

# MASSART

MASSACHUSETTS COLLEGE  
OF **ART AND DESIGN**

# FACULTY HANDBOOK

Academic Year  
09-10

\*Information, policies and procedures are subject to change.

## Introduction

This edition of the Faculty Handbook is designed to provide new and returning faculty with quick answers to common questions about the college's structure, employment policies, resources and required paperwork. We have also included a translation of a few of the highlights of the MSCA/MTA contract, along with important Office of Human Resources action deadlines. Faculty should consult the MassArt website (MassArt.edu) for more information about academic policies and course offerings.

The staff of the Office of Academic Affairs is happy to talk with faculty at any time about how to maneuver through common bureaucratic tangles--at the very least, we can direct you to the right offices when any questions arise or problems occur. We are here to be a resource for the faculty.

For information about your department's policies on grading, student academic progress, curriculum change, and other policies and procedures, you should consult your department chair. Departmental budgets may be used to support your classes; the chair should be consulted in advance of any expenditures.

Once you have had time to read through this handbook, please feel free to contact us in the Office of Academic Affairs with any comments, questions or suggestions you might have. We look forward to hearing from you in any case: we like to hear your news. Talk to the Office of Communications (ext. 7050, email: [darlene.gillan@massart.edu](mailto:darlene.gillan@massart.edu)) about your latest achievements and upcoming events! Also, email is the way we will be communicating with you so please check your college email or have it automatically forwarded to your preferred account.

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# **Section 1**

## **About MassArt**

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# Massachusetts College of Art and Design

## Mission Statement

Massachusetts College of Art and Design is a public, independent college of art and design. The college's professional baccalaureate and graduate programs prepare students to participate in the creative economy as fine artists, designers, and art educators, and to engage in the well being of their society. As a national leader in visual art and design education, the college influences contemporary culture through the accomplishments of its alumni/ae and the creative activities of its faculty and staff.

### **We base our priorities on a set of shared values:**

We affirm the inherent value of the arts as a life enhancing force. We recognize the power of art and design in many spheres of public life.

We take pride in our unique heritage as the only publicly supported freestanding college of visual arts in the United States. We are committed to being an educational and cultural resource for the citizens of Massachusetts.

We believe that academic excellence is fundamental to professional education in the visual arts.

We believe that diversity—in background, status, culture, and viewpoint—is essential to a vital and creative community.

We respect the roles and views of all members of our college community and operate our institution in a spirit of collegiality.

We aspire to an ideal of service to the wider community and of advocacy for the value of the arts.

### **As artists, designers, and educators, we are committed to the following priorities:**

We provide rigorous professional programs in the visual arts, grounded in the broader context of liberal learning and designed to encourage individual creativity. We challenge students to develop their talents to their highest potential, questioning the traditional boundaries of disciplines.

We work to build diversity and inclusiveness in our faculty, staff, and student body. We foster community-building both inside and outside the college.

We educate students to examine critically the form and content of art, both their own and others', to understand it in historical, social, and global contexts.

We choose faculty who are practicing professionals in their disciplines and whose work reflects the level of excellence we promote for our students.

We seek students with excellent potential, regardless of limitations in their opportunities for preparation. We nurture the development of students as artists and as individuals, through services which meet their academic, personal, and social needs.

We embrace new technologies as opportunities to advance the creative potentials of our disciplines, and we promote innovative and responsible uses of technology in the realization of artistic concepts.

We recognize that artists and individuals educate themselves over a lifetime and are dedicated to serving that need.

*Approved February 26, 2007  
(updated with name change Oct. 2007)*

# History of Massachusetts College of Art and Design

## *A Tradition of Creative Thinking*

Massachusetts College of Art and Design (MassArt) was founded in 1873 by the Massachusetts State Legislature and an influential business community led by Jordan Marsh, John and Francis Lowell, and F.H. Peabody. These industrial leaders believed that if people of all classes, ages, and economic backgrounds had access to an education in drawing, painting and design, the qualities of skilled workmanship and creative thinking would be advanced and benefit the Commonwealth. As a result of their efforts, Massachusetts became the first state in America to implement a comprehensive program of art education in the public schools and the only state to establish a school for professional studies in both art and design.

In the early 1900s, the college introduced programs for graphic, machine and architectural design, and for the design of glass, furniture, metal and jewelry. Later the college added courses in education theory, literature and psychology. In every decade, MassArt has supported the next generation of creativity, and in doing so, the college has confirmed the tremendous impact of arts education on the development of critical thinking, self-esteem, and innovation in young children and adults. MassArt continues to train artists, art educators and designers, as well as to bring the arts into the community through the college's Center for Art and Community Partnerships.

Today, MassArt is ranked as one of the premier professional colleges of art and design in the United States; nationally known for offering broad access to a high quality professional arts education, accompanied by a strong general education in the liberal arts. Current enrollment is 1,550 graduate and undergraduate students and approximately 500 continuing education students. The college continues to prepare its graduates for distinctive and innovative achievement in an impressively wide array of fields and disciplines, playing a key role in attracting talented people to the region and in strengthening the New England economy.

MassArt boasts twenty-two concentrations in the areas of fine arts, design, media, art education, and art history; awarding BFA, MFA, and MSAE degrees, as well as certificates in design. MassArt is the only public college or university in New England offering degree programs in industrial and fashion design. Students participate in small-sized classes that are presented in critique and lecture format by an outstanding faculty made up of professional, working artists. State-of-the-art studio facilities foster creative exploration and enable students to experience an amazing variety of art making processes from the traditional to the most contemporary. With nearly a million square feet of classroom, studio, and workshop space, MassArt's space-per-student ratio is one of the highest among the nation's art schools.

A major cultural resource in Boston, MassArt offers continuing education and youth programs, exhibitions, lectures, and cultural events that fulfill the college's public purpose of providing access to the arts. MassArt actively participates in the city's ProArts consortium of arts colleges and the Colleges of the Fenway higher education consortium.

By celebrating and nurturing the visual arts and design, Massachusetts College of Art and Design contributes to the educational, economic and cultural environment of the Commonwealth and the nation.

*Updated 3/30/05*

## MassArt's Organizational Structure

### Board of Higher Education, Board of Trustees and Senior Leadership

Massachusetts College of Art and Design is a single entity, publicly supported four-year college, and one of nine state colleges in the Commonwealth. The president is responsible for the college's overall administration. MassArt's governance system consists, at the state level, of the Board of Higher Education and at the institutional level, the Massachusetts College of Art and Design Board of Trustees (eleven members). The members of the Board of Higher Education and the trustees are appointed by the governor for staggered, five-year terms. On the Board of Trustees there is a student member who serves a one-year term and is elected by the students, as well as two alumni, one appointed by the governor and one elected by the alumni association.

The Board of Higher Education is responsible for the administration of public higher education (universities, colleges and community colleges). Its responsibilities include establishing academic, financial, and planning policies and procedures.

The college's Board of Trustees is responsible for Office of Human Resources decisions, including the selection and evaluation of the president of the college. The Board of Trustees is also responsible for the development and support of specific institutional programs and policies in accordance with the Board of Higher Education's mandates.

The president of the college supervises the vice presidents, among whom are divided supervisory responsibilities for the college's various operations. The four major divisions of operation are: Academic Affairs, Administration and Finance, Student Development and Institutional Advancement. The President's Office also supervises Institutional Research, Communications, and the Office of Civil Rights Compliance and Diversity. The president's Administrative Council, composed of the vice-presidents and other members of senior administration, meets bi-weekly throughout the year and concerns itself primarily with issues of overall concern to the college such as budgets, facilities, and human resources.

### Governance and Committees

Faculty members, students, and administrators participate in the decision-making process at the college by submitting their written charges. Requests for review of, or changes in policies, course requirements, etc., must be addressed to the chairperson of the All-College Committee and submitted through academic affairs. The All-College Committee and its standing committees are comprised of administrators assigned by the president, faculty members assigned by the president of the Faculty Association, and student members elected by the students.

#### **Standing Committees (established in accordance with the Faculty/Librarian contract)**

**All-College Committee**

**Composition:** eight faculty, three students, three administrators

Responsible for reviewing each charge received and for referring it to one of its standing committees (Curriculum, Academic Policies, Student Development and Community Affairs), or to another appropriate committee. All committees transmit their recommendations to the All-College Committee, which reviews and forwards them along with any amendments or recommendations of its own to the president of the college for review. The president's final ruling is released to the college community.

**Curriculum Committee**

**Composition:** ten faculty, two students, two administrators

Responsible for reviewing and making recommendations about all proposed changes in the curriculum, in requirements, or in programs of study including deletion/addition to or changes in the curriculum, changes for major requirements. This committee also conducts periodic college-wide studies of the overall academic program, and may propose major changes in the curriculum.

**Academic Policies Committee**

**Composition:** ten faculty, two students, two administrators

Responsible for reviewing and making recommendations about the academic calendar, academic standards, admission standards, and other educational issues of importance to the community.

**Student Affairs Committee**

**Composition:** five faculty/librarians, nine students, five administrators

Responsible for reviewing and making recommendations about student needs, student activities, and student participation in the cultural and social activities of the college.

**Special and Graduate Committees (established in accordance with Faculty/Librarian Contract)****Academic Technology Advisory Committee**

**Composition:** five/six faculty, five administrators, up to three students

Provides guidance in ensuring appropriate deployment of technology to support the curricular needs of the college, including but not limited to: assisting in piloting and selecting technology for curricular use, assisting in priority setting as new academic technology initiatives are explored, and providing feedback on existing technology services as they pertain to the academic mission of the college.

**Civic Engagement Committee**

**Composition:** multiple faculty and administrators

Creates avenues for learning beyond the boundaries of our classrooms and campus; to expand and deepen our connections to diverse communities in Boston and beyond; to foster the exchange of knowledge between the many communities that make up the Commonwealth and our students, faculty and staff; to enhance our curricular and co-curricular offerings by bringing representatives from various aspects of the college as stakeholders and citizens of a more equitable society to envision and support a civic engagement plan for the college

**Graduate Council**

**Composition:** five graduate faculty, one graduate student, three administrators

Preparing reports and recommendations concerning changing graduate course requirements; the addition of new courses and the deletion of existing courses in the graduate program; and criteria to be applied in designating as such members of the graduate faculty.

**Global Education Opportunities (GEO) Committee**

**Composition:** four/five faculty, four/five administrators, four/five students

Prepares strategic plans for international efforts, serves as a coordinating body and hub for all global education programs at MassArt and the COF GEO Center, promotes, and informs the college community about global education at MassArt.

**Strategic Facilities Planning Committee**

**Composition:** nine faculty/librarians, seven administrators, multiple students

Advises the colleges planning efforts form major construction and renovation projects requiring funding through DCAM and other external sources; advises in the planning process associated with the Design and New Media Center and reuse of the Kennedy Building; better defines public spaces and associated amenities across campus; further defines 10-year Campus Facilities Development Plan

**Ad Hoc Committees**

**(established in accordance with the Faculty/Librarian contract - equal membership from each constituency)**

**Awards Committee**

**Composition:** five faculty/librarians, five administrators (no students)

**Exhibitions Committee**

**Composition:** five faculty/librarians, two students, five administrators

**Health and Safety Committee**

**Composition:** four faculty/librarians four students, four administrators

**Library Committee**

**Composition:** two faculty/librarians, two students, two administrators

**Multi-Cultural Committee**

**Composition:** three faculty/librarians, three students, three administrators

**Student Success Committee**

**Composition:** three faculty, six administrators

**Other Committees/Boards****Affirmative Action/Diversity Committee**

**Composition:** administrators (varied number)

**Committee on Institutional Scholarships**

**Composition:** Multiple administrators

**Appeals Board**

**Composition:** one student, one faculty (to be appointed), one administrator

**Hearing Board**

**Composition:** one faculty, two students, two administrators

**Marketing Council**

**Composition:** multiple faculty and administrators

**Public Art Committee**

**Composition:** multiple faculty and administrators

**Tenure Committee**

**Composition:** tenured faculty/librarians

**Promotions Committee**

**Composition:** five tenured faculty/librarians

## Academic Department Organization

At MassArt all academic credit is granted through the departmental structure. Some departments are single programs; others contain several majors.

**Department Chairperson**

The department chairperson (chair) oversees all department activities and procedures. A chair serves for no more than three successive three-year terms. A full explanation of the chairs' numerous responsibilities, can be found in Article VI of the MSCA/MTA/NEA contract.

