



**Ringling College
of Art + Design**

Figure Model Guidelines

2014 - 2015



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RINGLING COLLEGE OF ART AND DESIGN

FIGURE MODELS IN THE STUDIO

INSTRUCTOR GUIDELINES

Drawing from life has been an essential tool in the history of the arts. Figure models are an essential part of learning to draw the human figure. The College recognizes the value of the service that figure models provide to the Ringling College community.

Instructor Responsibilities

The instructor is responsible for overseeing the work of the figure model during the class session. The instructor communicates the objectives and/or format of the class session to the figure model and offers criteria, suggestions, and/or advice for poses. Figure models are asked to direct questions, ideas, and concerns regarding the studio and the pose to the instructor.

All those who work in the studio share responsibility for behaving in a professional manner, and the instructor oversees the maintenance of the professional studio environment.

Model Coordinator Responsibilities

The Model Coordinator is responsible for recruiting, hiring, orienting, processing documents (time sheets, schedule requests), and scheduling figure models. Figure models are hired and scheduled for the Degree Program, Visiting Artists Program, Continuing Studies and Special Programs (CSSP) and FEWS (Figure Enhancement with Students). The Model Coordinator is also responsible for arranging for substitute figure models and canceling figure models from classes. Instructors should direct questions or concerns about model scheduling, performance, or guidelines to the Model Coordinator.

Model Coordinator Contact Information

Figure Model Coordinator ~ Monday thru Friday ~ 8:00 am – 4:00 pm

Fran Avenoso: 309-4713 or favenoso@ringling.edu

Faculty Services Coordinator ~ Monday thru Friday ~ 8:00 am – 4:00 pm

Janice Koch: 359-7521 or jkoch@ringling.edu

Office of Human Resources Responsibilities

The Office of Human Resources is responsible for Human Resources policies, employment records, payroll processing, and workers' compensation for figure models. Figure models should direct questions or concerns about payroll and employment policies (including the Nonharassment Policy) to the Office of Human Resources (359-7619).

General Guidelines for Figure Modeling Sessions

The purpose of these guidelines is twofold: to provide an excellent academic experience for the student in the class and to provide for the health and safety of the figure model.

- Because figure models are asked to take poses that are challenging and interesting, they will often push themselves physically to do so. Whenever possible before a session, it is helpful for the instructor to communicate to the figure model the plan for poses during the session. When the figure model is aware of the specifics of the poses anticipated throughout the course of the session, he/she will be better prepared to meet the objectives.

For example, if asked to perform ten minutes of one-minute poses, the figure model may choose more strenuous poses, assuming there will be a brief break afterwards and a less strenuous request will be made for the next pose. If, after the initial ten minutes, the instructor requests another ten minutes of one-minute poses, he/she may be unable to perform poses of a more challenging nature due to fatigue from the initial effort.

- Although the instructor determines the type of pose and its duration and there may be considerable variation to each instructor's requirements, at no time should a model feel that he/she must "hold" a pose if continuing to do so will cause him/her physical pain or distress. Prior to the pose, dialogue between the instructor and the figure model is encouraged to determine each figure model's ability to sustain a pose.

The figure model is expected to inform the instructor if he/she has difficulty sustaining a pose. Although an instructor may ask a figure model to hold a pose for 20 – 30 minutes (depending on the difficulty of the pose), it is very important that an instructor discourage a figure model from holding a pose that is beyond his/her physical capabilities.

To avoid injury to the figure model, the instructor may need to modify the pose requested. If a figure model indicates an inability to hold a particular requested pose, or is unable to sustain a pose for the length of time required, the instructor should substitute a less demanding pose for that session, and inform the Model Coordinator. That particular figure model will not be scheduled for those classes that require more physically demanding poses.

