

**Faculty Handbook**  
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**PART I**

SECTION: HISTORY, MISSION, ORGANIZATION AND GOVERNANCE  
SUBJECT: History  
Approved By: Board of Trustees  
Effective Date: April 11, 1996

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**1.1 History**

The Sarasota-Bradenton area has earned its enviable reputation as one of Florida's premier cultural centers. The visions of a few individuals have created a legacy of excellence that includes a world-class performing arts hall, a professional opera company, the state theater of Florida, an acclaimed art museum, an "honors" college within the state university system, a musical festival, a symphony orchestra and an outstanding institution of art and design education.

In the case of the Ringling College of Art and Design, the vision originated with John Ringling, the circus magnate who believed in the enduring power of art as an important cultural investment. In 1931, Ringling teamed up with the president of a liberal arts college in Lakeland to form an art school in Sarasota in conjunction with the John and Mable Ringling Museum of Art.

The early ties with Florida Southern College in Lakeland and the Ringling Museum allowed the fledgling school to develop a solid educational foundation. After two years, the school became a completely independent, nonprofit institution of higher education and is now known as the Ringling College of Art and Design.

From its earliest days, the Ringling College has been able to attract talented art students from around the country because of the dedication and quality of its faculty and its reputation for artistic excellence based on solid educational principles. In order to keep pace with changing directions and demands in professional art and design careers, Ringling College of Art and Design has continually updated and expanded the curriculum. These changes have evolved from the College's fundamental commitment to the pursuit of creative excellence first envisioned by John Ringling.

Ringling College of Art and Design is the oldest private, nonprofit studio-based college of art and design in the southeastern United States and the only one in Florida. Ringling College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and the National Association of Schools of Art and Design. The Interior Design Department is accredited by the Foundation for Interior Design Education and Research.

The best measure of any College is the achievement of its graduates. The Ringling alumni comprise a veritable "who's who" among artists and designers in virtually every industry. Ringling graduates are designing the packages of the products we purchase, creating the advertising that sells these products, illustrating all types of books and publications, planning the use of space in our homes and offices and creating the fine art that enhances our work and leisure environments.

However, Ringling students do not have to wait until graduation to achieve recognition. Competitions among art and design students on a local, regional and national basis consistently see Ringling students among top award winners. The remarkable performance of the Ringling College of Art and Design alumni, faculty and students is ample evidence of the overriding educational philosophy of excellence that has permeated every aspect of the College since 1931.

SECTION: HISTORY, MISSION, ORGANIZATION AND GOVERNANCE  
SUBJECT: Institutional Mission  
Approved By: Faculty  
Effective Date: February 1999  
Approved By: Board of Trustees  
Effective Date: April 12, 2007

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## 1.2 Institutional Mission

Ringling College of Art and Design recognizes that artists and designers play a significant role in society. The College's primary mission is to provide programs leading to degrees that prepare students to be discerning visual thinkers and ethical practitioners in their chosen area of art and design.

Visual arts professionals must understand diverse aspects of past and present cultures, and develop their capacity for creative expression and effective communication. Ringling's curriculum, therefore, balances the teaching of technical knowledge and skills with the development of critical, conceptual and creative abilities and supports courses that provide historical, multicultural, global and future perspectives. Ringling faculty consists of professionally active and teaching-oriented artists, designers and scholars.

Ringling College of Art and Design strives to enroll both full and part-time students from diverse backgrounds who intend to become professionals in the visual arts. Through its policies and practices, the College supports excellence in teaching and fosters the aesthetic, intellectual, professional, personal, and social development of its students. Academic programs and advising, career services, and an extensive co-curricular student life program prepare students for an art or design profession, or when appropriate, for continued studies on the graduate level.

In addition to its degree program, Ringling College offers courses, lectures, exhibitions and other art-related services to the local and regional community through its gallery, library, continuing education and community service programs.

Through the efforts of its Board of Trustees, administrators, faculty, support staff, alumni, and friends, Ringling endeavors to provide the necessary resources, services and environment to fulfill its institutional mission.

Founded in 1931, Ringling College of Art and Design is a private, independent, nonprofit, four-year college.

*Adopted by the Board of Trustees on April 11, 1991.  
Revised by the Faculty on December 12, 1994.  
Adopted by the Board of Trustees on February 9, 1995.  
Revised by the faculty February 1999.  
Adopted by the Board of Trustees on October 24, 2002.  
Adopted by the Board of Trustees on April 12, 2007.  
Reaffirmed by the Board of Trustees on February 12, 2015.*

### **1.3 Board of Trustees**

The Board of Trustees is the legal governing body and the chartered legal entity for Ringling College of Art and Design. As such, it is the final institutional authority and grants all degrees awarded by the institution, upon the recommendation of the faculty and President. Its ultimate authority is affirmed through its general, academic, and financial policy-making functions and its responsibility for the institution's financial health and welfare. In so doing, it is obligated to assure that the visual art tradition serves as a prelude to and inspiration for the future of the institution. While maintaining a general overview, the Board entrusts the conduct of administration to the President and through him/her to other administrative officers of the institution; the Board entrusts to the faculty the conduct of teaching and research. When ignorance or ill-will threatens the institution or any part of it (e.g., an attack on academic freedom), the Board is available for support of the President, the faculty, or the student body, thereby defending the vested interests of society in the Ringling College of Art and Design.

The Board of Trustees has responsibility for the following:

1. Selection, appointment and annual assessment of the President.
2. Appointment of faculty on the recommendation of the President.
3. Approval of long-range and strategic plans.
4. Determination of all major policies of the institution.
5. Approval of the operating and capital budgets.
6. Seeking the funds necessary to permit the institution to operate and to fulfill its mission.
7. Overseeing the investment of endowment funds.
8. Selection of the external auditor.
9. Approval of legal documents.
10. Representing the institution to the public.
11. Acting as final authority on institutional matters.
12. Granting of degrees

SECTION: HISTORY, MISSION, ORGANIZATION AND GOVERNANCE  
SUBJECT: Organization: Administration  
Approved By: Board of Trustees  
Effective Date: April 11, 1991

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## **1.4 President**

The President is appointed by the Board of Trustees with the involvement of the faculty in the selection process. It is the duty of the President to assure that the standards and procedures in operational use within the institution conform to the policies established by the Board of Trustees and to the standards of sound academic practice. He/she is largely responsible for the maintenance of existing institutional resources and the creation of new resources. He/she is the chief spokesperson and representative of Ringling College of Art and Design and works for public understanding. The President retains faculty status.

#### **1.4.1 Vice President for Academic Affairs**

The Vice President for Academic Affairs is responsible for implementing the educational goals of the institution. The Vice President confers with the Associate Vice Presidents, Department Heads and Program Directors in the employment of faculty, in determining degree requirements, in providing educational services and courses, and in the continuing examination of curricula. The Vice President for Academic Affairs is responsible for the oversight of academic policies with the input of the faculty and as delegated by the President. The Vice President is responsible for advising the President on all academic matters. The Vice President for Academic Affairs retains faculty status.

##### **1.4.1.1 Associate Vice President for Academic Affairs and Dean of Faculty**

The Associate Vice President for Academic Affairs and Dean of Faculty provides oversight for faculty personnel policies, processes, and procedures and serves as the primary resource person in the implementation of all such policies and procedures. The Dean of Faculty works closely with department heads and program directors in matters related to faculty recruitment and retention, and administers and encourages an environment conducive to excellence in teaching, learning, and scholarly and creative achievement. The Dean of Faculty implements policies and processes relating to faculty personnel, professional development and evaluation, resolution of faculty issues, health and safety, and instructional staffing. The Associate Vice President for Academic Affairs and Dean of Faculty retains faculty status.