**Department Assistants**

The department assistant is a source of information and can answer questions about faculty offices, obtaining keys, requesting photocopies, submitting class rosters, submitting and biographical information for the MassArt web site. The assistants have work/study students who can copy class hand outs if given a day or two of advance notice. The department assistant will also communicate crucial information and requests from department chairs and other college administrators and collect important information such as office hours, syllabi, and biographical material for the website.

**Program Coordinator**

In departments with multiple programs, the program coordinator supervises either individual majors or courses required of all students. He/she reports directly to the department chair. Duties include collecting, organizing and reviewing course schedules and staffing for their areas for each academic year in preparation for registration, advising the chair regarding hiring, and organizes area budget requests and monitor expenditures.

**Studio Managers**

Each studio department has at least one studio manager. Studio managers maintain the studio spaces, assist faculty in educating students about studio health and safety practices, maintain and repair equipment and order studio supplies. Studio managers are supervised by the associate vice-president for academic planning and support.

**Department Curriculum Committee**

Each department must establish a departmental curriculum committee, which in addition to overseeing the department's curriculum, is responsible for reviewing and making recommendations about long- range educational objectives of the department, and about academic advising within the department.

# Section 2

## Faculty Responsibilities & Privileges

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## **Faculty Attendance**

Faculty are contracted to teach classes when scheduled. Absences are, however, sometimes unavoidable.

### **Planned Absences**

Planned absences for professional reasons (conferences, exhibitions, etc.) should be requested in advance in writing to the appropriate department chair and the vice president for Academic Affairs. The request should specify the days of class and assigned committee meetings missed, as well as plans for covering these absences. This should be attached to a Request for Travel form, which includes information concerning any expense to the college.

Note: It has long been the unofficial policy of the Academic Affairs to permit up to one week's absence for professional reasons during one semester, following approval of a written request to the vice president.

### **Unexpected Absences**

If a faculty member is unable to come to the college because of illness or other personal matters on a day when he/she are scheduled to teach a class, he/she must call Human Resources by 8:30 a.m. at (617) 879-7425 (or 617-879-SICK) and leave a voice mail message. Human Resources will notify the department assistant, who will in turn post a sign on the classroom door notifying students of the faculty member's absence that day. As soon as practical, a written notice of the absence and a request for extended absence if necessary, should be made to the vice president for Academic Affairs.

## **Academic Policies**

It is important to become familiar with MassArt's academic policies. Please consult the Student Handbook on the MassArt website for a complete list of academic policies.

## **Advising and Registration**

Each semester faculty advise students during the two weeks prior to Majors Registration Day. Students are then registered online by appointment in the Registrar's Office. The academic calendar lists the registration dates for each semester.

The registration packet distributed online to students is a valuable source of information about the requirements of each program. Faculty should also acquaint themselves with the college's web site (MassArt.edu), which lists course descriptions and program requirements. An orientation for new faculty, held in late summer and coordinated by Academic Affairs, offers an introduction to academic advising and to assisting students. Faculty with questions about advising should contact the Office of Academic Advising, at ext. 7281.

The beginning of the semester is a time of intense advising and form filing. Class rosters change as students decide on their programs. Aside from signing self-explanatory *Add/Drop* forms, faculty are called upon to perform some additional functions in connection with registration.

### **Course Cap**

Students seeking entrance into a course where the course cap has been exceeded are routinely advised to go to the first class and talk with the professor. Course caps can be waived at the discretion of the faculty member, but cannot be lowered by the faculty member.

## **Class Rosters and Student Attendance**

There are checkpoints during each semester when faculty must verify student attendance on rosters or grade sheets supplied by the Registrar's Office: at the end of the first class; the end of Add/Drop; and the end of the semester. These rosters must be returned to the department assistant or directly to the Registrar's Office.

All students must attend the first day of classes for which they are registered to reserve a place in the course. If a student cannot attend because of illness or other emergency, he or she must call the appropriate department assistant before the first class meeting to inform the faculty member of their absence. A student who misses the first meeting of a class without notice may be dropped from the roster by the instructor.

During the first week of classes, faculty state clearly their expectations for performance and attendance, their method of recording attendance, and their expectations for makeup work and examinations, which may become necessary due to the absence of either party. Students are expected to attend all classes. The college-wide policy permits no more than two absences per semester for a course that meets once a week, prorated for classes that meet on a different schedule. Faculty have the right to assign an "F" or "NC" grade to a student who attends less than 80 percent of the meetings of any course.

## **Continuing Education and Graduate Education**

Faculty in the day school may apply to their department chair to teach courses in the Program of Continuing Education (PCE). Full-time faculty may teach one course in the fall and spring semesters, and up to four courses in the summer term; opportunities also exist to teach special weekend workshops. A part-time faculty member may teach up to two courses during the fall and spring terms and four during the summer. All faculty are encouraged to develop non-credit courses and workshops to be taught in PCE.

From time to time, as part of their regular courseload, day school faculty may be asked to teach in the graduate program or to act as independent studio advisors to MFA students. All graduate courses will count as four credits, and thus count as one of the three courses of a full-time teaching workload. The Graduate Council is responsible for overseeing the graduate program curricula, and for addressing appeals from graduate students about the program.

## **Convocation and Commencement**

Convocation is a school-wide ceremony during which academic awards and honors are announced and presented to outstanding MassArt students. Faculty are encouraged to attend this relatively informal celebration and offer their congratulations in person. Convocation is held on a Thursday late in May; commencement takes place the following afternoon on Friday.

## **Creating a New Course**

There are specific guidelines for creating a new course or program. These guidelines are available from department chairs or department assistants.

## **Expenditures**

No faculty member should make any expenditures without first consulting their department chair and receiving their approval. Purchases must be made in accordance to college guidelines (secure purchase orders, no sales tax to be paid, etc.). Reimbursement requests cannot be honored without the signature of the appropriate department chair.

## **Faculty/Staff Days**

Faculty/Staff days, which are held once each semester, present an opportunity for the faculty and administration to explore issues of common concern. Staff usually meets with the faculty to hear opening remarks and then attends a separate program. The academic vice president, in consultation with the department chairs, sets agendas. There are no classes held on these days.

## **Field Trips**

### **Local Travel**

When planning or organizing any off-campus trip, faculty must submit a field trip form (available in Student Development on the second floor of Kennedy, Academic Affairs on the third floor of Tower, and from department assistants) well before the date of travel.

For local trips faculty are strongly encouraged to ask students to meet at the destination, or to hire commercial transportation, using approved departmental funds.

### **Student Travel Waiver Forms**

The college wants to make it possible for faculty to lead trips easily and frequently but we also recognize that all trips pose some risk. Student travel waiver forms are available in Student Development, Academic Affairs and on MassArt's intranet. These forms must be filled out and signed in advance of the trip and filed in Student Development, and Public Safety. The original set of forms must be kept with the faculty member organizing the field trip throughout the entire trip.

### **Bus Rentals**

MassArt must issue a Purchase Order to rent any bus. A Purchase Requisition for the bus rental must be submitted to the Purchasing Office as early in the planning process as possible. Purchasing can be contacted at ext. 7935 with any questions. Students Development at ext. 7710 has sponsored many trips and is also a good resource for information on buses, hotels, etc.

### **SGA-sponsored Trips**

Faculty who travel with students as a part of an SGA-sponsored or co-sponsored trip must pay all of their own expenses. The SGA budget cannot be used to fund faculty participation in trips that are supported entirely or in part by the SGA.

### **Out-of-State Travel**

If plans include out-of-state travel, a field trip form must be submitted as stated above. In addition, for the faculty member, a Request for Travel form must be completed and on file in the Business Office prior to travel.

## **Grading**

The college uses two grading systems:

Letter grades (H,A,A-,B+, B, B-, C+, C, D, F, Incomplete) are given in courses offered in:

Animation  
Architectural Design  
Art Education  
Art History  
Fashion Design  
Graphic Design  
Illustration  
Industrial Design  
Liberal Arts

Honors/ Pass/ No Credit/ Incomplete grades are given in courses offered in:

Film/Video  
Fine Arts 2D  
Fine Arts 3D  
Graduate Program  
Photography

Studio Foundation  
Studio for Interrelated Media

Grades are defined as follows:

A	Exceptional work in all respects.
B	Above average work, distinguished in certain but not all respects.
C	Average.
D	Below average work. This is the lowest passing grade; individual departments may set standards for the application of "D" grades toward progress in the major.
F	Failing work. No credit is given.
H	Work that shows the highest distinction, well above the expectations for course credit.
Pass	Work meeting all expectations for successful completion of the course.
NC	No Credit. Work that does not meet the expectations of the course
Inc.	Incomplete. A temporary designation indicating that at least 80% of the course requirements have been met, that the remaining course requirements are expected to be completed, and that a permanent designation will be issued by the subsequent mid-semester. The student is responsible for having an individual grade sheet completed by the appropriate faculty member and filed with the registrar. If the student does not complete the course work by mid-semester of the following semester, a non-passing grade will be issued.

Individual course grades have broad implications, both negatively affecting a student's ability to progress in his/her program of study, and positively on eligibility to graduate with distinction. Individual department academic progress policies are found on the MassArt website or by consulting the department chair. If honors are conferred, they are added to a student's potential to graduate with distinction. It is, therefore, important to abide by the definitions of grades listed above. Please note: it is a faculty member's obligation to file grades by the date indicated on grade sheets.

### **Course Evaluation Forms**

This form requires faculty members to provide a narrative description of a student's performance in any course, graded or non-graded; it does not allow a letter grade equivalent to be issued for Pass/No Credit courses. Students who wish to receive a course evaluation must turn in the form to the professor while they are taking the course, on or before the Add/Drop deadline.

### **Note: A Future Change to the Grading Policy**

At its final meeting in May, 2009, the All College Committee recommended to the president that the Honors grade be abolished; this means Graduation with Distinction will also be abolished, as it was defined by the number of Honors grades a student received. This decision was made because students were awarded Honors grades far less frequently in letter-graded departments, and so majors from those programs had a significantly lower chance of graduating with distinction. This seemed unrelated to the excellence of their work, and thus was seen as being an unfair practice.

The other honor conferred at graduation is Departmental Honors, and that award continues. In addition, ACC voted to establish new, second honor: Academic Honors. This honor is based solely on the grades a student received in Liberal Arts and History of Art courses at the college. Students in a graduating class will be ranked by the number of A's they have received in these courses by the start of the spring semester of their senior year; the top 15% of students (including ties) will receive Academic Honors.

#### Notes:

1. Although the calculations are not done in time for participation in Honors Convocation, students who receive the same number of A's by the end of their spring semester senior year will be awarded Academic Honors on their transcripts.
2. At least seven Liberal Arts and/or History of Art courses must have been taken at MassArt for the student to be eligible for this honor.

This award will be conferred starting with the class graduating in 2012 (students just now entering their major programs in the sophomore year). To phase in the new honor in a manner that does not penalize current rising juniors and seniors, Honors will continue to be given and recorded on transcripts for two academic years, and students graduating in 2010 and 2011 will still be eligible to receive Graduation with Distinction. Commencing with fall 2011 courses, Honors will no longer be given as grades. For students graduating after 2011, H's and A's will both be counted as A's.

## Health and Safety

On the first meeting of each course, students should be told the location of the nearest emergency telephones and the best emergency evacuation route from the classroom or studio. Classrooms and studios must be vacated when the fire alarm sounds.

Copies of MassArt's Health and Safety Manual are available in the Office of Public Safety and from the college's health and safety officer at ext. 7810. The Health and Safety Manual outlines general and studio specific safety procedures for students. In addition, Material Data Safety Sheets are on file in the Health and Safety Office on the fourth floor of the Tower building and in studio areas.

Faculty are expected to take the initiative in introducing, explaining, and-- when necessary-- enforcing appropriate health and safety procedures. Faculty should know when to tell students what materials they use are toxic, how toxic, and how to avoid ingesting them. Strict observation of the policy against eating and drinking in the studio is especially important. In studios where toxic materials are used, masks with appropriate filters are required of all students. In some cases, gloves, goggles, and/or other pieces of clothing may also be required.

## MassArt Email Communication

Email communication is the first mode of communication at MassArt and it is how academic affairs communicates with faculty. All faculty, staff, and students have email accounts. All faculty are urged to check their MassArt email regularly to ensure that announcements are received in a timely fashion.