- When instructors need to point out specifics about a pose by physically touching a figure model or with any pointing device including laser pointers, the figure model should first be asked for permission.
- The instructor is responsible for maintaining professionalism in the session and should thoroughly explain to students the behavior expected in the studio when a figure model is used. During their initial orientation, figure models are informed by the Model Coordinator that they should conduct themselves in a professional manner at all times while posing and while on breaks and that it is considered unprofessional for a figure model to converse with students and/or faculty while posing. Figure models are also asked to avoid prolonged eye contact with students/faculty, as this is very distracting for all.
- Unauthorized photography in the studio while the figure model is posing draped or undraped is NOT permitted. Cameras (including cell phone cameras) and photography by any parties are not permitted without prior approval of the instructor AND Model Coordinator. Release forms must be signed by the model and are kept on file with the Model Coordinator.
- Figure models are expected to keep track of the time during breaks and resume the pose as soon as the designated break period has ended (whether or not they have been reminded by the instructor).
- For good hygiene, figure models must provide a solid color sheet or towel to cover the model stand. Please make sure a figure model is using the sheet or towel at all times.
- Footwear is required at all times when a figure model is not on the stand in a pose (studios may have charcoal dust, paint, and tacks on the floor).
- Figure models must provide their own timer.
- Undraped figure models must wear robes and footwear during break and rest periods when not posing. The robe and footwear should be kept on the stand within easy reach.
- Figure models may be asked to wear or to bring a leotard, costume, prop or other item of dress. Some instructors will ask the figure model to bring an assortment of items to every class. A limited selection of props and costumes are also available from the Model Coordinator. Please limit requests for props and costumes that figure models are asked to provide from their own resources.
- The Ringling College Nonharassment Policy prohibits forms of harassment including, but not limited to harassment based on gender, race, national origin, color, religion, ethnicity, sexual orientation, and disability. Please inform the Office of Human Resources about any issues you may encounter in regards to student or employee behavior in class. **See Attachment A**

Use of Undraped Figure Models at Ringling College

- Undraped figure models will be used only in studios.
- Unauthorized visitors are not permitted in studios when an undraped figure model is posing.
- The instructor is responsible for authorizing access to the studio. Generally, only the instructor and students in the class may enter the studio once a class is in session. Individuals requesting entry must knock on the door and wait outside for the instructor to allow time for an undraped figure model to put on a robe.
- The use of cameras (including cell phone cameras) and photography is NOT permitted in studios using undraped figure models, unless the figure model has granted written permission in advance. A release form (available from the Model Coordinator) must be completed and on file with the Model Coordinator prior to any photography. **See Attachment B**

Monthly Schedule

Every effort will be made to rotate figure models to all instructors. Consideration will be given to special requests from instructors if submitted prior to completion of the monthly schedule.

Cancellations

If you wish to cancel a scheduled modeling session, please notify the Model Coordinator **at least seven (7) days** in advance of the scheduled date. **Figure models are paid for a session if it is canceled less than one week in advance.**

Time Sheets

Figure models must have their time sheet signed by the instructor at the end of each class. The instructor will notify the Model Coordinator in the event that a figure model was absent or tardy.

Performance Evaluations

Figure model feedback is used for professional development and improvement, based on the figure model job description. Feedback is not tied to a formal evaluation. **See Attachment C**

An evaluation form is available to instructors from the Associate Vice President for Academic Affairs and Dean of Faculty (AVPAA-DOF) and can be completed at the discretion of the instructor. Instructors are encouraged to evaluate figure models as often as they like, whenever they have constructive comments that would be beneficial to the figure model's development, and at least once a semester/per model. **See Attachment D**

Feedback will be addressed as soon as possible upon receipt. Refer to the roles and responsibilities of faculty and Model Coordinator on page 1 to determine how to handle feedback. (Example, if a model brings an inappropriate prop to class, it is the responsibility of the instructor to address the issue 'on the spot'. If various instructors report a particular model as habitually late, it is the Model Coordinator's responsibility to bring it to the attention of the model.)

Feedback will be summarized by the AVPAA-DOF and presented to the model at the end of the semester.

Injuries

Figure models at Ringling College are entitled to receive workers' compensation if injured on the job. If injured, figure models are asked to inform the instructor, the Model Coordinator, and the Office of Human Resources immediately so that an injury report can be completed. Instructors also should report any injuries incurred by a figure model to the Model Coordinator. This will ensure that the appropriate injury notice is completed in order for medical benefits and any lost wages to be paid in a timely manner by the workers' compensation insurance carrier.