##### **1.4.1.2 Associate Vice President for Academic Affairs and Dean of Undergraduate Studies**

The Associate Vice President for Academic Affairs and Dean of Undergraduate Studies supports the Vice President in the areas of institutional and curricular planning; the evaluation and assessment of student learning outcomes and curricula; accreditation compliance; academic advising; retention; registration; and other support services including academic technology support. The Dean has primary oversight of the first-year communities and programs/courses. The Dean has responsibility for oversight and implementation of policies and procedures related to curricular planning, evaluation and assessment, academic advising, and academic support services. The Associate Vice President for Academic Affairs and Dean of Undergraduate Studies retains faculty status.

##### **1.4.1.3 Associate Vice President for Collaborative Enterprises**

The Associate Vice President supports the Vice President in leading the development and implementation of an immersive and experiential learning environment which affords students a faculty-supervised professional work experience integrated into the academic programs. The Associate Vice President oversees the Collaboratory and the Studio Lab to provide an experiential learning conduit among students, faculty, and external for-profit, not-for-profit, and government organizations.

##### **1.4.1.4 Assistant Vice President and Director of Continuing Studies and Special Programs**

The Assistant Vice President/Director of Continuing Studies & Special Programs provides administrative and instructional leadership college-wide for all non-credit bearing courses and programs, pre-college programs, the Summer Teacher Institute, and other continuing education initiatives. The Assistant Vice President/Director supports the Vice President by seeking opportunities to incubate new approaches to continuing education and internal/external partnerships that are aligned with learning at the College.

##### **1.4.1.5 Director of ART Network**

The Director of ART Network supports the Vice President for Academic Affairs in the planning, design, development, implementation and assessment of ART Network operations, curricular initiatives, academic technology and instructional facilities for ART Network and program elective(s). The Director is responsible for scheduling and placement of ART Network programs/shows, and the development of new programs to meet changing needs of the learner and ART Network viewers. The Director leads ART Network to provide production opportunities for students, video services for the College, internal and external communications, and to increase the College's visibility via a variety of new media outlets, including broadcast, web and additional venues. The Director supports community outreach through engagement of the community and industry professionals.

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\* Official organization charts are maintained on the HR website at [ringling.edu/hr](http://ringling.edu/hr).

**1.4.1.6 Director of International Student Affairs**

The Director of International Student Affairs serves as the primary contact point for international students beginning with their initial enrollment and integration into the campus community; supports international students to enhance their overall experience and maximize retention, and serves as the Principal Designated School Official (PDSO) in service to current and new students; maintains primary oversight for study abroad and international exchanges; and serves as the College liaison for all global relationships.

**1.4.1.7 Director of Library Services**

The Director of Library Services oversees library facilities management and planning; collections management and development; as well as library programming, technology and instruction. The Director serves as an ex officio member of the Ringling College of Art and Design Library Association Board and serves as a key partner in the delivery and support of instruction. The professional librarians retain faculty status.

**1.4.1.8 Director of Environmental Health and Safety**

The Director of Environmental Health and Safety is responsible for the development, management, and enforcement of occupational, academic and environmental health and safety programs that provide for the safety of the campus community of Ringling College of Art and Design. The Director performs a full spectrum of tasks related to acquisition, storage, safe use, and disposal of hazardous materials and training in safe use of equipment and other practices. The Director has authority to halt activities which pose an imminent danger.

**1.4.1.9 Director of Galleries and Exhibitions**

The Director of the Galleries and Exhibitions is responsible for overall management of the galleries of Ringling College of Art and Design including Selby, Basch, Willis Smith, Crossley and Patricia Thompson Galleries, and the supervision of gallery staff and volunteers, implementation of gallery programs, day-to-day management, the financial matters and short and long range planning. The Director, with the assistance of the Assistant Director, works closely with the Curator of Exhibitions, students and faculty in presenting gallery programs.

**1.4.1.10 Curator of Exhibitions for Ringling College Galleries**

The Curator of Exhibitions, Ringling College Galleries, works to create content and context for an exhibition program in the galleries of Ringling College of Art and Design including Selby, Basch, Willis Smith, Crossley, and Patricia Thompson Galleries. The exhibition program will be varied and include exhibitions of contemporary ideas as well as historical exhibitions that relate to the academic programs at Ringling College. The Curator also works to promote and showcase student, faculty and alumni work in keeping with Ringling College's strategy to achieve preeminence. He/she is responsible for working with student directors/curators and faculty curators on the main campus and at the Englewood Art Center and the Longboat Key Center for the Arts. The position requires oversight of the on/off campus program and the calendar of exhibitions and events. The Curator of Exhibitions researches, recommends, and implements opportunities for sharing resources, co-promotion of programs and shared venues. He/she develops exhibitions and visiting artists/scholars programs as an education resource for students.

**1.4.1.11 Department Heads and Program Directors**

Department Heads and Program Directors represent the faculty in their respective departments or programs, and have administrative responsibilities. They have the special obligation to foster creativity, to develop curricula, and to encourage effective teaching within the academic areas they administer. The Department Head or Program Director of every academic area is a faculty member, appointed by and supervised by the Vice President for Academic Affairs. Department Heads and Program Directors are reviewed annually by their respective faculty and the Vice President for Academic Affairs.

The Vice President for Academic Affairs, or his/her designee, together with the department or program faculty, will conduct a national search for a department head/program director vacancy. The Vice President for Academic Affairs will appoint a Department Head or Program Director after consultation with the search committee, Vice President for Academic Affairs, and the department or program faculty.

**1.4.1.11.1 Duties and Responsibilities of Department Heads and Program Directors**



Department Heads and Program Directors have important, complex, and constantly changing roles within the Ringling College. The roles and responsibilities include, but are not limited to the following:

- Leadership within the department and Ringling College
  - Effective and efficient administration of their department or program
  - Initiative in curriculum and/or program development and planning
  - Performance evaluation of all full-time and part-time faculty in the department
  - Guidance to faculty with respect to their teaching performance as well as their professional development
  - Facilitation of the physical and material needs of the department
- A. Communications
- Scheduling regular departmental or program meetings;
  - Preparing the agenda and presiding over all meetings and assuring that the minutes of such meetings are forwarded to the members of the department and to the Vice President for Academic Affairs, normally within two weeks following the meeting;
  - Maintaining a file of departmental or program records;
  - Acquainting new faculty members with departmental, program, and College policies and procedures;
  - Preparing the annual report on the department's or program's activities and progress.
- B. Faculty
- Supporting and supervising full-time faculty and assisting them in a yearly evaluation of their performance and preparing the required written evaluations covered elsewhere in the *Faculty Handbook*; evaluating secondary and part-time faculty on their teaching effectiveness;
  - Making recommendations to the Faculty Professional Development Committee;
  - Recruiting of new faculty according to Section 2.3, "Policies on Recruitment and Appointment;"
  - Reviewing the professional development plan for each full-time and part-time faculty member in the department or program.
- C. Curriculum
- Preparing, in consultation with department or program faculty, objectives, descriptions and revisions of teaching programs or curricula, and course descriptions for the College catalog and the Academic Affairs Committee;
  - Approving the outline or syllabus of all special study, independent study, and new courses offered by department or program faculty, including informing majors about graduate and professional schools, as appropriate;
  - Reviewing the syllabi of all courses within the department or program.
- D. Budgetary
- Preparing, in consultation with members of the department or program, the yearly budget and supervising the implementation of that budget.
- E. Students
- Assisting in the academic advising program;
  - Evaluating student complaints regarding department or program members and handling them in accordance with College procedures.
- F. Department Management

- Overseeing management and supervision of academic facilities; Selecting and/or recommending staff (regular and student work-study), if any; supervising their duties, and evaluating their performance, when applicable, in accordance with the *Staff Handbook* of the College; and
- Assigning to other members of the department, with the approval of the Vice President for Academic Affairs, such specific duties as will make possible the most effective operation of the area.

#### G. Leadership

- Participating in Departmental Affairs meetings and other committees, as required;
- Facilitating faculty review and discussion regarding College policy and curriculum;
- Maintaining relations with other departments and with agencies outside Ringling College;
- Assisting faculty members in the development of grants and proposals to external agencies.

