilities is negotiated with the Vice President of Academic Affairs. Chairs may return to the full-time teaching if they have requested to be relieved of their chair duties.

When a department chair is to be absent for a period of one month or less, the chair may

appoint a substitute from within the department after consultation with the Vice President of Academic Affairs. When the chair's absence is unforeseen or will be for more than one month, the vice president may appoint an acting chair.

4.3.3.1 Department Chair Search

Department chairs shall be sought from the ranks of the departmental faculty or from an external search process. The Vice President of Academic Affairs will determine the extent of the search process in consultation with the faculty of the department. When the College determines the need to conduct an external search for a department chair a consultative search committee will be formed, headed by the Vice President of Academic Affairs, or his or her designate in cases of multiple chair searches, and composed of at least one department chair and one or two other faculty recommended and approved by the chairs as a group. At least one of the faculty members should come from the department for which a chair is sought. The search committee must be representative of the main academic disciplines of the institution.

The Vice President of Academic Affairs, in consultation with the search committee and current department chair, will assess the needs of the program area in which the vacancy or new position occurs. In cases where an interim department chair will be applying for the permanent position, the area's full time faculty will comprise the consultative group. Consideration should be given to the goals, academic program, resources, and strengths represented by the faculty from which a position description will be developed.

The Vice President of Academic Affairs will hold an advisory consultation with the President of the college, following the final interviews and before an offer is made, to review institution-wide considerations.

4.3.4 The College Assembly

The College Assembly is a forum for reports by the President, other senior managers of the College and the Board of Trustees on the educational programs and all operations of the College. All College faculty and staff and appointed student representatives are members of the College Assembly. Any student may attend College Assembly.

The College Assembly is presided over by the President. The President will call the College Assembly to meet at least twice each year, normally once each semester. The date, place and agenda for each College Assembly will be announced at least a week in advance of the meeting. The President will determine the order and priority of agenda items.

4.3.5 The Academic Cabinet

The Academic Cabinet is chaired by the Vice President of Academic Affairs and consists of the department chairs and representatives of other Academic Affairs departments (Online, Continuing Studies, IT and other academic directors). The Vice President of Student Affairs also serves on the Academic Cabinet. The President and other administrative heads and guests are invited to attend by the vice president when matters pertaining to their respective areas are being discussed.

The Cabinet meets regularly and functions as a forum and consultative body for the Vice President of Academic Affairs. Topics for discussion include any matters of curriculum and academic life including but not limited to:

- Allocation of funds for instruction and academic support.
- Management of current budget expenditures and the preparation of budget proposals for future years.

- Scheduling of classes and academic support facilities.
- Development of guidelines, policies, procedures and programs that will enhance the personal, professional, and instructional development of the faculty.
- Recommendation of institutional changes and improvements necessary to accomplish the College's goals.

4.3.6 The Faculty Assembly

The Faculty Assembly consists of all full-time and part-time pro-rata ranked faculty members. Adjunct faculty with current contracts may also participate in the Faculty Assembly. The Faculty Assembly normally meets twice a year. The Faculty Assembly serves as a forum in which faculty address matters of concern such as curriculum, faculty employment and development and other topics that affect faculty and students. Details regarding the responsibilities, policies and procedures of the Faculty Assembly are presented in the "Minneapolis College of Art and Design Bylaws of the Faculty Assembly." The bylaws are located in the Faculty Resources section of the Intranet.

4.3.7 The Faculty Senate

The Faculty Senate is a representative body of the faculty. The Senate President, who is elected, leads the Faculty Senate in a two-year term. It consists of full-time and part-time pro-rata ranked faculty members, representing each of the academic departments of the College. Two part-time (adjunct) faculty members also serve on the Faculty Senate and are compensated for their service. The Faculty Senate appoints the two part-time (adjunct) faculty members. The Senate and individual members of the Senate act as representatives of the Faculty Assembly interacting with the administration of the College and dealing with similar matters with the Faculty Assembly. Further information about the Faculty Senate is incorporated in the Bylaws of the Faculty Assembly. (See Appendix.)

The Faculty Senate President will be the representative of the faculty to the Board of Trustees, to the Academic Affairs Committee of the Board of Trustees and to the Academic Cabinet. The Faculty Senate President will receive a course release to serve these and other committee assignments as agreed upon with the Vice President of Academic Affairs.

Faculty Senate President responsibilities include:

- Convene the Faculty Senate each year.
- Organize the election of officers and committees of the Faculty Senate.
- Organize monthly FS meetings, organize, write and distribute agenda.
- Attend all Board of Trustees meetings.
- Attend all Board Academic Affairs Committee meetings.
- Solicit proposals and agenda items for Faculty Senate meetings.
- Present Faculty Senate proposals to the Academic Affairs Office.
- Attend "check-in" at Cabinet.
- Attend and participate in special ad hoc school wide committee assignment as requested by the Vice President of Academic Affairs.

4.3.7.1 Faculty Senate Review Committee

The Faculty Senate Review Committee is composed of five full-time faculty members who are at the rank of Associate Professor or Full Professor, and represent at least three of the academic departments. At least one member of the Faculty Senate Review Committee will come from the same department as the candidate(s) to be reviewed. The chair of the committee will be elected from

among the committee members by the members of the Faculty Senate Review Committee.

Members serve two-year terms that are staggered to ensure continuity. When a vacancy occurs, the ranked faculty members of the appropriate department elect a faculty person from its ranks to serve on the committee. Faculty members who will be considered for promotion will not serve on this committee in the year in which they are to be considered.

4.3.7.2 Faculty Senate Grievance Committee

The Faculty Senate Grievance Committee will be composed of five faculty members. The Faculty Senate will choose four of the faculty members. The fifth faculty member will be chosen from among the members of the Academic Cabinet by the first four faculty members at the time a grievance has been filed with the committee. This fifth member cannot be from the department involved in or alleged to be party to the specific grievance and will serve on the committee only for the duration of that specific case. The committee members will elect a chair of the committee.

4.4 The Faculty Role

The Board of Trustees has final authority and oversight for the development, formulation and enforcement of educational policies of the College. The faculty, the department chairs, and the Vice President of Academic Affairs, with the approval of the President, formulate and implement the educational programs consistent with the mission and overall educational policies established by the Board of Trustees.

The faculty's responsibilities include:

- Teaching 18 credits per year, if full-time, or equivalent duties.
- Teaching of the curriculum including the determination of methods of instruction.
- Participation in periodic departmental and academic program reviews and, as needed, recommending modification of the curriculum of the college.
- Recommendation of degree requirements.
- Encouragement of creative and scholarly activities of faculty members.
- Assisting in the creation of an environment that will facilitate teaching and learning.
- Advising students and dealing with those aspects of student life directly related to the learning process.
- Maintaining a concern for the general welfare of the faculty.
- Timely response to email.
- Use of learning management tool for all courses.

Full-time and pro-rata faculty members contribute through participation in meetings of the academic departments, in the College Assembly, the Faculty Assembly, and the Faculty Senate; as members of committees or task forces established by the Faculty Senate, the Vice President of Academic Affairs or the President; and as representatives to the Board of Trustees and on the Academic Affairs Committee of the Board of Trustees, and various other College committees.

Participation by faculty members contributes to the governance of the College; however, the Board of Trustees maintains primary responsibility and final authority for the governance of the College.

4.4.1 Faculty Committee Service Guidelines

The College is committed to ensuring representation of all departments on various College committees as appropriate. All full-time faculty are expected to serve on up to three committees per semester, both standing and ad hoc. The Faculty Senate President has been given release time to serve on additional committees as needed. Faculty committee service is one way in which faculty concerns are brought into the decision-making process of the College. Service on committees also provides faculty members with broader insights into the workings of the College. In their role as committee members, faculty are responsible for acting as liaisons to other faculty and to their departments, soliciting input from and reporting committee business to their faculty colleagues.

The number of committees on which pro-rata faculty are expected to serve is based on his or her proportion of full-time status. Committee assignments range from standing governance committees such as the Faculty Senate Review Committee to ad hoc assignments such as faculty search committees. Each faculty member will meet with his or her department chair to discuss committee service for the academic year. Academic Cabinet will coordinate final decisions on committee service membership.

4.4.2 Faculty Representation to the Board of Trustees

The President of the Faculty Senate will be the faculty representative to the Board of Trustees.

In addition to the Faculty Senate President, other faculty members may be requested to serve as members on other committees and/or task forces established by the Board of Trustees. The President, in consultation with the Vice President of Academic Affairs and President of the Faculty Senate will select faculty representatives to these positions.