## **Office Hours**

Full-time faculty are contractually obligated to maintain at least three posted office hours per week, scheduled on at least two separate days, throughout the academic year. During these times faculty should be available in their offices to meet with the students enrolled in their classes, as well as with other students assigned as their advisees by the program coordinator or department chair. Part-time faculty should keep office hours to meet with advisees in proportion to their schedule and as directed by their department chair. Office hours are to be noted on the forms distributed by the department assistants: one copy should be posted on the faculty member's office door and the other given back to the department assistant, who will forward a copy to academic affairs. This information is to be provided no later than the first week of each semester and should be adhered to. If there are changes in office hours, the department assistant and academic affairs must be notified. Please note that the department chairs may assign additional advising hours to their faculty around the times of mid-terms, finals and registration.

## **Planning a Conference**

MassArt encourages and supports public, academic and professional conferences organized by the college's academic departments and offices. Faculty wishing to plan conferences must contact Laurie Savage at ext. 7012 six to twelve months in advance of the event for information about approval, guidelines, and support. In the past few years there has been a wide array of regional, national, and international conferences hosted by MassArt. These events, open to the entire college community, are an integral part of a MassArt education and raise the college's visibility as a leader in the fields of art and design education.

## **Professional Development Monies**

There are two sources of funds for professional development. First, there is a contractually negotiated amount administered by academic affairs; a letter inviting proposal will be sent as soon as the amount available is established. Second, each department budget includes funds to be used at the discretion of its chair for the professional development of its faculty. Additional opportunities for funds for professional development will be announced through MassArt email.

## **Reserving a Meeting or Presentation Space**

Rick McDermott, Director of Events Planning and Theater Management, coordinates all public spaces (with the exception of the galleries). The Trustees Room, the Alumni Room (both on eleventh floor of the Tower building) and the Tower Auditorium are large spaces faculty may wish to reserve for special presentations. Please contact Rick McDermott to request these spaces or discuss other meeting space possibilities at ext. 7355.

## Sabbaticals

Faculty are eligible for contractually supported sabbaticals after they have completed fourteen full-time semesters of teaching. Any faculty member seeking sabbatical leave must submit the Request for Sabbatical Leave form, available in academic affairs, to the department chair by October 1st of the year preceding the sabbatical. The chair forwards the proposal along with his or her written recommendation and a detailed sabbatical replacement plan, to the academic vice president. Faculty are expected to present a sabbatical report to the academic vice president within a reasonable period of time after their return. Note: It is the custom of MassArt to hold an exhibition in the professional galleries of the work of new faculty alongside that of faculty returning from sabbatical; faculty may choose to participate in the exhibition in lieu of submitting a written report. Please be advised that full-year, half pay sabbaticals count as .five year in accrual of retirement privileges.

## Student Behavior

The college has a strong network of counseling services for troubled students. Faculty should act immediately if any student's behavior appears dangerously erratic or threatening, is criminal, or indicates intoxication. If the incident seems to be a severe emergency, call public safety at ext. 7810. The director of counseling at ext. 7761 may also be contacted for advice on how to proceed with a disruptive student. Faculty are entitled to advise students who are clearly having problems to seek psychological help.

### Plagiarism

In the event that a faculty member suspects a student has plagiarized work, they should consult the following Student Code of Conduct (available online at: [MassArt.edu/at\\_massart/handbook/conduct.html](http://MassArt.edu/at_massart/handbook/conduct.html)) regarding courses of action.

### Weapons on Campus

It is prohibited to bring operable firearms on campus. If a student wishes to include an inoperable, facsimile weapon in materials to be used in class, permission must be granted in writing 48 hours in advance by the faculty member of that class. Faculty are welcome to include this policy in their class syllabi.

## Students Requesting Accommodations

MassArt complies with federal mandates set out in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, which guarantee educational rights for the disabled. The college is committed to supporting all MassArt student as they strive to achieve academic success: writing coaches, a learning specialist and an ADD/ADHD counselor are based in the Academic Support Center, 5<sup>th</sup> floor, Tower.

Students who wish to request classroom accommodations must file a Voluntary Questionnaire for Students with Disabilities along with supporting medical and/or educational documentation with Mercedes Evans (x7060), Director of Civil Rights Compliance and Diversity. Only students whose learning disabilities have been

diagnosed through a professional diagnosis are eligible for classroom accommodations which will enable them to complete their courses successfully at MassArt.

Students requesting accommodations will bring an accommodation letter from the college's learning specialist to their faculty. The most common types of classroom accommodations requested by students are written instructions, clarification of syllabus, extended time needed for in-class exams (up to double the normal time), and additional time for homework assignments (must be negotiated well in advance of the due date).

All students are expected to meet course requirements; the intent of providing accommodations is to level the playing field so that all students will indeed have access to the education the college provides. Faculty are expected to work with students to find reasonable means to support them in meeting all of the requirements of the course. Faculty should meet privately with the student to discuss the requested accommodations and to ask questions if anything is unclear.

## **Studio Contracts**

Student studio space contracts are distributed to participating studio areas at the beginning of the year. Faculty and studio managers are responsible for assigning studio space and making sure that signed contracts are returned to their department chairs; the chairs send access lists to public safety. Students who do not have signed contracts on file will not appear on these lists and, as a result, will not be allowed studio access.

When accommodations are requested, faculty should meet privately with the student to discuss the contents of the letter and to ask questions if anything is unclear. Then, sign both copies of the letter and return one to the Learning Specialist. Faculty are expected to work with students to find reasonable means to support them in meeting all of the requirements of the course. All students are expected to meet documented course requirements. The intent of providing accommodations is to level the playing field so that all students will have the same opportunity to achieve success.

## **Syllabus Guidelines**

The following points are recommended for inclusion in all MassArt syllabi.

### **Identifying Information**

This serves to identify and locate both the faculty member and the course and should include the following: the course name and code number, the number of credits, the day(s) and time(s) and location of the course, faculty name, office location, office hours, office telephone number, and e-mail address.

### **Course Description**

This is a brief description of the nature of the course; it usually corresponds with the catalogue description of the course.

### **Course Objectives**

This describes the learning outcomes all students must meet to successfully complete the course. This language is usually taken from the course description, and describes what students should know or be able to

do better after completing the course, including developing critical thinking skills, mastering new methods or materials, and/or acquiring knowledge of a defined body of material.

### **Course Content**

This describes the activities making up the class, and includes course requirements. Faculty must delineate exactly what work students will be expected to do, and specify what will or will not count towards their final grade. This includes providing specific instructions regarding papers, projects, presentations, studio work, etc.

### **Course Calendar**

This section includes relevant dates for course meetings, assigned projects and their due dates, exam and review board dates, etc.

### **Course Grading**

Indicate how the student's grade will be determined. It indicates the percentage of their final grade that is assigned to each activity (class participation, exams, reports, homework, class presentation of studio work, reviews, etc.). It should include the attendance policy for the class.

### **Course Attendance**

The college-wide policy permits no more than two absences per semester for a course that meets once a week, prorated for classes that meet on a different schedule.

**Note:** *It is an all-school policy that each syllabus must include an attached sheet with the definition of grades, the academic progress policy of the department, attendance policy and the definition of plagiarism (department assistants have copies of these), and a statement about students with disabilities.*

### **Course Materials**

List the required and recommended or supplementary texts and other materials for the course and where they may be obtained (library, handouts, studio managers, bookstore, etc.)

### **Students with Disabilities**

Standard language must be used to on each syllabus to notify students who identify themselves as having a disability of the procedure to request classroom accommodations. The language to be used is as follows:

"If you believe you have a disability that may warrant accommodations in this class, I urge you to register with Mercedes Evans, Director of Diversity and Civil Rights Compliance, Tower 808, telephone ext. 7060."

## **Workload/Banking Credits**

Extra credits for certain kinds of teaching may be accrued. If a faculty member supervises a directed or independent study, for each sixteen completed (grades submitted) they accrue one credit. After teaching twelve such studies, a faculty member should take a release from teaching one three-credited course; or after teaching sixteen such studies, they should take a release from teaching one four-credit course. MassArt policy limits the number of independent or directed studies supervised by any faculty member to three per semester.

# Section 3

## Campus Resources

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## Academic Support for Students

There are many resources available to students who may want additional support. Faculty are encouraged to contact the staff in any of these departments with any concerns or questions.

### **Academic Advising Office**, Tower, 8<sup>th</sup> floor, x7281

Academic Advising offers undergraduates a broad range of information, advising, and inter-departmental problem-solving to complement faculty advising. It is the source for: graduation and degree requirements, academic standing policies, change of major procedures, discussions of academic problems and issues, transfer credits, leave of absence and withdrawal procedures, advice on professional development and career directions, and off-campus domestic and study abroad opportunities.

### **Counseling Center** Kennedy, 2<sup>nd</sup> floor, x7760

The counseling center offers, free of charge, short-term psychotherapy, evaluation, psycho-educational programming, and other resources to students. Faculty who have concerns about particular students may contact the Counseling Center for advice.

### **Learning Specialist** Tower, 5<sup>th</sup> floor, x7958

The learning specialist coordinates academic support services to students and provides counseling to students with learning disabilities and/or ADHD. The learning specialist can provide initial screening with suspected learning disabilities, ADD/ADHD, executive function, and other disabilities that require academic accommodation, refer students to appropriate campus and off-campus resources, and monitor progress, and instruct students in study skills, time management, and learning strategies. In addition, the learning specialist works closely with the college's ADD/ADHD counselor to provide services to students. The learning specialist will also respond to faculty regarding queries surrounding instruction, accommodations, and testing of students with disabilities. Faculty who have concerns about particular students may contact the learning specialist for advice. The office of Civil Rights Compliance and Diversity also reviews student documentation and provides counseling on accommodations.

### **Library**, Tower 12<sup>th</sup> floor, x7150

The library holds workshops on research techniques and information literacy as well as offers one-on-one opportunities to meet with a reference librarian for guidance on starting research or forming a bibliography for papers or projects. The library also conducts workshops covering topics such as burning CDs in campus computer labs, creating backups of important tests, handouts and classroom materials, using Microsoft Word for writing papers, and the use and operation of the computer lab's scanners. Students can also find assistive technology at the library which is also available in the academic support center, on the fifth floor of the Tower Building. The library owns writing and reading software for use on both MAC and PC platforms

### **The Writing Center** Tower, 5<sup>th</sup> floor, x7572

Writing Center tutors offer expert one-on-one instruction in writing, reading, and other academic tasks. The writing center is located on the fifth floor of the Tower Building.

## Audio Visual/ Media Services (AVMS)

The Audio Visual and Media Services Center (AVMS), located on the third floor of Tower, provides free equipment loans, in-house technical support, and portfolio documentation facilities for all members of the MassArt community. The center provides equipment rentals only to secondary user groups who use MassArt's facilities.

### Liability

Borrowers are financially liable for lost, stolen or damaged AVMS equipment. Please refer to Lost/Damaged Item Policy below.

### Loan Policy:

	MassArt Grad. & Undergrad. Students	MassArt Continuing Ed Students	MassArt Faculty & Staff **	MassArt Alumni/ Alumnae
<b>AVMS Equipment</b>	3 day maximum borrowing period no renewals	7 day maximum borrowing period no renewals	3 day maximum borrowing period no renewals	N/A
<b>Portfolio Documentation Station</b>	<i>1 station per week 4 hour maximum booking period</i>	<i>1 station per week 4 hour maximum booking period</i>	<i>1 station per week 4 hour maximum booking period</i>	<i>1 station per week 4 hour maximum booking period<sup>##</sup></i>

<sup>##</sup> *Alumni/ae may use photography workstations for non-commercial documentation purposes only*

### Damaged/Lost Items

	Lost or Damaged Beyond Repair	Damaged but repairable
AVMS Equipment	<b>Replacement cost per approved vendor plus \$10.00 processing fee</b>	Repair cost per approved vendor plus <b>\$10.00</b> processing fee

### Equipment, Digital Photography and High Resolution Scanning Workstation Reservations

To insure equipment availability, AVMS users are required to make reservations a week in advance for both workstations and equipment. The center offers walk-in as well as telephone reservations. **To make a telephone reservation please call (617) 879-7160**

### Permanent Equipment Loan

Prior to the beginning of the academic year, a department chair and/or their respective administrative assistant should contact AVMS to request the academic year equipment needed for their courses. These requests should be made the first week of August to insure the availability of equipment. Due to equipment shortage, TV/ VCR units and data projectors will not be loaned on a permanent basis. It is the responsibility of the departments to purchase such units if needed for an extended period of time.