Using Student Monitors for Instructor Planned and Unplanned Absences

Student monitors may be used to achieve the goal of "keeping the class running" when the instructor has a planned or unplanned absence. This requires a collaborative effort between the faculty, Dean of Faculty staff, Human Resources, student monitors, students, and models. The procedure is outlined below.

1. Instructors identify student monitors for each figure class. The potential monitors review a set of guidelines to ensure they agree to the responsibility. Instructors record a list of standard model poses/instructions that a monitor can give to a model in the absence of the instructor.
2. The student monitors are prepared for their roles with guidelines that detail their responsibilities and a brief orientation by the Model Coordinator. They are prepared to ensure that class proceeds in the absence of an instructor. They will know how to handle emergencies or disruptions in the classroom.
3. Models and students are asked to become familiar with these procedures and to know what to expect if an instructor is absent. The Faculty Services Coordinator at 359-7521 is a key point person in this process and a communication liaison between the instructor, model, monitors, students, and DOF office.

Instructor's Responsibilities

- The goal is to keep the class running. Student monitors can be used to achieve this goal.
- At the beginning of each semester, select two monitors and designate one as primary and the other as secondary for each figure class.
- Create a list of standard model poses/instructions and document these, along with the student monitors' contact information on a Student Monitor Information Sheet. **See Attachment E**
- Return the Student Monitor Information Sheet to the Model Coordinator.
- For **planned absences**, notify the Faculty Services Coordinator, the Model Coordinator and the monitors. The monitors should be given instructions by email (may include using the standard instruction or otherwise) and copy the Faculty Services Coordinator, on the email.
- For **unplanned absences**, notify the Faculty Services Coordinator, the Model Coordinator and provide instructions for the monitor. Those instructions will be either to use the standard model instructions or some other specified instructions.

Rule of Thumb: It is always preferable for an instructor to find a colleague to cover his/her class if the instructor knows in advance that he/she will be out for a day. The Faculty Services Coordinator must be notified of the arrangements at 359-7521.

Student Monitor's Responsibilities

- Attend a Student Monitor Orientation conducted by the Model Coordinator. Be familiar with the Student Monitor Guidelines. **See Attachment F**
- Be prepared at any time an instructor is absent to step in, take role, give the model instructions, and ensure that class proceeds.
- If you need assistance, call the Model Coordinator at 309-4713 or the Faculty Center at 359-7521 during the hours of 8:00 am - 4:00 pm. In case of emergency and after hours, use the red/emergency phone in the studio.

Figure Model Unplanned Absences

The Model Coordinator will make every attempt to find a replacement model when the regularly scheduled figure model calls in or doesn't show up for class. Instructors should recognize that only a handful of models generally have the flexibility in their day to respond to last-minute requests; replacement models are typically the same 2-3 people and the Model Coordinator may not have the luxury to consider variety and preference in filling a last-minute request.

Instructors are asked to have a "back-up plan" for times when a replacement model can't be found to fill a last-minute cancellation. This is particularly important for evening classes, when the Faculty Services Coordinator and Model Coordinator are not available.

RINGLING COLLEGE OF ART AND DESIGN

FIGURE MODELS IN THE STUDIO

FIGURE MODEL GUIDELINES

Welcome! This guide is intended to provide clear information to you about figure modeling at the Ringling College of Art and Design. Please take time to read it thoroughly since you will be responsible for the information.

The figure model performs a valuable service to the Ringling College community. Drawing from life has been an essential experience in the history of the visual arts. Figure models are an essential part of learning to draw the human figure. Anyone working in the studio is responsible for professional behavior.

Figure models are used in studios for the study of the nude and for portrait, costume and clothed poses. It is important that the students work from a wide range of figure models.

Successful figure models have an awareness of their body in the space around them. Experience in sports, dance, theater or other forms of stylized movement is very helpful when taking a pose. The nature of figure modeling work at Ringling College calls for reliability, good interpersonal skills, a flexible work schedule, and the ability to hold a variety of interesting poses including standing poses. Professional performance, reliable and prompt attendance, and the ability to hold varied and creative poses may affect scheduling requests from instructors.