#### 1.4.1.11.2 Term of Office

Department Heads and Program Directors are appointed by the Vice President for Academic Affairs to serve a continuing term. The VPAA can relieve the Department Head or Program Director of administrative duties if there is a clear indication of the necessity for such action due to specific and continued lack of performance of Duties and Responsibilities as outlined in 1.4.1.11.1 of the *Faculty Handbook*.

Before removing the Department Head or Program Director, the Vice President for Academic Affairs may consult with all primary full-time and long-term part-time faculty members of the department or program. After such consultation with faculty, the Vice President for Academic Affairs will meet with the Department Head or Program Director. The Department Head or Program Director has five working days to respond in writing to the Vice President for Academic Affairs concerning the issue. Being relieved of administrative duties does not affect the individual's status as a faculty member. Department Heads and Program Directors may use the Grievance Procedure as described in the *Faculty Handbook*.

When a Department Head or Program Director is to be absent for a period of one month or less, he/she may recommend the appointment of a substitute to the Vice President for Academic Affairs. When his/her absence is unforeseen or will be for more than a month, the Vice President for Academic Affairs will appoint an Acting Head or Director after consultation with the Department Head, Program Director, and/or primary faculty within the department or program.

Resignation is an action by which a Department Head or Program Director voluntarily seeks to be released from duties and responsibilities as Department Head or Program Director. Because of the extreme hardship that is often caused by untimely resignations, it is requested that all Department Heads and Program Directors provide the earliest possible notice of intent to resign. They are expected to give notice to the Vice President for Academic Affairs as soon as possible, not later than January 10. It is expected that, except in unusual circumstances, resignation will be effective at the end of the academic term.

In the case of relief from administrative duties or resignation from administrative duties, the Department Head or Program Director will be returned to full-time status in teaching if they are performing satisfactorily in regard to the criteria in parts 2.5 through 2.5.8. In some cases appropriate administrative duties can be assigned. No adjustment in salary will be made in the contract year.

1.4.1.11.3 Compensation

Department Heads and Program Directors are assigned a reduced teaching load based upon the size of the department or program, and receive an administrative stipend. Additional stipends for summer administrative activities may be assigned on an annual basis by the Vice President for Academic Affairs.

**1.4.1.12 Department/Program Coordinators**

Academic departments and programs may have a faculty member who serves as a coordinator to assist with administrative tasks and projects. The Coordinator is a full-time faculty member selected by the Department Head or Program Director. The Coordinator receives either a stipend or one release unit each semester. In addition to normal faculty responsibilities, the Coordinator assists the head/director in the operation of specific areas within his/her respective department/program. With respect to his/her performance, the Coordinator is evaluated yearly by the Department Head or Program Director.

Coordinator responsibilities are primarily concerned with:

- A. Communication Support
- B. Faculty Support
- C. Budget development and/or budget management
- D. Operational support: facilities/technology/student workers
- E. Special projects

Specifically, Coordinators may assist Department Heads and Program Directors in recruiting part-time faculty; scheduling courses; overseeing student assessment plans and reports; identifying and reporting on health and safety issues; providing input for facilities, equipment and budget preparation; coordinating co-curricular programs and special programs; and other duties as assigned by the Department Head or Program Director.

- A. Communications
  - Maintain files with assistance of Administrative Assistant
  - Assist in setting and distributing department meeting agendas
  - Assist in preparing department annual report (Highlights)
  - Chair department meeting, in absence of Department Head
  - Oversee coordination of department archives
  - Coordinate catalog copy with Director of the Design Center and Director of Marketing and Communications
  - Maintain effective communications among and between faculty and students
- B. Faculty
  - Coordinate or assist with faculty recruitment and interviewing of adjuncts
  - Provide orientation of adjunct faculty
  - Provide guidance with respect to adjunct teaching responsibilities and assignments
  - Provide orientation of new faculty to department
  - Oversee mentoring of probationary faculty
  - Assist with developing faculty teaching assignments and coordinate information and deadlines with Registrar
- C. Budgeting
  - Assist with development of annual budget requests: operating and capital (serve as liaison to Administrative Manager for Operations)
- D. Department Management
  - Select, supervise, and evaluate support staff (professional and student workers)
  - Assist in mediation of student concerns
  - Maintain liaison with Dean of Students and appropriate student services personnel with regard to non-academic student issues
  - Coordinate external use of student work
  - Assist with department outreach efforts

**1.4.1.13 Registrar**

The Registrar is responsible for the management of the overall operation of the Office of Advising, Records and Registration Services including registration, academic records, conferring degrees, academic advising, and administration of remedial and registration services offered by the institution. In conjunction with the Associate Vice President, he/she directs and coordinates registration activities; devises registration schedules and procedures; prepares statistical reports; advises students on degree requirements and approves courses for transfer; administers academic probation and dismissal procedures; prepares transcripts and certifies students' enrollment to various business and government agencies; certifies students for graduation and the awarding of degrees; evaluates foreign credentials for admission; provides documentation for foreign students; evaluates transcripts to admission and for transfer of credit; exchanges information with other colleges and universities. The Registrar is the liaison to the Veterans Administration State Approving Agency; is the Certifying Officer for the Veterans Administration, and is the designated College official for the Immigration and Naturalization Service.

**1.4.1.14 Director of Assessment**

The Director of Assessment coordinates assessment activities, provides necessary professional development for faculty and staff, and collects and reports assessment data that is actionable for departments and compliant with guidelines as specified by the Southern Association of Colleges and Schools (SACSCOC), and the National Association of Schools of Art and Design (NASAD).

**1.4.1.15 Director of Academic Resource Center**

The Director of the Academic Resource Center oversees the administration of the Center and all activities, including development of support programs for all areas of learning, and supervising and training staff tutors (both student and professional). The Director serves as instructor/tutor in all areas, especially development of writing skills, working closely with individuals and groups. The Director develops programs that meet the needs of and are accessible to Ringling College students and other members of the community. The Director serves as Student Disability Coordinator for the College.

**1.4.1.16 Director of Longboat Key Center for the Arts**

The Director of Longboat Key Center for the Arts administers the planning, implementation and evaluation of diverse non-credit educational programs, including adult community classes and workshops; fundraising and outreach events; and exhibitions. The Director manages general operations of the Center and coordinates through Ringling College departments, staff and volunteers all programs, events and exhibitions.

**1.4.1.17 Director of Englewood Art Center**

The Director of Englewood Art Center is responsible for the planning, implementation and evaluation of diverse non-credit programs including adult and youth community classes and workshops, exhibitions, fundraising and community outreach efforts at Englewood Art Center (EAC). The Director manages operations of the Center and works closely with the EAC staff and faculty, volunteers, members and other College departments and divisions to ensure cooperation and coordination of programs, events, exhibitions and operations. He/she engages community partners and engages/motivates operational volunteers to be involved with the EAC.

**1.4.1.18 Director of the Design Center**

The Director of the Design Center formulates concepts and oversees design and production of art and copy layouts for materials to be represented by visual communications media such as books, magazines, newspapers, television, digital media and packaging. The Director teaches, supervises and evaluates Design Center students.

#### **1.4.2 Vice President for Student Life / Dean of Students**

The Vice President for Student Life/Dean of Students directs and coordinates the Student Life program including residential life, judicial programs, student activities, orientation and organizations, student government, volunteerism, campus ministry, food services (contracted), recreational programs, career services and student counseling. Ringling considers learning outside the classroom to be an important outcome of its educational mission. The Vice President for Student Life is responsible for developing and maintaining policies and for programs, as delegated by the President, that foster student engagement and development and for strengthening the partnership between academic and co-curricular life, including those publications in the Student Handbook.

##### **1.4.2.1 Associate Dean and Director of Student Health Services**

The Associate Dean and Director of Health Services is responsible for managing and providing overall leadership and direction for the programs and services offered through the Health Center which includes Counseling, Medical Services, Recreation and Wellness. Responsibilities include policy/procedural development, implementation and interpretation; strategic planning; outreach programming; and service assessment. The Director determines critical needs for the maintenance and growth of services and oversees contractual agreements related to medical services, electronic medical records databases, and contractual psychiatric services.