Section 5. Faculty Search and Appointment Policies and Procedures

This section describes the approved policies and procedures of the Minneapolis College of Art and Design concerning the employment terms and conditions of the faculty of the College. Where the terms and provisions of an individual contract of a faculty member are inconsistent with the general policies contained in the Handbook, the individual faculty contract shall supersede. Authority to hire and retain faculty members is vested in the President.

The College gives notice of employment opportunities by appropriate publication and follows established procedures in the evaluation of applicants.

5.1 Employment Policy Statements

5.1.1 Equal Opportunity Employment

It is the policy of the Minneapolis College of Art and Design to provide equal employment opportunity. The College does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, status with regard to receipt of public assistance, membership or activity in a local commission or any other characteristic protected by law.

5.1.2 Statement Regarding Disabilities

MCAD does not unlawfully discriminate against qualified persons with physical and mental impairments that substantially limit one or more major life activities, as defined by the Americans with Disabilities Act. A qualified employee with disabilities may be entitled to reasonable accommodation if necessary to enable the employee to perform essential functions of his or her job and such reasonable accommodation can be provided without

undue hardship to MCAD. Employees requiring reasonable accommodation should contact the Vice President of Administration.

5.2 Procedures for Filling Faculty Vacancies

This section describes the policy and procedures for filling faculty vacancies at the college.

5.2.1 Department Faculty Search Committee

When seeking to fill a vacant ranked faculty position, the department chair will form a search committee in consultation with the VPAA. This committee will be composed of three full-time ranked faculty members, two from the department for which the hire is being made and one from another of the academic departments. The department chair can count as one of the two full time faculty members from the area. The department chair will head the search committee unless otherwise determined by the Vice President of Academic Affairs. The committee will develop the position description for review and approval by the Vice President of Academic Affairs and the Human Resources Office. The committee will work with the Academic Affairs Office to publicize the position widely according to the above policies of the College.

5.2.2 Responsibilities of the Search Committee Chair

The chair of the Department Faculty Search Committee is responsible for ensuring a smooth, timely and successful search process. To this end, the chair will:

- Establish a meeting schedule in consultation with members of the committee and the Academic Affairs Office.
- Issue an agenda prior to each meeting; chair each meeting and ensure that progress is made.
- Work with the Academic Affairs Office to correspond with candidates and applicants as appropriate, including notifying finalists of the results of the process; maintain confidential and complete applicant search files; summarize in writing the conclusions of the committee.
- Work with the Academic Affairs Office to collect search materials (described below) to be filed in the Human Resources Office.

5.2.3 Selection Process

Once the Department Faculty Search Committee is formed, it will undertake the following or similar steps to carry out its responsibilities. The Search Committee will:

- Prepare a position description, in consultation with the department faculty and Vice President of Academic Affairs, and identify a target date at which time the review of applications will begin.
- Through the Academic Affairs Office submit the Open Position Approval form to the Human Resources Office, including the position description.
- Work with the Academic Affairs Office to collect, log and secure all applications. The Search Committee Chair is responsible for keeping the department reasonably updated/informed of progress of the search.
- Determine which applications are to be considered and begin the initial review of applicant files.
- Select and rank candidates for review by the Vice President of Academic Affairs.
- The Vice President of Academic Affairs, in consultation with the Search Committee Chair, and the Department Chair if not the Search Committee Chair, will select the finalists to be brought to the College for interviews. Candidates will be provided a copy of the Faculty Handbook at this time. A list of back-up candidates shall be maintained.
- The Search Committee will arrange and undertake interviews and, based on its

deliberations, will make ranked recommendations of the candidates. The Search Committee Chair, and the Department Chair if not the Search Committee Chair, will discuss the rankings with the Vice President of Academic Affairs to determine the candidate to be offered the position.

- The Search Committee Chair, and other members of the committee as determined by the Search Committee Chair, will write the final report, and work with the Academic Affairs Office to organize the applicant files, and return applicants' materials.
- The Academic Affairs Office working with the Search Committee will correspond in a timely manner with all applicants, advising them of changes in their status as appropriate.
- All applicant materials from the search as described below will be submitted to the Human Resources Office

5.2.4 Search Materials for Archive

Search materials to be submitted to the Human Resources Office should include the following:

- A copy of the position description.
- Copies of the position notification in the media, of sample letters to institutions or individuals publicizing the position and of any other method of advertisement.
- A summary of the number of inquiries and applicants received by the committee and of the number of applicants considered qualified by the committee.
- A list of candidates interviewed by the committee with required Human Resources paperwork filed out by candidates.
- Resumes of all semi-finalists and finalists.
- A copy of the letter of appointment.

These materials will be kept on file in the Human Resources Office for two years after the search has been completed. The Chair of the committee only with permission of the Vice President of Academic Affairs may review the search report.

5.3 Appointment as a Faculty Member at MCAD

5.3.1 Guidelines for Determining Rank in Appointment to Faculty Status

The Vice President of Academic Affairs, in consultation with the appropriate department chair, will determine the rank to be assigned to a new full-time or pro-rata part-time faculty member and make a recommendation to the President. This determination will be based upon a combination of criteria including education, professional accomplishments, teaching experience, college resources and comparability to other faculty. The vice president will provide written notice of the decision to both the chair of the department and the individual involved. Thereafter, rank changes are subject to policies and procedures presented in Section 8.

5.3.2 Appointment Contracts

The Vice President of Academic Affairs will ensure that the terms and conditions of every appointment to the faculty are stated in writing. After review by the Human Resources Office, the contract will be presented to the faculty member for signature. A copy of the signed contract will be supplied to the faculty member and to the Human Resources Office.

Faculty at the College receive contracts that are renewable at the discretion of the College. Those faculty members with rank of assistant professor receive one-year contracts, associate professors receive three-year contracts and full professors receive

five-year contracts. The process for promotion of a faculty member through the academic ranks is described in Sections 7 and 8.

Section 6. Faculty Groups/Ranks and Evaluation Criteria

The faculty of MCAD consists of four distinct groups: ranked full-time faculty members; ranked pro-rata part-time faculty members; part-time faculty members; and visiting faculty. In addition to these faculty groups the College also employs graduate student mentors. These groups, faculty ranks and evaluation criteria for annual evaluation and promotion are described in this section.

6.1 The Ranked Faculty

A ranked faculty member is either a full-time or pro-rata part-time faculty member of the College holding one of the following academic ranks: Assistant Professor, Associate Professor, Full Professor and Professor Emeritus. The academic ranks are described in Section 6.4.

6.1.1 Ranked Full-Time Faculty

A full-time faculty member with rank ordinarily has full-time teaching duties of 18 credits per academic year or has teaching and other duties as assigned by the department chair equivalent to a full-time teaching load. Full-time faculty members receive one-year contracts until appointed to Associate Professor, are evaluated annually throughout their employment by their department chair and receive a comprehensive performance review on the schedule described in Sections 7 and 8.

Although status as a ranked faculty member means that a person is qualified to teach in a department, it does not preclude another appointment within the College, in which case that person's performance and responsibilities would be accountable to an administrative unit as well as an academic department. The department within which their appointment originated evaluates faculty members who teach in two or more departments simultaneously.

6.1.2 Ranked Pro-Rata Faculty

Ranked pro-rata faculty are those faculty who teach less than full-time but at least 12 credits or equivalent per year and hold one of the faculty ranks described in Section 6.5. A faculty member who wishes to have a reduced teaching load may request ranked pro-rata faculty status. This request will be considered in consultation with the department chair and the Vice President of Academic Affairs. The ranked pro-rata faculty member:

- Is a full voting member of the faculty.
- Has, on a pro-rata basis, responsibilities for advising, and service on committees.
- Performs all other duties of full-time faculty members as detailed in this Handbook.

6.2. Part-Time Faculty

Part-time faculty members serve as members of the faculty, are temporary employees of MCAD and do not hold academic rank. The part-time faculty member is compensated on a per-credit basis for the number of credits being taught in a given semester with the amount of compensation per credit based on the number of total credits he or she has taught at the College. The compensation groups for part-time faculty, based on credits taught at the College are as follows:

- Up to and including 23 total credits.

- Between 24 and including 71 credits.
- Between 72 and including 119 credits.
- 120 credits or more.

Part-time faculty members receive an automatic increase in per-credit compensation as he or she accumulates total credits taught at the College that place him or her in a higher compensation group. A part-time faculty member has a term contract with the College but receives no fringe benefits and is not eligible for tuition remission. Staff or administrative employees who also serve as adjunct faculty have the rights and obligations of part-time faculty in connection with their teaching duties.