Instructor Responsibilities

The instructor is responsible for overseeing the work of the figure model during the class session. The instructor communicates the objectives and/or format of the class session to the figure model and offers criteria, suggestions, and/or advice for poses. Questions, ideas, and concerns regarding the studio and poses should be directed to the instructor.

Model Coordinator Responsibilities

The Model Coordinator is responsible for recruiting, hiring, orienting, processing documents (time sheets and schedule requests), and scheduling figure models. Figure models are hired and scheduled for the Degree Program, Continuing Studies and Special Programs (CSSP) and FEWS (Figure Enhancement with Students). The Model Coordinator is also responsible for arranging for substitute figure models and canceling figure models from classes.

The Model Coordinator will inform the figure model of the type of class (portrait, etc.) and whether a costume is required. Please contact the Model Coordinator if you have questions regarding schedules, studio location or conditions, time sheets, ideas for props, events on campus, or other issues regarding your job duties as a figure model. You should contact the Model Coordinator immediately if you are going to be late or absent. The phone number is **309-4713** and the email address is **favenoso@ringling.edu**.

Please note: if the Model Coordinator is not available and you need immediate assistance or to leave a message contact the Faculty Services Coordinator at 359-7521. If after-hours assistance is needed, contact Public Safety.

Figure Model Coordinator ~ Monday thru Friday ~ 8:00 am – 4:00 pm
Fran Avenoso: 309-4713 or favenoso@ringling.edu

Faculty Services Coordinator ~ Monday thru Friday ~ 8:00 am – 4:00 pm
Janice Koch: 359-7521 or jkoch@ringling.edu

Office of Public Safety ~ 24 hours, 7 days a week ~ 359-7500

Student Responsibilities

Students are responsible for following the guidelines set by the Instructor, behaving in a professional manner, concentrating on their work, and contributing to a positive learning experience in the studio. Students should direct questions or concerns about the pose to the instructor.

Student Monitor Responsibilities

Instructors may use student monitors to ensure that class proceeds in the event of a planned or unplanned instructor absence. Instructors identify student monitors for each figure class. The student monitors are prepared for their roles with guidelines that detail their responsibilities and a brief orientation by Human Resources. They know how to maintain the same protocol as if the instructor was present and how to handle emergencies or disruptions in the classroom.

Models and students are asked to become familiar with the responsibilities of a student monitor by reviewing the Student Monitor Guidelines. **See Attachment F**

Office of Human Resources Responsibilities

The Office of Human Resources is responsible for Human Resources policies, employment records, payroll processing, and workers' compensation for figure models. Figure models should direct questions or concerns about payroll and employment policies (including the Nonharassment Policy) to the Office of Human Resources (359-7619). Please refer to the Staff Handbook online at <http://hr.ringling.edu> for staff policies. For questions relative to RINGLING COLLEGE staff policies, contact the Office of Human Resources at 359-7619.

Communications

Each figure model is assigned a mailbox (located in the Dean of Faculty Annex). Please check it regularly, as messages, notices, and copies of schedules will be left in your mailbox. You can leave messages for the Model Coordinator by voicemail (309-4713), fax (359-7669), email (favenoso@ringling.edu), and in the exterior mailbox by the steps on the west side of the Dean of Faculty Annex. Messages can be left for instructors in the Faculty Center (359-7521).

IMPORTANT: Please ensure that the Model Coordinator has your current contact information: an address, home phone number, and email address. Alternate phone numbers are appreciated.

Type of Employment

Ringling College maintains a pool of figure models in order to provide variety in the studios according to the needs of the academic program. At Ringling College, figure models are hired on an as-needed, as-available basis. This is considered to be non-exempt, part-time employment categorized as "Casual" appointments in the Staff Handbook. There is no guarantee that figure models will be scheduled for any number of hours or that they will be scheduled at all. Scheduled hours may vary and are subject to change. Although every effort is made to rotate figure models among all classes, figure models are scheduled based on availability of the figure model and requests from the faculty for specific figure models with whom they have worked and are familiar, as well as specific characteristics that are most suited toward meeting the course objectives and learning outcomes of a particular class. Individuals must be at least 18 years old to be employed as a figure model at Ringling College.