##### **1.4.2.2 Associate Dean of Students for Student Development**

The Associate Dean of Students for Student Development assists with the oversight of the daily operation and management of the Student Life department. This includes responsibility for the oversight of major Student Life events such as: New Student/Family Orientation, Family Weekend, Student Life components of Open Houses and Accepted Students' Day, and Commencement. The Associate Dean is responsible for student development activities; campus ministry; educational and awareness programming; international student, commuter student, veteran student and non-traditional student support programs and services; Parents' Association; and advisement to various student organizations. The Associate Dean serves as a Student Conduct Administrator, and provides overall student support and crisis intervention.

##### **1.4.2.3 Associate Dean of Students for Resident Life**

The Associate Dean of Students for Residential Life is responsible for overall operation and management of the Residential Life program that provides a living-learning experience for resident students. This includes community development, residence hall operations, oversight of the room assignment process, budget management, programming, emergency and crisis response and mitigation, and overall student development. The Associate Dean assists with oversight of the summer PreCollege Program and manages summer residency programs to include student housing, conferences and special group housing such as the Teachers' Institute. The Associate Dean oversees the Mail Room services and meal plan operations. The Associate Dean serves as primary Hearing Officer for residential violations of the Code of Conduct; serves as a member of the Dean's Hearing Panel for serious student conduct violations and manages the Conduct Tracking Database.

##### **1.4.2.4 Director of the Center for Career Services**

The Director of the Center for Career Services develops, implements, and oversees comprehensive career development and career preparation programs and services for students and alumni. The Director is responsible for career preparation, developing career opportunities, student career counseling, oversight of a developing internship program, student recruiter satisfaction, and continual identification and development of new/current employer relationships. The Director is responsible for outreach to parents, students, alumni, recruiters and other community members.

##### **1.4.2.5 Director of Food Services**

The Director of Food Services reports to the Vice President for Student Life/Dean of Students but is employed by Chartwells, Inc. He/she is responsible for the daily meals served on campus.

##### **1.4.2.6 Director of Student Volunteerism and Student-Learning**

The Director of Student Volunteerism and Service-Learning empowers students through volunteerism and service-learning to create positive change by offering a variety of opportunities that offer personal, academic, and/or artistic growth outside the classroom. The Director is responsible for: the development of the College's opportunities for meaningful volunteerism and service-learning; supervising student volunteer leaders in scholarship and fellowship programs; assisting faculty with building service-learning into the curriculum; preparing and conducting campaigns to promote engagement of faculty, staff and students; and investigating and applying for grants that support the volunteer program.

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### **1.4.3 Vice President for Human and Organizational Development**

The Vice President for Human and Organizational Development is responsible for the Office of Human Resources including policy development and administration as delegated by the President, organizational development, staff professional development, administration of the benefits program, employee relations, staff recruitment, payroll and oversight of institutional strategic planning in conjunction with the Vice President for Academic Affairs. The Vice President is responsible for the Office of Planning and Institutional Effectiveness and support for the SACSCOC accreditation requirements.

#### **1.4.3.1 Assistant Vice President, Planning and Institutional Effectiveness**

The Assistant Vice President is responsible for providing leadership and support for the College's planning and institutional effectiveness processes. The AVP sets directions for the institutional research function: designs, conducts and coordinates research studies and reports, policy analyses and survey research activity, and oversees the timely submission of mandated federal state and other reports. The Assistant Vice President works collaboratively with the Associate Vice President for Academic Affairs and Dean of Undergraduate Studies to provide support for the accreditation compliance and self-study processes. The AVP works with the Director of Assessment and faculty to develop and integrate student achievement and learning outcomes assessments and to coordinate a systematic outcomes assessment process to inform program and service improvements throughout the College. He/she convenes, leads and coordinates the institutional effectiveness dialog with the administrative and student life areas and supports the planning and implementation for the Quality Enhancement Plan required by SACSCOC.

#### **1.4.4 Vice President for Advancement**

The Vice President for Advancement is responsible for the vision and execution of the College's advancement efforts, and serves as the institution's chief development officer. The Vice President oversees all development efforts related to the institution including major gifts, annual giving, donor relations, corporate and foundation relations, grants, planned giving, and capital/comprehensive campaigns. Additionally, the Vice President is responsible for advancement operations, research and tracking, the alumni/donor database, alumni relations, special events, and government relations. The Vice President is responsible for the creation and development and maintenance of advancement policies, as delegated by the President.

##### **1.4.4.1 Assistant Vice President for Strategic Philanthropy**

The Assistant Vice President for Strategic Philanthropy is responsible for identifying, cultivating, soliciting, and stewarding donors including individuals, corporations and foundations. The Assistant Vice President collaborates with senior staff, faculty, alumni, trustees, and volunteers to develop and implement strategies for a successful annual fund as well as major gift solicitations for strategic initiatives.

##### **1.4.4.2 Assistant Vice President for Constituent Engagement**

The Assistant Vice President for Constituent Engagement is responsible for developing and implementing a comprehensive program of activities to inform, involve and motivate the college's alumni. The Assistant Vice President provides leadership and professionally collaborates with senior staff, faculty, alumni, trustees and volunteers to develop and implement initiatives and strategies for successful alumni relations programs. The Assistant Vice President manages Advancement Services including donor/prospect and alumni information, gift recording and acknowledgement, reporting, and research and represents Ringling College of Art and Design in campus activities and community events, and to organizations that further the development of department goals.

##### **1.4.4.3 Director of Alumni Relations and Annual Giving**

In a collaborative fund-raising environment, the Director of Alumni Relations and Annual Giving designs and leads a cohesive strategy/outreach effort and develops and implements key strategies that provide alumni, faculty and friends with opportunities for meaningful engagement with Ringling College. The Director is responsible for managing Ringling College's 1) alumni engagement by providing opportunities that will foster connection and continued involvement and 2) annual fund by designing and leading an acquisition and stewardship plan for new alumni, staff and faculty donors.

##### **1.4.4.4 Senior Development Officer**

The Senior Development Officer is responsible for identifying, cultivating, soliciting and stewarding donors, including individuals, corporations and foundations, for gifts of \$50,000 or more, concentrating on the current campaign initiatives yet also accommodating donors' wishes. Under the direction of the Assistant Vice President for Strategic Philanthropy, collaborates with senior staff, faculty, alumni, trustees and volunteers to develop and implement initiatives and strategies for successful major gift solicitation. The Senior Development Officer represents Ringling College of Art and Design in campus activities, community events and organizations that further the development of major gift donors to Ringling College.

##### **1.4.4.5 Development Officer**

The Development Officer is responsible for identifying, cultivating, soliciting and stewarding donors, including individuals, corporations and foundations, of gifts at all levels. Under the direction of the AVP for Strategic Philanthropy, collaborates with staff, faculty, alumni, trustees and volunteers to develop and implement initiatives and strategies for successful major gift solicitation. The Development Officer represents Ringling College of Art and Design in campus activities, community events and organizations that further the development of major gift donors.

#### **1.4.5 Vice President for Finance and Administration**

As Chief Financial Officer of the College, the Vice President for Finance and Administration is responsible for ensuring the financial integrity of the College, and advising the President and senior officers on all matters of fiscal security and accountability, financial planning, and stewardship of College resources. The Vice President provides leadership and manages strategic planning, and coordination for financial services, Facilities Operations and the physical plant, the Campus Master Plan, Public Safety, and Business Affairs, all of which support the academic and administrative departments of the College. The Vice President is responsible for policy development and administration for these functions as delegated by the President.

##### **1.4.5.1 Assistant Vice President of Finance and Administration / Controller**

The Assistant Vice President oversees all fiscal activities for the College, providing administrative, budgetary, and fiscal direction that ensures efficient and effective operations. He/she is responsible for ensuring compliance with College business policies and procedures, state and federal fiscal management laws and regulations, and generally accepted accounting standards. The Assistant Vice President is responsible for the operation of the Office of Business Affairs.

