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APPENDIX
I. INTRODUCTION

Welcome to the Art Academy of Cincinnati (Art Academy). The Art Academy firmly believes our employees are our most important asset. It is by the efforts and skills of our employees that we can best meet the needs of our students. It is our goal to create and maintain a positive working environment for our employees. To this end, we provide you with this copy of the Art Academy of Cincinnati Handbook. By reading and understanding it, we can all help to foster a congenial atmosphere at the Art Academy. Your opinions and suggestions also can help us improve and grow. Please feel free at any time during your employment at the Art Academy to bring them to our attention.

The statements in this handbook are general statements of the Art Academy’s policies. They do not create and are not to be construed as a contract or a covenant of employment either express or implied, between the Art Academy and any of its employees. The statements in this handbook are not promises of specific treatment.

Employment with the Art Academy is “employment at will,” which means that either the Art Academy or the employee is free to terminate the employment relationship at any time with or without notice or cause. Policies reflected in this version of the Employee Handbook are those currently in force at this institution, and this version supersedes all earlier versions.

HISTORY AND CONTEXT

In 1869 the McMicken School of Design was founded for the “promotion of taste and design in the industrial arts”; it later became one of the first established departments of the University of Cincinnati. At the urging of Joseph Longworth, the McMicken School separated from the University of Cincinnati in 1884 to become part of the Cincinnati Museum Association which was established in 1881.

On November 17, 1887, the Eden Park building was dedicated and the school’s name officially changed to the Art Academy of Cincinnati. The Art Academy began offering classes in the dedicated facility built adjacent to the Cincinnati Art Museum. From 1884 to 1998 the Academy operated as a museum school. We have been an independent college of art and design since 1998.

The Art Academy’s history of 142 years includes the middle and late 19th century when Cincinnati was in its golden age of painting. Many artists such as Frank Duveneck, Elizabeth Nourse, Dixie Selden, John Twachtman, William Fry, and Robert Blum came to Cincinnati to work and study at the Art Academy. In accordance with the Work Projects Administration during the Great Depression, Art Academy faculty and students were actively involved in federal art and design programs. In 1946 the Art Academy’s enrollment doubled because of the GI Bill.

The Art Academy was a charter member of the National Association of Schools of Art and Design (NASAD) in 1948, and in 1950 a four-year curriculum was introduced. In 1979 the Art Academy established a BFA degree program approved by the Ohio Board of Regents and the NASAD to better serve the needs of graduates as emerging professionals.

In 1986 due to growing enrollment, the Mount Adams building was acquired to augment the original Eden Park building. In 1996 a board member made the River City Works facility available to extend the Art Academy’s offerings in sculpture and to add a glass facility. In 1997 the Cincinnati Art Museum and the Art Academy of Cincinnati determined that the Art Academy would be best served by separating from the Cincinnati Museum Association, and the Art Academy became an independent college of art and design. Effective September 1, 1998, the Art Academy of Cincinnati became a fully independent institution. This was the most significant change in governance since 1884 when the Art Academy left the University of Cincinnati.

Today the Art Academy is a private independent college of art and design with over 200 students currently enrolled in the
Bachelor of Fine Arts program. The Master of Arts in Art Education program enrolls approximately 15 students. In addition, more than 1500 teens and adults enroll in non-credit Community Education classes annually.

The Art Academy moved to the historic Over-The-Rhine (OTR) by consolidating two industrial buildings to house its facilities at 1212 Jackson Street. Acquisition and rehabilitation of the new facilities enabled the Art Academy to provide studio spaces for juniors and seniors, a large communal gathering space, improved instructional facilities, and the ability to expand enrollment. On August 29, 2005 classes began at the new campus. As OTR continues to evolve, and the Art Academy’s footprint increases, the Art Academy continues to be a vibrant center for the creative community in Cincinnati.

It is accredited by the National Association of Schools of Art and Design (NASAD) and is a charter member of NASAD. The Art Academy is also accredited by North Central Association of Colleges and Schools (NCA/HLC). The college has been issued a certificate by the Ohio Board of Regents under Section 1713.03 of the Ohio Revised Code. It is authorized under federal law to enroll non-immigrant alien students.
II. THE COLLEGE ORGANIZATION AND GOVERNANCE

The college’s non-profit status as an independent college was established in 1998 when the Art Academy separated from the Cincinnati Museum Association. The Art Academy’s administrative structure follows traditional organizational constructs to carry out the day-to-day operations. The President reports to the Board of Trustees. The President’s Management Team consists of the senior leadership: the President, the Academic Dean, the Vice President of Finance and Operations, and the Vice President of Enrollment Management.

The corporate officers consist of Board of Trustees Chair, Vice Chair, Immediate Past Chair, Interim President, Secretary, and Treasurer. The Board of Trustees meets four times each year in March, June, September, and December. The Board may work through committees including: Executive which consists of the chair of each working committee; Facilities Committee; Finance Committee; Committee on Instruction; Development Committee; Marketing Committee; Governance Committee; Enrollment Committee; and Strategic Planning.

For a complete list of current Board of Trustees, please see the Art Academy’s website.

MISSION STATEMENT

Our mission as an independent college of art and design is to provide personalized education in the visual arts.

VISION STATEMENT

Our vision is to excel and to be recognized as a vibrant, creative community dedicated to engaging innovative visual artists who make meaningful contributions to the world.

CORE VALUES AND ASSOCIATIVE VALUES

**Integrity**

- Excellence
- Reliability
- Dedication
- Ethics
- Responsibility
- Sustainability

**Innovation**

- Creativity
- Curiosity
- Risk-taking
- Open-mindedness
- Critical thinking
- Inspiration
Personal vision

**Community**
Collaboration
Diversity
Partnerships
Stewardship
Local/global cultures

**Experience**
Heritage
History
Contemporary practice
Distinction
Professionalism
Life-long learning

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**UNIVERSAL EDUCATION GOALS**

Become practicing visual artists.

Develop a personal creative voice.

Use visual, written, and spoken language effectively.

Become self-directed learners.

Value and sustain intellectual and creative growth.

Understand their role in the context of the global community.

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**UNIVERSAL EDUCATION OBJECTIVES**

Students learn, practice, and integrate the strategies, methods, and skills needed to conceive, develop, and execute works of art and design.

Students learn ideation, research skills, exploration, and investigation as part of the creative process.

Students learn to describe, analyze, interpret, and evaluate their work and the work of others in the context of relevant cultural, historical, and global influences.

Students learn to develop, articulate, and express personal content.

Students learn to see and make connections between their studio practice and their academic studies including the humanities, social and natural sciences, and art history as a means of driving and supporting the artistic process and developing content.

Students demonstrate critical thinking in their oral and written communication through writing assignments, presentations,
participation in class discussions, and critiques.

Students learn to be self-directed and to sustain intellectual and creative growth.
INTRODUCTION

The statements in this handbook are designed to provide certain background information and a summary of important organizational policies. They should not be read as a promise or contract that policies or procedures will be applied in all cases or that they will never change. It is impossible to anticipate every situation that may arise in the workplace and impossible to have a handbook that addresses every situation. Management will address events as they occur and may, at its sole discretion, clarify or change the policies, procedures and benefits addressed in this handbook without advance notice. All policies are subject to the interpretation of management subject to final determination and approval or the President.

Employment At Will

All employees are employed at the will of the Art Academy. This means that notwithstanding anything in these or any other policies and practices of the college, written or oral, the Art Academy reserves the right to terminate your employment, with or without cause at any time, with or without notice. Employees are likewise free to end the employment relationship at any time for any reason with or without notice. Completion of an introductory period does not change an employee’s status as an employee at will. No Art Academy representative has the authority to enter into any agreement for employment for a specific period of time or to make any agreement modifying in any manner any employee’s at will status.

Changes In Policy

This handbook supersedes all previous employee manuals that may have been issued from time to time on subjects covered in this Manual.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with the Director of Finance and/or the President.

EMPLOYMENT POLICIES AND PRACTICES

Equal Employment Opportunity

Employment at the Art Academy of Cincinnati is based on qualifications and the ability to perform. It is the policy of the Art Academy to provide equal employment opportunity for all employees and applicants for employment and to administer all personnel practices such as recruiting, hiring, training, promoting, compensation and benefits, discipline, and discharge, and all other terms, conditions and privileges of employment in a manner which does not discriminate on the basis of color, creed, religion, national origin, sex, sexual orientation, gender identity, race, age (age 40 and over), disability, veteran status, or any other status protected by law. Each employee has an individual responsibility to observe this policy.
The Art Academy will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Employees with questions or concerns about equal opportunity in the workplace are encouraged to bring these issues to the attention of the Director of Finance and/or the President. The Art Academy will not retaliate against an employee for expressing EEO concerns. Any perceived retaliation should be reported to the Director of Finance and/or the President.

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**Policy Against Workplace Harassment**

**Statement of The Art Academy of Cincinnati Philosophy**

The Art Academy is committed to providing a work environment where all employees are treated with respect and dignity. Harassment on the basis of an employee’s color, creed, religion, national origin, sex, sexual orientation, gender identity, race, age (40 and over), disability, veteran status, or any other status protected by law. Harassment is a form of misconduct that undermines the integrity of the employment relationship. It is the responsibility of every employee to cooperate with and assist in the implementation of this policy. The Art Academy will not tolerate such conduct in its academic community or workplace, at Art Academy sponsored social functions, business trips, or work assignments outside the office. And the Art Academy will take appropriate measures to prevent and redress its occurrence. All employees are subject to this policy and it is everyone’s responsibility to see that it is implemented.

Specifically, no one who supervises or otherwise exercises control over the terms and conditions of an employee’s employment shall threaten or insinuate, explicitly or implicitly, that an employee’s refusal to submit to sexual advances will adversely affect the employee with regard to such employment conditions such as hiring, termination, promotion, wages, benefits, training, or other job opportunity, or that an employee’s acceptance of sexual advances will positively affect an employee with respect to such employment conditions.

It is important to remember that any unwelcome verbal or physical conduct, whether committed by supervisors or non-supervisors, may be viewed as harassment if such conduct is because of protected characteristics such as race, or gender, or religion, and has the purpose or effect of unreasonably interfering with an individual’s job performance or creating an intimidating, hostile or offensive work environment.

We cannot list all possible examples of poor judgment or unprofessional conduct; however, the following examples will serve to illustrate the kind of speech or behavior the Art Academy does not want in its work environment. Prohibited conduct includes such things as: sexual advances or propositions; verbal abuse of a sexual, racial, or ethnic nature; graphic or suggestive commentary about an individual’s body, sexual prowess or alleged sexual deficiencies; pinching; suggestive, insulting, obscene comments or gestures, degrading words used to described an individual’s protected status, suggestive or offensive objects, pictures, cartoons, magazines, emails, or computer images. It is important to remember that inappropriate or unprofessional remarks or conduct may be reason for intervention and discipline whether or not they are actually “harassing.”

The Art Academy will not tolerate harassment, whether engaged in by fellow employees, supervisors, associates, or non-employees whom employees encounter in the course of their employment (such as independent contractors, vendors, and suppliers) provided they Art Academy is made aware of the third-party conduct.

If you have a complaint or concern about conduct which offends you or you view as harassing or potentially harassing in connection with incidents you have experienced or observed, you are required to report such a complaint or a concern immediately. The Art Academy is prepared to receive complaints about behavior that is perceived as unprofessional or inappropriate regardless of whether the behavior constitutes unlawful harassment. Employees must report any concern or complaint immediately to the Director of Finance and/or the President.
The reports will be investigated and, where appropriate, prompt corrective action will be taken. If, in your view, there is another incident of inappropriate conduct or speech following a report, you must report it again, immediately. Investigation and corrective action will again be undertaken as appropriate. Investigations will be conducted as confidentially as circumstances permit consistent with a thorough investigation. Retaliation for making such a report is also prohibited.

**Harassment Complaint Procedure**

If an employee believes that he or she has been subject to harassment or has been a witness to harassment at the Art Academy by anyone, including students, faculty, staff, or vendor, he or she is first encouraged to clearly and promptly notify the offender that his/her behavior is unacceptable. If the victim chooses not to have any direct communication with the offender or finds such discussions do not successfully end the harassment, the victim is to proceed with one of two options: an Informal or a Formal Complaint.

**Informal Complaint:** The victim or witness may report the alleged harassment to his/her direct supervisor who will then attempt to informally, through communication with the offender, bring a stop to the harassment. If the direct supervisor is the offender, the matter should be taken to the next level of authority. If no mutually satisfactory resolution can be found, action can be taken to a formal complaint level. This Informal Complaint is not a required first step for the reporting individual.

**Formal Complaint:** In the event that the victim does not wish to pursue the Informal Complaint or the Informal Complaint does not produce a result satisfactory to the victim, the following steps should be followed to report the harassment complaint and to initiate a Formal Complaint:

a. **Notification:** An individual who believes he or she has been subject to harassment or offensive conduct should report the incident to his/her supervisor, or if the supervisor is the offender, the individual should report to the next level of authority, stating a desire to initiate a Formal Complaint. In such a case the supervisor must immediately file a written report of the complaint with the President. The President will then form an Investigative Committee.

b. **Description of Misconduct:** An accurate record of objectionable behavior is necessary to resolve a Formal Complaint. Such complaints must be reduced to writing.

c. **Time for Reporting a Complaint:** Prompt reporting of complaints is strongly encouraged, as it allows for an effective response and resolution.

d. **Confidentiality:** Confidentiality will be maintained throughout the investigation to the extent practical and appropriate under the circumstances.

e. **Protection Against Retaliation:** The Art Academy will not retaliate against an individual who makes a complaint, nor permit any employee to do so. Retaliation is a very serious violation of this policy and any perceived retaliation must be reported immediately. Any individual found to have retaliated against an individual for reporting harassment, or against anyone participating in the investigation of a complaint, will be subject to appropriate disciplinary procedures up to and including termination of employment.

The investigation into a formal complaint will be conducted by a committee of three members made up of an advocate chosen by each the victim and offender and one person chosen by the President from the staff or faculty of the Art Academy. The employee-chosen advocates could be AAC Staff or Faculty Representatives. The designee of the President will be responsible for convening the committee, keeping records, and communicating to all parties involved. This
committee will conduct an investigation of the allegations, keeping both parties informed as to the status of the investigation, and reporting its findings to the President.