## Art Supply and Book Store

The MassArt bookstore (which is also the bookstore for MCPHS) is located on the first floor of Kennedy, across from the cafeteria. It stocks textbooks, a large assortment of art supplies, school supplies, imprinted clothing and gifts, art related magazines, software and candy. During the regular semester the bookstore is open 8:30 a.m. to 6:30 p.m. Monday through Thursday, 8:30 a.m. to 5:30 p.m. on Fridays and 11 a.m. to 3 p.m. on Saturdays. Please note that the bookstore is scheduled to move to its new location in the basement of Kennedy in mid-October. The bookstore will close for a day while the move is taking place.

### Coursepacks

A coursepack is a compilation of written materials for use in a course (i.e. handouts, a reader, a manual)

XanEdu Publishing Services offers custom coursepacks through the bookstore. These include printed coursepacks, digital coursepacks, original works by faculty, and Copley Custom textbooks. All of these items will have copyright clearance through XanEdu. To order coursepacks, or ask questions contact the bookstore at (617) 739-4770.

### Textbooks

Textbook adoption forms for fall courses are due by April 15th and for spring courses by October 15th. To order textbooks:

Through the website: Go to [MassArt.bkstr.com](http://MassArt.bkstr.com) and click on the Faculty Services button. The password will be 242, or one that has been made up on a previous visit to the site.

Call the bookstore at 617-739-4770 or fax the above information to (617) 739-4771. The bookstore may also be reached through e-mail at: [0242mgr@fheg.follett.com](mailto:0242mgr@fheg.follett.com).

### Supplies

The bookstore stocks many fine art supplies as well as items requested by faculty for a particular class. If faculty wish to request an item(s) they must forward (in writing or via e-mail at [0242mgr@fheg.follett.com](mailto:0242mgr@fheg.follett.com)) a list of item(s) they would like the Bookstore to stock. Just like textbooks, **supply requests must be forwarded to the Bookstore each semester by October 15 for the Spring semester and April 15 for the Fall semester** to ensure that these items are on hand for the start of classes. If a class is going to require a large number of one item, it is requested that the faculty notify the bookstore manager at least three weeks in advance so that the item will be stocked in the quantity needed.

For more information about services provided by the bookstore, visit [MassArt.bkstr.com](http://MassArt.bkstr.com).

## Career Services

Career Services assists students and alumni with information on art-related opportunities, internships, and options for employment.

The office sponsors workshops and guest speakers on career and employment topics. Information and assistance are also available for students and alumni regarding the practical aspects of interviewing and preparing resumes, business skills for artists and designers, contracts, copyright information, pricing, and career options for fine artists. Career counseling appointments for students and alumni can be made by calling ext. 7779. The career resource library contains books on art/design related topics including careers and resources for freelance work.

Career Services offers lively, career related programs for students during the semester. Faculty should contact the director of Career Services, Maryellen Schroeder, at ext. 7776 to discuss any ideas for special presentations or needs. Presentations for freshmen, sophomores, juniors or seniors, either a day or evening session, can be discussed. Previous presentations have included panel discussions with MassArt alums and portfolio reviews with recruiters.

### **Internships through Career Services**

Internships give students the opportunity to exercise their talents, learn how their skills will connect with the current realities of the job market, and develop their portfolios. Internships are available, subject to departmental approval, to undergraduate MassArt students and students matriculated in the Certificate Programs. To earn credit, students must register for 3 studio elective credits with Diana Glennon in the Registrar's Office.

A credit-bearing internship requires an exchange of ten to twenty hours of relevant work per week, for eight to fourteen weeks for 3 studio elective credits. Internships can be completed during the fall or spring semesters or during the summer. All forms and additional information about MassArt's internship program and Career Service's unpaid internship awards (\$3,000 each) may be found at: <http://inside.massart.edu/x987.xml>

### **Art Related Listings on-line**

Day school faculty and matriculated degree and certificate students may request an account to access our listings for art/design related jobs, internships, grants, residencies, workstudy jobs and student scholarships. Personal accounts on the job listing site allow students and alumni to post their resume and images of their work as well. Listings of current internships are available too. Our job/internship listings are currently located at: [collegecentral.com/massart](http://collegecentral.com/massart).

## **Center for Art and Community Partnerships**

The Center for Art and Community Partnerships (CACP; the Center) builds bridges between MassArt and Boston community organizations, schools and institutions through mutually beneficial, sustainable partnerships. The center's objective is to use art as a catalyzing force for citizens to act creatively together. The center envisions opportunities for faculty and students in any academic department at MassArt to participate in community-based arts partnership activities either within course curricula or in co-curricular roles as artists, designers, and educators. Partnerships are defined as cooperative relationships that are mutually beneficial, sustainable, and well documented.

Classroom-community collaborations are led by MassArt faculty members who wish to implement community-based projects as part of course curricula. The center works with faculty and local organizations to match

student expertise and course objectives to needs identified by community members, secure funding as necessary, and provide technical support and project evaluation. The center funds between one and three classroom-community collaborations per semester, and will work with interested faculty members to develop ideas and identify partners. Proposal forms can be found on the center's website.

## Central/Services Mailroom

The mailroom, located on the sixth floor of Tower, processes all outgoing mail and incoming administrative mail. Department assistants pick up the mail and distribute items to individual faculty mailboxes.

### Fax Machines

Faculty should use the fax machine located in the mailroom (fourth Floor Tower) for all incoming and outgoing faxes. The mailroom's fax number is **(617) 566-4034**. A requisition form, available in the mailroom, must be used for transmissions; the academic vice president's signature is necessary for faxes going to other countries. The mailroom staff will neither deliver incoming faxes nor read them over the phone. If a lengthy document is expected the mailroom staff should be notified in advance.

## Curatorial Programs and Professional Galleries

The Curatorial Programs and Professional Galleries Department oversees and programs the Sandra and David Bakalar, Stephen D. Paine, and President's galleries, and invites visiting artists to the college.

### Sandra and David Bakalar Gallery and Stephen D. Paine Gallery

These two adjoining galleries, located in South Hall, are the college's premier spaces and host between four to six professional exhibitions per academic year. These spaces are also home to *Selections*, an exhibition showcasing the work of new faculty and those returning from sabbatical; the *Annual MassArt Benefit Art Auction*; the *Master of Fine Arts Thesis Exhibitions*; and the *Graduating Senior Show*.

### President's Gallery

The President's Gallery, located on the eleventh floor of Tower, is programmed in conjunction with the Office of the President. This gallery highlights alumni work, hosts special thematic exhibitions, and features some student work (the *All School Show* and various departmental senior shows).

### Exhibitions Committee

The Exhibitions Committee reviews programming opportunities for the Bakalar and Paine galleries, and makes recommendations regarding upcoming exhibitions. This committee may also serve as a resource for members of the college community with exhibitions-related concerns and serves as the forum to resolve disputes regarding exhibitions. The committee is comprised of five faculty, five administrators, and two students.

### Visiting Artists

Visiting artists from around the world are invited to join the MassArt community for a few days or weeks. Artists of diverse backgrounds interact with students through lectures, slide talks, gallery walkthroughs,  
*Academic Year 09/10*

symposia, residencies, and studio critiques. The Curatorial Programs Department works with faculty to bring in pertinent visiting artists related to curricula or an exhibition.

## Dining Services

The MassArt Dining Commons, located on the first floor of Kennedy, offers a full array of hot and cold entrees, beverages and desserts. The Tower Café, located on the second floor of Tower, serves coffee, pastries, soups, sandwiches, and other snacks.

Chartwell's Dining Services manages the food service at MassArt. **Coffee and/or refreshments served at meetings or receptions must be ordered through them.** A menu is available at [mycampusdining.com/massartmcphs/](http://mycampusdining.com/massartmcphs/).

## Figure Models

Figure models are available to pose during class instruction.

To request a model email the model coordinator Erin Day at [Erin.Day@massart.edu](mailto:Erin.Day@massart.edu).

Include:

Preferred Sex

Dates and Times

Name of the Class

Room location

Faculty name and contact information

Any specific requests such as whether the model will be holding a long pose, clothed, or needed for a series

Our most reliable models fill their date books quickly. Model requests are scheduled on a rolling basis and faculty is strongly encouraged to submit their requests as soon as possible. All requests should be received a minimum of two weeks prior to the semester.

If you have any question please contact Erin via email or at x7503.

MassArt supports best practices with professional models; please refer to the Model Guidelines, available from Erin Day.

## Human Resources

### Tuition Waivers

By virtue of being a state employee and/or a member of the Massachusetts State College Association, employees, their spouses and their dependant children may be eligible for tuition waivers or remission in any of the state's Colleges or Universities, excluding the Medical School. Some benefits exist for non-dependent

children as well. For more information please consult the collective bargaining agreement and/or the Human Resources Office.

A full-time or part-time salaried "AA" MassArt employee may take one credit-bearing course per semester in either MassArt's day or graduate program, without charge, and one additional course during the summer session, normally as a non-matriculated student. To become matriculated, a person must apply and be admitted through the regular college admissions process. Only those courses offered at MassArt's main campus in Boston qualify. Independent and directed studies are excluded from this policy. Tuition and general fees for the course will be waived, with the exception of any lab and material fees specific to an individual course. Workshops do not qualify for this waiver.

Additionally, under the ProArts consortium benefit, a full-time or part-time salaried "AA" MassArt employee may take a course or courses at MassArt or other ProArts colleges (School of the Museum of Fine Arts, Emerson, Boston Conservatory, Berklee, and Boston Architectural Center) free of charge, following that college's participation guidelines. Guidelines for each college can be found at:  
<http://www.proarts.org/crossreg/rules.html>

MassArt salaried employees who have completed one year of service may take a course at any Colleges of the Fenway college (Emmanuel College, Massachusetts College of Pharmacy and Health Sciences, Simmons College, Wentworth Institute of Technology, and Wheelock College) free of charge, following that college's participation guidelines. Please contact Human Resources for complete eligibility information or see:  
<http://www.colleges-fenway.org/crossregemployee.shtm>

Tuition Waiver forms are available at the Human Resources Office (Tower Building, 8th floor).

### **Benefits**

Salaried faculty members employed half-time or more are eligible for benefits. Contact the Office of Human Resources for details at ext. 7920 with pay-related questions.

### **Payday**

The college has a bi-weekly pay schedule. Questions about pay-related issues, such as direct deposit should be directed to the Office of Human Resources, ext. 7920.

## **Institutional Advancement**

The Office of Institutional Advancement, on the 11th floor of the Tower building, coordinates grants development for college projects. The director of institutional support works closely with faculty to provide information about external grants funding, provide help developing grant proposals for new and established projects, and to assist faculty members who are currently receiving institutional project grants to fulfill the stewardship requirements of their awards. Faculty are encouraged to meet with the director to explore ways of securing longer term funding for their projects through institutional grants to the college. Additional resources include current funder guidelines and files, application deadlines and proposal writing guides. General grants information such as foundation directories is also available in the Morton R. Godine Library.

All donated gifts, including equipment, supplies and services, should be reported to the Massachusetts College of Art and Design Foundation, Inc. as in-kind donations. In-kind donations tracking forms (available in the Office of Institutional Advancement) should be completed and submit by faculty members if they are acting as a liaison in connection with a contribution made to the college. This information is critical to the college's fundraising efforts.

## Library

The Morton R. Godine Library is located on the 12th and 13th floors of the Tower building. Its extensive holdings (books, journals, digital images, slides, videos, films, posters, archives, and special collections) are supplemented by an array of other resources. Online databases provide 24-hour access to hundreds of thousands of high-resolution images and full-text articles. Inter-library loan agreements make available millions of books and journals in locations ranging from the nearby nine institutions of Fenway Libraries Online, with whom the Godine shares a common catalogue, to the hundreds of libraries in the Massachusetts Virtual Catalog, to the thousands of libraries who participate in the international OCLC network.

### Loan and Reserve Policies

Faculty may borrow books from the library for one semester, film and tapes for one week, slides for three weeks. Passes for the Museum of Fine Arts are available at the circulation desk. The library provides physical and electronic reserve-shelf service to insure that students have access to course materials. For more information about Reserves service, please consult the webpage at [MassArt.edu/library/Circulation/reserve.html](http://MassArt.edu/library/Circulation/reserve.html).