##### **1.4.5.2 Assistant Vice President and Director of Facilities Operations**

The Assistant Vice President and Director of Facilities Operations is responsible for overseeing the maintenance, operations, and housekeeping of all facilities and grounds, and the telecommunications system. He/she assists in the planning and management of capital renewal and replacement budgets as they relate to the support of plant maintenance and improvements, and helps to coordinate the planning and construction of all new capital improvement projects. The Assistant Vice President advises the Vice President for Finance and Administration on all institutional policies and procedures related to the management of the physical resources of the College.

##### **1.4.5.3 Director of Public Safety**

The Director of Public Safety is responsible for the direction of the Office of Public Safety assuring the safety, protection and assistance of students, staff, faculty and visitors of the College. The Director has responsibility for the management of a 24-hour safety and security operation, including security and safety programs for the protection of persons, property and facilities of the College. He/she also promotes awareness and use of safety and crime prevention methods throughout the institution.

##### **1.4.5.4 Director of Financial Aid**

The Director of Financial Aid serves as the primary administrator of federal, state and institutional financial aid programs, overseeing financial aid strategy, communications, and operations. The Director works closely and collaboratively with other administrators, staff and faculty, supports efforts to develop scholarship sources, and articulates College policy as well as federal and state regulations that govern financial aid awards.

##### **1.4.5.5 Director of Campus Store**

The Director of Campus Store reports to the Vice President for Finance and Administration but is employed by Follett College Stores. He/she is responsible for ordering books, art supplies and the daily operations of the store.

##### **1.4.5.6 Director of Student Accounts/Bursar**

The Director of Student Accounts/Bursar manages all aspects of cashiering, student financial services, and central accounts receivable systems for the college. The Director also manages and coordinates the operation and record related to tuition, fees and other receipts for the College.



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#### **1.4.6 Dean of Admissions**

The Dean of Admissions provides the administrative leadership, strategic analysis and planning for the admissions process. The Dean works collaboratively with other offices and the academic departments on all matters relating to student recruitment and enrollment management. The Dean oversees recruitment and enrollment of new students to the College; manages the admissions process from conversion of prospective students to applicants; develops programs to enhance applicants decision to enroll; develops and implements admissions policies and processes; implements student enrollment goals to accomplish optimum enrollment levels of appropriate size, quality and diversity; and works with other administrators in program development, curriculum evaluation, and institutional programmatic matters. The Dean is responsible for admissions policies as delegated by the President.

##### **1.4.6.1 Director of Admissions**

The Director of Admissions directs and administers all matters related to College undergraduate admissions and prospective students. The Director assists the Dean with policy planning and development on all admissions-related matters, refines existing recruitment activities, identifying new opportunities, and directing operations and activities to meet new student enrollment goals.

##### **1.4.6.2 Associate Dean of Admissions**

The Associate Dean of Admissions assists the Dean in developing, evaluating, interpreting, and implementing admissions policies, procedures, and strategies. The Associate Dean researches and advises on changing regional, national, and international trends and demographics that may impact student admissions and enrollment management decisions and assists with development of admissions recruitment and marketing publications. The Associate Dean develops and implements recruitment policies to increase enrollment of international students, representing the College domestically and overseas through presentations at student recruitment events. The Associate Dean also interviews and counsels prospective students and applicants and assists with the evaluation of student applications for admission and scholarship.

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#### **1.4.7 Director of Institutional Technology**

The Director of Institutional Technology is responsible for all academic and administrative computing services, technology planning, and the maintenance and implementation of computer, video and audiovisual systems. The Director is responsible for providing vision; exploring and assessing the feasibility of new and emerging technologies; developing, implementing and maintaining effective policies and practices for all institutional technologies as delegated by the President; and ensuring access, security and usage are in accordance with College policies and applicable laws.

##### **1.4.7.1 Director of Academic Computing**

The Director of Academic Computing leads a professional team of technicians to deliver high-quality desktop and academic computer lab maintenance services, which support the computing needs of students, faculty and staff. The Director maintains system documentation and ensures system security features. He/she also develops effective training programs and both long-range and annual planning for the College's academic computing.

##### **1.4.7.2 Director of Administrative Computing**

The Director of Administrative Computing leads a professional team of technicians to deliver high-quality desktop and administrative systems maintenance services, which support the computing needs of administrative offices. The Director develops effective training programs and both long-range and annual planning for the College's administrative computing.

##### **1.4.7.3 Director of IT Operations and Strategic Initiatives**

The Director of IT Operations and Strategic Initiatives is responsible for assisting the Director of Institutional Technology in strategic and tactical planning activities, including College-wide technology infrastructure development and overseeing major IT projects and initiatives. The Director takes the lead role in ensuring continuous improvements in customer support quality and maintenance of 100% systems uptime targets.

## 1.5 Internal Governance

Governance at Ringling College of Art and Design is through committee recommendation (faculty and institutional) and administrative action. As indicated in Section 1.3, the Board of Trustees is the legal governing body and its primary responsibility is the articulation of general educational policies and academic goals. The Board entrusts the conduct of administration to the President and through him/her to other Administrative Officers of the institution; the Board entrusts to the faculty the conduct of teaching, learning and research.

### THE GUIDING PRINCIPLES

The voice of the faculty is critical in shaping educational policy and direction, faculty affairs, and improving the operations of the degree program. Faculty inclusion in decision-making is intentionally organized on several levels to ensure thorough discussion and deliberation by the:

- > Academic Departments and Programs
- > Faculty Committees
- > Faculty-at-Large
- > Institutional Committees

### PREFACE

Standing committees are appointed to serve the needs and interests of the Ringling College of Art and Design. These committees are an important element in the administrative process as an effective means of employing the collective ability, knowledge, and experience of the many competent and dedicated individuals who make up the Ringling College community.

Committees are advisory bodies, unless specifically charged with other responsibilities. It is not intended that they assume the authority and responsibility assigned to offices within the administrative structure. Ideas and suggestions from these groups are, however, of value to administrators in their continuing efforts to improve operations of the College and in broadening the base for decision-making.

In addition to contributing to the orderly and objective administration of the Ringling College, committees afford their members the opportunity to participate in the governance process, to enhance their professional growth through leadership, and to broaden their knowledge of the operations and activities of the Ringling College.

### ADMINISTRATIVE PROCEDURES

Copies of the *Institutional and Faculty Committee Operating Procedures*, hereinafter referred to as Committee Operating Procedures, will be provided to all offices, including departments, programs and the Library. Those offices will be responsible for keeping the *Operating Procedures* accessible for reference purposes. Committees of College-wide scope and responsibilities and designated as "standing" will be included in this document. Committees designated as "ad hoc" are not standing committees of the College. They are listed in the Directory as a matter of information and for convenience of reference by the faculty and staff.

### COMMITTEE STRUCTURE

The committees are organized into Faculty Committees and Institutional Committees and may be standing or ad hoc.

- Faculty Committees are organized into four types: Educational Policy Committees, Faculty Affairs Committees, Operational Committees, and any Ad Hoc Faculty Committees.
- Institutional Committees are organized into three types: Standing Presidential Committees, Standing Operational Committees, and any Ad Hoc Presidential Committees.

The work of committees may be summarized as follows:

- Committee members may be appointed, elected, or ex officio.
- Committees may function in an advisory or decision-making capacity.
- Committees may meet regularly or on call.
- Committees may be standing or ad hoc.
- The committee chairperson may be a voting member or an ex officio member without vote.
- The optimum number of members should be an odd number between three and nine.
- The charge to the committee should be clear and precise.

### **All-College Faculty Meetings**

At the All-College Faculty Meetings, 50 percent plus one of all full time eligible voting faculty members must be present in order for business to be conducted. All decisions shall be by majority (more than half) vote of the full time faculty eligible, present, and voting.

### **Amendments to the Faculty Handbook, Part II**

The faculty shall accept or reject the amendment(s), by a simple majority vote of that body. The faculty may modify the proposal and accept the modification, or may return the proposal to the Faculty Welfare and Handbook Committee or the submitter for further work or modification.