The investigation process may include any or all of the following:

a. Confirm name and position of the reporting individual.

b. Identify the alleged harasser.

c. Thoroughly ascertain all facts in connection with the alleged incident, beginning by interviewing the reporting individual and the alleged harasser. Questions to all parties should be asked in a non-judgmental manner.

d. Determine frequency and type of alleged harassment and, if possible, the dates and locations where alleged harassment occurred.

e. Find out if any witness observed the alleged harassment. If the reporting individual and the alleged harasser present conflicting versions of the facts, interview any witnesses.

f. Determine how the reporting individual responded to the alleged harassment and determine what efforts, if any, at an informal complaint option, were made.

g. Determine whether the reporting individual consulted anyone else about the alleged harassment and note who else knows and their response to the disclosure.

h. Develop a thorough understanding of the professional relationship, degree of control, and amount of interaction between the alleged harasser and reporting individual.

i. Determine whether the reporting individual knows of or suspects that there are other individuals who have been harassed by the harasser.

j. Determine whether the reporting individual informed other supervisors of the situation and what response, if any, the reporting individual received from these supervisors.

k. Determine whether the reporting individual knows of any documents or notes supporting his claim.

l. Remind all parties involved of the Art Academy’s policy against retaliation for making a complaint of sexual harassment.

Upon completing the investigation, the committee will report to the President, who will review the investigation, make findings, and decide upon appropriate action to be taken. The President will communicate the findings and intended actions to the reporting individual, the committee, and alleged harasser.

a. **Sanctions for Harassment**: An individual found to have engaged in misconduct constituting harassment shall be disciplined. The President will determine appropriate sanctions. The Art Academy’s response at a minimum will include reprimanding the offender and preparing a written record. Additional action may include referral to training, reassignment, temporary suspension without pay, or discharge from employment at the college.

**EMPLOYEE RELATIONSHIPS**

**Consensual Relationships**

Even consensual sexual or romantic relationships between persons of unequal authority have the potential to create problems affecting the workplace. Such relationships are therefore discouraged even when they are wholly consensual
and conducted with discretion. Sexual or romantic relationships are forbidden between any manager and his/her direct subordinates and those over whom he/she exerts influence with respect to the terms and conditions of employment.

**Nepotism**

The Art Academy will not allow an employee or Trustee to have the authority or practical power to appoint, supervise, evaluate, audit, discipline, or remove another employee with whom he or she has a marital or familial relationship. The Art Academy will also not allow an employee to have any position in which it is reasonably foreseeable that the interests of the Art Academy and those of the employee may conflict as a result of his or her marital, familial, or intimate relationships. For the purposes of this policy, marital, familial, or intimate relationships shall include those of spouses and partners, siblings, members of the same household, and other similar close relationships by way of marriage, adoption or personal commitment.

If a marital, familial, or intimate relationship develops between two employees in the situations described above, generally one of the two may change job assignments to an available position for which he or she is qualified. If no suitable position is available, one of the two will be terminated. The decision as to which employee will change job assignments or be terminated will be left to the employees involved, unless business necessity requires the Art Academy to make the decision.

**Introductory Period**

During an introductory period of 90 days employees have an opportunity to learn more about their assignments and determine whether they are satisfied with the position. At the same time, the supervisor has an opportunity to assess whether the employee has the ability and desire to perform the job assignment. Upon completion of the introductory period, continuous service credit and all other benefit accruals to which the employee may be entitled shall date from the original date of hire. The satisfactory completion of this period should not be construed as creating a contract of employment or altering an employee’s at-will status or guaranteeing employment for any specific duration.

**Disciplinary Action and Procedure**

The Art Academy expects employees to observe standards of behavior that will protect the interests and safety of all employees and the Art Academy. While it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are particular actions which may result in discipline, up to and including termination:

a. Insubordination;

b. Unprofessional conduct, including disorderly conduct, indecent language and immoral acts;

c. Unauthorized use, release, or disclosure of confidential information;

d. Failure, inability, or refusal to perform assigned duties;

e. Verbal or physical abuse or harassment of co-workers or students;

f. Making malicious, false or derogatory statements that may damage the integrity or reputation of the Art Academy or its employees;

gh. Falsification of any medical, time, employment, or other records;

h. Habitual or unexcused absences or tardiness;

i. Theft, deliberate destruction, abuse or unauthorized possession of Art Academy property, or any other malicious or
careless acts causing property damage, accidents or expense;
j. Dishonesty;
k. Unauthorized taking of funds or charges against an Art Academy account;
l. Abuse of leave policies;
m. Possession, sale, purchase, distribution, consumption, or being under the influence of alcohol, drugs, or controlled substances while at work in violation of Art Academy policy;
n. Possession of explosives, firearms, or other weapons on Art Academy premises;
o. Conduct endangering the life, safety, or health of self or others;
p. Performing job duties in an unsatisfactory, negligent, or careless fashion;
q. Violation of Art Academy policies;
r. Job abandonment – leaving work without proper authorization;
s. Failure to return to work on the regular workday following expiration of an authorized leave of absence.

In general, the Art Academy will take appropriate disciplinary action, up to and including termination, when an employee engages in a behavior inconsistent with policies and procedures or ordinary, reasonable, or common sense standards of behavior, or fails to perform job duties in an acceptable manner.

Without alteration of the fundamental character of the at-will employment relationship or waiver of the Art Academy’s right to terminate its employees with or without notice or cause, the Art Academy may, if appropriate, engage in a progressive disciplinary process. This process provides a number of disciplinary options including oral warning, written warning, probation, suspension and discharge. There is no requirement that a progressive process be followed in any individual circumstance or that the Academy use any particular step, e.g. oral warning followed by written, etc. At any point during this process, the employee may confer with a Staff Representative, or have a Staff Representative present at any disciplinary proceedings.

Grievance Procedure

The Art Academy wants to provide a grievance procedure to all employees when there has been an unsatisfactory resolution of a question, suggestion, problem, or complaint regarding employment or working conditions. The purpose of the procedure is to resolve differences in a professional manner.

Step 1: The Art Academy encourages employees and their supervisors to attempt to resolve problems informally. The employee should make an appointment for a private conference with his or her immediate supervisor within one calendar week following the employee’s knowledge of the concern. At this conference the employee will state the concern and the supervisor will listen and ask relevant questions. The employee may request to have a Faculty and/or Staff Representative present during the conference. Following the conference, the supervisor will inform the employee of the decision.

Step 2: If an employee and his or her immediate supervisor are unable to resolve the problem, the employee must submit the complaint in writing to the immediate supervisor within twenty-one days from the date the employee was first aware of the problem. The writing shall identify the basis for the complaint, the date on which the event(s) occurred, the people involved, and the requested remedy. The immediate supervisor shall respond to the employee in writing within fourteen calendar days from the date of receipt of the grievance.

Step 3: If the immediate supervisor’s written response is not satisfactory or timely, the employee must submit the complaint in writing to the Dean and President no later than seven calendar days from the date the employee received the
written response or after the time within which the response should have been given, whichever is earlier. The writing shall identify the reason why the employee is not satisfied with the prior response and the requested remedy. The President or designee shall investigate the basis of the complaint and shall respond to the employee in writing. The decision of the President or designee shall be final.

No employee shall be subject to retaliation as a result of legitimate and reasonable use of the grievance procedure.

End of Employment

Resignation: Employees are encouraged to give the Academy as much notice as possible of their decision to resign. Decisions to resign should be presented, in writing, to the employee’s supervisor, copied to the President. Failure to give adequate written notice may result in forfeiture of earned but unused vacation pay.

Termination: The President has sole authority to terminate employees.

Retirement: Decisions to retire must state the final work day and be sent in writing to the President.

Upon resignation, termination, or retirement, an employee will return all Art Academy property to his or her supervisor, including keys, cell phone, credit card, security code, and computer passwords. A final paycheck will be issued on the next scheduled pay date after employment has ended.

Personnel Records

The personnel file of each employee is maintained in the Finance Office. Each employee is responsible for advising the Finance Office of changes in name, address, telephone number or marital status.

Access to personnel records is restricted; however, employees may inspect their own records, during normal business hours and in the presence of a designated Art Academy official. Personnel records are the property of the Art Academy.

Confidential Information

Confidential information concerning the Art Academy which is not generally available to the public must not be disclosed to anyone outside the college, either during employment or after termination. Such confidential information includes, but is not limited to, the college’s methods of obtaining financial support, business or operating plans, finances and financial information, legal affairs, employee compensation information, actual or potential donor lists or other information, technical know-how, marketing strategy, student information, or any other information or confidences relating to the college and its students or property. It applies to all Art Academy records, account records, media and creative resource information. Use or disclosure of these records or other confidential information for any purpose other than an authorized purpose to benefit the Art Academy will be cause for immediate termination.

Conflict of Interest

Employees and other persons acting on behalf of the Art Academy must avoid all conflicts between their individual interests and the interests of the Art Academy. Accordingly, employees must not obtain a personal or financial interest, direct or indirect, in any contract, subcontract or agreement, or otherwise obtain a personal or financial benefit, that may be interpreted as creating a conflict of interest. Benefits may include money, favors, gratuities, entertainment or anything
of value. This prohibition extends to contracts in which the employee’s family, partner, dependent, or business associate may have a personal or financial interest, as well as benefits received by such persons. Employees must not speculate in materials, supplies, or services produced or purchased by the Art Academy. Employees may not represent themselves as representing the Art Academy when supporting political candidates or causes. Additionally, employees must not take any action inconsistent with the employee’s fundamental duty of loyalty to the Art Academy as his or her employer. Each employee of the Art Academy will be required to sign a Conflict of Interest Disclosure Statement annually. If there are questions concerning this policy, please see the President.

Gift Acceptance Policy
Employees may not under any circumstances solicit gifts or gratuities of any kind from students, students’ families, vendors, or suppliers. Because the Art Academy’s services are provided impartially to all of our students, gifts and gratuities valued at $50.00 or more may not be accepted by employees. If an individual presses you to accept a gift, you should thank him or her, but explain that the Art Academy policy makes it impossible to accept any gift. In the event that you receive a gift without your consent, you should inform the President. Receiving an unauthorized gift or failing to return a gift at the instruction of the President may lead to immediate disciplinary action, up to and including termination. Each employee of the Art Academy will be required to sign a Gift Acceptance Policy annually. If there are questions concerning this policy, please see the President.

COMPENSATION

Wage and Salary Administration
It is the goal of the Art Academy to maintain wage and salary levels that are competitive with those paid to employees in similar positions at other institutions or businesses.

The President of the Art Academy annually reviews the entire wage and salary schedule for incorporation in the total fiscal year budget, which is presented to the Board of Trustees for approval. Generally, salary adjustments are effective at the beginning of a fiscal year. Employees should bring any inaccuracies in payroll or benefits to the attention of the Finance Office.

Payroll Schedule
Payroll is prepared and disbursed bi-weekly. Hours from time sheets and other payroll information are inputted on Monday prior to the Friday pay date. If that Monday is a holiday, inputting occurs on the preceding Friday.

Pay checks and vouchers are distributed to Art Academy employee mailboxes on the pay date. Employees without Art Academy mailboxes may request their paychecks and vouchers at the Finance Office on the pay date. Any paycheck or voucher not distributed by the Monday following the pay date will be mailed to the address of record.

Employees may authorize automatic deposit of net payroll funds into checking or savings accounts. Authorization forms for automatic deposit are available in the Finance Office. Except in very unusual circumstances, advance payments are not available. Inquiries concerning pay or payroll deductions should be directed to the Finance Office.
Payroll Deductions
The Art Academy makes payroll deductions as required by law, including federal, state and local income tax withholding, FICA (Social Security) and Medicare. The federal and state income tax withholding is based on the Withholding Exemption Certificate (W-4 Form) each employee files with the college. If there is a change in marital status or the number of dependents an employee wishes to claim, the employee should submit to the Finance Office a new W-4 Form with the revisions. The Art Academy also may make deductions for garnishments of wages as required by law.

Eligible employees may authorize payroll deductions for the costs of participation in various benefit programs and/or voluntary deduction agreements. All such authorization must be made in writing.

Lost or Stolen Paychecks
Employees should report lost or stolen paychecks to the Finance Office immediately. The Finance Office will attempt to put a stop-payment order on the check, and if able to do so, will then issue another paycheck. Unfortunately, the Art Academy is unable to take responsibility for lost or stolen paychecks and, if the Finance Office is unable to put a stop-payment order on the check, the employee must bear the responsibility for the loss. It is also the employees responsibility to pay for any charges associated with the stop-payment request.

BENEFITS

General
The Art Academy of Cincinnati offers a program of employee benefits designed to help protect the health and the welfare of their employees and their families. The employee benefits summarized in this handbook are maintained for the exclusive benefit of our employees. The benefits are established with the intent that they will be maintained for an indefinite period of time. Nevertheless, the Art Academy reserves the right to change premium values, change employee costs, and to otherwise amend or discontinue such plans at any time, for any reason, financial or otherwise.

The Art Academy shall have no liability for the failure or refusal of an insurance provider to honor an employee’s claim or to pay benefits.

Statutory Benefits
As required by law, the Art Academy provides workers’ compensation, unemployment compensation, the Consolidated Omnibus Budget Reconciliation Act (COBRA), and contributions to the federal social security program (FICA) and Medicare. These statutory benefits are provided to all employees.

Holidays
The Art Academy observes the following as paid holidays:
New Year’s Day
Martin Luther King Day
President’s Day
Memorial Day
Independence Day
Labor Day
Day Before Thanksgiving
Thanksgiving Day
Day After Thanksgiving
Christmas Day through December 31st.

Holidays that fall on a Sunday will be observed on the following Monday. Holidays that fall on a Saturday will be observed at the college’s discretion the Friday preceding or the Monday following the holiday. On some occasions, employees may be required to work on a holiday.

All regular full-time, regular part-time and introductory employees are eligible for holiday pay for these holidays. To receive holiday pay, an eligible employee must work the regularly scheduled workday before and after the holiday, or be on vacation or excused absence on those days. Regular full-time salaried and hourly employees and regular part-time salaried employees are paid their normal workday rate of pay for these holidays. Holiday pay for regular part-time hourly employees will be prorated, based on their regularly scheduled workweek hours divided by the 35 hour workweek multiplied by 7 hours multiplied by their hourly rate.

Sick Leave

The Art Academy provides paid sick leave to regular full-time and part-time employees. Regular full-time salaried and hourly employees accrue sick leave at the rate of one full day per month worked and are paid for each day of accrued sick leave taken, based upon their normal workday rate. Regular part-time employees accrue each month the number of hours equal to the number of hours worked in the month divided by 151 multiplied by 7 and are paid their hourly rate for each hour of accrued sick leave taken. Unused sick leave may be accumulated up to 90 days or 630 hours, but may be utilized only for illness. After 90 days, compensation during an extended illness may be provided by the Art Academy’s long-term disability plan, for those employees insured by this plan.