### Acquisitions

Each academic department has a designated liaison among the professional library staff. Please send requests and advice (all matters relating to library acquisitions) to that liaison or to the acquisitions librarian (see staff listing at [MassArt.edu/library](http://MassArt.edu/library)). Additionally the Library Committee works with the library staff in setting goals and priorities for collection development--see the department chair about working on this committee.

### Reference and Instruction

The reference desk is staffed during the library's busiest hours, but reference help, in person, or by telephone, is always available when the library is open. The library will provide tours and/ or library instruction upon request. Instruction can range from general introduction, to specific skills for searching for specific topics and specifically formatted information, to skills in using instructional technology. Faculty who wish to bring their classes for research instruction in special projects should call the public service librarians with as much lead time as possible. Students are also welcome to make an appointment for individual instruction, or to just drop by.

### Access Technology

Databases provide access to books, recordings and images, journal indexes and full text articles, and the holdings of nearby libraries, and to library users' library accounts. Faculty and students can use their campus email user name and password to access these electronic resources and tools from any remote location.

### More Library information

For more information, please go to [MassArt.edu/library](http://MassArt.edu/library), or call the library director at (617) 879-7105.

## Offices of Marketing and Communications

The Office of Marketing and Communications serve as a resource for the entire MassArt community. It is responsible for maximizing visibility for the college and ensuring that MassArt is presented consistently and with confidence.

The primary responsibilities of the office include:

- managing MassArt's integrated marketing program to ensure that all communications present the college in a unified way;
- leading the redevelopment of the college's external website, and maintaining the current site at MassArt.edu, and;
- coordinating all communication between the college and members of the media;
- managing communications with faculty, staff, and other internal audiences, such as the "Announcements" list-serve and the monthly edition of *E-News*, and;
- helping other departments generate press coverage for notable accomplishments and events;
- publicizing events and exhibitions to the public.

### Visual and Editorial Standards

The Office of Marketing and Communications has developed visual and editorial guidelines that should be followed when producing documents or publications for internal or external distribution. All materials that include the MassArt logo must be reviewed and approved by the marketing office before they are produce. Guidelines and advice about planning projects can be found at [http://inside.massart.edu/marketing\\_and\\_communications](http://inside.massart.edu/marketing_and_communications).

## Museum Memberships

MassArt provides free access for students to a rich array of local museums. MassArt students with valid ID are admitted free to the *Museum of Fine Arts*. Faculty may borrow passes to the MFA from the Morton R. Godine Library on the 11<sup>th</sup> floor of Tower; the museum pass must be checked out and returned like books.

Students, Faculty and staff with valid ID are admitted free to the *Isabella Stewart Gardner Museum*.

In addition, students and faculty receive free admission to the *Photographic Resource Center's* galleries and library, and the *Institute of Contemporary Art* by showing their MassArt ID.

These memberships are made possible by the generosity of donors to the MassArt Foundation.

## Parking

- 2008-2009 parking permits will expire on August 31, 2009. There will be a grace period to register for parking until Thursday, September 18, 2009.
- Faculty will be able to register their car and pick up their 2009-2010 parking permit before and after the all-college meeting with President Sloan on Tuesday, September 8, 2009. Faculty will need to fill out a parking registration form with their license plate number. In addition, since cash will not be accepted, payment will need to be made by check or money order for \$50 for each semester (Fall, Spring, and Summer), or \$100 for the entire year, September 1, 2009 - August 31, 2010. A parking permit will not be issued until payment has been made.
- Anyone who does not register for parking on September 8, may do so at the Artists' Residence from September 4-18 between the hours of 10 a.m. and 4:30 p.m. After that date, registrations will be held in the Management Office at the Artists' Residence between the hours of 9:30 a.m and 4:30 p.m.
- MassArt parking permits must be hung on the rearview mirror of your car at all times. More than one vehicle may be registered to use with one permit for each person. Any car without a proper permit is subject to be towed at the owner's expense.
- Faculty members with paid parking have 24 hour/7 days per week access to the Artists' Residence parking lot. Because it is on a first come, first served basis, parking is not guaranteed daily - even with a permit.
- After parking registration is complete, MassArt ID cards will be activated to allow access into the Artists' Residence parking lot. MassArt ID card must be used to gain access. Contact the Management Office about any problems with ID cards. Please note that Public Safety does not register vehicles.

### Parking Location

- Faculty members should park in the north section of the parking lot, located directly in front of the Convenience Store.

### Visitor Parking

- There are a limited number of visitor parking spaces in the Artists' Residence parking lot. All requests for faculty visitor parking must be e-mailed to Ruth Battaglia in the Academic Affairs Office (ruth.battaglia@massart.edu) at least 48 hours in advance of the date you are requesting.
- There will be no visitor parking on Tuesdays or Wednesdays. Please try to schedule visitors on other days or encourage them to take public transportation or carpool.
- *Note that there is never a 100% guarantee that a visitor's space will be available. Courtesy guards at the Artists' Residence are not allowed to authorize parking.*

### Off Hours Parking

- Faculty who do not use the lot on a regular basis, but wish to park in the evening or on the weekend, may purchase a daily token in advance for \$4.00.
- The token will give you access to the parking lot between 3:45 p.m. through 11 p.m. Monday-Friday, and 7a.m. through 11 p.m. on Saturday and Sunday.

- No overnight parking is allowed.
- Tokens can be purchased only at the Convenience Store located at the front entrance of the Artists' Residence.

## Public Safety

### Emergency Notification System

MassArt is proud to be a safe campus community; nonetheless it is important to prepare for the unexpected. To that end, the college has established a number of methods to notify students, faculty, and staff in the event of an emergency. Emergency alerts are sent electronically to anyone with a MassArt email account. In addition, the college has implemented an emergency notification system designed to rapidly communicate with the campus community by sending an instant text and/or voice message to home and cellular telephones

The MassArt email address for all students, faculty, and staff has been imported into the emergency notification system. MassArt email remains the default address in the system; for this and other reasons, it is important to activate and regularly use MassArt email. However, individual profiles may also be modified in order to receive emergency voice and/or text messages on phones. Go to <http://emergency.massart.edu/> and click on the link to log in using a MassArt email login and password.

The information is confidential and will not be shared. The system will only be used in the event of an emergency.

### Escort Service

Call Public Safety to request a walking escort to any point on campus, the MassArt parking lot, or areas immediately around the campus. For more information or to request an escort, call x7810.

### Shuttle service

During the academic year, Public Safety operates a van shuttle service daily from Monday through Friday 6:00 p.m. to 12:00 a.m. with pick-up points at several campus locations. Hours of service are extended during periods of 24-hour access. The shuttle serves an area within a two-mile radius of campus. For further information, contact Public Safety, x7810. A schedule of all shuttle stops is developed at the beginning of each semester and posted throughout the campus.

### Identification Cards

Identification cards are issued to all students, staff and faculty and should be worn clipped to an outer garment at all times while on campus. The displayed ID access system has greatly assisted Public Safety in controlling trespassing on campus. If a person's ID is not displayed, they may be briefly detained until their status is verified. This procedure has been instituted to protect the security of the MassArt community and cooperation will be greatly appreciated.

Please bear in mind that MassArt IDs remain the property of the college and must be produced upon request by a public safety officer or other college official.

Lost IDs should be reported immediately to Public Safety at x7810.

### Student Exhibitions at MassArt

There are numerous galleries on campus that are available for student exhibitions. These galleries are a vital resource, providing the opportunity to showcase work to peers, faculty, and the general public. These exhibitions and related events are an important part of an education in the visual arts. Spaces are managed by different departments and programmed well in advance. Proposals should be submitted the semester prior to the desired date of exhibition. For information about exhibition applications, procedures, and schedules, please contact the appropriate department that manages that space.

Gallery	Department	Contact Information
Crackertorium, North Hall	Student Activities & Programs	Elizabeth DiCicco, x7710
Godine, North hall, 1st floor	SIM	Samuel Toabe or Matthew Serpico, X7114
Doran, Artist's Residence, 1st floor	Graduate Program	Nadia Savage, x7162
Brant, South Hall, 3rd floor	Studio Foundation	Jane Marsching, x7386
Arnheim, South, 1st floor	Art Education	Kyle Brock, x7524

#### Exhibition Safety

When exhibiting, a student must make sure that all works are safely secured and that they are not interfering with fire exits, passageway access, lighting, public doorways, or fire safety equipment. Pieces with protruding edges or points must be carefully mounted, or in some cases protected by a rope barrier. Works should not be constructed of materials that are health hazards. Open flames/fire are not permitted in any space on campus. It is the student's responsibility to consult with the appropriate department's gallery manager regarding installation guidelines. The department of public safety or facilities may be consulted in certain cases.

#### Public Spaces

Public spaces on campus include all lobby and hallway areas in the campus buildings, the tower auditorium, the cafeteria, and all exterior grounds, including areas adjacent to all buildings (including the courtyard). Public areas also include displays in street-facing windows. The Director of Public Art is authorized to approve exhibitions within designated public spaces in conjunction with the Public Safety, Public Space, and Facilities Departments.

Forms can be obtained in the Department of Public Space, Tower building, 1st floor. These forms must be filled out by the student and signed by the appropriate directors, who review issues related to safety and security. Installations or exhibitions in the courtyard require the signature of a faculty advisor.

Each academic department has been allocated a corridor near its own studios for the display of provocative, exploratory, or developmental work. While health and safety regulations must be followed at all times, appropriate department chairs and faculty members set aesthetic standards for public departmental exhibition areas.

### **Legal Liability for Exhibitions**

Every effort will be taken by members of public safety to ensure that an exhibition is protected. However, the college assumes no liability for theft and/or vandalism. All work is exhibited at the student's own risk.

## **Technology Helpdesk**

The Technology helpdesk at MassArt provides technical support for all faculty, staff and student technology needs. This includes desktop and laptop computer support, phone support, and creation of NetID and email accounts as well as support for MassArt's student information system, Colleague.

The helpdesk, located in Tower 803, is the first stop for any technology related question 9:00 a.m. to 5:00 p.m. Monday through Friday. The helpdesk can also be reached by calling ext. 7888, or emailing [helpdesk@massart.edu](mailto:helpdesk@massart.edu). More information on technology services are available on MassArt's intranet, [inside.massart.edu](http://inside.massart.edu)

# Section 4

## Contract & Evaluation Materials

<b>Faculty Contract</b>	<b>41</b>
<b>Faculty Evaluations for Retention/ Promotion/ Tenure (Article VIII)</b>	<b>41</b>
<b>Student Evaluations</b>	<b>43</b>
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<b>Evaluation Materials Checklist</b>	<b>45</b>
<b>Sample Evaluation Forms and Materials</b>	<b>47</b>

## Faculty Contract

As a courtesy to the faculty, summaries of, and references to, a few pertinent articles of the latest contract, with special emphasis on changes in the conduct and instruments of faculty evaluation introduced in 2005 are provided. However, the contents of this handbook have not been approved by the Massachusetts Teachers Association and should not be taken to represent a sanctioned interpretation of the MSCA/MTA contract. Faculty desiring anything more than a casual familiarity with this information should refer directly to the contract or consult with their union representative.

### Faculty Evaluations for Retention/Promotion/Tenure (Article VIII)

Faculty are evaluated by their department chairs, a peer evaluation committee, and the academic vice president. Parties involved vary by year and action (see contract). All recommendations are made to the president.

At the beginning of the academic year, each department chair receives from the academic vice president a complete list of the unit member faculty in his/ her department indicating the actions for which they are eligible that year. Any questions about individual faculty status should be addressed to the department chair. Note: new to this contract is the reduced evaluation of first year faculty. Only classroom visitations by department chairs and student evaluations will be conducted.

#### 1) Notification of Intent

Any faculty member seeking reappointment, promotion or tenure should notify his/ her department chair by **April 1st of the preceding year** in order that the chair may conduct classroom visitations during both spring and fall semesters. This notice should be in writing and may be brief.

#### 2) Dossier

##### A: Cover Letter

When, during the fall, candidates for these actions submit materials to their chair, the materials should be accompanied by a cover memo requesting action. In the case of tenure and promotion, this may be a detailed request.

Academic Affairs has been asked to say here that faculty who are submitting materials for personnel action are strongly encouraged to include a narrative which specifically addresses the teaching effectiveness criterion, as set forth in Article VIII, section A1(a) ("including pedagogical experimentation, as exhibited in lectures, seminars, internships, independent studies and other instructional settings."). While the structure and content of the narrative will vary from individual to individual to fit particular needs, the narrative may include such topics as the instructional goals of the faculty member and the methods/approaches used to accomplish them, the faculty member's assessment of how effectively these goals are being met, a description of what the faculty member does to insure that his/her courses reflect current thinking and content in the discipline, and the faculty member's interpretation of student evaluation form data, especially as these reflect trends over time and over types of courses.