### **Questions Regarding Committees**

Questions regarding *Committee Operating Procedures* may be referred to the appointing officer.

## **1.5.1 Institutional Committees**

Institutional Committees are organized into three types: Standing Presidential Committees, Standing Operational Committees, and any Ad Hoc Presidential Committees.

### **1.5.1.1 Standing Presidential Committees**

Presidential Committees are appointed and charged by the President of Ringling College of Art and Design.

#### **1.5.1.1.1. President's Cabinet/Senior Officers**

The President's Cabinet consists of the senior officers of the College, which includes the Vice Presidents. The Cabinet serves in an advisory capacity to the President. The President may elect to appoint other senior leadership on an annual basis.

#### **1.5.1.1.2. Human Rights Committee**

The Human Rights Committee is a fact-finding committee whose purpose is to respond to and resolve harassment complaints. The charge of the committee is established in the Ringling College Non-harassment Policy. The Committee is a standing committee appointed by the President and is comprised of three faculty members, two staff members, and two students. The three regular, full-time faculty members are appointed by the President from a pool composed of one nominee from each department and program. The term of appointment is one year and members may be appointed in subsequent years. The student members of the Committee will participate only in those cases where other students are involved. The Vice President for Human and Organizational Development serves as Chair.

#### **1.5.1.1.3. Environmental Health & Safety Committee**

The committee reviews environmental, health, safety and security matters affecting employees, students and visitors to the campus. This committee recommends improvements to the institution's programs and identifies corrective measures needed to eliminate or control recognized hazards.

#### **1.5.1.1.4. Environmental Compliance Subcommittee**

The Committee reviews the environmental practices affecting the College and sets targets for compliance with all legal requirements defined by federal, state and local laws and regulations. The Committee members develop and approve procedures and strategies to achieve compliance. To raise awareness of the environmental procedures and strategies, the Committee will ensure that the College's community is kept informed.

- 1.5.1.1.5. Strategic Planning Committee  
The Strategic Planning Committee monitors the integration and alignment of institutional areas with the Strategic Plan, which includes examination of strategy, review of Key Performance Indicators [KPIs], and analysis of trends likely to affect Ringling College. The committee also considers the implications of institutional policies and program initiatives and serves as communication liaison to convey information about specifications, recommendations, and priorities to the campus community.
- 1.5.1.1.6. Institutional Technology Council (ITC)  
The Institutional Technology Council is responsible for recommending institutional technology strategies and policies and institution-wide technology planning and resource allocation. The Council participates in the review of strategic Institutional technology objectives, review of progress and priorities and status of major Institutional Technology projects. The Council reviews and recommends institution-wide IT principles, architecture, infrastructure and investment decisions. The Council also helps to define and align the strategic role of IT, and to guide the effective utilization of technology assets for growth and operational flexibility.
- 1.5.1.1.7 Administrative Technology Advisory Sub Committee (ATAS)  
The Administrative Technology Advisory Sub Committee is charged with the responsibility for recommending priorities for the implementation of new and enhanced administrative systems and processes throughout the institution, reviewing budget allocations and monitoring project status. The Sub Committee reviews issues related to all new system features and administrative systems acquisitions, and to campus-wide administrative operations and IT support. The Sub Committee makes recommendations to the Director of Institutional Technology and to the ITC regarding hardware/software acquisition, programs, policies, maintenance and operating procedures in the technology arena to ensure that administrative technology services are responsive to administrative needs. The committee promotes communication of policies and procedures and communication and collaboration between the instructional technology service providers and users. The committee is advisory and makes recommendations to the ITC. The ITC may refer issues or tasks/projects to the ATAS for review, recommendation, development or implementation. The Committee may refer issues, tasks or projects to its subcommittee, the ASOC, for review, recommendation, development or implementation. The ATAS may establish ad hoc subcommittees to address specific tasks, projects or user areas.
- 1.5.1.1.8 Instructional Technology Advisory Sub Committee (ITAS)  
The Instructional Technology Advisory Sub Committee is charged with the responsibility for recommending priorities for the implementation of new and enhanced instructional systems and processes throughout the institution, reviewing budget allocations and monitoring project status. The Sub Committee reviews issues related to all new system features and instructional systems acquisitions, and to campus-wide instructional operations and IT support. The Sub Committee makes recommendations to the Director of Institutional Technology and to the ITC regarding hardware/software acquisition, programs, policies, maintenance and operating procedures in the technology arena to ensure that instructional technology services are responsive to instructional needs. The committee is advisory and makes recommendations to the ITC. The ITC may refer issues or tasks/projects to the ITAS for review, recommendation, development or implementation. The Committee may refer issues, tasks or projects to its subcommittee, the ASOC, for review, recommendation, development or implementation. The ITAS may establish ad hoc subcommittees to address specific tasks, projects or user areas.

### 1.5.1.2. Standing Operational Committees

- 1.5.1.2.1. Commencement Advisory Committee  
The charge to the committee is to advise the President on potential commencement speakers and to review and recommend potential candidates who might receive an honorary degree from Ringling College of Art and Design.
- 1.5.1.2.2. Administrative Systems Operations Committee (ASOC)  
The Administrative Systems and Operations Committee functions is a subcommittee of the Administrative Technology Advisory Subcommittee, and is charged with the responsibility for coordinating the implementation of new administrative systems and processes across campus, and helping guide the continued efforts of the Administrative Systems' family groups. It will provide recommendations to the committees above on priorities regarding new features, all new administrative systems acquisitions, and administrative operational improvements.
- 1.5.1.2.3. Bookstore Advisory Committee  
The Bookstore Advisory Committee is charged with soliciting information and experiences from faculty, students, administrators and staff for review and discussion by the Committee. The Committee will resolve any issues identified and report the resolutions in a timely manner. The committee is advisory to the Vice President for Finance and Administration.
- 1.5.1.2.4. Staff Handbook Advisory Committee  
The Staff Handbook Advisory Committee provides advice to the Vice President for Organizational and Human Development concerning the *Staff Handbook*.
- 1.5.1.2.5. Sustainability Committee  
The Sustainability Committee is charged with reviewing current and proposed sustainability practices, providing oversight in the implementation of such practices, raising awareness of sustainability practices and devising the appropriate communication of such practices. Working collaboratively, the Committee will entertain proposals from various campus constituencies. The Committee functions in an advisory capacity.
- 1.5.1.2.6. Institutional Research Board (IRB)  
Ringling College of Art and Design strives to create respect and awareness of the rights and welfare of human subject research participants, while supporting efficient research. The Institutional Research Board (IRB) is charged with the responsibility for reviewing research proposals where human subjects are involved, thus protecting the rights and welfare of those who agree to participate in research. Proposals may be submitted by faculty, staff and student researchers, as well as any individual outside of the Ringling College community doing research that involves Ringling College students, faculty staff, or graduates. Upon review, the IRB will approve, require modifications, or disapprove of the research activities defined in the proposal. In addition, the IRB will also set the policies and standards to which the research must adhere to. The IRB process is based on the U.S. Department of Health & Human Services' Protection of Human Subjects, which are the rules and regulations for federally funded research. Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. A human subject is a living individual whom an investigator (whether professional or student) conducting research obtains (1) Data through intervention or interaction with the individual, or (2) Identifiable private information. Classroom activities do not require a review if the activity meets the following criteria: part of pedagogy, participants are only students and the instructor(s) enrolled in the class, results are shared only with the students and the instructor(s) enrolled in the class, there is not risk to the students, and special populations are not participants (including children under 18 years, pregnant women, or cognitively impaired subjects).