Sick leave may be taken by an employee for personal illness or doctor and dental appointments, as well as for the illness or doctor or dental appointment of a spouse, child, parent, or parent-in-law.

Compensation for accumulated sick leave will not be paid when an employee terminates or retires, nor can it be used to extend vacation. If requested by their supervisor, an employee may be required to substantiate any absenteeism.

Bereavement Leave

Regular salaried full-time and regular salaried part-time employees will be granted up to five days of paid bereavement leave upon the death of the employee’s spouse, partner, child (natural, adopted, foster or step-child), parent, parent-in-law, grandchild, grandparent or sibling. Bereavement leave will be paid based upon the number of hours in the employee’s normal workday and/or workweek. If a death causes an employee to request an absence in excess of five regularly
scheduled workdays, the employee may use accrued vacation time or may initiate a leave of absence request. For other instances of death, not in the immediate family, an employee may use accrued vacation time, in accordance with the provisions of that policy.

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**Family Medical Leave Act (FMLA)**

It is the Art Academy’s policy to provide up to 12 work weeks of employment-protected family and medical leave of absence (“FMLA”) to eligible employees.

When Will I Be Eligible For FMLA? You will be eligible for FMLA when

1. You have been employed by Employer for at least 12 months; and

2. You have worked at least 1,250 hours during the previous 12 months.

3. Faculty who are eligible have regular appointments of nine months or longer and have been employed at least 12 months and have at least 1250 hours of service during the immediately proceeding 12 months.

In What Circumstances May I Take FMLA? FMLA may be taken only in the following circumstances:

1. Upon the birth of your child;

2. Upon the placement of a child with you for adoption or foster care;

3. When you are needed to care for your spouse, child or parent (but not a parent-in-law) who has a serious health condition; or

4. When you are unable to perform the essential functions of your position with Employer due to your own serious health condition.

Situations covered under this policy may also be covered by other Employer leave policies. In that case, the leave will be subject to both policies, to the extent the other policy is not more restrictive than this FMLA policy.

How Much FMLA Can I Take? You may take up to 12 work weeks of FMLA in any rolling 12 month period, measured backward from the date you begin any FMLA. However, spouses who are both employed by Employer are limited to a total of 12 weeks of FMLA, rather than 12 weeks each, for the birth or placement of a child for adoption or foster care or to care for a parent with a serious health condition.

Will I Be Paid While I Am on FMLA? Employer requires that you exhaust any unused vacation and paid absence leave during FMLA. You are not required to use your floating holiday. Therefore your FMLA will be paid until you exhaust the vacation and paid absence time you have available.

May I Continue To Participate In Employer’s Benefit Plans During FMLA? You may elect to continue to participate in all of Employer’s group health plans during FMLA, on the same basis as active employees. If your FMLA is unpaid, you must pay your share of the cost of coverage in a timely manner in order for that coverage to continue. If you are receiving vacation or paid absence pay, your contributions will be deducted from your pay on the same basis as for active employees.

You will not receive credit for eligibility, vesting or benefit accrual purposes under Employer’s 401(k) Plan while your FMLA is unpaid. However you will resume participation immediately when you return upon completion of FMLA.
Your policy under Employer’s group life insurance and long-term disability insurance plans during FMLA may be affected. Moreover, any changes in plan provisions or cost will apply to employees on FMLA on the same basis as to active employees. See the Benefits Manager for specific details.

How Do I Request FMLA? FMLA Request Forms are available from and must be submitted to the Director of Finance. You must submit an FMLA Request Form at least 30 days before FMLA begins, unless 30 days notice is not practicable, and then you must give as much notice as is possible under the circumstances, ordinarily within one or two business days of when the need for leave becomes known to you. If possible, you must schedule FMLA with your supervisor, to avoid disruption to Employer operations.

When you request FMLA, you will be given a notice describing your rights and obligations, including, where applicable, your obligation to provide a medical or legal certification or other reasonable documentation of the necessity of the FMLA. You must provide the requested certification prior to the commencement of FMLA, or, if that is not possible, within 15 days after receipt of the notice unless it is not practicable for you to do so despite your diligent, good faith efforts, in which case you must provide it as soon as possible.

Where medical certification is requested, Employer may require you to obtain a second opinion from a health care provider of Employer’s choice and at its expense. If the first and second opinions differ, Employer may, again at its expense, require a third opinion by a provider approved jointly by Employer and you, and the third option will be binding.

You will be required to report periodically on your intention to return to work and Employer may require periodic recertification.

Can I Take FMLA Intermittently Or Work A Reduced Schedule? Where your FMLA is due to your own serious health condition or so you can care for your seriously-ill spouse, child or parent, FMLA may be taken on an intermittent or reduced leave schedule when necessary to meet a medical need. Intermittent leave is leave taken in separate blocks of time due to a single illness or injury, such as leave for chemotherapy treatment. Reduced leave is leave taken by reducing your usual number of working hours per workweek or workday.

FMLA taken for the birth or placement of a child may not be taken on an intermittent or reduced schedule. If you request intermittent or reduced FMLA, you may be required to temporarily transfer to an alternate position which better accommodates recurring periods or absence or a reduced schedule, provided the position has equivalent pay and benefits.

May I Return To My Same Job When I Return From FMLA? When you return to work immediately upon completion of FMLA, you will be returned to your same job or a position equivalent in pay, benefits and working conditions. Failure to promptly return from FMLA will be considered a voluntary termination of employment unless you qualify for and have scheduled additional leave under another Employer leave policy. If circumstances change and you foresee that you will want to come back from your FMLA earlier than you originally planned, you must provide Employer with at least two business days notice, if possible.

You must re-pay Employer for its share of premiums for group health plan coverage during an unpaid FMLA if you fail to return immediately upon completion of FMLA, unless your failure to return is due to circumstances beyond your control, such as your continuing serious health condition.

Are There Any Other Limits On My FMLA Leave Rights? Employer is implementing this policy under the Family and Medical Leave Act (the “Act”). Employer’s obligations under the policy do not exceed those set forth in the Act, unless this policy specifically provides otherwise. Employer reserves the right to assert all rights, exemptions, limitations and calculation methods in the Act. Employer also reserves the right to deny or restrict the availability of FMLA to any employee who could be denied coverage under the Act.
All terms used in this policy have the meaning given them in the Act, except as otherwise specified. Employer reserves the right to alter, amend or terminate this policy at any time in accordance with applicable law.

**Jury Duty Leave**

All regular full-time and part-time employees who are summoned for jury duty will continue to receive compensation, based upon the number of hours in the employee’s normal workday and/or workweek. Following receipt of the summons for jury duty, the employee should immediately notify his/her immediate supervisor. Regular pay will continue while on jury duty, but an employee is required to report for regularly scheduled work when not needed in court, if the employee can work at least one half of the regularly scheduled hours. Upon completion of jury duty, the employee should receive from the clerk of the court a written statement of hours of service and compensation to be received from the court. The employee must reimburse the Art Academy for any fees received from the court. During required jury duty, an employee will continue to accrue vacation and sick pay credits in accordance with the provisions of those policies, and will be eligible for holiday pay. Jury duty leave does not apply in cases of an employee’s pursuit of defense in a civil claim, defense in a criminal action against the employee, consultation with an attorney, and similar or related activities of a personal nature.

**Military Duty Leave**

A leave of absence without pay for service in the United States armed forces shall be granted when a regular full-time or regular part-time employee is inducted into the service. The same policy shall apply to members of the National Guard or the Reserves who are called to duty to combat natural or other disorders. Any employee who is a member of the National Guard or the Reserves of one of the armed forces shall be granted a two-week (or as required) leave of absence without pay upon presentation of orders calling the employee to annual training. Employees on Military Duty Leave may use any available vacation time for such leave. Employees must provide written notice at least 30 days in advance of the anticipated start of such duty or training, or as soon as practicable.

Health and dental insurance benefits will be provided to eligible employees until the end of the month in which military duty or training begins. Employees, who provide services in the armed forces for greater than 31 days, will become responsible for the full cost of these benefits at the end of that month, and must indicate their intention to continue coverage under COBRA. Employees who perform service in the armed forces for less than 31 days shall have their health and dental coverage continued as if they had never taken leave.

The accrual of other benefits, such as vacation days and sick days, will be suspended while the employee is on Military Duty Leave and will resume upon the employee’s return to active employment.

The employee shall be restored to his/her former position, or, at the discretion of the Art Academy, to one of similar nature if 1) reemployment is requested within 90 days from the date of discharge; 2) official discharge papers are presented; and 3) the employee is qualified for the duties of the former position. Returning employees will be treated as though they were continuously employed for the purpose of determining benefits based on length of service. Former employees having completed their military obligations but not having requested employment within 90 days shall be given the same considerations as other former employees.

**Medical, Dental, Life and Long-Term Disability, Flexible-Spending Account Benefits**

Regular full-time salaried and hourly employees and regular part-time salaried and hourly employees who regularly work 25 hours a week or more are eligible for paid or partially paid medical, dental, life, and long-term disability insurance, subject to the terms and conditions of the applicable plans. Detailed information regarding these benefits and other
eligibility requirements is available from the Finance Office. The Art Academy reserves the right to change or eliminate such benefits at any time. Introductory staff employees are eligible to receive all benefits applicable to their future employment classification. All applicable benefits may become effective the first of the month following thirty (30) days of employment.

Continuation of Medical and Dental Benefits (COBRA)
The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives a “Qualified Beneficiary” the opportunity to continue temporarily their medical, dental, and flexible spending account benefits following a “Qualifying Event” that would ordinarily cause these individuals to lose such benefits.

A “Qualified Beneficiary” is determined by the “Qualifying Event” and can be a current or former employee covered under the Art Academy’s group health or dental plan, a spouse of a covered employee, or a dependent child of a covered employee. A “Qualifying Event” for an employee can include termination of employment except for gross misconduct, or a reduction in hours of employment to the extent the employee not only meets the minimum hourly requirement. A “Qualifying Event” for a spouse or dependent child can include a covered employee’s termination of employment except for gross misconduct or reduction in hours of employment, a covered employee’s death, a spouse’s divorce or legal separation from a covered employee, a covered employee’s entitlement to Medicare, or a dependent child’s loss of dependent status under the plan.

Under COBRA, the individual pays the health, dental, or vision plan insurance premiums at the Art Academy’s group rate, plus a administration fee. Premiums are generally due the first day of the month.

The duration of COBRA coverage is determined by the qualifying event. When an employee is terminated or experiences a reduction in work hours, the qualified beneficiaries may elect COBRA coverage for up to a maximum of 18 months. Coverage can be extended for up to 29 months if the employee or any family member is disabled, as defined by Social Security, at the time of, or within 60 days of, the employee’s termination or reduction of work hours. When the qualifying event (either initially or subsequent to an 18 month event) is the employee’s death, divorce, separation, Medicare entitlement, or loss of dependency status, the qualified beneficiary may elect COBRA coverage for up to a maximum of 36 months from the date of the first qualifying event.

COBRA benefits can be terminated for the following reasons:

a. the Art Academy ceases to maintain a group health, dental, or flexible spending account plan for any employee,

b. the beneficiary fails to make timely payments of the premium and administrative fee,

c. the beneficiary is covered under another group health plan, unless (a) that group health plan excludes or limits coverage for a pre-existing condition that affects that person or (b) that person had the group coverage prior to electing COBRA coverage,

d. the covered individual becomes covered under Medicare benefits after electing COBRA.

The Art Academy will provide each eligible employee with a written notice describing the rights granted under COBRA when an employee first becomes eligible for coverage under the Art Academy’s plan. Additional information will be given to qualified beneficiaries if a qualifying event occurs. These notices contain important information regarding the employee’s rights and responsibilities.
403(b) Retirement Savings Plan
All regular full-time salaried and hourly staff employees and regular part-time salaried and hourly staff employees who are scheduled to work 1000 or more hours annually may make voluntary contributions up to the legal limit to a 403(b) Retirement Savings Plan through payroll deductions. Detailed information regarding the 403(b) plan, eligibility requirements, and limitations are available from the Finance Office. The Art Academy reserves the right to change the terms of or eliminate the 403(b) Retirement Savings Plan.

401(a) Art Academy of Cincinnati Retirement Savings Plan
The Art Academy has established a 401(a) Retirement Savings Plan under which eligible employees may receive annual contributions from the Art Academy into the 401(a) plan. Eligible employees may receive matching contributions from the Art Academy based on 403(b) contributions made by the employee. Detailed information, plan description, eligibility requirements and restrictions are available from the Finance Office. The Art Academy reserves the right to change the terms of or eliminate the 401(a) Retirement Savings Plan.

Tuition Remission
Regular full-time salaried and hourly employees and their spouse, or natural, adopted, foster or stepchild, if academically qualified, may enroll in BFA or MAAE courses at the Art Academy without tuition charge after the employee has been employed full-time for a least one full year and have worked at least 1,250 hours during the previous twelve month period. Special fees, including but not limited to, student activities fee, studio fees, and material fees are required to be paid by the employee. Regular part-time salaried and hourly staff employees who annually work 1000 hours or more receive a 20% discount off BFA and MAAE tuition and must pay all special fees. Employees, their spouse or child enrolled in BFA or MAAE degree classes at the Art Academy are subject to all current academic policies (e.g., admissions, registration, withdrawal, grading, etc.).

A student paying tuition will have enrollment priority over an employee if class size exceeds the maximum limit. If this situation occurs, an employee shall be notified and given the opportunity to pay the full tuition in order to remain in the class.

If a class is insufficiently enrolled with full paying students, the class will be canceled. In all cases where registration is canceled due to the enrollment situations, an employee will receive a full refund of any fees paid.

Community Education Fee Remission
Regular full-time and part-time salaried and hourly employees, their spouse, natural, adopted, foster or stepchild may register in advance of the printed registration deadline for Community Education classes and programs and pay $25.00. Information regarding such fees may be obtained in the Community Education Office. Payment and the completed registration form must be received by the Community Education Office in advance of the registration deadline. If a Community Education class is full to maximum capacity with a paying student waiting to enroll, the Art Academy employee or spouse will be contacted and offered the option to pay the additional instructional fees or to withdraw to provide space for a paying student. Once registration and payment have been received for a natural, adopted, foster or stepchild of an employee, the child will not be closed out of a class even though a class reaches maximum enrollment.