Schedule Requests and the Monthly Schedule

Figure model schedules cover four-week time periods, Mondays through Sundays. In preparation for each schedule, the Model Coordinator distributes a blank four-week calendar to each figure model and figure instructor, three weeks before the beginning of the next schedule. This blank calendar is called a **Schedule Request**. Figure models are asked to cross out any times on the Schedule Request for which they are NOT available to work in the studios. It is imperative that Schedule Requests are returned to the Model Coordinator by the deadline noted at the top of the sheet. When the Schedule Request is returned, it is used to prepare the model's **Schedule**. If you do not return the Schedule Request by the stated due date, you will **NOT** be scheduled for that month.

IMPORTANT: Once you have provided your availability, we expect you will work your scheduled shifts. If/unforeseen circumstances prevent you from fulfilling a shift, it is critical that you notify the Model Coordinator or the Faculty Services Coordinator, giving as much advance notice as possible. You would only notify Public Safety if you must cancel after 4:00 pm for an evening shift on the same day.

Class Schedule

For shifts scheduled Monday-Friday between the hours of 8 a.m. – 4 p.m., models MUST sign in outside the office of the Model Coordinator 10-15 minutes in advance of the class start time. This will ensure that you are in the classroom and prepared to model at the class start time.

Please be early for all assignments to prepare and be ready to begin working at the appointed time. Figure models must be changed and ready to assume the first pose at the class starting time.

Ringling College Class Schedule

Session 1:	8:30 – 11:15 a.m.
Lunch	11:15 a.m. – 12:30 p.m.
Session 2:	12:30 – 3:15 p.m.
Break	3:15 – 3:30 p.m.
Session 3:	3:30 – 6:15 p.m.
Faculty Sessions	4:30 – 7:30 p.m.
Break	6:15 – 7:00 p.m.
Evening:	7:00 – 9:45 p.m.
FEWS:	7:00 – 9:45 p.m.
CSSP:	6:00 or 6:30 – 9:30 p.m. (<u>Evening/weekend class schedules vary</u>)

Instructor Absences/Cancellation of a Session

In the case of an instructor's absence, student monitors, who were identified at the beginning of each semester, conduct class as directed by the instructor.

In the case of a class cancellation, the Model Coordinator will make every effort to notify figure models by telephone and email. If the cancellation occurs within one (1) week prior to the scheduled session, the figure model will be paid for the class. If telephone attempts have been made and/or a message has been left regarding notice of a cancellation more than one week prior to a scheduled session, but the figure model shows up for the session, that figure model will not be paid for the cancellation.

Severe Weather Closings

There are a number of ways to determine if classes have been canceled due to severe weather. When the weather seems severe or threatens to become so, figure models should call the Model Coordinator (309-4713), the Faculty Services Coordinator (359-7521), the main switchboard (351-5100), or Public Safety (359-7500). The College does not pay figure models who report to work when classes have been canceled due to severe weather.

General Guidelines for Figure Modeling Sessions

The purpose of these guidelines is twofold: to provide an excellent academic experience for the student and to provide for the health and safety of the figure model.

- The instructor is responsible for promoting and maintaining professionalism in the class session and will thoroughly explain to students the behavior that is expected in a studio when a figure model is posing.
- The instructor determines the format of each class including the length of poses and timing of breaks. Each instructor has differing class needs and teaching methods. There may be considerable variation to each instructor's assignments. Prior to the pose, dialogue between the instructor and the figure model is encouraged to determine the figure model's ability to sustain a pose.
- Although an instructor may ask a figure model to hold a pose for 20 – 30 minutes (depending on the difficulty of the pose), a figure model should not feel that he or she must "hold" a pose if continuing to do so will cause physical pain or distress. The figure model should inform the instructor if he/she has difficulty with a pose. The instructor wants the figure model to be as comfortable as possible – tell the instructor if you have a problem – don't suffer silently.