Part-time faculty, in recognition of the need and desire for their participation and input, are required to attend the first department meeting of each semester they are teaching. They are invited to participate in other departmental and College committee meetings, the College Assembly meeting at the beginning of each semester and may be asked to serve on committees for which service they will be compensated. Part-time faculty serving on the Faculty Senate will be notified about their department's meetings at the beginning of each semester. Any assignments in addition to teaching and attendance at the first departmental meeting that are worked out with part-time faculty will be compensated beyond his or her regular remuneration for teaching. This includes supervising internships and mentoring graduate students. Though compensation is provided, supervising internships or being a graduate student mentor does not count toward teaching credits. There is an established rate of pay for the most common duties assigned to part-time faculty that is determined and established by the Vice President of Academic Affairs' Office.

The department chair or designate in the department in which a part-time faculty member teaches will review part-time faculty. Part-time faculty will be reviewed for their teaching performance and, if applicable, College service. The renewal of contracts with part-time faculty will depend upon both the needs of the College and the results of the performance reviews. There is a separate Part-Time Faculty Administrative Handbook that can be obtained from the Human Resources Office.

6.3 Visiting Faculty

The department chair and the Vice President of Academic Affairs select visiting faculty. Visiting faculty are engaged for varying lengths of time for a specific course or for a more limited period of time to work with students. Visiting faculty must meet the academic standards of the College, are generally appointed for a one-year term and can be appointed for not more than three one-year terms. Visiting faculty are expected to follow the College service requirements of full-time faculty for the duration of their employment; this may include committee obligations and advising. Time spent as a visiting faculty does not count toward promotion in subsequent at rank faculty employment at MCAD; it is only counted for the initial ranked appointment designation. Credits taught as visiting faculty count toward part-time faculty teaching credit hour accumulations.

6.4 Graduate Student Mentors

The college hires individuals to be mentors for the graduate program students. Mentors may be full-time or part-time faculty or may be hired by the College solely as mentors. All mentors are contracted by the Graduate Program to fulfill the duties of mentorship and are paid by a separate contract for those duties.

6.5. The Faculty Ranks

6.5.1 Assistant Professor

Faculty who are hired at the rank of Assistant Professor will have a minimum of three years' teaching experience or other equivalent professional experience. Appointments to the rank of Assistant Professor are one-year term appointments only, carrying with them the possibility of reappointment but no implication or guarantee of reappointment. Appointments to the rank of Assistant Professor, and thus to faculty status, shall be made where there is potential for a promising career in higher education and successful overall performance in the three areas of responsibility: teaching, scholarship or creative work, and contributions to the academic life of the College. Criteria for evaluation may be found in Section 6.6.

The rank of Assistant Professor may be conferred at the time of hire only by approval of the Vice President of Academic Affairs.

Appointments to the rank of Assistant Professor are for one-year appointments with annual reviews by the department chair and one-year reviews by the Department Review Committee carrying with them the possibility of reappointment but no implication or guarantee of reappointment.

6.5.2 Associate Professor

The rank of Associate Professor may be granted to incoming faculty in the following circumstances:

- To those who have completed four years of full-time teaching at MCAD.
- At the time of hire to those who have completed the equivalent of four years of full-time teaching at an equivalent accredited college or university.
- To those who have completed four years of full-time teaching at an equivalent accredited college or university in combination with full time teaching at MCAD (e.g. two years as a visiting artist at MCAD and two years full-time teaching at another college/university).

The rank of Associate Professor may be conferred at the time of hire only by approval of the Vice President of Academic Affairs.

Promotion to Associate Professor is made on the evidence of cumulative and ongoing achievements. In addition to a consistent level of professional competence, faculty members at the rank of Associate Professor must demonstrate noteworthy performance in the three areas: teaching, scholarship and creative work, and contributions to the academic life of the College.

Appointments to the rank of Associate Professor are for three-year appointments, with annual reviews by the department chair and three-year reviews by the Faculty Senate Review Committee, carrying with them the possibility of reappointment but no implication or guarantee of reappointment.

6.5.3 Full Professor

The rank of Full Professor may be granted in the following circumstances:

- To those who have completed seven years of full-time teaching at MCAD.
- At the time of hire to those who have completed the equivalent of seven years of full-time teaching at an equivalent accredited college or university.
- To those who have completed seven years of full-time teaching at an equivalent accredited college or university in combination with full-time teaching at MCAD (e.g. two years as a visiting artist at MCAD and five years full-time teaching at another college/university).

Promotion to Full Professor is made on the evidence of cumulative and ongoing achievements. In addition to a consistent level of professional competence, faculty members at the rank of Full Professor must demonstrate noteworthy performance in the three areas: teaching, scholarship and creative work, and contributions to the academic life of the College.

Appointments to the rank of Full Professor are for five-year appointments with annual evaluations by the department chair and five-year reviews by the Faculty Senate Review Committee, carrying with them the possibility of reappointment but no implication or guarantee of reappointment.

The rank of Full Professor may be conferred at the time of hire only by approval of the Vice President of Academic Affairs.

6.5.4 Professor Emeritus

The rank of Professor Emeritus may be assigned to Associate Professors or Full Professors who have voluntarily limited or terminated their responsibilities as ranked faculty members for valid reasons (e.g. retirement) after 15 years or more academic years of distinguished service to the College. A Professor Emeritus is so designated and appointed by the Board of Trustees upon recommendation by Faculty Senate, the Vice President of Academic Affairs and the President. A faculty member may be recommended for Professor Emeritus status as soon as the announcement of their termination of responsibilities is made official.

No compensation accrues by virtue of this rank unless by separate agreement between the College and the individual. The Emeritus Faculty member may be offered a part-time faculty contract by the Vice President of Academic Affairs to teach or fulfill other duties.

MCAD is committed to promoting close ties with Emeritus Faculty members. To this end, a number of privileges are available to Emeritus Faculty. After retirement, an Emeritus Faculty member receives the following privileges:

- Attend MCAD events and facilities open to regular faculty.
- Email or printed notice of major campus activities.
- Attend the meetings and other activities of their former departments. (However, only those who have active faculty status by current appointment may vote in these meetings in accordance with the voting rights attendant to the status they hold.)
- Participate in MCAD's graduation and commencement exercises with appropriate academic dress if they so wish.
- Have use of the Library and check-out privileges.

6.6 Criteria for Evaluation of Ranked Faculty

This section describes the criteria for evaluation of Ranked Faculty for the purposes of contract renewal and promotion. All appointments and retention and promotion of faculty are based on evaluation of the following three areas of responsibility: teaching effectiveness, scholarship or creative work, and contributions to the College.

The College recognizes and supports a range of faculty strengths, and faculty members will be evaluated on the balance of their performance across the three areas of responsibility. Faculty are expected to strive for excellence in teaching, to maintain an active involvement in the intellectual, scholarly and creative developments in their

discipline, and to participate actively in the operations of the College.

6.6.1 Teaching Effectiveness

MCAD recognizes that effectiveness in teaching is one of the most important attributes of a faculty member given the core importance of this function in achieving the mission of the College. All faculty members are expected to strive for excellence in teaching.

Teaching effectiveness implies the following (not in order of priority):

- Command of one's subject.
- Providing an accurate, clear and comprehensive syllabus for each course.
- Meeting classes on time, being available to students through office hours, submitting grades on time.
- Attention to safety and instruction in safe use of materials, if applicable.
- Ability to plan and execute a substantive, well-organized course.
- Ability to utilize effective teaching methods and strategies including effective communication and challenging, stimulating and motivating students.
- Knowledge of the relationship of one's discipline to the liberal and creative arts tradition.
- High quality in the work and creative projects of students.
- Effective use of assessment tools in evaluating students.
- Knowledge of current developments and pedagogy in one's discipline.
- Remaining abreast of new developments in education technology.
- Integrity, open-mindedness and objectivity in teaching.

Class visits by the department chair, student evaluations, review of syllabi, faculty self-evaluation and other requested material will be used to determine excellence in teaching.

6.6.2 Scholarly and Creative Work

Effective teaching necessitates active involvement in the intellectual, scholarly and creative developments in a discipline as understood in contemporary practice. What is considered noteworthy scholarship may vary from discipline to discipline. Scholarly or creative activity includes, but is not limited to, the following (not in order of priority):

- Ongoing active inquiry or creative production in the area of one's discipline.
- Evidence of such scholarly or creative work through exhibition or publication of creative work or research.
- Active sharing of knowledge, skills, and abilities with the College and community.
- Other significant creative or scholarly accomplishments in consultation with the department.