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- 1.5.1.2.7 Accreditation Leadership Team  
The purpose of the Leadership Team is to guide the institution's activities associated with the reaffirmation of its accreditation by SACS-COC and NASAD, and to manage and validate the internal institutional assessment of compliance with all SACS Core Requirements and Comprehensive Standards. The Leadership committee will also provide oversight of the development of the Quality Enhancement Plan (QEP) required by SACS-COC.
- 1.5.1.2.8 Artwork Committee  
The Artwork Committee is charged with developing, reviewing, and providing input on policies surrounding the acquisition, recording, maintenance, insuring, exhibition, and de-accession of College-owned and loaned artwork.
- 1.5.1.2.9 CCTV Oversight Committee  
The CCTV Oversight Committee is charged with overseeing the use of CCTV by the Office of Public Safety. The Committee shall review the purposes of the surveillance system and operating procedures, approve camera locations, hear privacy concerns and develop guidelines for video image storage, release and sharing. The Committee will annually review the Institutional Policy Governing CCTV and CCTV Operating Procedures.

## **1.5.2 Faculty Committees**

### **1.5.2.1 Standing Educational Policy Committees**

Educational Policy Committees are charged with considering and making recommendations of academic policies and procedures in order to achieve educational objectives. Their policy recommendations are approved by the eligible voting faculty at All-College Faculty Meetings or through an alternative, appropriate voting mechanism that ensures a quorum in order to be recommended to the Administration for action, as appropriate, or potentially, action by the Board of Trustees.

#### **1.5.2.1.1 Academic Affairs Committee**

The Committee evaluates proposed curriculum and educational policy changes, including new course proposals brought to it by the Associate Vice President for Academic Affairs. Curriculum is defined as the course of study that leads to the completion of the baccalaureate degree.

Curriculum matters should be discussed at the department and program level, allowing faculty members to participate freely in the discussion. Proposed changes should be reviewed by the Vice President for Academic Affairs and designees before being discussed at AAC meetings. AAC then provides an administrative review when any proposal would trigger substantive change notification to accreditors, and/or when proposal affects more than just the department proposing it. A copy of the proposal must be reviewed and approved by the Vice President for Academic Affairs before being forwarded to the President.

#### **1.5.2.1.2 Departmental Affairs Committee**

The Departmental Affairs Committee members share the responsibility for the management and operational issues related to academic proposals, processes, and policies such as: budget, facilities, staffing, scheduling, communication, etc. The Departmental Affairs Committee reviews the development of academic proposals and institution-wide curriculum for the future in alignment with the Academic Master Plan and the Institutional Strategic Plan. The Departmental Affairs Committee advises the Vice President for Academic Affairs on issues of faculty and institutional concern, as well as interdepartmental and external relations.

The Committee is composed of the Department Heads, Program Directors, Associate Vice Presidents and the Vice President for Academic Affairs. The Vice President for Academic Affairs chairs the Committee.

### **1.5.2.2 Standing Faculty Affairs Committees**

Faculty Affairs Committees are those committees charged to consider policies and concerns related to the faculty. The policy recommendations of these committees are approved by the eligible voting faculty in order to be recommended to the appropriate administrative officer for action, as appropriate, or potentially for action by the Board of Trustees.



- 1.5.2.2.1 Faculty Welfare and Handbook Committee  
This committee's charge includes identifying faculty concerns, serving as a liaison between faculty and administration, strengthening communication between faculty and administration and revising the *Faculty Handbook*.

The committee consists of five regular, full-time (not Visiting) faculty members who are not on probation, excluding Senior Officers of the institution. Committee membership must include faculty from at least three (3) distinct academic units. A minimum of one nomination from each department or program and the Library is sent to the Vice President for Academic Affairs in accordance with the eligibility requirements described in the *Committee Operating Procedures*. The Vice President for Academic Affairs prepares the slate of nominees for election by the eligible voting faculty. Elected members are appointed by the Vice President for Academic Affairs. The term of service is two years and faculty are elected for staggered terms.

Within its regular meeting schedule, the Committee will include three meetings per semester with the Associate Vice President for Academic Affairs and Dean of Faculty and the Vice President for Human and Organizational Development.

- 1.5.2.2.2 Faculty Grievance Review Committee  
The charge of the Committee is outlined in Section 2.14.3. The Committee consists of five regular, full-time (not Visiting) faculty members and two alternates. The members are elected by the eligible voting faculty. Committee membership must include faculty from at least (3) distinct academic units. The term of service is two years and faculty are elected for staggered terms. All regular, full-time (not Visiting) faculty who are not on probation, excluding administrative officers, are eligible to serve.

- 1.5.2.2.3 Faculty Professional Development Committee  
The purpose of the Faculty Professional Development Committee is to provide financial support for faculty who want to travel to professional conferences, get special training or experience, or conduct research that will contribute to their work at Ringling College. This committee is responsible for the promotion and administration of a faculty program for continuing professional development to enrich the individual faculty, the College, and ultimately the student body. The Committee also ensures that the funded activities have been documented and shared with the College community.

The Committee should endeavor to include one member from each academic department, program and the library. The Associate Vice President for Academic Affairs will serve as chair without vote. The Vice President for Human and Organizational Development will serve as ex officio member. The Committee composition may consist of regular full-time faculty (not Visiting) and long-term part-time faculty members. The term of service is two years and faculty members are appointed by the Vice President for Academic Affairs for staggered terms. A faculty member may not serve again for two years. The Committee chairperson does not have voting privileges.

The Committee meets at least four times per year, immediately following the submission deadline of each grant application period. The Committee Guidelines are published annually to outline committee procedures and to provide the application form and other application requirements for receiving a grant from Committee funds. The chairperson provides a report listing proposals funded to the campus community each cycle.

A quorum of 50% of the Committee membership plus one is necessary for the Committee to conduct business and make recommendations. Written notification of decisions will be provided to each applicant from the committee chairperson within five (5) working days of the committee meeting.

### **1.5.2.3 Standing Faculty Operational Committees**

Operational Committees make policy and procedural recommendations in specific areas. Many Operational Committee members serve by virtue of the positions they hold at Ringling College. Operational Committees do not necessarily have to meet on a regular basis.

#### **1.5.2.3.1 Academic Standards Committee**

The purpose of the Academic Standards Committee is to make recommendations on academic standards and the consequent policies that affect the academic standing of students. In line with existing standards and policies, the Committee hears the appeals of students who have been academically dismissed.

The committee consists of the Associate Vice President for Academic Affairs, The Registrar, the Vice President for Student Life and Dean of Students, two Academic Advisors and regular, full-time faculty members. The faculty members will be appointed from the Liberal Arts Program and the Majors. One nominee from each Department or Program is sent to the Vice President for Academic Affairs. Members serve a one-year term and may be appointed in subsequent years. The Chair is the Vice President for Academic Affairs or his/her designee.

#### **1.5.2.3.2 Career Center Advisory Committee**

This committee advises the Office of Academic Affairs and the Center for Career Services on issues linking academic advising and career programs offered at the College. As an additional resource to Career Services, faculty members also serve as career advisors to students; assist Career Services personnel with internship, recruiter, and career resource library suggestions; meet with recruiters when they visit the campus, if class schedule permits; and recommend new service programs to promote better career preparation for students.

Membership consists of the Director of Career Services, Associate Director of Career Services, Assistant Director for Career Research, ten faculty career advisors of the majors, two academic advisors in the Registrar's Office and two students. The Committee should include representation from each major. The chair is the Director of the Center for Career Services. The term of service is one year and members may be appointed in subsequent years.

#### **1.5.2.3.3 Figure Model Advisory Committee**

The purpose of the Figure Model Advisory Committee is to serve as an advisory group of faculty to assist the Associate Vice President for Academic Affairs in overseeing the figure model program at Ringling College of Art and Design.

Committee membership consists of one representative from Human Resources, one from Continuing Studies and Special Programs, the Associate Vice President for Academic Affairs, the Academic Operations Project Manager, the Model Coordinator, and three regular, full-time faculty members. The committee chair recommends three faculty members for appointment from a pool of individuals nominated by the Department Heads of Computer Animation, Fine Arts, and Illustration, and PDI. The representatives from Human Resources and Continuing Studies and Special Programs are selected by the Vice President for Human and Organizational Development and the Director of Continuing Studies and Special Programs respectively. The term of service is one year and members may be appointed in subsequent years. The Associate Vice President of Academic Affairs serves as committee Chair. The Committee meets at the request of the Associate Vice President of Academic Affairs. The Committee is appointed by the Vice President for Academic Affairs.