## **B: Forms**

Accompanying a request for personnel action, faculty must submit the forms included in the contract as Appendices A-1 and B (used as a cover sheet for a comprehensive resume.) Form A-1 is used by faculty to indicate what their activities have been and to provide materials as evidence supporting claims.

Two other evaluation forms contained in the contract as Appendices D-1 and D-2(a) require faculty members to review and sign them after they have been completed by the department chairperson and/ or the peer review committee. Form D-1 records the results of any classroom visitation by an evaluator. (The department chairperson is required to visit department instructors at least once during the semester in which they are being evaluated and to meet with them before and after the visit.)

Form D-2 (a) is an overall evaluation of faculty performance. The completed evaluation is passed on to the faculty member being evaluated. He/ she has ten days within which to respond in written form. The complete evaluations and all supporting materials are then forwarded to the academic vice president.

## **3) Peer Committees**

Each department is required to establish a peer evaluation committee responsible for conducting the evaluation of each full-time candidate for reappointment during their 2<sup>nd</sup> or 4<sup>th</sup> year and if they choose, 6<sup>th</sup> year of employment, or for promotion. The peer review committee is composed of two tenured members of the department elected by the department as a whole, and one tenured member from the same or another department, or from the library, who is selected by the faculty member being evaluated. The chair sends the committee the candidate's materials, including the A-1 and B forms, for review. The committee conducts classroom visitations (each member visiting at least one course) using D-1 forms, and records its final evaluation on a D-2(a) form. Comments on the evaluation report may reflect only the majority opinion of the committee. When the committee has met with the candidate to discuss the evaluation, the candidate has ten days to respond. The committee then forwards it to the department chair, who in turn sends it on to the academic vice president.

## **4) Schedule of Evaluations**

Deadlines for the submission of materials for all personnel actions are contained in the annual Office of Human Resources calendar, included in the contract as Appendix M, and in this handbook as **Appendix D**. Important fall semester dates include:

- September 15** deadline for faculty seeking 2<sup>nd</sup> - 4<sup>th</sup> year reappointment, promotion, and tenure to send materials (including written request and A-1 and B forms) to chair
- September 30** deadline for formation of departmental peer evaluation committees
- October 1** deadline for faculty to send sabbatical requests *for the following year* to chair
- April 1** Faculty submit notice to department chair and academic vice-president of intent to seek reappointment, promotion or tenure the following year.

Please see Appendix M of the contract, the Personnel Calendar, for specific dates when to expect to be signing off on evaluations by department chairs and departmental peer review committees. After passing through the appropriate channels, final recommendations for tenure and promotion are presented by the president to the Board of Trustees at a series of meetings during the spring semester. Faculty are notified of the trustees' decisions by the President's Office.

## **Student Evaluations**

Department assistants will collect student evaluation forms at the end of each semester for each class. Faculty must work with them to schedule classroom visits. When they tabulated, three copies are returned. One copy is for the faculty member, one copy is for the evaluation packet and one copy goes in the faculty's members personnel file in the Office of Academic Affairs.

## **Promotions**

The Committee on Promotions is composed of seven tenured faculty members who will serve staggered, two-year terms. The committee will review recommendations by the departmental peer committees and by the department chairs. The vice president makes no preliminary recommendation on promotions but is responsible for determining the eligibility of all candidates for promotion and transmitting this information to the committee. After receiving the committee's recommendations, the vice president meets with the committee to discuss any that are contrary to her own.

## **Tenure**

Faculty hired on or after January 1, 2006 at the rank of assistant professor will normally be reviewed for tenure during their sixth year of employment. The Committee on Tenure shall consider the recommendation and all relevant material submitted in support of a candidate's request for tenure. The committee is composed of two faculty elected at large from the faculty association and one faculty elected by and from the candidate's department. In addition, the candidate's department chair shall serve as a consultant to the committee.

Upon conclusion of the review, the committee shall vote and send to the vice-president its recommendation. The vice-president shall make a recommendation to the president, who shall in turn make a recommendation to the Board of Trustees, which shall make the final decision.

For the evaluation materials checklist and sample evaluation forms and materials (pages 44-75), please contact your department chairs, Academic Affairs or the MSCA/MTA contract.

# **Section 5**

## **College Policies**

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## **Americans with Disabilities Act of 1990 (ADA)**

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. The ADA prohibits discrimination based on disabilities in hiring and in all areas of the workplace. The ADA also imposes an affirmative duty on the employer to provide “reasonable accommodations” to help disabled employees perform the essential functions of their job. Applicants for positions at the college may also request “reasonable accommodations” in order to complete the interview process.

An employee who has a physical or mental impairment, disorder, or disability that substantially limits one or more major life activities may be eligible for “reasonable accommodations”.

If you have a need for “reasonable accommodations”, please contact Mercedes Evans, the ADA Coordinator and Director of Civil Rights Compliance and Diversity, at ext. 7060 in order to arrange the assistance you may need or if you have questions or concerns about the ADA.

## **Civil Rights Compliance and Diversity**

Affirmative Action/Equal Opportunity at MassArt includes but is not limited to a review of: staff hiring; evaluation and retention; admissions and recruitment; student support services, including financial aid, counseling and placement; administrative policies; the curriculum, including both a concern for academic support services and cultural and gender diversity within the curriculum; programmatic and structural access for the disabled; and, ethnic and sexual equality in all student service offerings, including athletic programs and financial assistance.

The following is a list of specific affirmative action/equal opportunity issues about which policies have been established at MassArt:

- Affirmative Action Hiring Procedures
- Sexual Harassment
- Gender Identity/Sexual Orientation Discrimination
- Racism
- Age Discrimination
- Disabled Persons
- Discrimination Complaint Procedures

Please contact the Office of Civil Rights Compliance and Diversity at ext. 7060 for additional information and copies of MassArt’s policies on the above issues.

## Sexual Harassment Policy

The Massachusetts College of Art and Design prohibits any member of the College Community, male or female, from sexually harassing another employee, student, or other person having dealings with the institution. MassArt is committed to providing a working, living, and learning environment that is free from all forms of sexually abusive, harassing, or coercive conduct. This Policy seeks to protect the rights of all members of the MassArt community (defined in this policy as faculty, librarians, administrators, staff and students) and other persons having dealings with the College, to be treated with respect and dignity.

Sexual harassment is a form of behavior, which fundamentally undermines the integrity of academic and employment relationships. It is of particular concern within educational institutions where all members of the community are connected by strong bonds of intellectual interdependence and trust. The Federal Courts have ruled, and the Equal Employment Opportunity Commission, and the Massachusetts Legislature have declared that sexual harassment constitutes sex discrimination as defined by Federal Law under Title VII of the Civil Rights Act of 1964 and Title XI of the Higher Education Amendments of 1972 and under Chapters 151B and 151C of the Massachusetts General Laws.

### Definition and Description of Sexual Harassment

The Massachusetts College of Art and Design, in response to the issue of sexual harassment, provides the following definitions, which apply, to any individual of either sex who participates in the college community or other persons having dealings with the institution.

Sexual harassment consists of unwelcome verbal, non-verbal and or physical behavior of a sexual nature, which has the effect of interfering with a person's academic, employment or other status, or of creating a sexually intimidating, hostile or offensive environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same gender harassment. Often the harasser is in a position of power over the victim's professional or educational well being, for instance, as a supervisor of an employee or a teacher of a student.

Unwelcome sexual advances (whether they involve physical touching or not), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;*

For Example: Requests for sexual favors in exchange for actual or promised benefits such as favorable reviews, salary increases, promotions, increased benefits, grades, letters of recommendation for future educational advancement or employment or continued employment.

2. *Submission to, rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;*

For Example: Threatening or taking a negative employment action such as termination, demotion, lowering or denial of a grade, withholding of a letter of recommendation, denial of a leave of absence if sexual conduct is rejected.

3. *Such conduct has the purpose and effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile, or offensive employment, educational or living environment.*

For Example: Displaying or circulating materials that demean or show hostility to a person because of the person's gender.

Other examples of sexual harassment may include but are not limited to:

- Physical sexual assault;
- Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sexual life; comment on an individual's body, comments about an individual's sexual activity deficiencies, or prowess;
- Unwelcome sexual jokes;
- Unwelcome whistling, staring or leering at another person;
- Unnecessary touching, patting or pinching.

### **Consensual Relationships**

Under this Policy, consenting romantic and sexual relationships between faculty and students, Librarian and student, administrator and student, classified staff member and student or advisor and employee are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities, they are looked upon with disfavor and are strongly discouraged under this policy.

Codes of ethics for most professional associations forbid professional-client relationships. In this context and for the purposes of this policy, the professor-student relationship is properly regarded as one of professional and client. The trust and respect accorded a professor by a student as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and employment, and other benefits and opportunities diminish the student's actual freedom of choice such that relationships thought to be consensual may in fact be the product of implicit coercion. Many elements of the administrator-student, librarian-student, classified staff member-student, and the supervisor-employee relationship are similar to those of the professor-student relationship because of a similar imbalance of power and similar need for trust. For purposes of this Policy, therefore, these relationships are also discouraged and looked upon with disfavor.

Faculty, librarians, administrators, classified staff members, and supervisors are warned against the dangers of apparently consensual relationships. An employee who enters into a romantic or sexual relationship with a student, or a supervisor who enters into such a relationship with an employee, where a power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to disprove the claim on the grounds of mutual consent. Because this is so, it should be understood that relationships of this kind pose serious professional risks to any who enter into them.

### **Institutional Measures to Confront Sexual Harassment**

Whenever it has been properly determined that sexual harassment has occurred, the Massachusetts College of Art and Design will take prompt and corrective action including appropriate disciplinary action. In determining whether the alleged conduct constitutes sexual harassment, the College will look at the entire record and circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred and will make a decision on a case-by-case basis. MassArt is committed to promoting, to the greatest

extent possible, an environment free from sexual harassment. To this end, the college will distribute the policy statement against sexual harassment on an annual basis and conduct educational workshops on strategies to prevent sexual harassment within the MassArt Community.

### **Institutional Complaint Procedures**

The Massachusetts College of Art and Design has established a specific internal complaint policy to help resolve claims of discrimination, including claims and complaints of sexual harassment. Our Discrimination Complaint Procedure will serve as a system of review and resolution for both informal and formal complaints in hiring and employment. Any member of the MassArt community or any applicant for employment who believes s/he has been a victim of discrimination may initiate an informal claim or formal complaint as outlined in the Discrimination Complaint Procedure. Further advice or information may be obtained by contacting the Director of Civil Rights Compliance /Diversity, Mercedes S. Evans, at extension 7060.

### **Retaliatory Action Prohibited**

The Massachusetts College of Art and Design prohibits retaliatory action against persons who file claims, complaints, or charges under these procedures, under applicable local, state, or federal non-discrimination statutes, who are suspected of having filed such claims, complaints, or charges, who have assisted or participated in an investigation or resolution of such claims, complaints or charges, or have protested practices alleged to be violative of the non-discrimination policy of MassArt, the Board of Higher Education, or local, state, or federal non-discrimination regulation or statute. Such retaliation is recognized under these procedures as well as state and federal law. Retaliation, even in the absence of a provable discrimination in the original complaint, charge or allegation, constitutes a violation as serious as proven discrimination under the original claim, complaint, charge or allegation. Any person who believes s/he has been retaliated against in this manner is encouraged to immediately file a claim or complaint under these procedures.

### **Other Administrative Options**

It is the intent of the administrators of MassArt to actively respond to all claims/complaints of discrimination with the hope that it can fully, quickly and adequately resolve them internally. The College also recognizes the right of all complainants to file charges of unlawful discrimination with the appropriate federal, state, or local agency with or without first pursuing a resolution of the claim/complaint through MassArt's discrimination complaint procedure. These agencies include:

United States Office of Education/  
Office for Civil Rights  
McCormack Post Office & Court House Building,  
Room 222  
Boston, MA 02109

U.S. Equal Employment Opportunity  
Commission (EEOC)  
One Congress Street, 10th Floor  
Boston, MA 02114

Massachusetts Commission Against  
Discrimination (MCAD)  
One Ashburton Place, 6th Floor  
Boston, MA 02108

## Electronic Mail, Internet and Telecommunications/Voice Mail Policy

### Technology Acceptable Use Policy

#### Introduction

##### General Principles:

The ethical principles that apply to everyday academic community life also apply to the use of information and computing resources. Every member of the Massachusetts College of Art and Design community has basic rights and responsibilities. It is unethical for anyone to violate these rights or ignore these responsibilities. Anyone who uses Massachusetts College of Art and Design's computer systems and networks is responsible for meeting the standards outlined in this policy.