As an Assistant Professor professional recognition at the local or regional level is the standard demonstration of noteworthy achievement in creative or scholarly work.

Examples may include:

- Ongoing active inquiry or creative production in the area of one's discipline.
- Local or regional exhibitions of work
- Participation in local or regional invitational or juried exhibitions including online venues.
- Significant publications.
- Significant community-based practice.
- Major creative commissions or client contracts.

- Significant grants or fellowships.
- Active sharing of knowledge, skills, and abilities with the College and community.
- Other significant creative or scholarly accomplishments.

As an Associate Professor professional recognition at the local and regional level is the standard demonstration of noteworthy achievement in creative or scholarly work. Examples may include:

- Ongoing active inquiry or creative production in the area of one's discipline.
- Local and regional exhibitions of work.
- Participation in local and regional invitational or juried exhibitions including online venues.
- Significant publications.
- Significant community-based practice.
- Major creative commissions or client contracts.
- Significant grants or fellowships.
- Active sharing of knowledge, skills, and abilities with the College and community.
- Other significant creative or scholarly accomplishments.

As a Full Professor professional recognition at the regional and national level is the standard demonstration of noteworthy achievement in creative or scholarly work. Examples may include:

- Ongoing active inquiry or creative production in the area of one's discipline.
- Local, regional and national exhibitions of work.
- Participation in local, regional and national invitational or juried exhibitions including online venues.
- Significant publications.
- Significant community-based practice.
- Major creative commissions or client contracts.
- Significant grants or fellowships.
- Active sharing of knowledge, skills, and abilities with the College and community.
- Other significant creative or scholarly accomplishments.

6.6.3 Contributions to the College

MCAD, as other colleges and universities, depends upon its ranked faculty for contributions outside the classroom to the academic and institutional life of the College. Therefore, a ranked faculty member is expected to participate in the operations of the institution. Such participation includes, but is not necessarily limited to, participation in governance of the College and the advising of students.

Each ranked faculty member shares responsibility for the College's governance. This responsibility shall be exercised by (not in order of priority):

- Regularly attending and taking part in meetings of the department and the College Assembly.
- By being available for the work within one's department, for the Faculty Assembly, Faculty Senate, and College Assembly.
- Serving on various permanent and ad hoc committees.
- Other significant service the College may deem worthy in consultation with the department.

Ranked faculty are required to take part in major academic events such as commencement; to participate actively in the decision-making and curriculum development process; and to cooperate in a collegial fashion with other faculty members and staff. While all members of the ranked faculty are primarily responsible to their own departments, they are also members of the larger collegial community and should, therefore, make an effort to work cooperatively with members of other departments and with College staff. This is particularly important in those curricular areas that increasingly require cross-disciplinary contributions to be most valuable for our students.

Participation in College affairs may also include the following (not in order of priority):

- Academic administrative service, serving as department chair or director of a program; service as a representative of the College to the regional, national or international art, design or scholarly community.
- Involvement in planning and/or participating in extra-curricular student activities; participation in curricular-related enrichment activities outside normal course offerings.
- Participation in college functions, such as exhibition openings, alumni events, receptions and lectures.

As an Assistant Professor noteworthy service to the College includes active involvement in the College.

As an Associate Professor noteworthy service to the College includes not only active involvement in the College but also contributions to the curriculum and programs of the College.

As a Full Professor noteworthy service to the College includes not only active involvement in the College but also leadership contributions to the curriculum and programs of the College.

6.6.3.1 Advising

Participation in advising students is a facet of College service. Ranked faculty members have an obligation to advise students effectively in their classes and in their departments. Visiting artists and scholars may have an obligation to advise students as determined in consultation with their department chair and the Vice President of Academic Affairs. To ensure effective advising, faculty members are expected to have a thorough knowledge of advising materials and procedures and the other supporting services of the College such as Career Services. Good advising includes (not in order of priority):

- Being accessible to students during stated office hours, which are minimally required to be one hour per three-credits taught.
- Communicating with students via e-mail or other means in a timely manner.
- Assisting students with academic planning to ensure that they fulfill all requirements for their degree.
- Helping students select a course of study appropriate to their interests, abilities, and educational needs that will lead to timely graduation; assisting students in their careers in art and design through networking.
- Helping students with recommendation letters and other transitional assistance to employment upon graduation.

Section 7. The Evaluation and Review of Faculty Performance

This section describes the evaluation and review process of faculty performance. As put forth in the College's statement of values (Section 1.3), MCAD is committed to excellence in every aspect of its work, especially in classrooms and studios.

7.1 Evaluation and Review Procedures

In addition to the annual performance evaluation by the department chair, faculty members receive formal reviews of their performance at the promotion and other review sequences outlined in this section and Section 8 of the document. These reviews are by committees of their peers. The specific committee that performs the review varies, as does the frequency of the review depending upon where the faculty member is in the promotion process described in Section 8.

Evaluations and reviews have different purposes and operate on different though complementary schedules. These include:

- An annual evaluation by the department chair.
- Reviews by a Department Faculty Review Committee for the purpose of recommending the renewal of the faculty member's contract years one – three of service.
- Review by the Faculty Senate Review Committee for contract renewal (beginning at year seven of service) and for promotion in rank at year four, year seven (optional), and year ten.

7.1.1 The Annual Performance Evaluation

The annual evaluation of faculty performance by the department chair is an important element—for both the individual faculty member and the College—in ensuring excellent and high-quality performance. The annual evaluation is a means by which members of the teaching faculty obtain constructive and balanced information that will enable them to better fulfill their academic responsibilities. Annual performance evaluations do not apply to part-time faculty or visiting artists.

Department chairs are expected to conduct an annual evaluation of the performance of each ranked faculty member assigned to their department using the following standards: teaching effectiveness, scholarly and creative work, and contributions to the College.

Annual evaluations are an opportunity for ranked faculty members to identify strengths and weaknesses in their performance and to determine, with the chair, ways in which that performance can be improved. They also provide information for the less frequent committee reviews of performance associated with contract renewal *and* promotion in rank. In undertaking annual evaluations for ranked faculty and part-time pro-rata faculty, department chairs can:

- Invite input from other departmental faculty and staff.
- Review course materials and syllabi prepared by the faculty member.
- Review student work and student evaluations.
- Review faculty information form prepared by the faculty member.
- Approved sabbatical plans and follow-up report

In addition, Chairs will make classroom visits each year to observe and evaluate faculty teaching performance.

Faculty will use the Faculty Information Form provided by the College, noting all activities that are part of the evaluation criteria. While a dossier is not required for annual evaluations, the department chair, as part of the annual evaluation process, will take into account any supporting material that a faculty member chooses to submit.

Department Chairs are expected to conduct individual conferences annually with each full-time and part-time pro-rata ranked faculty member assigned to their department as part of the evaluation. They will prepare a written summary of their evaluation, giving a signed copy to the faculty member, and when the process is complete, submit copies signed by the faculty member and themselves to the Vice President of Academic Affairs.

Faculty wishing to dispute a Department Chair evaluation must submit a letter describing the specific aspects of the evaluation with which they disagree. The letter shall be submitted to the Department Chair and the Vice President of Academic Affairs within two weeks of the signing of the Department Chair evaluation. The letter will be kept on file with the relevant Department Chair evaluation and will be included in the materials provided to the Faculty Senate Review committee for promotion and contract renewal reviews.

All material related to annual performance evaluations are kept on file in the office of the Vice President of Academic Affairs while active and are made available to the appropriate committee when the faculty member is undergoing a formal review for promotion or contract renewal. The materials will be stored in the college archive when no longer active.

7.1.2 Performance Review: Years One - Three of Service

The review of a ranked faculty member for the purpose of recommending whether that person's initial one-year contract will be renewed or not based on performance is assigned to his or her department chair and the Department Faculty Review Committee.

Each department chair appoints a Department Faculty Review Committee at the beginning of each academic year. The committee will consist of the chair and two ranked faculty members of the department appointed by the chair with consideration for appropriate workload and rotation of those faculty members. Dossiers are due from the candidate by January 15. The work of the committee must be completed by January 31 of spring semester.

The department chair and the Departmental Review Committee will review the Faculty Information Form, student evaluations, and take into account any other documentation regarding performance. The committee will make a judgment on the quality of performance of the faculty member based on the criteria for performance evaluation (teaching effectiveness, scholarly and creative work, and contributions to the College). The chair will forward a recommendation for renewal or non-renewal of the contract to the Vice President of Academic Affairs, who will make the final decision regarding renewal.