Outside Educational Courses, Workshops or Seminars
If it is determined by your immediate supervisor that attendance in a degree course(s), workshop, or seminar outside the
Art Academy will enhance your job abilities and qualifications and their individual departmental budget allows for this expense, you may enroll in these outside programs and be reimbursed for your applicable tuition expense. Reimbursement is based upon satisfactory completion of your course(s) and a grade of “C” or above. No reimbursement will be made in the event that the employee withdraws from a course, workshop, or seminar.

WORKPLACE POLICIES

Safety
The safety and health of all our employees is of utmost importance to the Art Academy. Employees are required to be safety conscious at all time. To achieve the goal of a safe workplace, the following general rules of safety should be observed at all times:

a. All safety hazards, known or suspected, must be reported immediately to the employee’s supervisor and/or Facilities Manager. The Art Academy appreciates employee concern and expressly assures employees that no adverse consequences will result to any employee as the result of reporting a safety hazard.

b. All injuries occurring in the workplace must be reported immediately to the employee’s supervisor. Records of all injuries will be maintained.

c. Employees must observe safe practices when performing their work, including wearing appropriate clothing and protective coverings and using care while operating equipment.

d. A continuous ringing of the bell in long bursts signals a fire alarm. Proceed outside by the route indicated in your area. Wait outside in an orderly manner for further directions from a supervisor.

OSHA
See www.Info.com/OhioOsha for regulations

NIOSH
See www.cdc.gov/niosh/ for regulations

Accidents, Injuries, or Illnesses
In a medical emergency when assistance is necessary, call 911 for emergency assistance. Emergency treatment includes treatment delivered in response to symptoms that may or may not represent an actual emergency, but is necessary to determine whether an emergency exists. After emergency medical treatment has been arranged, notify the Finance Office of the medical emergency.

Employees must report all accidents and/or injuries occurring in the workplace to their supervisor regardless of the nature or severity of the accident or injury. If the injury requires non-emergency medical attention, obtain a treatment access card and seek medical attention from a bureau certified provider. Failure to obtain medical treatment from a bureau certified provider may jeopardize your workers’ compensation benefits. A bureau certified provider can be found by referring to a Provider Network Directory or contacting the Art Academy’s Managed Care Organization. When receiving medical attention, present the treatment access card to the provider and follow the medical treatment prescribed. Employees who suffer an on-the-job injury or illness and are released by their doctor to return to work must report for available work
immediately. This rule applies regardless of whether the doctor’s release is limited or unlimited. Failure to do so will be considered a voluntary resignation without notice.

Employees must report all accidents and/or injuries occurring in the workplace to their supervisor regardless of the nature or severity of the accident or injury. First aid supplies are available throughout the facilities.

Alcohol, Drugs, and Controlled Substances

The Art Academy is committed to maintaining a safe workplace free from the effects of alcohol, drugs and controlled substance abuse. Such abuse affects job performance as well as employee and student safety. The Art Academy prohibits the possession, manufacture, distribution, dispensation, or use of illegal drugs, and the unlawful use, possession, or distribution of alcohol or controlled substances on all college property, at any location where employees or students are conducting college-related business or activities, and when using private vehicles on Art Academy business or in the conduct of Art Academy activities. Abiding by the terms of this policy is a condition of employment at the Art Academy.

Definitions

a. **Controlled Substances**: For purposes of this policy, “controlled substances” include all chemical substances or drugs listed in any controlled substances acts or regulations applicable under any federal, state, or local laws.

b. **Drugs**: For purposes of this policy, “drugs” include all prescription and over-the-counter narcotics or medications that are not controlled substances.

c. **On the job**: For purposes of this policy, an employee is “on the job” whenever he or she is on Art Academy property, including all locations and parking lots, driving or riding as a passenger in an Art Academy vehicle, conducting Art Academy business.

d. **Under the Influence**: For purposes of this policy, an employee is “under the influence” of alcohol, drugs, or controlled substances, if the employee has any measurable alcohol, drugs, or controlled substances in his or her system and/or his or her normal physical or mental abilities or faculties have been affected by such substances.

e. **Essential Functions**: For purposes of this policy, “essential functions” means the fundamental job duties of the employment position held by a specific employee.

Prohibitions

The following represent violations of the Art Academy policy and are expressly prohibited:

a. Except as provided otherwise in this section, employees may not use or consume alcohol, drugs, or controlled substances within four (4) hours prior to reporting to work or performing service, or report for work or perform service under the influence of any amount of such substances. An employee with any measurable blood alcohol level shall be considered under the influence of alcohol.

b. Employees may not manufacture, dispense, distribute, sell, or purchase controlled substances while on the job, even if the substance, which is the subject of the sale or purchase, is not actually possessed on the job.

c. The consumption of alcohol in moderate amounts is allowed at certain expressly authorized Art Academy functions and in conjunction with approved “staff events” and “patron entertainment” functions. Notwithstanding the consumption of alcohol, employees are expected to act in a professionally appropriate manner at all times. Free or reimbursed transportation home will be provided to any employee who is under the influence of alcohol and/or cannot safely operate a vehicle. It is the employee’s responsibility to recognize that he or she should not be driving
and to take advantage of this service.

d. Employees may use, consume, or be under the influence of prescription drugs while on the job when taken pursuant to a valid physician’s order, or over-the-counter drugs when taken as appropriate, only when there is no possibility that such use may impair the employee’s ability to safely perform his or her job or may adversely affect his or her safety, student safety or the safety of other employees. It the employee’s responsibility to be aware of the effects of any medication that he or she may be taking and to be alert for any evidence of impairment.

e. Employees may not possess, use, consume, or be under the influence of a controlled substance while on the job, except when: (1) under, and in strict accordance with, a physician’s directions, and (2) such use will not impair the employee’s ability to safely perform his or her job or adversely affect his or her safety, student safety or the safety of other employees. It is the employee’s responsibility to be aware of the effects of any controlled substance that he or she may be taking, and to be alert for any evidence of impairment.

Criminal Convictions
Any employee convicted of a criminal violation occurring in the workplace and involving a controlled substance must notify his or her supervisor within five working days of the conviction. As a result of such a conviction, the Art Academy will take appropriate disciplinary action, up to and including termination and/or require such an employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

Other Unacceptable Activities
The Art Academy will also take into account and may take any action it deems appropriate in response to any employee conviction on a charge of illegal possession, use, distribution, purchase, or sale of any drug, controlled substance, or alcohol, where the Art Academy concludes that such conduct adversely affects the ability of an employee to perform his/her job or other services. Likewise, the Art Academy may take into account and may take any action it deems appropriate in response to any other off-duty conduct in the absence of a conviction where the Art Academy concludes that such conduct adversely affects the ability of an employee to perform his or her job or other services.

Individuals With Chemical Dependencies
The Art Academy will treat individuals with a chemical dependency on alcohol, drugs, or controlled substances as follows:

a. If an employee currently suffers from dependency on alcohol or prescription drugs that have been taken pursuant to a physician’s order, the Art Academy encourages the employee to seek treatment. The Art Academy will take no disciplinary action against the employee unless the employee cannot perform the essential functions of his or her job with or without reasonable accommodation. The Art Academy similarly encourages employees with a current dependency on controlled substances or prescription drugs that have not been medically prescribed to that employee to seek treatment. However, nothing in this paragraph is designed to alter the Art Academy’s policies regarding the current use of controlled substances or drugs. The Art Academy shall not be obligated to accommodate such employees on the job.

b. For an employee who is recovering from a previous chemical dependency on alcohol, drugs, or controlled substances, the Art Academy will make reasonable accommodations for that employee to perform the essential functions of that employee’s job so long as the employee: (1) has successfully completed a supervised rehabilitation program and is no longer engaging in the illegal use of drugs or controlled substances, or has otherwise been rehabilitated successfully and is no longer engaging in the use of the substance; or (2) is participating in a supervised rehabilitation program and is no longer engaging in such use. For such employees, the Art Academy reserves the right to seek reasonable assurances from the employee that illegal use of controlled substances or prescription drugs is not currently occurring and that continuing use is not an ongoing problem.

Testing
Consistent with the requirements of state and federal law, an employee who is reasonably suspected by the Art Academy to have violated this policy may be subject to testing. Refusal to consent to testing shall constitute a violation of this policy. A positive result from a test administered pursuant to this or any other provision in this policy shall be verified.

Examples of events constituting reasonable suspicion may include:

a. unsatisfactory performance;
b. physical symptoms consistent with substance abuse;
c. evidence of illegal substance use, possession, sale, or delivery;
d. occurrence of an accident that requires treatment at an external facility;
e. motor vehicle offenses while on duty and/or in Art Academy vehicles;
f. physical altercations, assaults, and flagrant violations of safety, security, or other operating procedures;
g. causing the injury of another employee or a student.

Confidentiality
All information collected pursuant to this policy will be kept in confidence to the extent possible, revealed only when necessary or consistent with applicable law.

Nothing contained in this section shall eliminate or modify the Art Academy’s right to terminate without notice any employee at any time with or without cause. Any employee who, in the Art Academy’s sole judgment, is found unlawfully using or impaired by, or under the influence of a controlled substance in the workplace, may immediately be relieved of his or her duties and directed to vacate the premises pending notification of discipline.

Outside Employment
Employees may hold employment outside of the Art Academy of Cincinnati provided that such employment does not interfere with their assigned duties and responsibilities within the Art Academy. All employees will be judged by the same performance standards and will be subject to the Art Academy’s scheduling demands, regardless of any competing requirements of outside employment. If the Art Academy determines that an employee’s work outside the Art Academy is interfering with the employee’s performance or ability to meet requirements with the Art Academy as those requirements are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Art Academy. Outside employment that constitutes a conflict of interest is prohibited. In addition, employees may not receive any income or material gain from individuals outside the Art Academy for services rendered on behalf of the Art Academy.

Any solicitation of outside employment or volunteer work is not permitted during work hours and must be done outside of the Art Academy’s premises. Employees may not use for such purposes the Art Academy’s facilities or resources, including phones, copiers, mailing lists, computers, etc.

Conduct Outside the Workplace
Actions of employees outside the workplace can affect the community’s perception of and opinion about the Art Academy. The Art Academy therefore expects employees to conduct themselves in a manner that will reflect well on the Art Academy at all times.
**Outside Publication**
If you publish or write for external sources, you may identify your job title at the Art Academy of Cincinnati.

Please do not speak or write opinions representing the Art Academy without the prior knowledge and approval of the President. All communications with the media are the responsibility of the President.

**Selling and Solicitation**
Persons not employed by the Art Academy may not solicit or distribute literature on Art Academy property for any purpose at any time, except for bona fide Art Academy related purposes and with appropriate prior authorization. This prohibition includes, without limitation, charity solicitors, insurance salespersons, survey or questionnaire activity, or any other form of solicitation or distribution.

Employees may not solicit for any purpose during their own or another employee’s working time. In addition, employees are prohibited from distributing any kind of literature or other materials during working time or in any of the Art Academy’s working areas. Reasonable forms of solicitation are permitted during non-work time, such as before or after work, or during meal and break periods.

**Smoking Policy**
The Art Academy has established a policy prohibiting smoking inside any Art Academy building. Smoking is permitted on Art Academy premises only in designated areas and outside. Smokers are asked to use designated receptacles for the disposal of all smoking materials.

**Recording of Conversations**
Under many circumstances, the recording of conversations in the workplace could be harmful to morale, inhibit normal business communication, and create an atmosphere of distrust. Under certain circumstances, it can also be unlawful. Therefore, recording any part of any conversation by means of any electronic, mechanical or other device is prohibited unless the express written permission of all parties to the conversation is obtained prior to recording the communication. Employees who violate this policy will be subject to discipline, up to and including termination.

**Travel and Business Expense Reimbursement Policy**
It is the Art Academy’s policy to reimburse employees for the necessary travel or business expenses incurred on behalf of the Art Academy while the employee is engaged in authorized Art Academy business. The employee’s good judgment in determining expense alternatives is required. There is a basic obligation to keep expenses to a minimum and to become knowledgeable of the most economical alternatives. Personal entertainment and laundry service are not considered necessary business expenses.

Reimbursement for out-of-pocket expenses can be made by the Finance Office for amounts below $20.00 with appropriate original receipts. Expenses above $20.00 require a Check Request Form signed by the employee and his or her supervisor and accompanied by original receipts. Travel and business expenses should be approved in advance when reasonably
possible and reported in acceptable detail to the employee’s supervisor. Reimbursement of expenses without an original
receipt can be a taxable payment to the employee. Reimbursement for business use of a personal vehicle will be paid at a
rate per mile and must be pre-approved by the appropriate supervisor. The Art Academy will reimburse an employee for
membership dues to professional organizations when pre-approved by the Department Head and included in the annual
budget. Each employee of the Art Academy will be required to sign a Expense Reimbursement Policy annually.

Use of Art Academy Property
All employees should exercise care and economy in the use of Art Academy supplies, equipment, and property. The
removal of supplies, equipment, or property from the Art Academy’s premises for personal use is prohibited.

Telephone and Cell Phone Policy
The Art Academy’s telephones are for business use. Personal calls, both incoming and outgoing, should be kept to a
minimum. Personal long-distance telephone calls must be made collect, charged to the employee’s home phone, or to the
employee’s credit card. Cell phones provided by the Art Academy are for business use. Personal calls on these cell phones
should be limited, so that additional costs are not incurred by exceeding monthly calling limits. If these limits are
exceeded, the employee will be required to reimburse the Art Academy for these additional charges. The use of an Art
Academy cell phone while operating a motorized vehicle is prohibited.