The privilege of access to computer systems and networks owned or operated by Massachusetts College of Art and Design imposes certain responsibilities and obligations and is granted subject to the College's policies, and local, state, and federal laws. Appropriate use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to freedom from intimidation, harassment, and unwarranted annoyance. Appropriate use of Massachusetts College of Art and Design's electronic mail, internet, and telecommunications/voice mail systems includes instruction, independent study, authorized research, independent research, communication, and official work of the offices, units, recognized student and campus organizations, and agencies of the College.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment and the right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. This policy should be taken in the broadest possible sense and applies to Massachusetts College of Art and Design internet, email, telecommunications voice mail usage even in situations where it would not apply to the computer(s) in use (for example, student-owned computers attached to the campus network).

##### Philosophy:

Reasonable Use. Limited resources and a large use community dictate the need for all users to consider the right of others to work effectively. Any behavior by a user that significantly impacts the working environment of others, either directly or indirectly, is considered unreasonable.

Academic Integrity. As an educational institution, we must maintain the integrity of activities relating to education. Electronic Mail, Internet, and Telecommunications/Voice Mail violations of such integrity will warrant the same severity, as would any other violation.

##### Policy

Electronic mail, Internet access, Telecommunications/Voice mail and other electronic media, and equipment are business tools that are provided by Massachusetts College of Art and Design to employees and students to facilitate timely and efficient conduct of business. To help ensure that these tools are used appropriately, Massachusetts College of Art and Design has developed the following acceptable use policy. This policy

addresses access, use, and disclosure of electronic mail, Internet messages, telecommunications/voice mail and material created, sent, or received by Massachusetts College of Art and Design employees and students using the College's systems.

**Purpose.**

Massachusetts College of Art and Design maintains electronic mail, Internet, and telecommunications/voice mail systems. These systems are provided by the College to assist in the conduct of business within the College. Massachusetts College of Art and Design supports computing, networking, telecommunications, and information resources for the students, faculty, and staff of Massachusetts College of Art and Design. Computer and telecommunication facilities and services are offered in support of teaching, learning, research and public service. Access to the telecommunication, computer, and network systems owned and operated by Massachusetts College of Art and Design imposes certain responsibilities upon users, in accordance with existing Massachusetts College of Art and Design policies and local, state, and federal law. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity, and respect for others who share these resources. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system.

1. Relation to Other Policies. This policy is intended to be consistent with other Massachusetts College of Art and Design policies, including, but not limited to, the College's sexual harassment and equal opportunity policies and the students' code of conduct. Employees and students are to use Massachusetts College of Art and Design's electronic mail, Internet systems, and telecommunications/voice mail systems in a manner that is consistent with these other policies.
2. Acceptable Use. The use of the electronic mail, Internet systems, and telecommunications/voice mail systems is reserved solely for the conduct of business at the College.
3. Company Property. The electronic mail, Internet systems, telecommunications/voice mail systems and hardware are College property. Additionally, all messages and attachments composed, sent or received on the electronic mail, Internet systems, and/or telecommunications/voice mail are and remain the property of Massachusetts College of Art and Design. They are not the private property of any employee or student, and employees and students should not consider any e-mail, Internet messages, telecommunications/voice mail messages or material private or their personal possessions.
4. Pass Codes. Employees and students must not use a code, access a file, or retrieve any stored communication, other than where authorized. All pass codes are the property of Massachusetts College of Art and Design.
5. Non-Removal. Employees and students may not remove from the premises any hardware licensed to/owned by the College, software licensed to/owned by the College, or telecommunications devices licensed to/owned by the College without prior management approval. Employees and students, may not remove from the premises any files or data licensed to/owned by the College without prior management authorization. The language of this paragraph is not intended to prohibit employees from taking work home with them which requires the use of files, software, hardware, or data which is owned by or licensed to the College for the purpose of off-campus use. The language of this paragraph is not intended to prohibit students from taking school work home with them which requires the use of files, software, hardware, or data which is owned by or licensed to the College for the purpose of off-campus use. However, sensitive or confidential information, particularly personally identifiable information such as Social Security numbers or credit card information must never be removed from campus, and must be stored in encrypted form only on any laptop or removable media.

6. Downloading. In downloading documents from the Internet, Massachusetts College of Art and Design requires that such documents must be job or curriculum related and constitutes a reasonable use of Massachusetts College of Art and Design's resources. Please refer to the MassArt's Electronic File Sharing Policy for more details.
7. Offensive or Harassing Use Prohibited. The electronic mail, Internet systems, and telecommunications/voice mail systems are not to be used to create or communicate any offensive or disruptive messages. Among those which are considered offensive are messages, materials, or communications which contain sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry, or disability. In addition, these systems must not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene, or otherwise inappropriate. The electronic mail, Internet systems, and telecommunications/voice mail systems must not be used to commit any crime, including but not limited to, sending obscene e-mails over the Internet with the intent to annoy, abuse, threaten, or harass another person.
8. Solicitation Prohibited. The electronic mail, Internet systems, and telecommunications/voice mail systems may not be used to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job or curriculum related.
9. Chain Letters and Repeated Messages. Employees and students must not send or forward "chain letter" e-mails. Employees and students are prohibited from sending anonymous or repeated messages via the e-mail, Internet, or telecommunications/voice mail systems designed to annoy, abuse, or torment. Employees and students are prohibited from making any communication which adversely impacts the communications of the College by over-loading the network or knowingly acting in a manner that will disrupt normal operations of computers, telecommunications/voice mail, or the network systems.
10. Viruses. Employees and students may not use Massachusetts College of Art and Design's e-mail or Internet systems to develop or send any virus, worm, Trojan horse, or otherwise destructive program. Employees should not open e-mails or attachments unless they are confident of the identity of the sender.
11. Copyrighted Material and Trade Secrets. The electronic mail and Internet systems must not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior management authorization. The College expressly incorporates into this policy the "Fair Use Guidelines for Educational Multimedia" resulting from the NASAD 1997 Annual Meeting. See the Electronic File Sharing Policy page for more info.
12. College's Right to Monitor. Massachusetts College of Art and Design acknowledges that privacy is an important value for educational institutions. Creative, innovative, and risky thought as well as scholarship and educational accomplishment all depend on interacting in a communication context in which individuals feel free to express and transmit their opinions and ideas. Thus, Massachusetts College of Art and Design extends to its students, faculty, and staff a reasonable expectation of privacy in the communication that they conduct via Massachusetts College of Art and Design's internet, email, telecommunications/voice mail systems and networks. However, everyone should recognize that privacy cannot be guaranteed, even when it is intended, and should, therefore, exercise reasonable caution in electronic communication.

Although the privacy of electronic mail, files, and data is protected in normal circumstances, when, upon the judgment of the appropriate authorities, there is reason to believe the law or College policies have been violated, Massachusetts College of Art and Design may access or disclose the electronic files, mail, voice mail, and/or electronic discussions stored or transmitted by a student, staff member, or faculty member of the College. In these cases, an individual with appropriate administrative

13. Consent. An employee's or student's use of Massachusetts College of Art and Design's e-mail system and/or Internet systems and/or telecommunications/voice mail systems constitutes his/her agreement to comply with the College's Electronic Mail, Internet, and Telecommunications/Voice Mail Policy as well as his/her consent to the College's recording and monitoring of the employee's use of the e-mail, Internet, and telecommunications/voice mail systems.
14. Confidentiality/Privacy. The confidentiality of any message or materials should not be assumed. Even when a message or material has been erased, it may still be possible to retrieve and read or hear that message or material. Further, the use of passwords for security does not guarantee confidentiality. Messages read in HTML may identify the reader to the sender. Notwithstanding Massachusetts College of Art and Design's right to retrieve and read/listen to any electronic mail, Internet messages, telecommunications/voice mail messages or material, such messages or material should be treated as confidential by other employees and students and accessed only by the intended recipient. Employees and students are responsible for maintaining the confidentiality of material on the systems. Without prior management authorization, employees and students are not permitted to retrieve or read e-mail messages that are not sent to them. The contents of electronic mail, Internet messages or materials, or telecommunications/voice mail messages may, however, be disclosed to others within the College, with prior management authorization.
15. Confidentiality and Encryption. Confidential, sensitive or privileged information (including personally identifiable information such as a social security number or credit card information) must never be sent over the Internet, except with minimum 128-bit encryption in accordance with MassArt's data security policies.
16. Disciplinary Action. In keeping with its long tradition of academic freedom, Massachusetts College of Art and Design supports free inquiry and expression by the users of its internet, email, and telecommunications/voice mail systems and networks. Massachusetts College of Art and Design, however, reserves the right to take action against or deny access to its facilities to those whose use is not in agreement with the purpose of the College or infringes on the rights of others.

In accordance with College procedures, Massachusetts College of Art and Design may impose sanctions on anyone who is found to have violated the policies of the College regarding internet, email, computer and/or telecommunications/voice mail network or systems usage. A violation of the policy may result in disciplinary action, including, but not limited to, the loss of computer, internet, email, and/or telecommunications/voice mail network or systems access privileges and/or discipline ranging from

17. **Password Accountability.** Employee and student passwords are confidential and employees and students are accountable for all usage under the password of Massachusetts College of Art and Design computer and telecommunication/voice mail systems. No one shall give any password for any College computer, telecommunications/voice mail system, or network facility to any unauthorized person, nor obtain any other person's password by any unauthorized means whatsoever. In general, passwords should never be shared with anyone else. Anyone who knows your password can use your account. If he/she does anything that affects the system, it will be traced back to your userid. If your userid or your computer account or telecommunications/voice mail account is used in an inappropriate manner, you may be held responsible. All employees and students are prohibited from running programs that attempt to identify passwords or codes.
18. **Other Countries' Laws.** Employees and students with Internet access must take particular care to comply with and understand the copyright, trademark, libel, slander, and public speech control laws of those countries in which this College maintains an academic/business presence.
19. **Representation of the College.** Employees and students should make clear when they are or are not representing the College in their e-mail, Internet, or telecommunications/voice mail communications.
20. **Internet Site/Identification Originator.** Employees and students should be aware that Internet sites accessed from Massachusetts College of Art and Design's computer network may identify Massachusetts College of Art and Design as the originator of each visit. If employees or students participate in "chat sessions" or post messages on the Internet, they may be regarded as representing Massachusetts College of Art and Design. Thus, all communications must be professional, appropriate to Massachusetts College of Art and Design, and not adversely reflect on its reputation.
21. **Public Records.** As a State College (public entity), information accessed and/or distributed over the e-mail, Internet or the telecommunications/voice mail systems may be considered a public record pursuant to Massachusetts General Laws c.66.
22. **Collective Bargaining Agreements.** Where Collective Bargaining Agreements are in effect and come into conflict with this Policy, the Collective Bargaining Agreements shall govern.
23. **Contact Person.** If you are not sure whether an activity you are planning would affect service, you may contact the Information Technology helpdesk at (617) 879-7888. Employees who need help understanding this policy or who discover a violation of this policy should notify the Director of Human Resources at 617-879-7906 or the Chief Information Officer at 617-879-7878.

**Disclaimer.** All parties placing materials on the College's e-mail, Internet, website, or any other College network represent and warrant that the submission, installation, copying, distribution, and use of such materials in connection with the College's systems will not violate any other party's proprietary rights. The user understands and agrees that Massachusetts College of Art and Design is not responsible for any errors created in or damage to materials as a result of the installation or maintenance on the College's Network servers, or their use by anyone accessing Massachusetts College of Art and Design servers. All use of the e-mail, Internet, and telecommunications systems must be in accordance with existing Massachusetts College of Art and Design regulations for computer and telecommunications/voice mail use. Official Massachusetts College of Art and Design computer network pages may contain links to other pages not sanctioned by the College.

Massachusetts College of Art and Design intends to honor the policies set forth above, but reserves the right to change them as may be required under the circumstances. This Policy is reviewed and updated according to Technology's established policy review process.