7.1.3 Performance Review: Year Four and Beyond

The review of a ranked faculty member for the purpose of recommending that faculty member's promotion in academic rank from Assistant Professor to Associate Professor (at Year Four of service), contract renewal for Associate Professor (at Year Seven of service), promotion from Associate Professor to Full Professor (at Year Seven or Year Ten of service), and all subsequent contract renewal reviews are assigned to the Faculty Senate Review Committee.

7.1.3.1 The Faculty Senate Review Committee

The Faculty Senate Review Committee is composed of five full-time faculty members who are at the rank of Associate Professor or Full Professor, and represent at least three of the academic departments. At least one member of the Faculty Senate Review Committee will come from the same department as the candidate(s) to be reviewed. The chair of the committee will be elected from among the committee members by the members of the Faculty Senate Review Committee.

The Committee will make its recommendation to the Vice President of Academic Affairs, who will make the final decision regarding promotion with the endorsement of the President.

7.2 Summary of Schedule and Potential Outcomes of Performance Appraisal of Ranked Faculty

Annual reviews by the department chair are required of all faculty members employed by MCAD. The following schedule of reviews is required of each faculty member who holds the rank of Assistant Professor, Associate Professor, or Full Professor with the indicated potential outcomes. Years indicate the year of a specific faculty member's time as a member of the ranked faculty. This process is also summarized in flow-chart and tabular form in the Appendix to this Faculty Handbook.

All faculty at the College have annual evaluations by their department chair.

Year One – Three of Service as Assistant Professor: Review conducted by the Department Chair and the Department Review Committee

Potential Outcomes:

1. Renewal of contract at rank of Assistant Professor, or
2. Non-renewal of contract*

Year Four of Service as Assistant Professor: Annual evaluation by Department Chair and mandatory application for promotion with review by Faculty Senate Review Committee for promotion to Associate Professor

Potential Outcomes:

1. Promotion to Associate Professor starting Year Five with three year contracts, or
2. Non-renewal of contract*

Year Five - Nine of Service: Annual evaluation by Department Chair. Mandatory contract renewal review at Year Seven by Faculty Senate Review Committee with the option to apply for promotion to Full Professor.

Potential Outcomes:

1. Continuation as Associate Professor, or
2. If option to apply is chosen, Promotion to Full Professor starting the following year, or if not promoted continuation as Associate Professor, or
3. Non-renewal of contract*

Year Ten of Service: Mandatory review by Faculty Senate Review Committee for promotion to Full Professor.

Potential Outcomes:

1. Promotion to Full Professor, starting the following year, or
2. Non-renewal of contract*

Year Eleven of Service and Beyond: Annual evaluation by department chair. Required performance review every five years by Faculty Senate Review Committee.

Potential Outcomes:

1. Continuation as Full Professor, or
2. Non-renewal of contract*

*A faculty member may challenge this outcome through the grievance process. Conditions for grievances and grievance procedures are presented in Section 12 of the Faculty Handbook.

7.3 Postponement of Promotion/Contract Renewal Reviews (“Stopping the Clock”)

In extraordinary circumstances (e.g., medical or family leave), the Vice President of Academic Affairs may, at his or her sole discretion, postpone a faculty member’s promotion/contract renewal review (“stop the clock”). In consultation with their Departmental Chair, a faculty member may apply for such a postponement by submitting a written request to the Vice President of Academic Affairs describing the extraordinary circumstances that prevent him/her from completing the requirements for promotion or contract renewal. If a postponement is granted, the faculty member will receive a Letter of Contract Extension (at their current rank and salary) for the period of one year. The faculty member’s review will be postponed for one year from the date originally scheduled, and their promotion timeline will be delayed for one year. Sabbatical timing may also be affected.

Section 8. Placement and Promotion of Faculty Members through the Academic Ranks

This section describes the processes that result in decisions regarding the renewal of the faculty member’s contract and promotion in academic rank, depending upon the year of service. All faculty members at MCAD proceed through a set schedule of reviews and promotion procedures. Refer to Section 6 for criteria for evaluation for contract renewal and promotion.

Section 8.1 Procedures for Contract Renewal and/or Promotion Review

The Vice President of Academic Affairs office will notify faculty of their eligibility for promotion and/or contract renewal by January 15 of the academic year before the academic year in which they are applying for promotion and/or contract renewal. This notification should be at least 8 months in advance of the due date of dossier materials. Applicants are responsible for preparing a dossier and submitting completed documentation to the Academic Affairs Office. Dossiers for contract renewal and promotion are due by September 15 of the academic year the faculty review will occur. If September 15 falls on a weekend, dossiers will be due the following Monday.

At the beginning of each spring semester the Academic Affairs Office will conduct a meeting to provide clarification of dossier preparation for promotion and contract renewal candidates. The Vice President of Academic Affairs, the Faculty Senate President, and a representative from the previous year’s Faculty Senate Review Committee will attend this meeting.

The Academic Affairs Office will notify the chair of the Faculty Senate Review Committee which faculty members are eligible for contract renewal and promotion. The committee initiates the promotion review and recommendation procedures. The Academic Affairs Office will work with the Faculty Senate Review Committee to review dossiers to see if they are complete prior to the Committee review of candidates. The Academic Affairs Office will furnish the Faculty Senate Review Committee with student evaluations and Department Chair annual evaluations for each faculty member being reviewed for contract renewal and/or promotion. The Academic Affairs Office will provide a suitable location for review of these materials by Committee members, including computer access.

Documentation assembled by the nominee/applicant must include:

- Examples of student work.
- Copies of syllabi for each course taught.
- Statement of teaching philosophy and goals.
- Current curriculum vitae.
- Examples of creative and/or scholarly work.
- Summary of service to the College.
- Summary of professional activities and accomplishments.
- Approved sabbatical plans and follow-up report

Dossiers may contain material documenting activity done prior to a faculty member's previous contract renewal or promotion review. However, the Faculty Senate Review Committee will focus their evaluation on work done during the period since a faculty member's previous contract renewal or promotion review.

Faculty members being reviewed for contract renewal will be evaluated on the basis of the dossier and other written materials as described above, including student evaluations and Department Chair annual evaluations. If necessary, the Faculty Senate Review Committee may elect to meet with a faculty member being reviewed for contract renewal to ask specific questions about their dossier or performance evaluations.

For faculty members being reviewed for promotion, the Faculty Senate Review Committee will conduct classroom visits. In addition, Faculty applying for promotion will make an oral presentation to the Faculty Senate Review Committee. Faculty presentations should address the three areas of responsibility: teaching effectiveness, scholarship or creative work, and contributions to the College. The exact format and content of the presentations are determined by the faculty member being reviewed.

Any questions regarding the materials to be submitted should be addressed with the Faculty Senate Review Committee. Documentation materials are submitted to the Academic Affairs Office, where they are made available to the Faculty Senate Review Committee.

The chair of the Faculty Senate Review Committee will request written input from faculty colleagues of the applicants. The committee must keep all comments confidential and they will be stored by the Academic Affairs Office for up to two years after the faculty member is no longer an employee of the College. The chair convenes a meeting of the committee to establish the review process, including the scheduling of classroom visits and presentations by faculty for promotion reviews. The work of the committee must be completed by November 15 of fall semester.

The Vice President of Academic Affairs will review the recommendations of the Faculty Senate Review Committee. The Vice President of Academic Affairs may accept or reject the recommendations of the committee, based on the criteria set forth in the Handbook. If the vice president rejects the committee recommendation, he or she will report the reasons for that rejection to the Faculty Senate Review Committee, which will be required to hear those reasons within a reasonable period of time.

The vice president promptly forwards recommendations in favor of promotion to the President. The decision whether to accept or alter the vice president's recommendation is within the sole discretion of the President. If the faculty member is promoted, the new salary begins with the first faculty pay period the academic year following promotion.

