

# Minneapolis College of Art and Design

## MODEL GUIDELINES

### FACULTY RESPONSIBILITIES:

- Please fill out the “Model Request Form” on the Academic Services Intranet Page and email it to the Figure Model Coordinator Donna Meyer: [dmeyer235@mcad.edu](mailto:dmeyer235@mcad.edu). Please request models 3-4 weeks in advance of your class. It is difficult/impossible to fill a request with any shorter notice. Please add any special requests on the form.
- Instruct the model regarding poses. Before posing begins models and instructors should agree on time limits for poses and breaks. In general, a ratio of 3 to 1 or 5 to 1 is reasonable depending upon the pose. Standing poses usually have a break after 20 minutes. Models should not pose for more than 45 minutes without a break. The model does not have to begin posing until the faculty member (or substitute) is present.
- Report to the model coordinator if the model is late or works over the original time scheduled.
- Make sure the model stand is cleared and ready for the model. Inform students that the model’s stand is only for the models only.
- The faculty is responsible for the “set up”. If the model is there for the set up, they will be compensated with 15 minutes or more.
- Keep the classroom doors shut when the model is posing and make sure the “MODEL IN SESSION” sign is on the outside of the door.
- Maintain an orderly and non-harassing atmosphere in the classroom. Instructors are responsible for monitoring student behavior while the model is present, and for discussing with students any behavior that is inappropriate. Instructors are to be sensitive to the dignity of the model, and to take special care to avoid any form of sexual harassment.
- Never touch a model. Instruct the model without touching the model. If you must go toward the model stand to point out something say, “I am going to approach you to point to something.” Do not use a “pointer” of any kind.
- DO NOT take photographs OR videos of the model.

- Only class members or those with the instructor's permission are allowed in the classroom. The model should be asked in advance about the admission of any other visitors.
- If the model is not in pose, they are not required to stay unclothed.
- Please contact the Model Coordinator with any positive or negative feedback.
- If the instructor is unable to teach their class due to illness and cannot find another teacher to supervise the class, then model will be excused with pay for the hours scheduled.

#### **MODEL RESPONSIBILITIES:**

- When a model agrees to work specific hours, they have made a commitment to the class and to the faculty member. It is their responsible for being on time (including during and after any scheduled breaks).
- Before taking pose discuss the timing of breaks with the instructor.
- If the pose requested by the instructor is uncomfortable (physically or psychologically) please inform the instructor.
- Pose for the class in a professional manner as instructed by the faculty member.
- Timing of the poses is the model's responsibility. Please bring your own timer.
- If a model is unable to make it to a scheduled shift for any reason contact the Model Coordinator ASAP. If the model needs to cancel their shift last minute, they are required to find an alternate (from the employee list). For any reason other than medical emergency, the model must notify the office at least 24 hours in advance of the class; otherwise, the model will be considered absent from work.
- Review your existing Direct Deposit information. If you do not have direct deposit already, we strongly encourage all MCAD employees to establish Direct Deposit. There have already been mail delivery delays and with reduced staffing on campus to process mail, Direct Deposit is a way to ensure timely pay. Signing up for Direct Deposit is quick and easy with Paylocity. If you would like to set up a direct deposit, or check an existing direct deposit account, go to your Self-Service Profile, then the PAY area, and click on "More...". A drop down will appear where you can click on "Direct Deposit Accounts". Select "Add New Direct Deposit Account", add your account information, and SAVE.
- The model changing rooms are private areas *for models only*. Models should never let any faculty or students into the model changing rooms. Models should not lend out any model supplies such as linens, portable heaters, anti-slip pads or cushions. It is the model's responsibility to return all supplies to the changing

rooms and lock the door. Please notify the Model Coordinator with any concerns about model changing rooms or supplies.

- If any issues arise OR you need to leave an urgent message please call the MCAD MODEL HOTLINE at 612.605.2700

### **MODEL COORDINATOR RESPONSIBILITIES:**

- The Academic Services department is committed to developing and maintaining a roster of figure models that includes a diversity of genders, body types, age ranges, races and abilities. 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, familial status, disability, age, marital status, genetic information, status with regard to receipt of public assistance, membership or activity in a local commission, or any other characteristic protected by law.
- The Model Coordinator will contact a model for a faculty model request as soon as it is received (about 3-4 weeks in advance of a class or earlier). The Model Coordinator will only contact one model for a request at a time and wait to hear back from that model whether they are available or not. Only if a request is urgent or extremely last-minute will the Model Coordinator contact more than one model and schedule the first model who responds to the request. This will be made absolutely clear in any such urgent requests.
- The Model Coordinator will keep a calendar of all scheduled models, up to date model availability and contact information. Models are scheduled for sessions as equally and fairly as possible.
- The Model Coordinator will oversee all model interviews, hiring, scheduling and approving punches in the Paylocity System. They may confirm hours with either the model or faculty via phone or email, as needed.
- The Model Coordinator will monitor the model changing rooms cleanliness and supply stock.
- The Model Coordinator will act as a mediator between models, faculty and students. They will relay any information about model requests from the Faculty to the Model. Any grievances any party has may be relayed directly to the Model Coordinator and they will resolve the issue professionally and efficiently.
- The Model Coordinator will always ask the permission of a figure model to share their contact information with another model, MCAD faculty or outside organization for any reason. The model's personal information and privacy is of the utmost importance.