- Instructors may need to point out specifics about a pose to students by physically touching a figure model or with a pointing device including laser pointers. Before touching the figure model, the instructor will first ask the figure model for permission.
- Unauthorized photography in the studio while the figure model is posing draped or undraped is NOT permitted. Cameras (including cell phone cameras) and photography by any parties are not permitted without prior approval of the instructor AND Model Coordinator. Release forms must be signed by the model and are kept on file with the Model Coordinator.
- If an instructor will not be present during any part of a scheduled session, a previously appointed student monitor will assume responsibility. The figure model may address questions or concerns regarding length and style of pose, as well as length of breaks to the student monitor. **It is the figure model's responsibility to keep track of the time during breaks and to resume the pose as soon as the designated break period has ended** (whether or not he/she has been reminded by the instructor or the student monitor).

Responsibilities of the Figure Model

- Good personal hygiene is important. Long hair is generally worn up off the face and neck. Each figure model must provide a clean, solid color sheet or towel to cover that part of the model stand on which he/she is posing.
- Proper rest is important. Figure models are expected to be attentive and alert at all times. Sleeping on the job is not acceptable.
- For health and safety reasons, footwear must be worn at all times when a figure model is not on the stand in a pose. Studios may have charcoal dust, paint, or tacks on the floor.
- Figure models must provide their own timer.
- Figure models may be asked to wear or to bring a leotard, costume, prop or other item of dress. Some instructors will ask the figure model to bring an assortment of items to every class. A limited selection of props and costumes is also available from the Model Coordinator.
- Figure models are expected to conduct themselves in a professional manner at all times while posing and while on breaks. It is not professional for a figure model to converse with students while posing unless directed to do so by the instructor.
- During poses, please use objects in the studio or the walls as a focal point rather than students and the instructor.
- Undraped figure models must wear robes and footwear during break and rest periods when not posing. The robe and footwear should be kept near the stand within easy reach.
- More detail regarding responsibilities can be found in the Position Description. **See Attachment C**

Use of Undraped Figure Models at Ringling College

- Undraped figure models will be used only in studios.
- Unauthorized visitors are not permitted in studios when an undraped figure model is posing.
- The instructor is responsible for authorizing access to the studio. Generally, only the instructor and students in the class may enter the studio once a class is in session. Individuals requesting entry must knock on the door and wait outside for the instructor to allow time for an undraped figure model to put on a robe.
- The use of cameras (including cell phone cameras) and photography is NOT permitted in studios using undraped figure models, unless the figure model has granted written permission in advance using RINGLING COLLEGE forms. A release form (available from the Model Coordinator) must be completed and on file with the Model Coordinator prior to photographs being taken. **See Attachment B**

Required Equipment

Figure models must provide the following equipment for each session:

- A timer

- A solid color sheet or mat to place over the model stand
- A small towel or pillow case to sit on while posing undraped on a piece of furniture
- A robe or clothing for breaks
- Footwear
- Leotards
- Props or costumes (ask the Model Coordinator for suggestions)
- A roll of making tape to mark the pose
- Your time sheet

Resources

The Kimbrough Library is a good resource for ideas and information on figure modeling. The Model Coordinator can inform you about your borrowing rights at Kimbrough Library and also maintains lists of artists and articles to assist you as a figure model. Kindly return materials ON TIME.

Pay Rate and Schedule

The pay rate for figure models is \$15.00 per hour, this rate may vary at Longboat Key Center for the Arts or Englewood Art Center. Paychecks are issued bi-weekly every other Monday and are mailed out by the Office of Human Resources. Direct Deposit is available and may be your best option with a varied schedule. If the regular pay date falls on a holiday, paychecks will be available the Friday before. Paychecks can be picked up in the Office of Human Resources.

Figure models will be paid an additional \$2.00 per hour when they substitute or pick up a shift that is scheduled with less than 7 days advance notice.

Models are paid for a minimum of 3 hours per class/session. If the instructor dismisses class early, the figure model will be paid for the whole scheduled time.

In the event that a figure model is scheduled for a class or special event exceeding 3 hours, the figure model will be paid for their actual hours worked.

Time Sheets

Figure models are paid hourly based on the number of classes actually worked. Figure models must have their time sheet signed by the instructor at the end of each class. Time sheets must be submitted to the Model Coordinator for verification at the end of each week, **preferably FRIDAY** unless you have an assignment that weekend. The Model Coordinator is responsible for reviewing the time sheets and submitting them for payroll processing in the Office of Human Resources. Paychecks are based upon the hours recorded on the time sheets.