E-Mail and Internet Policy
The Art Academy provides E-mail and Internet service to assist employees in the performance of their job. This usage
policy is to help employees understand the Art Academy’s expectations for the use of these resources and to help
employees use them wisely.

a. No employee should have any expectation of privacy as to his or her E-mail and Internet usage. The Art Academy
reserves the right to inspect any and all files stored in private areas of the network. The Art Academy’s electronic
communications systems are the property of the Art Academy, and by using the Art Academy’s property an employee
consents to access and review by the Art Academy.

b. Employees are expected to use E-mail and Internet access primarily for business-related purposes, i.e., to communicate
useful business information with co-workers, students, parents, alumni, suppliers, Board of Trustees, and Board
Committee members.

c. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory,
discriminatory, or is otherwise unlawful or inappropriate may not be sent, archived, stored, distributed, edited, or
recorded using the Art Academy’s network or computing resources. An employee encountering or receiving this kind
of material should immediately report the incident to his or her supervisor. Failure to abide by this policy may result in
disciplinary action up to and including termination.

d. Employees are to conduct themselves honestly and appropriately with E-mail and Internet access, and respect the
copyrights, software licensing rules, property rights, and privacy and prerogatives of others. No employee may use the
Art Academy’s computing resources to deliberately propagate any virus, worm, Trojan horse, trap-door, or any other
malicious program code. A user may not install or use encryption software or encryption keys without first obtaining
written permission from their supervisor.

e. Only those employees who are duly authorized to speak to the media on behalf of the Art Academy may speak/write in
the name of the Art Academy through E-mail and the Internet. Where an employee is identified as an employee of the
Art Academy, the employee must refrain from any unauthorized solicitation or advocacy for political, charitable, or
other non-Art Academy purpose.
f. All Art Academy policies apply to employee conduct with E-mail and the Internet. Misuse of Art Academy E-mail and Internet access in violation of any policy will lead to the appropriate disciplinary action up to and including termination. Unlawful or inappropriate E-mail and Internet usage may garner negative publicity for the Art Academy and is prohibited.

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**Personal Visits**

Personal visits during working hours should be kept to a minimum. Visitors are not permitted in student areas without the prior approval of a supervisor. All visitors expected to arrive after regular business hours must be registered with the security personnel.

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**Appropriate Work Attire**

Although there is no specific dress code for the employees of the Art Academy, employees should dress appropriately for the area in which they work. Good judgment should be exercised when selecting attire for work.

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**Keys**

Keys are issued for use by individual employees and must not be duplicated or loaned to anyone. Keys must not be left where they would be accessible to unauthorized persons. Upon termination of employment all keys must be returned.
III. Staff Information

EMPLOYMENT CLASSIFICATIONS

General
It is important that employees understand the employment classification to which they belong. Employment classification determines the particular benefits for which an employee may be eligible. Employment classification does not effect the terminable at-will status of Art Academy employees.

Definition of Exempt and Non-Exempt Status
Each employee is either an exempt or nonexempt employee. Exempt employees are those who are not entitled to compensation for overtime in accordance with applicable federal and state wage and hour laws. Nonexempt employees are those who are entitled to compensation for overtime in accordance with applicable federal and state wage and hour laws. Please refer to the Fair Labor Standards Act for more details.

In addition to the exempt and nonexempt classifications, each employee belongs to one of the following employment classifications.

Regular Full-Time Salaried Staff Employees
Regular full-time salaried staff employees are those who are regularly scheduled to work thirty-five (35) hours during each workweek and who are not introductory, casual or temporary employees and are paid a predetermined salary based upon defined duties and responsibilities. Full-time salaried staff employees are generally considered to be exempt except in cases that are defined by the FLSA to be non-exempt. Generally, regular full-time salaried staff employees are eligible for all Art Academy benefits, subject to the terms, conditions and limitations of each benefit program.

Regular Part-Time Salaried Staff Employees
Regular part-time salaried staff employees are those who are regularly scheduled to work less than 35 hours during each workweek and who are not introductory, casual or temporary employees and are paid a predetermined salary based upon defined duties and responsibilities. Part-time salaried staff employees are generally considered to be exempt except in cases that are defined by the FLSA to be non-exempt. All regular part-time salaried staff employees receive all legally mandated benefits. Regular part-time salaried staff employees who are regularly scheduled to work 25 hours or more per week and who are not in a new employee probationary period, casual or temporary status are eligible for medical and dental insurance, subject to the terms, conditions and limitations of each benefit program.

Regular Full-Time Hourly Staff Employees
Regular full-time hourly staff employees are those who are regularly scheduled to work thirty-five (35) hours during each workweek and who are not introductory, casual or temporary employees and are paid a predetermined rate per hour. Full-
time hourly staff employees must complete a weekly time sheet, signed by the employee and the employee’s immediate supervisor and delivered to the Finance Office. Regular full-time hourly staff employees receive all legally mandated benefits and are eligible for medical and dental insurance, subject to the terms, conditions and limitations of each benefit program. Full-time hourly staff employees are considered non-exempt.

**Regular Part-Time Hourly Staff Employees**

Regular part-time hourly staff employees are those who are regularly scheduled to work less than thirty-five (35) hours during each workweek and who are not introductory, casual or temporary employees and are paid a predetermined rate per hour. Part-time hourly staff employees must complete a weekly time sheet, signed by the employee and the employee’s immediate supervisor and delivered to the Finance Office. Regular part-time hourly staff employees receive all legally mandated benefits. Regular part-time hourly staff employees who are regularly scheduled to work 25 hours or more per week and who are not in a new employee introductory period, casual or temporary status are eligible for medical and dental insurance, subject to the terms, conditions and limitations of each benefit program. Part-time hourly staff employees are considered non-exempt.

**Federal Work Study / Scholarship Work Study Students**

Federal work study and scholarship work study students are those registered Art Academy students who are employed by the Art Academy and paid an hourly rate. Federal work study and scholarship work study students receive all legally mandated benefits, but are ineligible for all other Art Academy employee benefits. Work study students must complete a weekly time sheet, signed by the employee and the employee’s immediate supervisor and delivered to the Finance Office.

**Introductory Staff Employees**

Introductory staff employees are those who have not yet completed the new employee introductory period. Introductory staff employees are eligible to receive all benefits applicable to their future employment classification. All applicable benefits may become effective the first of the month following thirty (30) days of employment.

**Casual Employees**

Casual employees are those who have established an employment relationship with the Art Academy but who are assigned to work on an intermittent or unpredictable basis. Casual employees receive all legally mandated benefits, but are ineligible for other Art Academy benefits.

**Temporary Employees**

Temporary employees are those who have established an employment relationship with the Art Academy for a predetermined finite period of time not greater than six months. Temporary employees receive all legally mandated benefits, but are ineligible for other Art Academy benefits. Temporary employees are still at-will employees.

**Staff Representatives**
The purpose of the AAC Staff Representatives is:

a. To provide a practical, efficient and private way for the Staff as a group or individually, to communicate with the administration and the Academy Board of Trustees.

b. Staff Representatives do not represent the Administration. They serve only in an advisory capacity and deal primarily in communicating the staff’s position to the Administration in important matters.

In order to provide continuity, the terms served by the two Staff Representatives are staggered. A Staff Representative is elected each May to serve a two-year term. A majority vote of those eligible to vote at the May meeting is necessary for election. The Staff Representative serving the second year of any given term will be considered the Senior Staff Representative.

The duties and responsibilities of the Staff Representatives are as follows:

a. The Staff Representatives may serve as facilitators through which any individual staff member may contact their direct supervisor, the Art Academy President, or Board of Trustees regarding Academy-related matters of concern. Upon request, Staff Representatives can be present during any meetings that may result.

b. The Staff Representatives may call meetings with staff, based on need at the discretion of the Staff Representatives, or in response to requests of individual staff.

c. The Staff Representatives may request to meet with the Academy Board of Trustees at their scheduled meeting or at other arranged times.

Meetings (without administration) may be called by the Staff Representatives. An agenda shall be prepared, minutes taken by a Staff Representative and kept in a file maintained by the Staff Representatives. These minutes may be passed on to subsequent Staff Representatives.

**HOURS OF WORK AND ATTENDANCE**

**Work Schedules**

Art Academy full-time staff will be scheduled to work thirty-five hours per week, not including meal periods. In general a full-time employee’s work week is scheduled Monday through Friday, from 9:00 A.M. to 5:00 P.M. with an hour lunch break. But because employees at the Art Academy work in different positions and in different areas within the college, the daily work schedule may vary among employees. Any particular employee’s workday may begin or end at a time different from that of another employee. Extended office hours, special activities, events, meetings or other needs of the Art Academy may require that employees work different from or in addition to their regularly scheduled work hours.

Work schedules are established by each employee’s supervisor. Requests for changes in schedules or for particular days off must be made in a timely fashion and be approved by the employee’s supervisor prior to being taken.

**Overtime**

On occasion employees may be called upon to work beyond their regular work hours. Whenever possible, employees will be given advance notice by their supervisor prior to overtime work. All nonexempt employees must receive approval from their supervisor before working overtime. In rare instances where advance notice is not practicable, employees should notify their supervisor as soon as possible after the overtime has been worked.

Nonexempt employees who are paid at an hourly rate qualify for overtime pay for time worked over forty (40) hours in a
week. Overtime pay will be calculated at the rate of one and one-half times the employee’s regular hourly rate. Time worked from thirty-five (35) to forty (40) hours a week is paid at the employee’s regular hourly rate. Paid holidays, vacation or sick days will not be considered time worked when computing overtime.

Exempt employees do not receive additional monetary compensation for “overtime” work. However, exempt employees may request compensatory time off, when many additional hours are worked during a defined period of time. Compensatory time off must be approved by the employee’s supervisor and must be taken as soon as possible after the “overtime” work has been performed. Compensatory time off is not to be used to extend vacation time or holidays.

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**Attendance, Absenteeism, and Tardiness**

The Art Academy depends on the regular and prompt attendance of all its employees in order to serve the Art Academy’s students. If an employee knows in advance that he or she will be late or absent, the employee should provide his or her supervisor at least twenty-four hours notice. If an employee will be tardy or absent unexpectedly, the employee should notify their supervisor as soon as possible. If an employee is unable to contact his or her supervisor personally, the employee should seek someone to do so on his or her behalf. The Art Academy reserves the right to require an employee to provide documentation from the employee’s doctor or professional health care provider verifying the employee’s illness or injury. Nonexempt employees will be paid only for hours actually worked.

Tardiness or absences may result in loss of compensation and may be grounds for discipline. An absence of more than two consecutive working days without notification will be considered abandonment of the job and a voluntary resignation without proper notice.

An Absence Request and Report form must be completed and submitted by an employee for approval by the supervisor prior to a scheduled absence. An Absence Request and Report form must be completed by the employee and approved by the supervisor, upon the return of an employee to the Academy from an unscheduled absence. Approved Reports should be sent to the Finance Office.

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**Vacation**

**Eligibility**

All regular full-time and part-time salaried and hourly employees are eligible for vacation time with pay. College Work Study, Scholarship Work Study, Probationary, Casual and Temporary Employees are not eligible for vacation with pay.

**Accrual**

The amount of vacation earned is based upon the employee’s continuous service as an employee of the Art Academy, within the Art Academy’s fiscal year. During the first fiscal year of employment, an employee’s vacation is pro-rated based on the portion of the fiscal year worked. A new employee will complete one year of continuous employment in the second fiscal year. The number of paid vacation days for use within a given fiscal year is determined by the number of years of continuous service completed in that fiscal year. Employees must use vacation time within the fiscal year, as vacation benefits not used by the last day of the fiscal year will be forfeited. In no case will vacation be granted against future accruals.

**Benefits**

Prior to September 1, 2000, the number of vacation days an employee accrued in a year was either negotiated individually at the time of hiring or based on position and length of service at the Art Academy. Vacation accrual schedules established prior to September 1, 2000 will be honored until such time as the following accrual schedule is more generous than the previous agreement.
Eligible regular full-time salaried and hourly employees are provided paid vacation time according to years of continuous service with the Art Academy as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Vacation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 2 years</td>
<td>2 weeks off</td>
</tr>
<tr>
<td>3 to 5 years</td>
<td>3 weeks off</td>
</tr>
<tr>
<td>6 to 10 years</td>
<td>4 weeks off</td>
</tr>
<tr>
<td>10 or more years</td>
<td>5 weeks off</td>
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</tbody>
</table>

Regular full-time employees will be paid for vacation based on the number of hours in their workweek (e.g. an employee with a 35 hour workweek will receive 35 hours pay for one week of vacation or seven hours for one day of vacation). Regular part-time employees will be paid based upon the number of hours worked the previous year, divided by 1,820. Holidays that fall within an employee’s vacation are not counted as a vacation day.

Employees must use vacation benefits within the fiscal year. Vacation benefits not used by the last day of the fiscal year will be forfeited.

**Scheduling**

Employees must submit requests for vacation time to their supervisor in writing on an Absence Request and Report Form in advance of the intended start date of that vacation. In situations where two or more staff members request vacation time during the same or an overlapping period and the Art Academy can not grant both or all requests, seniority will control if the situation can not otherwise be resolved. The Art Academy will make an effort to grant vacation requests made at popular time of the year (e.g., around major holidays) on a rotational basis. The Art Academy reserves the right to adjust vacation schedules to meet the needs of our operations.

**Compensation upon Termination**

Employees who voluntarily resign from their employment with the Art Academy will be compensated for unused paid vacation time, prorated based on the portion of the fiscal year worked, provided that they give the Art Academy timely notice of their resignation. Employees who are involuntarily discharged or who do not provide timely notice will not be compensated for unused paid vacation time, unless otherwise provided by law.

**Staff Performance Reviews**

The Art Academy recognizes the importance of formal performance reviews as well as informal feedback between supervisors and employees. A performance review is intended to be a constructive experience for both the employee and the supervisor. These reviews provide a variety of benefits:

a. Employees can receive appreciation for their strengths and contributions.

b. The review can serve as a planning session to set objectives consistent with the Art Academy’s goals and plans.

c. The review can improve communication and ensure that each employee understands institutional expectations for job performance.

d. The performance review can identify individual, departmental, or institutional problems at an early stage. Early detection and resolution of problems will foster a supportive and positive work environment for each employee of the Art Academy.

e. The employee and supervisor can identify skill development and training needs, and develop a plan to meet those needs.

f. The supervisor can receive feedback about structural changes and job design changes that would improve overall
effectiveness of the job and the organization.

g. Employees can request to have a Staff Representative present during the review process.

The Art Academy will attempt to evaluate each employee’s performance annually or more often as necessary. Performance feedback may be oral or in writing. All written records and comments relating to the performance review shall be retained in each employee’s personnel file.
IV. BFA/MAAE FACULTY ORGANIZATION AND GOVERNANCE

This section of the handbook covers departments, committees, faculty representatives, and additional responsibilities as they pertain to faculty organization and governance.

DEPARTMENTS

The Bachelor of Fine Arts Program has four departments: Foundations, Academic Studies, Communication Arts, and Fine Arts. The graduate program is the Master of Arts in Art Education department.

DEPARTMENT CHAIRPERSONS

The Department Chairpersons of Academic Studies, Fine Arts, Communication Arts, Foundations, and Master of Arts in Art Education, report to the Academic Dean.