8.2 Schedule of Contract Renewal and Promotion Reviews for Ranked Faculty

8.2.1 Promotion from Assistant Professor to Associate Professor at Year Four of Service

A faculty member appointed to the rank of Assistant Professor will occupy that rank for four years. In the fall semester of the fourth year of the appointment faculty must apply for promotion. The Faculty Senate Review Committee will do the review of performance. This review will have two possible outcomes: a) promotion to associate professor and the awarding of a three-year contract or b) non-renewal of the contract.*

8.2.2 Contract Renewal or Promotion from Associate Professor to Full Professor at Year Seven of Service

An Associate Professor serves in that rank, with three-year contracts, for up to six years. In the fall semester of the third year as Associate Professor (seventh year of service as an MCAD faculty member), he or she may decide to continue at Associate Professor and undergo a review for contract renewal or apply for promotion to Full Professor. The Faculty Senate Review Committee performs reviews for contract renewal or promotion at Year Seven of service. The review process can have three possible outcomes: a) promotion to Full Professor (if the faculty member has applied for appointment as a Full Professor) and the awarding of a five-year contract; b) awarding of second three-year contract as Associate Professor; or c) non-renewal of the contract.*

8.2.3 Mandatory Promotion from Associate to Full Professor at Year Ten of Service

The faculty member in his or her tenth year of service (sixth year as an Associate Professor) is required to stand for promotion to Full Professor. The Faculty Senate Review Committee performs the review for promotion at Year Ten of service. This mandatory review for promotion to Full Professor will result in either a) promotion to Full Professor and the awarding of a five-year contract or b) a non-renewal of the contract.*

8.2.4 Reviews of Full Professors After Year Ten of Service

Full Professors will receive the standard annual evaluations by the department chair and will have a contract renewal review by the Faculty Senate Review Committee every five years while at that rank. The possible outcomes of the review include either a) renewal of the five-year contract or b) non-renewal of the contract.

8.4 Schedule of Review and Promotion for Part-Time Ranked Faculty

All part-time ranked faculty are reviewed annually by department chairs based on the same criteria as full-time faculty. The schedule for consideration for advancement in rank

is based on the number of years in rank and not on accumulated credits taught and therefore follows the same schedule as full-time faculty.

8.5 Appointment to Associate Professor or Full Professor When Hired

In the instance in which an individual is initially hired as an MCAD faculty member at the rank of Associate or Full Professor, he or she will enter the process described above at the appropriate starting point for the given rank and will progress as described in Section 7.2 and Section 8.2 above.

*A faculty member may challenge this outcome through the grievance process. Grievance conditions and grievance procedures are presented in Section 12 of this Faculty Handbook.

Section 9. Procedures Relating to Reappointment or Non-Reappointment

9.1 Notice of Reappointment or Non-Reappointment

Written notice that a contract will not be renewed will be given to the ranked faculty member in advance of the expiration of the appointment within the following deadlines:

- For faculty in the first year of service: no later than the second week of May of the first academic year of service; or, if a one-year appointment terminates during an academic year, at least one month in advance of its termination.
- For faculty in a second, third or fourth one-year contract: no later than the beginning of spring semester of the academic year of the reappointment.
- For faculty with three- or five-year contracts: at least one semester before the expiration of a contract and no later than December 15.

The College will adhere to the above deadlines. However, if in unusual circumstances it is not possible to do so, such circumstances and the new date of notification will be indicated in writing to the individual faculty member(s) no later than the dates indicated above.

9.2 Communication of Decision for Non-Reappointment

When a decision is made by the Vice President of Academic Affairs not to renew an appointment, the Vice President of Academic Affairs will inform the ranked faculty member of the decision in writing. If the faculty member who has been notified of non-appointment so requests, the department chair will discuss with him or her the reasons that contributed to the decision. If the faculty member so requests the reasons given for the non-reappointment will be given at a meeting with the Vice President of Academic Affairs.

Section 10. Terminations Outside the Faculty Review and Contract Renewal Process

10.1 Procedures Regarding Termination Due to Financial Emergency

In the event that a financial emergency due to significant loss of revenue, loss of use of facilities or other change of business conditions with financial consequences, has been formally declared by the Board of Trustees and immediate action to address the financial situation of the College is necessary, the Academic Cabinet and the Vice President of Academic Affairs may advise the President to suspend the issuance of all new and renewed contracts until June 30. The College will also serve notice to all ranked faculty of the potential for non-renewal of contracts, pending a final decision on the gravity of

the financial emergency. If so, a serious effort for up to one year will be made by the Vice President of Academic Affairs to assist such faculty members to find employment either at MCAD or elsewhere.

If circumstances allow, all ranked faculty will receive one year's notice. Other faculty will complete the current academic term in progress on the date of the declaration of a financial emergency by the Board of Trustees.

In addition to a financial emergency, the College may undertake major changes in the curricular requirements, academic programs, or the structure of departments as a whole or in part due to changing educational needs of the College. The result of these changes may necessitate a reduction or redistribution of faculty that may result in the termination of ranked faculty members. If so, a serious effort for up to one year will be made by the Vice President of Academic Affairs to assist such faculty members to find employment either at MCAD or elsewhere. Every effort will be made to retain faculty with a five-year contract.

If a ranked faculty member is terminated for reasons of financial emergency, or major changes in the curricular requirements of academic programs in whole or in part, no ranked faculty replacement for his or her position will be hired within a period of one year unless the terminated faculty member has been offered reappointment under conditions comparable to those held at the time of termination, and until the faculty member has been given at least one month after written notice of the offer of reappointment to accept the appointment.

Faculty members are responsible for keeping the Human Resources Office informed of current addresses for the purpose of this section, and notice sent to the address by the College shall be presumed received if sent by certified mail, postage prepaid.

10.2 Order of Termination Due to Financial Emergency

Which specific ranked faculty member(s) who are to be terminated will be determined by the Vice President of Academic Affairs in consultation with department chairs, the Academic Cabinet and the Faculty Senate. In determining the order of the termination of faculty, the vice president shall safeguard the academic quality and program integrity of the College and ensure that continuity in the curriculum is maintained. He or she shall provide the Faculty Senate and Academic Cabinet with official documentation regarding potentially affected faculty members including rank, degrees, seniority, credit hours taught and class enrollments. Those ranked faculty members who are potentially affected will also be notified of their status by the Vice President of Academic Affairs. Every effort will be made to retain ranked faculty. Every effort will be made to retain faculty with a five-year contract.

Prior to involuntary dismissal, the following potential opportunities will be explored and, if feasible, offered to the affected ranked faculty members: voluntarily reduced salary and/or workload for all members of each affected department; voluntary and/or phased retirements; placement of ranked faculty members in suitable and available non-teaching positions within the College.

10.3 Order of Termination Due to Elimination of a Department

If the College determines it needs to eliminate a department for financial or other reasons, the same procedures and order of termination will be used as for financial emergencies.

Section 11. Dismissal or Suspension for Cause

11.1 Dismissal for Cause

Dismissal for cause is a severance action by which MCAD terminates its contract with the faculty member for just cause. Any faculty contract is subject to action under this section. Just cause shall be determined in each instance by the President in accordance with procedures outlined below.

Circumstances that allow instituting dismissal for cause proceedings and, based on the results of those proceedings, actual dismissal, include, but are not limited to, evidence of the following:

- Professional incompetence.
- Continued neglect of academic duties in spite of oral and written warnings.
- Serious personal ethical or moral misconduct.
- Deliberate and serious violation of the rights and freedom of fellow faculty members, staff or students.
- Conviction of a crime.
- Falsification of credentials and experience.
- Failure, after oral and written warnings, to follow standards of the institution put forth in this Handbook and other official documents of the College.

Dismissal will not be used to restrain faculty members in their exercise of academic freedom. Adequate cause for a dismissal will be related, directly and substantially, to the fitness of the faculty member in their professional capacity as a teacher, researcher, scholar, creative artist or designer.

In normal circumstances, discharge for cause should be preceded by a written admonition by the Vice President of Academic Affairs describing the alleged problem and warning that the faculty member's contract status is in jeopardy. The warning must also stipulate a period of time within which correction of the alleged problem is expected. If the faculty member does not contest the allegation and fulfills his or her duties, the matter is settled. If the faculty member fails to correct the behavior, dismissal procedures or a lesser sanction may be applied.

In the extraordinary circumstance in which a faculty member's behavior is threatening to the safety of students, faculty or staff or could cause immediate and serious harm to the College or its mission, the President may take immediate disciplinary action including dismissal without previous citation or warning. This may include the temporary separation of the faculty member from the College. Such suspension shall be with pay and shall last only so long as the threat of harm continues, or until dismissal for cause occurs.

11.2 Dismissal Procedures

The appropriate chair or the Vice President of Academic Affairs initiates consideration of dismissal for cause of a ranked faculty member. The initiation of a formal action seeking dismissal will be preceded by discussions between the faculty member and his or her department chair.

In the event those discussions are unsuccessful, the Academic Cabinet will undertake an informational inquiry and make a recommendation to the Vice President of Academic Affairs regarding whether the faculty member should be dismissed.

If, after consideration of the Academic Cabinet's recommendations, the Vice President of Academic Affairs decides to initiate dismissal for cause, he or she will draw up a written statement of charges. This statement will put forth the grounds upon which the recommendation is being made along with a brief summary of information supporting such grounds.