\* This policy is not meant to determine ownership of academic research and work product displayed and/or stored on Massachusetts College of Art and Design systems.

\*\* Parts of this Policy incorporate some of the substance and language of the Rensselaer Polytechnic Institute's Policy on Electronic Citizenship approved April 13, 1998 and last modified on October 18, 1999.

Date last reviewed: May 2009

## Weather Related Closings

Every so often weather forces MassArt to close for the day. News of this event is carried in the morning school closing radio and television reports on WBZ (Channel 4), WCVB (Channel 5), WRKO, WHDH, or WBCN. If adverse weather conditions develop during the course of the day, the administration will determine whether afternoon and evening classes are to be cancelled. Early closing announcements are communicated by Academic Affairs to department assistants and studio managers, who are responsible for notifying the faculty.

## Alcohol Policy

**Please note: The following policy is presented in an abbreviated form. For the complete policy, please visit the MassArt website.**

### **Preamble: Policy Principles**

Massachusetts College of Art and Design is a community dedicated to the academic and personal development of its members, and is committed to educational and social programs promoting these ends. The college recognizes that the use of alcohol in the local community and the larger society can present serious problems, including harm to users and non-users and the encroachment upon values and rights considered fundamental to educational development and personal well being.

The college affirms that the fundamental responsibility for personal behavior associated with the use of alcohol rests with the individual. The college, however, provides constructive leadership in delineating the rights of community members and protecting those rights from violation. In addition, the college maintains and strictly enforces rules and regulations deemed appropriate and necessary to preserving conditions essential to academic and personal well-being.

The college expects faculty, staff, and administrators to be positive role models for students through their own responsible use or non-use of alcohol. The principle aims of the college policy concerning the use of alcoholic beverages on the campus include:

- Formulating and enforcing regulations for social events and individual conduct.
- Encouraging responsible, moderate, and safe use of alcoholic beverages by those who use alcohol.
- Reducing pressures on those who do not wish to use alcohol in social settings.
- Providing discipline for those whose use of alcohol is associated with infringements of the rights of other community members.
- Providing information, educational programs, and counseling services to support community interests and values affected by social and individual use of alcohol.
- Minimizing problems associated with alcohol use and assisting all students in pursuing their goals for educational and personal development.
- Providing opportunities for community-wide participation in the formulation, dissemination, and enforcement of regulations.
- Providing discipline to those who violate the alcohol policy.

As a general principle, the use of alcohol is not allowed on the MassArt campus. However, alcohol may be served at specific events and in site-specific locations, provided that certain procedures are followed and the event is registered and approved.

Alcohol will not be served or offered to students at any event which students must attend as part of their required course work. Alcohol is prohibited in the Smith Hall student residence. For all events, an alcohol server must be hired through Chartwell's Dining Services.

MassArt's alcohol policy must be adhered to at all events. The complete policy can be found on the MassArt website. Public Safety officers and other college officials will monitor and strictly enforce these policies. Please contact the Office of Student Development with any questions about the policy.

### **Events Registration**

Events where alcohol will be served must be registered twenty-one calendar days or more before the scheduled event. It is the policy of Massachusetts College of Art and Design that ALL events must be registered fourteen calendar days prior to the event, whether or not alcohol is being served. This policy encompasses ALL college-sponsored events, including off-campus activities sponsored or hosted by the college. In addition, all invited groups who utilize college facilities are subject to registration procedures. Event Registration Forms are available in the Office of Student Development and in the Student Center (Kennedy, 2nd floor).

## The Family Educational Rights and Privacy Act of 1974 ("FERPA")

**Please note: The following policy is presented in an abbreviated form. For the complete policy, please visit the MassArt website.**

The Family Educational Rights and Privacy Act of 1974 ("FERPA"), also known as the Buckley Amendment, ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law. FERPA also confers upon current and former students certain rights with respect to their education records. With certain limited exceptions, FERPA guarantees that the academic records for students over 18 years of age cannot be discussed with or disclosed to any person.

### **What are "Education Records" under FERPA?**

"Education records" are those records that are directly related to a student and maintained by Massachusetts College of Art or by a party acting for the college. These include, but are not limited to, papers, examinations, grade information, transcripts, disciplinary information, billing and financial aid information. FERPA applies to paper and electronic records.

The following records, however, are not "education records" under FERPA:

- Records that are kept in the sole possession of the maker of the records, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records maintained solely for law enforcement purposes by College law enforcement units.
- Employment records related exclusively to the student's capacity as an employee and not dependent on the individual's status as a student. For example, records pertaining to work study students, teaching assistants, or graduate teaching are education records under FERPA.
- Records created or maintained by a physician, psychiatrist, psychologist or other paraprofessional used only in the treatment of the student and not available to individuals other than those providing the treatment.
- Records that only contain information about an individual after that individual is no longer a student at the College (e.g., information pertaining to alumni accomplishments).
- Admission records for a student who does not officially attend the college.

### **What Rights Do Students Have Under FERPA?**

**A student has the right to inspect and review his or her education records within a reasonable time, but no more than forty-five days after the college's receipt of a written inspection request.**

To make a request for access to their records, students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will then make arrangements for access to the records and will notify the student of the time and place at which the records may be inspected. If circumstances effectively prevent the student from exercising his or her right to inspect and review his or her records, the college shall provide the student with a copy of his or her requested records, for which the college will impose a reasonable charge for the photocopying expense. Students do not have the right to see portions of their record that do not constitute education records, such as:

- Financial information regarding their parents.

- Law enforcement records.
- Portions of their records containing information about other students.
- Confidential letters of recommendation placed in their files prior to 1/1/75.
- Confidential letters, statements or similar material associated with admissions, employment, job placement, or honorary recognition to which a student has waived the right of inspection and review.
- Records containing information about the individual after he/she is no longer a student.

**A student has the right to correct any erroneous or misleading information in his or her records.**

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy, may challenge the records by addressing their concerns in writing to the director of the office that maintains the records.

If the director agrees with the student's position, the records will be amended appropriately.

If the director disagrees, the student is notified within a reasonable period of time that the records will not be amended. The student then has the right to request a formal hearing. Such requests must be made in writing to the vice president of student development, who will, within 10 days of receiving the request, inform the student of the date, time, and place of the hearing. The hearing panel that adjudicates such challenges is the vice president of student development or designee, and the vice president of administration and finance or designee. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at the student's expense.

The decision of the hearing panel is final. If the panel agrees with the student, the student's records will be corrected or amended. If the panel disagrees with the student, the college will notify the student of his or her right to include with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the permanent records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenge was unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the president of the college to aid them in filing complaints with The Family Education Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington DC. 20202.

**A student has the right to expect that personally identifiable information in his or her education records will be kept confidential and disclosed only with their permission or as required by law.**

"Personally identifiable" means that the data or information (excluding "Directory Information") that includes the name of a student, the student's parent, or other family member; the address of the student or student's family; a personal identifier, such as the student's identification number or social security number; or a list of personal characteristics that would make the student's identity easily traceable.

A current or former student who wishes to permit another person to inspect or receive copies of the student's educational records must provide a signed and dated written consent which must:

- specify the records that may be disclosed;
- state the purpose of the disclosure; and
- identify the person or class of parties to whom the disclosure can be made.

If requested, the college will provide the student with a copy of the records disclosed.

## **What Are the Exceptions to FERPA's Confidentiality Requirements?**

### **FERPA permits the college to disclose "directory information" without a student's prior consent.**

FERPA permits the college to disclose "Directory Information," which includes certain categories of information, the public exposure of which would not generally be considered harmful or an invasion of privacy to the student, without a student's prior consent. At Massachusetts College of Art and Design, Directory Information includes a student's name; local address; telephone number; hometown, field of study; dates of attendance; degrees and awards received, including departmental and graduation honors and participation in the officially recognized activities.

Students, however, may elect to withhold Directory Information from disclosure. To do so, a student must check the appropriate box on his or her registration form during Fall Registration. Once a student agrees to release Directory Information, the college must provide it to anyone who requests it. The college will honor requests for nondisclosure of Directory Information for one academic year only; thereafter, students must file requests to withhold Directory Information each year during the registration period.

### **Disclosure To Other College Officials**

Within the College community, FERPA permits access to education records to only those official with legitimate educational interests. An "official" is:

- a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);
- a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent);
- a person serving on the Board of Trustees; or
- a student serving on an official committee, such as a disciplinary or governance committee, or assisting another school official in performing his or her tasks.

### **Disclosure Pursuant To Judicial Order Of Subpoena**

The college will make a reasonable effort to notify the student of the order or subpoena and provide him or her an opportunity to contest before complying.

In the case of a subpoena issued for law enforcement purposes, the college is not required to notify the student of the existence or the contents of the subpoena, or of the information furnished in response to the subpoena, if the Court or other issuing agency has ordered that such information not be disclosed. Searches conducted pursuant to the Patriot Act do not require prior or subsequent notification and the College may be prohibited from providing any information regarding such search to the object of the search.

### **Disclosure To The Victim Of Certain Crimes**

Federal law requires the college to disclose to both the accuser and the accused student the outcome of all student disciplinary proceedings that involve a sexual offense.

In addition, the college may disclose the final results of student disciplinary proceedings regarding a crime of violence or a non-forcible sex offense. Final results include name of the offender, violation, and any sanction imposed.

### **Disclosure in Connection with Disciplinary Proceedings**

Disciplinary decisions may be disclosed to persons other than the victim if: (1) it is determined that the student is the alleged perpetrator of a crime of violence or non-forcible sex offense; and (2) the student has committed a violation of college rules or policies. The college may not disclose the name of any other student, including a victim or witnesses without their consent.

The college can also inform parents about violations of the college's drug and alcohol policy by a student under the age of twenty one (21).

#### **Disclosure to Certain Government Officials.**

The college will release information to authorized representatives of the U.S. Comptroller General's Office, the U.S. Department of Education, and state and local educational authorities in connection with an audit or an evaluation of federal or state supported programs and to assure the enforcement of or compliance with federal or state legal requirements related to these programs; and to the United States Attorney General for law enforcement purposes.

The college will also release information to authorized representatives of: the U.S. Citizenship and Immigration Services (USCIS) for purposes of the Coordinated Interagency partnership regulating International Students; the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997; and the Department of Veterans Affairs for students receiving educational assistance from the agency.

The college will disclose "Student Recruiting Information" to the Department of Defense and military recruiters for recruiting purposes only pursuant to the Solomon Amendment. Student recruiting information is name, address, telephone listing, age (or year of birth), place of birth, level of education and degrees received, and major.

The college will also disclose information to authorized representatives of the state and local government if disclosure is allowed pursuant to a state statute concerning the juvenile justice system.

#### **Other permitted disclosures beyond directory information can be:**

- To Parents/Guardians of dependent students. Dependent defined as those students claimed as such on tax forms.
- To the student
- To agents acting on behalf of the college, who may include attorneys, auditors, collection agents, security services, or service providers.
- In connection with financial aid to the student.
- To another school in which the student seeks to enroll (disclosure may be made whether the student or the other institution initiates the request).
- To accrediting organizations for accrediting purposes.
- To the appropriate parties in a health or safety emergency.
- In response to complaints and legal actions involving the student and the college. If a student or parent initiates legal action or brings complaints against the college, the college may disclose information relevant to the response to the complaint without seeking the prior consent of the student. In addition, in the event that the college initiates legal action against a parent or student, the college may disclose relevant information without a court order or subpoena if a reasonable effort is made to notify the student or parent prior to disclosure.
- To organizations conducting studies for or on behalf of the college (e.g. utilizing predictive tests or student aid programs).

### **Other Relevant Policies and Procedures**

All institutions subject to FERPA are required to maintain records of requests and disclosures of personally identifiable information. The records and requests, whether granted or not, shall include the names and addresses of the persons who request the information and their legitimate interests in the information. Records of requests and disclosures need not be maintained for the following: requests made by students for their own use; disclosures made in response to written requests from students; requests made by school officials; and disclosures of Directory Information.

These records of disclosures and requests for disclosures are considered a part of the student's educational records and must be retained as long as the college retains the records themselves. The records of requests and disclosures must be maintained in a form that permits students, responsible institutional officials, and state and federal auditors to inspect them.

The college maintains a system for the destruction of nonacademic records. Once a student has requested access to his or her education records, however, these nonacademic records cannot be destroyed until the student has inspected and reviewed the education records.

The college will review and revise this Policy regarding the Confidentiality of Student Records as necessary. All revisions to this Policy will be published online and in the Student Handbook.