They recommend to the Academic Dean faculty assignments and class scheduling. Departmental Chairs are responsible for curriculum planning, supplies, equipment, and any miscellaneous budget items for their areas. They are responsible for presenting and monitoring yearly budget requests to the Director of Finance.

They hold departmental faculty meetings for administering the work of the department.

Chairs will be appointed by the President in consultation with the Academic Dean and input from the respective departments. Chairs will be paid an annual stipend and will be granted release time from two classes of teaching per year.

Chairs are responsible for communicating all department meetings, security badges, parking, institutional syllabi requirements, technology information and the Art Academy’s “Early Alert System” to all full-time and part-time faculty members.

In addition, the Chair of the Master of Arts in Art Education works in consultation with the Academic Dean to administer the MAAE summer program. He or she is responsible for faculty hiring and evaluation, budgets, student recruitment, program development and evaluation, coordination of MAAE activities and events during summer and academic year such as faculty meetings, MAAE receptions, faculty/student meetings and the MAAE speaker program.

BFA PROGRAM FACULTY MEETINGS

The Academic Dean shall call meetings, usually three times per semester. The Academic Dean, Committee Chairpersons, Department Chairpersons, individual faculty members, and administrative personnel shall submit points for the agenda to the Academic Dean at least four work days before the meeting. The Academic Dean shall formulate and distribute the agenda. Minutes shall be recorded and later distributed to the Faculty. The Academic Dean will lead the meeting. The President and Academic Dean will submit their reports in writing prior to the meetings.

All full-time faculty are expected to attend, and all other faculty members are encouraged to attend. Administrative personnel and student representatives are invited to attend faculty meetings.
Voting Privileges
At any meeting, whether called by the President, Academic Dean, or the Faculty, no vote can be taken unless two-thirds of the full-time faculty are present. Each full-time faculty member has one vote, and each temporary full-time adjunct faculty member has one-half vote. Community Education faculty, administrative personnel, and student representatives shall not have voting privileges.

Faculty Workshops
In consultation with the Faculty Representatives, the Academic Dean schedules faculty workshops to be attended by all full-time faculty members. Part-time faculty are encouraged to attend. These workshops usually take place once per semester. The agenda is determined by the Faculty Representatives and the Academic Dean with approval of the President.

Other Workshops
The Academic Dean, in consultation with the Faculty Representatives, may schedule other workshops.

Convocation
An all-school event at the beginning of the academic year to establish a community of learners: faculty, staff, and students.

Commencement Ceremony
A Commencement ceremony is held once a year following the end of the Spring Semester. Faculty are expected to process.

FACULTY REPRESENTATIVES

Purpose
To provide a practical, efficient and private way for the Faculty as a group or individually, to communicate with the administration and the Art Academy Board of Trustees.

Faculty Representatives do not represent the Administration. They serve only in an advisory capacity and deal primarily in communicating the faculty’s position to the Administration in important matters.

Faculty Representatives work with the President, Academic Dean, and Chairpersons on issues particular to faculty concerns. Primary considerations include, but are not limited to, such issues as: Salaries, Pensions, Health Benefits, Faculty Handbook, Rank, Promotion, and Faculty Development.

Selection of Faculty Representatives
In order to provide continuity, the terms served by the two Faculty Representatives are staggered. A Faculty Representative is elected each May to serve a two-year term. A majority vote of those eligible to vote at the May meeting is necessary for election.

The Faculty Representative serving the second year of any given term shall be considered the Senior Faculty Representative.

Duties and Responsibilities of Faculty Representatives
Individual faculty members who wish to contact the Board of Trustees regarding Art Academy related matters should do so through the Faculty Representatives or the President.
The Faculty Representatives may call meetings with faculty, based on need at the discretion of the Faculty Representatives or in response to requests of individual faculty members.

The Faculty Representatives will call for the election or appointment of ad hoc faculty committees to assist them with particular tasks pursuant to faculty concerns as needed.

The Faculty Representatives may request to meet with the Board of Trustees at their scheduled meetings or at other arranged times.

The Faculty Representatives will coordinate annual reviews of the Academic Dean. The results are forwarded to the President. Faculty Reps will provide a summary of the review to the full-time faculty.

**Faculty Representative Meetings**

Meetings (without administration or student representatives) may be called by the Faculty Representatives. An agenda shall be prepared, minutes taken by a Faculty Representative and kept in a file maintained by the Faculty Representatives. These minutes may be passed on to subsequent Faculty Representatives.

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**FACULTY COMMITTEES**

The full-time faculty is organized into standing committees to carry out such business as the Board of Trustees, faculty, Academic Dean, and President deem necessary. Normally, standing committees first discuss the matters at hand and bring recommendations to the faculty at Faculty Meetings. Often, when new business is brought to a Faculty Meeting, it is referred to one of the standing committees.

Full-time faculty members are required by the terms of their letter of appointment to participate in committee work. Faculty may be asked to serve on more than one committee at the discretion of the Academic Dean. At the beginning of each academic year, Faculty Representatives, in consultation with the Academic Dean, reassign full-time faculty to the standing committees devoted to: Retention, Scholarships and Reviews, Exhibitions and Speakers, Technology, Curriculum, Assessment, and other appointments deemed necessary by the Academic Dean. Serving as Faculty Secretary, Faculty Representative, or on committees of the Board of Trustees (Facilities and Committee on Instruction) and on the Alumni Association also constitutes a committee assignment.

The Academic Dean determines committee assignments. The Academic Dean, in consultation with the Faculty Representatives, assigns a full-time faculty member to serve as committee chairperson.

As future needs dictate, new standing committees may be formed by the President, Academic Dean, and the Faculty Representatives. Ad hoc committees shall be formed for special situations (for example, search committees for new personnel, Council of Adjudication, or a committee to work on institutional self-study).

Committee chair is expected to submit a written report of its annual activities to the Academic Dean.

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**Curriculum Committee**

The Curriculum Committee is to be comprised of the Chairs from each department plus one additional faculty member appointed by the Academic Dean. Departments present curricular changes and proposals to the Committee through the Chairs. Course proposals made to the Curriculum Committee reflect a decision on the part of the whole department.
Proposals must include the following:

- a description of the change
- a syllabus
- a rationale, including a section on the impact of the proposed initiative to current programs, and
- a time frame for instituting the proposed initiative.

In addition to handling new initiatives, the Committee reviews existing programs every three to five years for continuity, redundancy, effectiveness, and other issues that affect curriculum development. However, the Curriculum Committee reviews the Senior Exit Survey every year in the Fall for ways to improve the curriculum. The Committee may also explore new curricular directions and make suggestions for change.

The Academic Dean chairs this committee. Curricular changes are submitted to the whole faculty for review and a vote. Faculty have time to ask questions and gather information about the proposed change. The faculty vote on the curricular change is at the following Faculty meeting. Curricular changes can be approved for one year or permanent approval. A simple majority is required for approval. The decision of the full faculty is made as a recommendation to the Academic Dean who makes the final decision.

Assessment Committee
Responsibilities of the Assessment Committee include working with the departments to maintain assessment mechanisms at all levels and compiling data as appropriate. Assessment data is catalogued and made available for review by the faculty, department heads, and the Academic Dean. This data may be used to track student learning, curricular strengths, areas for improvement, and overall effectiveness. Assessment mechanisms include: student review evaluation forms (all levels), senior exit survey, senior thesis evaluation form, and writing standards forms. This committee is responsible for implementing the Art Academy’s Assessment Plan.

Scholarship and Review Committee
A minimum of two full-time faculty are appointed annually to this committee. The primary responsibility of the Scholarship and Review Committee is the organization and supervision of scholarship judging at the Art Academy, including the following aspects:

- Disseminate information, rules and application procedures for scholarships not including the incoming student scholarship awards, which are administered by the Vice President of Enrollment Management.

- Oversee all aspects of the judging of first, second, and third year scholarships, the Stephen H. Wilder Traveling Scholarship for graduating seniors, and other scholarships not determined by departments. This includes coordinating faculty involvement, e.g., assigning faculty to scholarship judging teams.

- Guide students through the scholarship process.

- Recommend to the President the distribution of scholarship monies to award recipients.

- Participate on the Academy Disbursement Committee.

Review Subcommittee
The Department Chairs and Scholarship Committee serve as the Review Subcommittee. The primary responsibility of the Review Subcommittee is the organization and scheduling of end-of-year student reviews at the Art Academy, including the following aspects:

- Disseminate information, rules, and procedures for reviews.
- Guide students through the review process.

Department chairs are responsible for determining student eligibility and the review schedule, organized to coincide with the scholarship judging at each year level. This includes assigning faculty to review teams.

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**Exhibitions Committee**

The mission of the galleries of the Art Academy of Cincinnati is to support the educational and institutional goals of the college for its students in the BFA, MAAE, and Community Education programs, as well as its commitment to arts education for the community.

**Purpose and Role of the Exhibitions Program**

- To support and to expand the curricular and classroom education of the students through exhibits, guest artists, and student-directed and supervised gallery duties and exhibitions.
- To provide a dynamic space for dialogue on the arts.
- To support the institutional needs of Art Academy constituents and departments such as Alumni, Development, Admissions and Community Education.
- To support and to collaborate with appropriate visual arts organizations in the neighborhood and the community.
- To enhance the Art Academy’s reputation for arts leadership.

The Exhibitions Committee, in consultation with faculty and administration, plans the annual exhibitions schedule, works to make the galleries and related programs integral parts of curricular and institutional goals and coordinates the exhibitions, related lectures, receptions, publicity, and student worker supervision. The Exhibitions and Speakers Committee membership is drawn from full-time Faculty, the Director of Facilities, and the Academic Administrative Coordinator. Meetings are held regularly during the academic year. Dates and times vary to accommodate the schedules of committee members.

The Exhibitions and Speakers Committee’s responsibilities are as follows:

- To solicit and/or initiate exhibition proposals.
- To help develop proposals.
- To review, select, and approve proposals.
- To install and de-install exhibitions, and to coordinate the related lectures, receptions, publicity, and student worker supervision.
- To suggest and to initiate improvements to the gallery facilities.
- To recommend gallery policies to the Art Academy.

**Galleries**

Art Academy galleries are comprised of:
the Pearlman Gallery (1800 square feet)
the Convergys Gallery (400 square feet) and
the Chidlaw Gallery (1200 square feet), a student-run gallery.

Exhibitions held in any of these galleries are governed by general policies established by the school, in addition to separate policies established by the Exhibitions and Speakers Committee.

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**Information Technology Committee**

This Committee will provide an overview for technology needed for instruction at the Art Academy and is committed to the development of computer and all technology education, facilities development, repair, and maintenance. The Committee will:

- Provide operational inter-departmental policy for the hardware, software and operations of the labs.
- Work with staff technicians to establish and maintain working computer labs.
- Assist faculty in learning new technology and to encourage general instructional use of the facilities.
- Act as liaison between faculty and staff technology technicians regarding budget, facilities, student/faculty use, and supplies.

The Committee is chaired by the Academic Dean and is comprised of two Department Chairs, two faculty actively teaching in computer labs, with ad hoc members invited to participate as needed. Additional members include the full-time professional technician. Full committee meetings are held monthly.

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**FACULTY SERVICE ON BOARD COMMITTEE**

Faculty members may volunteer to sit on committees above and beyond their annual committee assignments/responsibilities.

**Board of Trustees Facilities Committee**

The faculty member appointed to this committee will represent faculty concerns in discussions regarding Art Academy facilities. The faculty member will report regularly to the faculty as a whole regarding discussions of this committee.

**Board of Trustees Committee on Instruction**

The faculty member appointed to this committee will represent the faculty perspective in discussions regarding instruction or having an impact on curricular concerns. The faculty member will report regularly to the faculty as a whole regarding discussions of this committee. The faculty member will also, in a timely manner, solicit full-time faculty views regarding issues to be brought before the committee.

**Alumni Council**

The faculty member appointed to this committee will assist in the association’s efforts to support the Art Academy and its alumni. The appointed member serves as a communication liaison between the Alumni Council and the faculty.
FACULTY SERVICE IN SUPPORT OF ADMINISTRATIVE FUNCTIONS

Faculty responsibilities that serve to support the Academy’s administrative functions.

Admissions
Faculty often support Admissions through writing letters to prospective students, giving tours, and providing opportunities for prospective students to sit in on classes and interact in current Art Academy activities. Faculty members are assigned mentees with whom they correspond, and they are often asked to contribute to and review Admissions publications.

They attend and participate in Admissions events such as: Portfolio Day, Open House, online group chat sessions, high school visits, and judging of high school exhibitions. Department Chairs often advise transfer students, as well.

Retention Committee
This committee is composed of the Academic Dean, Counselor, Registrar, Student Life Coordinator, Chair of Foundations, and Chair of Academic Studies. The committee monitors attendance and solicits information about students’ performance from all departments and faculty. They meet regularly to identify students deemed to be at risk. The committee makes recommendations for each student considered at risk and provides information to a support network (advisors, tutors, counselor, etc.) to assist each student for whom there is concern. The Vice President of Enrollment Management serves as Committee Chair.

Academy Disbursement Committee
The Academy Disbursement Committee includes the Faculty Scholarship Committee, Vice President of Enrollment Management, the Director of Financial Aid, and the Director of Finance. The Academy Disbursement Committee will consider the merits of need-based scholarships administered by the Art Academy, which includes the Bertha Langhorst Werner Scholarship.
FACULTY PERSONS

Definition of the Faculty
Faculty is defined as persons hired to teach in the BFA and/or MAAE programs of the Art Academy of Cincinnati.

FACULTY STATUS

Full-Time Degree Program Faculty
Full-time faculty appointments are made for one year, subject to at-will status. (Full-time faculty are hired with full benefits and are appointed to teach 18 credits per year, advise students, serve on committees, participate in the retirement plan, receive tuition waivers, and perform additional duties as requested by the Administration.)

Part-Time/Adjunct Degree Program Faculty
Faculty carrying less than a two-thirds teaching load are classified as part-time faculty and do not have all the benefits and responsibilities of a faculty member with full-time status. Such faculty do not normally receive tuition waivers, health insurance, or participate in the pension plan. They do not usually have the responsibility of student advising or committee assignments.

Part-time faculty are encouraged to attend and participate in Art Academy, departmental, and faculty meetings. They are granted a half-vote and may choose to serve on faculty committees if they wish.