A faculty member will have a reasonable opportunity to meet with the Vice President of Academic Affairs and the chair of the relevant department to respond to the recommendation for dismissal. The matter may be resolved by mutual consent. If not resolved, the Vice President of Academic Affairs will convene the Faculty Senate Grievance Committee to review the recommendation to dismiss for cause and the response of the faculty member to that recommendation. The Vice President of Academic Affairs will be present for the discussion by the Faculty Senate Grievance Committee for this review.

If the Faculty Senate Grievance Committee termination recommendation stands after the meeting with, the Vice President of Academic Affairs will notify the Faculty Senate Review Committee and will forward his or her recommendation to the President with any relevant materials. If the Faculty Senate Review Committee does not support the termination recommendation, the Vice President of Academic Affairs will forward all relevant materials to the President, who will make the final decision.

The faculty member will be afforded a reasonable opportunity to meet with the President to present a defense against a recommendation to dismiss. The President will make the final decision regarding dismissal and communicate his or her decision in writing to the faculty member, the Vice President of Academic Affairs, and the Faculty Senate Grievance and Review Committees.

It is within the President's sole discretion whether to uphold the dismissal, to reinstate the faculty member, or to impose some other disciplinary action. The decision of the President may subsequently be the subject of a grievance by the faculty member in accordance with the procedures established in Section 12.

11.3 Actions Short of Dismissal

Depending on the circumstances and recognizing the past contributions of the faculty member, the Vice President of Academic Affairs may recommend and/or the President may elect to impose a lesser disciplinary action short of dismissal, such as suspension for a period of time with or without pay.

If, after consultation with the Vice President of Academic Affairs and the appropriate chair, the President determines 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 President may impose such a sanction. Such suspension may not last beyond a full year, but may entail the total or partial discontinuance of all salaries and benefits, the suspension of all promotion and salary increments and the temporary suspension or withdrawal of all faculty privileges.

Actions authorized by this section may be contested through the procedures in Section 12.

Section 12. Faculty-Initiated Grievances

The College recognizes and endorses the importance of reasonable due process and of adjudicating grievances properly without fear of prejudice or reprisal. The processes described in this section are intended to protect academic freedom and provide an objective and fair grievance process. In the spirit of academic collegiality, however, the College encourages initial attempts to resolve grievances promptly and expeditiously through informal discussion.

A grievance may be pursued by any ranked faculty member of the College only for the reasons set forth in Section 12.1 following the procedures laid out this section. The grievance will be considered and a decision rendered by a Faculty Senate Grievance Committee appointed by the Faculty Senate. Either party may appeal that decision to the President. The President's decision is final.

12.1 Grounds for Grievance

A ranked faculty member may file a grievance and request a reversal of a final decision on any of the following actions:

- Non-renewal of a faculty contract.
- Denial of promotion.
- Termination mid-contract.

A grievance must allege one of the following grounds for a complaint about an action to be considered under the grievance procedure:

- A violation of academic freedom.
- Unlawful discrimination on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or any other lawfully protected status.
- Significant failure to properly follow the procedures, criteria or standards described in this Faculty Handbook.

The following issues are not to be considered under the grievance procedure:

- Complaints of sexual harassment or sexual violence.
- Disputes concerning the Chair's Annual Evaluation
- Disputes concerning the Vice President's Annual Evaluation of Department Chairs
- Actions involving adjunct faculty members.
- Faculty hiring decisions.
- Faculty benefits policies.
- Disputes between a faculty member and another faculty member or an administrator that are not covered by the grievance procedures.

The Academic Affairs Office or the Human Resources Office handles actions related to these issues.

12.2 Grievance Review Committee

The Faculty Senate Grievance Committee will be responsible for the consideration of the grievance brought by a faculty member or members under this section. Its responsibilities will include the collection and examination of whatever information pertinent to that grievance it judges relevant and the rendering of a decision regarding the grievance.

The Faculty Senate Grievance Committee will be composed of five faculty members. The Faculty Senate will choose four of the faculty members. The fifth faculty member will be chosen from among the members of the Academic Cabinet by the first four faculty members at the time a grievance has been filed with the committee. This fifth member cannot be from the department involved in or alleged to be party to the specific grievance and will serve on the committee only for the duration of that specific case. The committee members will elect a chair of the committee.

12.3 Procedures for Handling Grievances

12.3.1 Step One: Informal Resolution

A faculty member who is considering a grievance under Section 12.1 must present and discuss the issue with the Vice President of Academic Affairs in an attempt to reach an informal resolution before filing a formal request for a grievance consideration.

12.3.2 Step Two: Filing a Formal Grievance

If no resolution has been reached after discussion with the Vice President of Academic Affairs, the faculty member may file a formal grievance. The faculty member should inform the President of the Faculty Senate and the Vice President of Academic Affairs in writing of his or her request for formal consideration, indicating the issue to be grieved. This written notice that a grievance is being filed must be received by the President of the Faculty Senate and the Vice President of Academic Affairs within 21 calendar days after the event(s) upon which the grievance is based or 21 days after timely attempts to resolve the dispute informally or within 21 calendar days after the complainant knew, or should have known, of the occurrence of the event(s) upon which the grievance is based. Notice of a formal grievance that is based on an event(s) that occurred within 14 calendar days before a holiday period must be filed within 21 days after the first day of class of the next semester.

Upon receipt of notice of filing a grievance from a faculty member, the President of the Faculty Senate will constitute the Faculty Senate Grievance Committee and the committee will select its membership, elect a chair and set a reasonable schedule for the receipt of all materials related to the grievance and for its consideration of the grievance, ensuring that there is adequate time for all parties to prepare necessary materials regarding the grievance.

The Faculty Senate Grievance Committee will give written notice that a formal grievance hearing is to take place to all of parties to the grievance, to the Vice President of Academic Affairs and to the President. This notice should include the identification of the members and chair of the committee and the schedule for the grievance process. The grievance hearing will begin no less than 15 working days and no more than 25 working days after completion of these arrangements, thus allowing all parties adequate time to prepare evidence and obtain documentary and other information. If necessary, a request for a continuance to properly prepare due to extraordinary circumstances may be made to the Faculty Senate Grievance Committee by the faculty member or the administration.

Each party to the grievance, within five working days of the above notice, may disqualify one member of the Faculty Senate Grievance Committee for a conflict of interest by preemptory challenge in writing. No faculty from the faculty member's department will be permitted to serve on the Faculty Senate Grievance Committee. The Faculty Senate Grievance Committee will replace disqualified members.

The materials supporting the grievance must be submitted to the committee in written form according to the schedule set by the committee. These materials should set forth in detail with supporting evidence the following: the alleged wrong; against whom it is directed; the relief and/or remedy sought by the complainant; and any other data that the complainant deems pertinent. The committee will have the authority to request additional materials as it judges necessary to carry out its responsibilities.

12.3.3 Step Three: The Formal Grievance Hearing

The Faculty Senate Grievance Committee will be responsible for all aspects of the formal grievance hearing.

The 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 complainant will be permitted to have an advisor of his or her own choice. This advisor will not be permitted to speak during the hearing but may only advise the faculty member. All parties to the grievance will have the right to present witnesses and evidence.

The Faculty Senate Grievance Committee will not be bound by strict rules of legal evidence. Its decision will take the form of findings of fact, its conclusions, and its recommended disposition of the grievance. The findings of fact, conclusions, and the recommended disposition must be based solely on the record established by the hearing and College procedures as set forth in this and other policy documents.

12.3.4 Step Four: The Decision

The Faculty Senate Grievance Committee will present its decision in writing within ten working days of the end of the hearing to both parties and to the Vice President of Academic Affairs. This decision, insofar as it consists of a recommended disposition of the grievance, may either be accepted by both parties or rejected by either party.

12.3.5 Appeal of Committee Action: Presidential Review

Either party to the grievance, if not satisfied, may within ten working days of the issuance of the decision by the Faculty Senate Grievance Committee request in writing that the President review the grievance. The President will consider the materials supplied by the parties to the grievance and the written statement of findings and decision by the committee and will make his or her decision. The President has ten working days from receipt of the request in which to render a final decision in writing to all parties. Such final decision is in the sole discretion of the President, regardless of the recommendation from the Faculty Senate Grievance Committee.

12.4 General Provisions of the Grievance Procedure

In cases involving non-renewal or denial of promotion, the burden of proof shall be on the complainant.