- 1.5.2.3.4 Health and Safety Subcommittee  
The purpose of the Health and Safety Subcommittee is to serve as an advisory group of faculty and staff to assist the College in the development and maintenance of a safe and healthy workplace. The Committee reviews inspection reports, health and safety policies and procedures and discusses other occupational health and safety issues related to academic and support areas. The committee members approve health and safety procedures and forward policies to the Environmental Health and Safety Committee for approval.
- 1.5.2.3.5 Library Advisory Committee  
Responsibilities of this committee include acting as liaison between academic departments and programs and the library; to provide input and feedback on development of library initiatives, collection, services and facilities in alignment with student learning outcomes and the scholar practitioner philosophy.

### **1.5.3. Faculty Association**

The Ringling College of Art and Design realizes that the Faculty Association, while not an official bargaining agent or governing group for the faculty of the College, has from time to time conveyed, through its membership, faculty concerns and advice to the College's administration.

Appreciating the efforts of the Association, it is the intention of the administration to continue, as in the past, to respond to and work informally with the Faculty Association in matters pertaining to such faculty concerns and counsel.

The corporate faculty, through its membership, departments, programs and its committee structure, shall continue in its functions and (also) remains the faculty body charged with particular responsibilities for the educational and academic programs of the College. The Department Heads and Program Directors, together with the Vice President for Academic Affairs, provide the administrative structure and leadership for faculty matters.

The strength of the Ringling College of Art and Design and its educational undertakings is greatly dependent upon the environment and relationship within the community in which we teach and work. Striving together in the achievement of our mission and goals will most nearly see the fulfillment of our aspirations.

*Board of Trustees statement adopted January 10, 1985.*

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## **1.6. Procedure for Revision of the *Faculty Handbook***

The following procedure is adopted as an orderly process for the initiation and consideration of amendments to Part II in all Sections of the *Faculty Handbook*. The rest of the *Faculty Handbook* is not covered by this procedure, but only by the Board of Trustees and/or administrative update.

The administration and the faculty commit their good faith efforts to the process to the end of achieving agreement on policy issues effecting faculty employment. That commitment shall not bias the responsibility and authority of the Board of Trustees to exercise their prerogatives to govern and administer the College. The procedure outlined below is based on three interconnected principles:

- A. First, it tries to satisfy the need for an orderly manner of allowing all segments of the institution to contribute, each in a proper capacity, to the formulation or alteration of policy statements.
- B. Second, it attempts to make the process of revision effective by introducing into it the principle of self-limitation, which presents endless debate and allows particular issues to be brought to decisive action.
- C. Finally, it recognizes the fact that the adoption of policy, however formulated or proposed, is among the powers reserved to the Board of Trustees.

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**1.6.1. Proposed Amendments**

Proposals for revising Part II of the *Faculty Handbook* can be made by the Board of Trustees, the President, the Faculty Welfare and Handbook Committee or any person or quasi-person (i.e., committee, council) connected with Ringling College of Art and Design. While the manner of making such proposals is a matter of individual style and custom, it is nevertheless recommended that:

- A. Proposals be made in the form of texts intended to replace, in whole or in part, some current expressions of the *Faculty Handbook*.
- B. A particular proposal contains no more than one alteration of substance.
- C. A brief explanation of the reason(s) for proposing the revision accompanies the proposal.
- D. Recognized governing bodies or committees pass upon such proposed amendments by their own procedures (i.e., Board of Trustees) or by a simple majority vote of the voting membership of such a body or committee.

## **1.6.2 Processing of Proposals**

### **1.6.2.1 Processing of Internal Proposals**

Wherever proposals originate, as described in the Proposed Amendments, they will be considered by the Faculty Welfare and Handbook Committee. Without prejudice to its procedures, this committee, upon receipt of a revision proposal, may choose one of the following courses of action:

- A. It may receive and transmit it to the President and faculty without change or comment.
- B. It may endorse it and attach its endorsement to the original proposal.
- C. With the consent of the submitter, it may either alter or amend a proposal before transmitting it to the president and faculty.
- D. If the submitter does not agree to such alterations or amendments, the Faculty Welfare and Handbook Committee may object to the proposal and attach its objections or amendment before sending it to the President and faculty.

The faculty shall accept or reject the amendment(s), by a simple majority vote of that body. The faculty may modify the proposal and accept the modification, or may return the proposal to the Faculty Welfare and Handbook Committee or the submitter for further work or modification.

### **1.6.2.2 Role of the President**

- A. The President may also accept, reject, amend, or remand the proposal in respect to the proposed amendment(s).
- B. Should the President disagree with the faculty's action, the President and the Faculty Welfare and Handbook Committee shall meet to discuss the next steps, which may include further study, modification, and/or resubmission of the proposal to the faculty and President within the time frame for modification of the next year's *Faculty Handbook*. Such a timetable shall be set each year by the President and the Chair of the Faculty Welfare and Handbook Committee. Normally, action on amendments by the faculty and the President will take place by the end of the first semester so that the Board of Trustees may consider the revised amendments at their winter meeting.
- C. Any proposed amendment not adopted by both the President and the faculty by the deadline shall be considered rejected for that year. It may be resubmitted for the next assigned period of review if a simple majority of the Faculty Welfare and Handbook Committee votes to resubmit the proposal(s).

### **1.6.2.3 Board of Trustees Approval**

- A. Proposals approved by the President and the faculty in a timely manner shall be submitted by the President to the Board of Trustees thirty calendar days prior to the winter meeting of the Board of Trustees.
- B. Before definitive action on revision proposals, the Board of Trustees may commission the Academic Affairs Committee of the Board to meet with the President and the Faculty Welfare and Handbook Committee to discuss final adjustments in the revised texts.
- C. The revision process is concluded in accordance with the action of the Board of Trustees. This action is either an approval and promulgation or a rejection of the proposed revision. In either case, proposals thus acted upon cannot be proposed for revision under this procedure until the next authorized period under the provision of resubmission above.

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### **1.6.3 Emergency Procedure**

When the President and the Faculty Welfare and Handbook Committee agree that, in the best interests of Ringling College of Art and Design, a modification in Part II of the *Faculty Handbook* is necessary, they may petition through the President and the Chair of the Board of Trustees for a special Board review of a specific change at the next regular or emergency Board meeting. It shall be fully at the discretion of the Board of Trustees to accept or reject such a petition.

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**1.6.4 General Rules of Implementation**

- A. Any amendments of the provisions of the *Faculty Handbook* contained in Part II will take effect and be a part of the next offer of employment extended to any faculty member by the College. For faculty on contract periods other than the academic year, the amendment shall be effective for and incorporated into any offer of employment scheduled to commence after the beginning of the academic year next succeeding the academic year in which the amendment was adopted. Any grandfathering provision will be specific to a given policy and so noted in specific language. In other parts or sections not specifically addressed above, changes may be effected at once by the directive of the President and/or Board of Trustees as appropriate. Such changes, however, may not be inconsistent in substance with all Sections of Part II.
- B. At the time of employment, the Department Head or Program Director shall review the *Faculty Handbook* with the new faculty member. Copies of the *Faculty Handbook* will be in the Office of the Vice President for Academic Affairs, Office of the Dean of Faculty, the Faculty Center, the Office of Human Resources, and the Kimbrough Library.
- C. A copy of the *Faculty Handbook* with current revisions will be available for inspection during regular hours at the Office of Vice President for Academic Affairs, the Office of the Dean of Faculty, the Faculty Center, the Office of Human Resources, and the Kimbrough Library. An online version of the *Faculty Handbook* is available as a selection on the Human Resources website at <http://hr.RCAD.edu/>
- D. Proposals under discussion by the Board of Trustees have no status whatsoever, not even a promissory one, until final action by the Board has been taken and until the above effective dates have been followed.