Part-time appointments may be ongoing, from semester to semester and/or year to year. They are made on a semester-by-semester basis to fill particular needs as determined by the Art Academy. Adjunct Faculty members are part-time employees assigned to teach 7.5 credits or fewer on a semester-by-semester basis.

Temporary Full-Time Adjunct
On a temporary basis, adjunct faculty may be called on to teach a full-time class load of 18 credits. This position is based on program needs and does not confer full-time benefits. Nor does it require attendance at Faculty Meetings, Committee Service, or other administrative responsibilities.

Temporary Full-Time: One-Year or One-Semester Temporary Faculty
A one-year or one-semester appointment may be made to cover leaves of absence and emergency replacements. The duration of such appointments should be made clear to the appointee in the letter of temporary appointment with no expectation of renewing such an appointment. This position is based on program needs and does not confer full-time benefits. Nor does it require attendance at Faculty Meetings, Committee Service or other administrative responsibilities.

Community Education Faculty
Faculty who teach only in the Community Education programs do not have the same benefits and responsibilities granted to faculty in categories full-time, adjunct, and temporary faculty. Such faculty are not expected to participate in faculty meetings and do not carry any voting privileges.
Appointments to the Community Education program are made to teach on a per-class basis and with a separate salary schedule.
FACULTY RANKING

Full-time faculty members are assigned formal ranks by the President, based on recommendations by the Academic Dean. The following are the faculty ranks at the Art Academy of Cincinnati:

Instructor
The rank of Instructor is granted to full-time faculty members with little or no teaching experience. Instructors are eligible for advancement upon demonstration that they meet qualifications of the next rank, usually after two successful years of teaching at the Art Academy.

- Master’s Degree or terminal degree in the field of expertise (MA, MDes, MFA).
- Teaching potential and continued contribution to the discipline.
- The ability to carry out creative activity or original research.

Assistant Professor
The rank of Assistant Professor may be granted to full-time faculty members with between two and six years of teaching experience who have shown evidence of professional or scholarly achievement, effective teaching performance, and a commitment to the Academy.

- Terminal Degree in area of expertise (MDes, MFA, PhD).
- Teaching potential and continued contribution to the discipline.
- The ability to carry out creative activity or original research.
- May be granted to full-time faculty members with a minimum of two years of teaching experience.

Associate Professor
The rank of Associate Professor may be granted to full-time faculty members with between seven and 13 years teaching experience, exhibiting superior teaching ability, significant commitment to the Art Academy and strong professional achievement. Associate Professors must be deeply involved in the activities of the Art Academy and bring to the school a very high level of educational and professional attainment.

- Terminal Degree in area of expertise (MDes, MFA, PhD).
- Demonstrates excellence in teaching.
- Shows continued growth in the development of their research and creative skills.
- Evidence of accomplished teaching and student learning in their classes.
- Evidence of original contributions to their discipline.
- Ability to supervise others such as graduate students and other faculty members.
- May be granted to full-time faculty members with a minimum of seven years of teaching experience.

Professor
The rank of Professor may be granted to full-time faculty with at least 13 years teaching experience who have shown in
addition to the characteristics of Associate Professor, a reputation as an artist or scholar, which warrants the highest rank at the Art Academy of Cincinnati.

- Terminal Degree in area of expertise (MDes, MFA, PhD).
- Exceptional performance in teaching and student learning.
- Original contributions of outstanding quality in his or her field.
- Ability to supervise the research and foster creativity in others.
- Recognition as an authority in their discipline.
- Serve as a role model to students and colleagues.
- Ability to supervise others such as graduate students and other faculty members.

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**Professor Emeritus**

Faculty members who have served the Art Academy of Cincinnati with distinction may be awarded the title of Professor Emeritus or Professor Emerita upon retirement. These individuals will be granted the rights and privileges listed below in recognition of their honored role in the Art Academy community and their ongoing potential for contributions to the intellectual and cultural life of the Art Academy.

Professors Emeriti may maintain an identification and security card, access the computer labs and other resources, attend commencement and process with faculty, attend Art Academy events, and use all Art Academy studios and equipment when available. Professors Emeriti may request an office if available. The Emeritus status provides no remuneration from the Art Academy. When Professors Emeriti are employed by the Art Academy, the salary will be negotiated on a case-by-case basis.

**Procedure**

Nominations accompanied by the faculty member’s C.V. are presented by the faculty to the Academic Dean. Eligible faculty members must officially have retired after at least 15 years service to the Art Academy. A vote of the full-time faculty is needed to endorse the nomination. The Academic Dean presents the request to the President. The President seeks the approval of the Board of Trustees. Achieving the status of Professor Emeritus is the highest honor that the college can bestow on a faculty member.

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**PROMOTION IN RANK: THE PROCEDURE**

Promotion in rank reflects the Art Academy’s recognition of a full-time faculty member’s contribution and development as a teacher, a professional in his or her field, and service to the Art Academy community. Promotion in rank is not automatic, cannot be assumed, and is determined by the Art Academy.

Promotion is to be recommended through the Academic Dean to the President. The Board Committee on Instruction is informed of the decision. If there are financial implications, the full Board approval is needed by the end of April. The request for change in rank is initiated directly by the faculty member. Faculty may be considered for early promotion when the Art Academy determines circumstances so warrant.

**The Procedure**

Each faculty member who is eligible for a change in rank for the next academic year notifies the Academic Dean no later than the Spring semester.

Eligible faculty members submit to the Academic Dean their Rank Portfolios for consideration by December 1.
The Rank Portfolio includes: current and up-to-date CV, all previous APUs and performance evaluations, Teaching Philosophy, Teaching and support materials; Professional Activities, and support materials; Service to the Art Academy and the community and support materials for the years since the faculty member’s last rank promotion.

All Department Chairs review the rank proposal for approval by February 1. If approved by the Department Chairs, the request is sent to the President for approval.

Upon approval by the President, it is then presented to the Board Committee on Instruction. The President informs the faculty member in the Spring term of the outcome. All faculty members who apply for promotion will be issued a written evaluation by the end of the Spring semester. For faculty members denied promotion, information will be included in the evaluation as guidance to improve effectiveness and performance.

If a Department Chair is applying for a rank promotion, all materials should be sent to the Academic Dean. The team to review this rank promotion proposal will consist of the President, the Academic Dean, and one Department Chair.

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**Teaching Loads**

The normal studio teaching load is 18 credits per academic year. The maximum art history/academic teaching load is 18 credit hours/contact hours per academic year. In addition to teaching, full-time faculty have responsibilities such as attendance at Faculty Meetings, participation in Registration and Orientation, student advising, Art Academy committees or other administrative responsibilities as assigned by the President. (See “Faculty Responsibilities,” ……)

Chair teaching load is considered 12 credits per academic year.

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**PROCEDURES FOR HIRING PROGRAM FACULTY**

**Procedures for Hiring New Full-Time Faculty**

The need for hiring a full-time faculty member shall be established by the President and Academic Dean in consultation with the Chairpersons and faculty.

If an Ad Hoc Search Committee is formed, it will be comprised of the Academic Dean, Chairperson(s) in the area(s), one full-time faculty member from the discipline area, and one full-time faculty member appointed by the Academic Dean. The Academic Dean will chair the Search Committee.

The Chairperson(s) and Academic Dean shall write the job description, which shall include the level of appointment, advertise the position, and review incoming application materials.

Recommendations of candidates by members of the faculty shall be considered by the Search Committee in establishing an interview list. The Search Committee shall schedule and make arrangements for the interviews.

The applicants shall be interviewed by the Search Committee. Interested faculty, students, and the President may participate in the interview process.

The Chairpersons’ and Academic Dean’s recommendation shall be made to the President.
The President shall make the final decision in the hiring of faculty.

In making full-time appointments, proper consideration shall be given to applications from qualified and interested part-time faculty members at the Art Academy.

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Procedures for Hiring One-Year, Sabbatical Replacement, One-Semester or Part-Time BFA School Faculty

The need for hiring temporary or part-time faculty members shall be established in consultation with the President, Academic Dean, and the Chairperson from the area in which the appointment will be made.

If the Chairperson is unable to fulfill the function above, the Academic Dean and faculty in the area where the appointment will be made, shall constitute an ad-hoc committee which shall advertise the position.

Well-qualified applicants should be interviewed by the Chairperson. The Chairperson recommends to the Academic Dean on the hiring of one year, sabbatical, one semester, or part-time faculty.

Procedures for Hiring Community Education Faculty

All positions in the Community Education program shall be filled by the Director of Community Education following approval of the Academic Dean.

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Notification of Reappointment or Non-Reappointment of Full-Time Faculty

Appointment notification of intent to hire for the following academic year, unless otherwise notified by the President, will be sent by June 15. Faculty will indicate their intent to continue at the Art Academy for that academic year with the return of their letters of appointment. The faculty member has 30 days to sign the Letter of Appointment and return it to the Director of Finance. The appointment specifies full-time faculty responsibilities and obligations, the teaching load responsibilities, compensation, and available benefits. Faculty are considered at-will employees.

Non-Reappointment

When the President, in consultation with the Academic Dean and the relevant Chairpersons, decides not to reappoint a faculty member at the expiration of his or her term of Written Letter of Appointment, the faculty member will be informed in writing.

A faculty appointment may be terminated immediately for serious misconduct. Examples include, but are not limited to, moral turpitude, dishonesty, illegal conduct, action or threats to pose harm to a member of the college community or the faculty member himself or herself, non-performance or unsatisfactory performance of duties, and violations of administrative directives despite proper notification.

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Reduction of Status from Full-Time to Part-Time
Regular full-time faculty positions generally continue as full-time positions from year to year. When the Art Academy determines that it is unable to offer to a full-time faculty member a full load due to insufficient enrollment or discontinuance of selected courses, the college and faculty member will explore other options, such as teaching during the summer or teaching in the Community Education program. When alternative options do not result in a full-time load, the faculty member may be offered a part-time load. He or she will be given notice with his or her Written Letter of Appointment for the next academic year.

ART ACADEMY OF CINCINNATI DUTIES AND RESPONSIBILITIES OF FULL-TIME FACULTY

Independent Study
Faculty members undertaking an “Independent Study” when appropriate and needed and by request of the Academic Dean will be compensated at a rate determined by the Art Academy dependent upon circumstances at the time. Faculty members undertaking an “Independent Study” other than by request of the Academic Dean will not have additional compensation associated with it.

Sabbatical
Faculty members on Sabbatical will submit an Annual Performance Review including a report of sabbatical activities to the Academic Dean at the time of spring APR due date. The faculty person on sabbatical will meet with the Academic Dean for the APR. (See definition and procedure for sabbaticals in the Faculty Handbook.)

Professionalism and Collegiality
Faculty are expected to demonstrate professionalism and collegiality. These concepts can not be exhaustively defined, however here are a few examples. Collegiality doesn’t mean you need to like each other, but you must work together efficiently and productively. You need to meet each other’s professional needs to the best of your ability.

Professionalism is demonstrated by respecting confidential information, getting training to remain current, performing functions effectively with follow up, not letting personal differences get in the way of doing your job. All employees of the AAC are expected to treat each other with respect and civility.

TEACHING (55-75%)
“Effectively designed and delivered instructional experiences clearly communicate course content and induce student learning.” Included here is also “Advising,” which falls outside of course instruction but is considered part of the “Teaching” role.

Professional Competence and Awareness
Exhibits skills, competencies, and knowledge in the subject area in which the faculty member has received advanced education, experience, and expertise.
Maintains knowledge of current developments in one’s discipline and demonstrates an active commitment to extending that knowledge.

Maintains a high level of excellence and ethical engagement with the students.

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**Instruction**

**Classroom Effectiveness/Delivery**
Promotes learning through creating an effective and appropriate learning environment.
Exhibits clear communication of information, concepts, and attitudes.
Demonstrates a capacity to motivate students.
Demonstrates an ability to elicit the highest quality in students’ work.
Has the capacity of teaching in one through four years in their area of expertise depending on Art Academy needs.

**Course Development/Design**
Designs, sequences, and presents experiences which induce student learning.
Encourages students to attend lectures given by guest speakers when appropriate.
Establishes procedures and tools for assessing student learning.
In each course taught, prepares and distributes a fully developed syllabus that includes UEOs, course goals and objectives, learner outcomes, important dates, required texts and materials, policy on attendance, office hours, late work policy, and other information as required or appropriate.

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**Course Management**
Demonstrates efficiency in meeting the expectations of the college pertaining to record-keeping and reporting such as timely submission of exam grades, midterm and final grades, Incomplete Contracts, and the course syllabus, as requested by the Registrar and the Counselor.
Maintains published office hours.
Assures that a classroom is properly set up for each class session. Arrives punctually and remains for the entire class.
Disseminates safety information in written form to all students at the beginning of each course. This same information should be displayed in the classroom as well if appropriate.
Adherence to all college policies and procedures, for example, building security, alcohol/drug usage, smoking restrictions, and workplace harassment policies.

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**Advising**
Advises students on the Art Academy programs of study.
Advises students on enrolling in appropriate course work for timely degree completion per Degree Audit (DA.)
Maintains related record-keeping.
Assists in Orientation and Registration as needed.
Counsels students on career and job readiness.
Identifies and assists with at-risk and high-achieving students.
Assists students with the Senior Thesis, Exhibition and Thesis Review.
Works with the Registrar and Counselor to best serve the student.

**PROFESSIONAL PRACTICE (ARTISTIC/SCHOLARLY) (15%-30%)**
Demonstration of continued professional activity and growth is required for all faculty. Public engagement outside of the Art Academy in artistic, scholarly, or professional work is an important part of each faculty member’s responsibilities. Such activities may include but are not limited to:
- Artist’s work, exhibition of work/performance and commissions.
- Publication of research or other writing.
- Professional free-lance work
- Workshop facilitation.
- Pedagogical research/development.
- Receipt of fellowships and grants.
- Participation in professional organizations and conferences.
- Advanced study in a formal or informal capacity.
- Service in the individuals’ professional area as a consultant, such as a juror.

**SERVICE (ART ACADEMY & COMMUNITY) (10-25%)**
The Service Component has two areas: service to the college and service to the community.

**Service to the Art Academy**
Participate in required AAC activities:
- Faculty Meetings
- Faculty Workshops (2 annually)
- Academy Committee assignment
- Attend Art Academy Awards night and Commencement
- Participate in Annual Student Reviews
- Participate in Scholarship Judging (as needed)
- Serve as Senior Thesis Reader
- Serve as Writing Diagnostic proctor/evaluator (as needed)
- Attend department meetings
- Serve on Ad Hoc Committees (as needed)
- Participate in curriculum-planning, assessment, and re-accreditation.
- Assist departments in determining budgets, facilities, equipment, materials, and technology needs and in maintaining
existing facilities and equipment.