In any case of dismissal or suspension, the burden of proof that adequate cause exists for the action shall be on the College. Cases involving termination because of financial emergency or academic restructuring, a determination by the Academic Cabinet that a program or department is to be discontinued, or a determination by the Board of Trustees that a state of financial or enrollment emergency exists, will be considered valid and not to be subject to a grievance.

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

Failure at any step of this procedure to communicate the decision on the grievance within the specified time limits, or such additional period of time as shall be mutually agreed upon in writing, shall permit the complainant to proceed to the next step.

Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits, or such additional period of time as may be mutually agreed upon in writing, shall be deemed to be acceptance of the decision rendered at that step.

Extensions of time will normally be granted for good and sufficient reasons (e.g., illness) by mutual agreement.

Section 13. Faculty Development and Sabbaticals

13.1 Faculty Development

All faculty members should be actively engaged in advancing their own academic and professional interests as a condition of their appointment and continuation as members of the faculty.

Faculty members are responsible for keeping abreast with both the scholarship and the pedagogy of their field(s) and related areas. Faculty members' continuous growth and development helps sustain their vitality and should be apparent in the content and quality of their teaching and scholarship. Moreover, faculty who are aware of new developments in their area are better able to assist their colleagues in curriculum development and improvement.

The principal obligation to recommend and guide faculty development plans and programs belongs to the Vice President of Academic Affairs in consultation with the chair of each department, individually and acting as the Academic Cabinet. In addition, the College may aid faculty in their own pursuits through funds set aside in the departments or Faculty Senate.

Faculty development activities may include:

- publications
- exhibitions
- professional lectures
- visiting artist engagements
- awards
- grants
- research
- consulting
- travel
- leaves of absence
- sabbaticals
- participating conferences, institutes and professional organizations
- other such activities as may be reasonably expected to assist faculty growth and development

13.2 Sabbaticals

The College recognizes that extended periods of study and professional activity are crucial to the continuing professional vitality of faculty. To this end, the College supports a generous sabbatical program for all ranked faculty members. All faculty, including pro-rata faculty members with ranked status, normally apply for sabbaticals in the fall of their sixth year of teaching and to be taken in the seventh year. Sabbatical for a full year (or two semesters) is at 75 percent of salary, whereas a one-semester sabbatical is at 100 percent of salary for both full-time and pro-rata faculty.

For pro-rata faculty the salary is based on the average salary over the four-year period prior to sabbatical, unless the faculty member has been on a pro rata contract for the full 6 years prior to their sabbatical. The teaching load of pro rata faculty taking a sabbatical after six years is the equivalent to the teaching load of full-time faculty after 4 years. Pro-rata faculty members who wish to receive 75 percent of a full salary may defer their sabbatical until after teaching the equivalent of thirty-six 3-credit classes. This is the equivalent of 6 years of teaching at full-time status.

The time-span of sabbaticals and their start dates may be modified to ensure the smooth operation of any department. If a sabbatical needs to be deferred by the college, the deferral will not affect the timing of consideration for subsequent sabbaticals. The extra time accrued is counted from when the faculty member is owed a sabbatical, so sabbatical stays on schedule.

If a faculty member requests the sabbatical be deferred and if mutually agreed with by the department chair and Vice President of Academic Affairs, the time accrued to their next sabbatical begins at the end of that sabbatical semester or year.

The faculty member will create a sabbatical plan in consultation with his or her chair, which is then submitted to the Academic Cabinet for review. Department chairs may be asked to assist faculty with sabbatical applications. Requests from the Academic Cabinet for revisions or modifications to a faculty member's sabbatical plan should be communicated to the faculty member in writing. Sabbaticals may be taken in one academic year or split over two academic years based on consultation with the department chair.

The Academic Cabinet will make a recommendation for or against awarding a sabbatical based on its assessment of the merits of the plan in terms of the faculty member's career goals, ability to complete the plan and benefit to the College. After Academic Cabinet approves the sabbatical application, the Vice President of Academic Affairs, who has authority for approval, will review the document and notify the faculty member if he or she has or has not been approved and forwards the recommendation to the President for final approval.

At the conclusion of each sabbatical, the faculty member is required to participate in a College exhibit or display and provide a lecture open to the College community on the outcomes of his or her sabbatical year. In addition, faculty will submit a 1-page follow-up report to the department chair outlining the accomplishments of the sabbatical and explain any variances from the approved sabbatical plan. The follow-up report is due at the time of the College sabbatical exhibition. This report is to be included in their personnel files.

Other leaves including those for professional advancement will require approval from the Vice President of Academic Affairs. A broader set of circumstances for which leaves of absence that may be requested are covered in the Faculty Administrative Handbook under Personal Leave (Without Pay). Personal leave time does not accrue towards sabbaticals.

13.3 Sabbatical Application Guidelines

Sabbatical candidates must complete a sabbatical application from obtained from the office of the Vice President of Academic Affairs.

Sabbatical proposals should be approximately two pages long and should include the following items:

- A detailed description of the course of activity
- An updated curricula vitae or resume
- A description of how this proposed course of activity improves the faculty member's teaching or professional skills, and makes a significant contribution to the College community.
- A sabbatical exhibition and/or lecture is required. Please also describe how you anticipate that sabbatical accomplishments will be shared with the larger community ie publications, exhibitions, projects etc. Please be specific as possible.

Section 14: Making Changes to the Faculty Handbook

14.1 Substantive changes to the Handbook proposed by the faculty and moved forward by following the voting procedures as outlined in the By Laws of the Faculty Assembly will first be introduced to the Faculty Senate. The Faculty Senate will determine whether to forward such proposals to the Vice President of Academic Affairs and the President. The Vice President of Academic Affairs and the President will determine whether such proposals will be discussed with the Academic Affairs Committee of the Board of Trustees. It is within MCAD's sole discretion whether such proposals will be included in the Faculty Handbook.

14.2 Non-Substantive wording changes to the Handbook may be made by endorsement of the Faculty Senate and the Vice President of Academic Affairs.

Appendix 1: Contract Renewal and Promotion Timeline

Academic Year 1 1 year contract	Academic Year 2 1 year contract	Academic Year 3 1 year contract	Academic Year 4 1 year contract	Academic Year 5 1 st 3 year contract	Academic Year 6	Academic Year 7	Academic Year 8 2 nd 3 year contract	Academic Year 9	Academic Year 10
<ul style="list-style-type: none"> • Dossier due January 15. • Contract renewal DRC* review by end of January. 	<ul style="list-style-type: none"> • Dossier due January 15. • Contract renewal DRC* review by end of January. 	<ul style="list-style-type: none"> • Dossier due January 15. • Contract renewal DRC* review by end of January.. 	<ul style="list-style-type: none"> • Dossier due September 15. • Mandatory promotion review to Associate Professor by FSRC** in Fall semester. Final reports due to VPAA by November 15. • Notification of contract renewal/non-renewal/promotion by December 15. 		<ul style="list-style-type: none"> • Dossier notification January 15. 	<ul style="list-style-type: none"> • Dossier due September 15. • Contract renewal review by FSRC** in Fall semester. Final reports due to VPAA by November 15. • Eligible for promotion review to full professor • Notification of contract renewal/non-renewal/promotion by December 15. 		<ul style="list-style-type: none"> • Dossier notification January 15. 	<ul style="list-style-type: none"> • Dossier due September 15 • Contract renewal review by FSRC** in Fall semester. Final reports due to VPAA by November 15. • Mandatory promotion review to full professor • Notification of contract renewal/non-renewal/promotion by December 15.
Academic Year 11 1 st 5 year contract	Academic Year 12	Academic Year 13	Academic Year 14	Academic Year 15	Academic Year 16 2 nd 5 year contract.	Academic Year 17	Academic Year 18	Academic Year 19	Academic Year 20
			<ul style="list-style-type: none"> • Dossier notification January 15. 	<ul style="list-style-type: none"> • Dossier due September 15 • Contract renewal review by FSRC** in Fall semester. Final reports due to VPAA by November 15. • Notification of contract renewal/non-renewal by December 15. 				<ul style="list-style-type: none"> • Dossier notification January 15. 	<ul style="list-style-type: none"> • Dossier due September 15 • Contract renewal review by FSRC** in Fall semester. Final reports due to VPAA by November 15. • Notification of contract renewal/non-renewal by December 15.

*Department Review Committee

**Faculty Senate Review Committee

Notes:

Appendix to Faculty Handbook approved by Faculty Assembly, Administration and Board of Trustees May 29, 2012
Revised by vote of Faculty Assembly and approval of Vice President of Academic Affairs and President December 17, 2012