Manage the lab facilities necessary for the instruction of classes, ordering supplies, cleanliness of facilities, safety measures, compliance with the law, training, and managing Work/Study students.

Be responsive to administrative requests, for example: recruitment, strategic planning and portfolio days.

Optional and highly recommended attendance at other Art Academy activities, such as:
- Art Academy Exhibition Openings
- Student Exhibition Openings (On Campus or Off Campus)
- Visiting Artist/Lecturers Events
- Faculty Rep. Meetings
- Grant-Writing in consultation with the Academic Dean.

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**Community Service**

Community Service includes the engagement of the faculty person in service to the community at large.

Service in content area of Art Academy expertise or other skills

Service in a variety of communities

- Neighborhood, local, regional, national
- Professional, cultural, or humanitarian organization

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**LEAVES OF ABSENCE**

**Sabbatical Leave**

Except for modifications necessitated by the financial condition of the Art Academy at time of application or by the regulation of external granting or supervisory agencies, the following shall constitute the policy of the Art Academy regarding sabbatical leave with pay:

**Purpose**

The purpose of the sabbatical leave with pay is to increase the scholarship and professional development of faculty members and thereby enhance their capacity for service to the Art Academy and its students. It affords faculty members the opportunity for study, investigation, travel, and research.

The Art Academy will provide two-thirds salary and full benefits for the period of the leave if the leave is for two semesters; full salary and full benefits will be provided for a one-semester sabbatical.

Sabbatical leave with pay will not be granted for the purpose of working toward an advanced degree. The acceptance of a supplemental grant or fellowship should not carry any duties or obligations that would hinder the pursuit of the purpose for which leave is granted. A member of the faculty is not to accept remunerative employment during the period of the leave since the primary purpose of such a leave is to provide an uninterrupted opportunity for artistic and scholarly pursuit.

No faculty member, while on sabbatical, may be a voting member of the faculty.
Any salary increases granted faculty will also be given to faculty members who have been on sabbatical. All faculty will complete an Annual Personnel Update. The President will determine the number of sabbaticals granted in one year and whether two or more faculty members from the same department may be on sabbatical at the same time.

Eligibility
The Art Academy will provide sabbatical opportunities for its full-time faculty as the financial status of the institution permits. Only two semesters of full-time teaching in one academic year may be counted.

Leaves of absence, whether without pay or due to sabbatical, shall not be counted as full-time teaching when calculating eligibility for sabbatical leave.

Full-time faculty applying for a sabbatical must have accumulated six prior consecutive years of full-time teaching experience at the Art Academy before submitting a sabbatical application. After receiving a sabbatical, a faculty member must accumulate six additional years of experience before applying for another sabbatical. Prior full-time service at other institutions of higher education may be used to determine sabbatical eligibility status in some pre-determined cases.

In the case of a deferred or accelerated sabbatical, due to budgetary or other reasons, a careful adjustment in the scheduling of future sabbaticals will be made to return the faculty member to his or her original position in the schedule of sabbatical eligibility. Following an early sabbatical, terms of full-time teaching are credited toward completing the previous requirement for that leave. In the event that a sabbatical leave is postponed beyond the year for which it is requested, the required interval of eligibility for the next leave will be shortened by the length of its postponement.

Application Policy Guidelines
By July 15, the President will inform all full-time faculty members of the number of sabbatical leaves and the salary provisions available to sabbatical applicants for the coming academic year.

Sabbatical Application Specifications
Sabbatical requests must be no fewer than five pages long, no more than 10 pages long, and they must adhere to the following criteria:

Synopsis: Limited to two pages that devote one paragraph to each of the categories of professional endeavor, service to the institution, and the specific proposal elaborated within the larger document.

Professional Endeavor: Limited to two pages maximum describing those activities from date of hire or last sabbatical. Professional endeavor is defined as activities that contribute to the faculty member’s development as an educator and as a professional artist, designer, or scholar.

Service: Limited to two pages maximum describing those activities from date of hire or last sabbatical. Service is defined as activities that contribute to the reputation, quality, and/or effectiveness of the Art Academy as an institution. Examples may include participating in required Art Academy activities; curriculum planning and assessment; accreditation; departmental assistance with budgets, facilities, equipment, materials, and technology; committee service; recruitment; strategic planning; Portfolio Days; service on ad hoc committees; and also Academy service initiatives. (See College Service section of Faculty Handbook.)

Proposal: Limited to three pages maximum describing the goals of the sabbatical, activities to achieve these goals including evidence of creative or scholarly activity, qualifications to realize goals, timeline for achieving the goals, and the contribution this leave will make to the applicant’s professional development and to the Art Academy. Anticipated grants, fellowships, or appointments related to the sabbatical may also be listed.

Accountability: One page describing how the benefit to the individual and the Art Academy of the sabbatical might be measured. Accountability in this context means the demonstration of a sincere attempt to accomplish the original
sabbatical plan.

**Work Samples**: Visual materials are limited to twenty slides or digital images. Academic Studies faculty may choose to submit a work sample in a written format instead of images. Examples include one (1) chapter of a book, two (2) short stories, ten (10) poems, or up to ten (10) pages of a scholarly text.

Applicants are evaluated for eligibility based on the quality and quantity of professional endeavor, service to the institution, and the merits of their proposal. The evaluative Committee will consist of the President, Academic Dean, and Department Chairs. Any Department Chair applying for a sabbatical will be recused from the evaluation committee and the President will appoint other members as needed.

The Committee assigns relative value to professional endeavor, service to the institution, and merits of the proposal. These criteria are evaluated with the maximum points for each as shown below:

- Professional endeavor - 25 points
- Service to the institution - 25 points
- Merits of the proposal - 50 points

**Schedule of Application Process**
April 15 – Letter of Intent due to Committee (one and one half years prior to sabbatical leave)
July 15 – President announces the availability of Sabbaticals.
October 15 – Proposal and Support Materials due to Committee (for the following academic year)

All applicants will be notified in writing of the Committee’s decision no later than February 15.

**Obligations**
Faculty members granted sabbatical leave must return to the Art Academy for at least one year of full-time teaching after completing the sabbatical leave. Only in emergency circumstances, and only with the approval of the Academic Dean and the Board of Trustees, will this policy be waived.

Faculty members must file a detailed report within 90 days after the beginning of the semester following their return. The report shall include a written summary of sabbatical activities; a lecture, publication, or exhibition (in house, if possible), as applicable; and measures evaluating the sabbatical and its contribution to the applicant and to the Art Academy.

Faculty members must ensure that all related print, web, or broadcast material acknowledges the Art Academy.

*Sabbaticals were suspended in 2010 and will be reinstated when financial conditions permit.*

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**Leave of Absence Without Pay**

**One Semester or Longer**

A leave of absence without salary may be taken by a full-time faculty member following a request in writing to the President for approval. The leave decision is within the President’s discretion. This request should be made as early as possible and no later than two months prior to the beginning of the semester for which the leave is requested. In the case of special need, the notification requirement may be waived at the President’s discretion.

The time spent on leave of absence of more than one semester duration will not earn any salary increase for the coming
year.

Only Health Insurance benefits will be sustained during the leave.

A leave of absence neither counts toward sabbatical leave nor cancels years already served, but sets one back in the sequence of eligibility by the interval of absence.

**Less Than One Semester**

A leave of absence without salary may be taken by a full-time faculty member for a portion of a semester following a written request to the President. The leave decision is within the President’s discretion. This request should be made as early as possible.

Financial and instructional arrangements are to be made with the President.

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**Leave of Absence with Pay**

**Sick Leave**

A faculty member who becomes sick or injured during the semester and unable to attend his or her classes will be paid as usual for the first two weeks of the sickness.

During the third through the 15th weeks of the illness, the faculty member will continue to be paid as usual, but the Art Academy will take responsibility for the continuation of his or her classes including the payment of the substitute faculty member.

If, after four weeks of classes, the illness still prevents the faculty member from attending his or her classes, substitute teacher(s) will be appointed to teach these courses at the scheduled part-time rate. Between the third and fifteenth teaching weeks inclusive, the faculty member will be paid the difference between the substitute faculty member’s pay and his or her own salary. During any school recess, the faculty member will be paid his or her usual salary.

If, after a total of 15 weeks of paid sick leave of any kind, the faculty member is still unable to attend his or her classes, he or she will be placed on leave without pay. During this period, the faculty member will be COBRA eligible. Part-time faculty members will not be compensated during sick leave. Substitute faculty members will be hired.

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**FACULTY DEVELOPMENT**

The annual budget of the Art Academy includes the provision, though modest, for some travel to conferences and other developmental opportunities for full-time faculty each year.

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**Faculty Rights and Privileges**

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**Academic Freedom**

The Art Academy supports the principles of academic freedom. Below is an excerpt from guidelines established by the American Association of University Professors (AAUP):
The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of one’s other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing one’s subject, but one should be careful not to introduce into one’s teaching controversial matter, which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When one speaks or writes as a citizen, one should be free from institutional censorship or discipline, but one’s special position in the community imposes special obligations. As a person of learning and an educational officer, one should remember that the public may judge one’s profession and one’s institution by one’s utterances. Hence one should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that one is not an institutional spokesperson.

(Language slightly different from excerpted AAUP guidelines.)
BFA FACULTY REAPPOINTMENT

Annual Faculty Performance Review
The goals of reviewing faculty performance are about acquiring, developing and retaining highly performing faculty members. The yearly review allows the administration to evaluate the Art Academy’s needs to match skills and competencies with evolving workplace demands. The review process focuses on positive, constructive, and candid assessment. Simplicity and clarity are the indicators of a well-articulated faculty performance review system. The purpose is to improve the quality of teaching effectiveness and student learning, and to review the service of faculty members and their professional practices.

Evaluation is a process of gathering data which provides evidence of a teacher’s performance, their professional practices and their service. This data is gathered from several sources and evaluated based on the standards and criteria established by the Art Academy.

The process will be initiated by the Academic Dean early in the spring semester of the academic year.

VIII. ACADEMIC REGULATION

Employees are expected to familiarize themselves with the student handbook policies and procedures. You may obtain a student handbook from the academic dean or find it on the Art Academy’s website.
This form acknowledges that you have received a copy of the Art Academy of Cincinnati’s Employee Handbook and understand that it contains important information on general policies of the Art Academy and on your general obligations as an employee.

I understand and acknowledge that the policy statements contained in the Employee Handbook are not promises of specific treatment, are in no way binding on the Art Academy, and do not form a contract, expressed or implied, between the Art Academy and me. I am aware that I should not rely on any of the policy statements, including any periodic updates, for any purpose other than as a guide to the Art Academy’s expectations of me as an employee.

I have read and familiarized myself with the material in this Employee Handbook, including the language set forth in the Introduction. I agree that if I have any questions regarding the policies, I will contact the Director of Finance. I understand that my employment relationship constitutes employment at will and that my employment can be terminated, with or without cause, at any time.

I further understand and agree that the Art Academy may change, rescind, or add to any policies, benefits, or practices described in this Handbook from time to time in its sole and absolute discretion, with or without prior notice.

__________________________________________________________________________
Employee’s Signature     Date

__________________________________________________________________________
Print Employee’s Name
Sample Institutional Syllabus

Art Academy of Cincinnati
Institutional and Instructor Course Syllabus

Semester and Date: *
Instructor: *
Instructor’s email address:
Instructor’s Office Hours:

Course Title: * Course Number: *
Department: * Credit: * Contact hours per credit: *

Prerequisites
What pre-requisite course-work is required for enrolling in this class.

Required course status
State here whether this is a required course or/and an elective.

Course description
A short description of the major aspects of the course content. (2-3 sentences)

AAC Universal Objectives
• Students learn, practice and integrate strategies, methods, and skills needed to conceive, develop and execute works of art and design.
• Students learn ideation, research skills, exploration and investigation as part of the creative process.
• Students learn to describe, analyze, interpret and evaluate their work and the work of others in the context of relevant cultural, historical and global influences.
• Students learn to develop, articulate and express personal content.
• Students learn to see and make connections between their studio practice and their academic studies, including the humanities, social and natural sciences, and art history, as a means of driving and supporting the artistic process and the developing content.
• Students learn critical thinking in their verbal and written communication through writing assignments, presentations, participation in class discussions and critiques.
• Students learn ways to become self-directed and to sustain intellectual and creative growth.

Course Goals
State several goals for this course.

Learner Outcomes
State several outcomes the student would be expected to demonstrate as a consequence of completing this course. (Make sure they relate to your course goals and the AAC Universal Objectives.)

**Required text**
What if any required text? Where the text is available?

**Recommended text**
(auxiliary readings or other materials):

**Required materials**
List any required materials for the course and where they may be acquired.

**Space, equipment, and technical support requirements**

**Student requirements**
State here any student responsibilities or requirements such as: (List only the ones that you’ll use.)
- Keep a journal/sketchbook.
- Writing Assignment
- Turn in a portfolio.
- Do a self-evaluation.
- Do outside research (paper, report, projects).
- Outside class required workload stated in hours (per week).
- Participate in class critiques and discussions.
- Give oral presentation.
- Do self-directed work.
- Determine own goals
- Other

**Attendance policy**
The AAC attendance policy is stated in the Student Handbook. Each instructor establishes their own attendance policy and the impact attendance has on the final grade. An early alert system is used for retention issues.

**Grading opportunities**
How many grades during the semester will the student receive for a project, assignment, test, or other. Define the % for each grade in calculating the final grade.

**Grading standards**
Grading standards are stated in the Student Handbook. Describe the standards the instructor uses to evaluate the quality of graded assignments.

**Late Work Policy**
State your policy regarding late or unfinished work, and the importance of stated criteria for evaluating student performance and grading it.

**Learning Assistance**
State here that learning assistance is available through the Learning Assistance Center Counselor in room S255. The phone number is 513-562-6261.

**AAC Academic Honesty Policy**
Refer students to the policy in the Student Handbook. You may want to summarize a few sentences here.
Schedule of classes
Short description of what will occur in each course session. Identify these by the dates when the class meets, identify assignments, scheduled tests, or quizzes and any field trips, lecture content, and reading assignments.

For Academic Dean Use Only

Approvals: Department Chair: ________________________________ Date: ________

Curriculum Committee Chair: ________________________________ Date: ________

Faculty Approval Date: ________________________________