After the last session of the week, please submit time sheets to the Model Coordinator's office during office hours (8:00 a.m. – 4:00 p.m.). After hours, you may drop the time sheet in "the exterior mailbox" on the west side of the DOF Annex. That mailbox is checked each business day morning.

The instructor will notify the Model Coordinator in the event that a figure model is absent or tardy. If an instructor reports a figure model as being late, pay will be docked to the nearest 15-minute increment. Figure models are not compensated for the full 3 hours when they are late to class nor are they compensated when they are absent for partial or entire classes.

Time sheets and payroll schedules are available in the Model Coordinator's office or in Human Resources.

Performance Evaluations

Throughout the year, figure models may be evaluated by instructors for reliability, professional attitude, interpersonal and communications skills, attendance, and the ability to hold a variety of interesting poses. This feedback should be used for your own professional development and improvement; it is not tied to appraisals or formal evaluations. Instructors are encouraged to evaluate the figure models as often as they like and at least once during the semester. This will allow the Model Coordinator to address feedback in a timely manner, if appropriate. Feedback gathered throughout the semester will be provided to the model at the end of the semester. **See Attachment D**

Workers' Compensation

Ringling College figure models are entitled to receive workers' compensation benefits if injured on the job. If injured, the model must inform the Model Coordinator, the instructor, and the Office of Human Resources immediately so an injury report can be completed. This will ensure that benefits can be paid in a timely manner by the workers' compensation insurance carrier. Benefits paid by the insurance carrier include medical expenses and lost wages. A workers' compensation handbook is provided during the new hire orientation. Figure models are not compensated by the College when they are absent for partial or entire classes due to work related injuries or illnesses.

Nonharassment Policy

The Ringling College Nonharassment Policy prohibits forms of harassment including, but not limited to harassment based on gender, race, national origin color, religion, ethnicity, sexual orientation and disability. Please report any incidents of harassment immediately according to the procedures established. Copies of the Nonharassment Policy and procedures are available from the Model Coordinator and/or from the Office of Human Resources. **See Attachment A**

RINGLING COLLEGE OF ART AND DESIGN

FIGURE MODELS IN THE STUDIO

STUDENT GUIDELINES

Drawing from life has been an essential tool in the history of the arts. Figure models are an essential part of learning to draw the human figure. The College recognizes the value of the service that figure models provide to the Ringling College community. Figure models are used in studios for the study of the nude and for portrait, costume and clothed poses.

Role of the Instructor

The instructor is responsible for overseeing the work of the figure model during the class session. The instructor communicates the objectives and/or format of the class session to the figure model and offers criteria, suggestions and/or advice for poses. Figure models are asked to direct questions, ideas, and concerns regarding the studio and the pose to the instructor.

All those who work in the studio share responsibility for behaving in a professional manner, and the instructor oversees the maintenance of the professional studio environment.

Role of the Student

Students are responsible for following the guidelines set by the Instructor, behaving in a professional manner, concentrating on their work, and contributing to a positive learning experience in the studio. Students should direct questions or concerns about the pose to the instructor.

Role of the Student Monitor

Instructors may use student monitors to ensure that class proceeds in the event of a planned or unplanned instructor absence. Instructors identify student monitors for each figure class. The student monitors are prepared for their roles with guidelines that detail their responsibilities and a brief orientation by Human Resources. They know how to maintain the same protocol as if the instructor was present and how to handle emergencies or disruptions in the classroom.

Models and students are asked to become familiar with the responsibilities of a student monitor by reviewing the Student Monitor Guidelines. **See Attachment F**

General Guidelines for Figure Modeling Sessions

Figure models are the focus of the class and their performance and comfort level is critical to the successful fulfillment of the instructor's objectives for the class. Professionalism is expected of all students at all times in their behavior toward figure models.

- Students should be ready to work when the figure model takes the pose that has been determined by the instructor. It is impolite to continue talking or to not work while the figure model is on the stand posing.
- Students should not address the figure model directly regarding the pose that the instructor has determined. When students suspect that a figure model has not correctly resumed the pose or shifted out of the pose, they should inform the instructor. It is recommended that students first verify that it is not their perspective of the pose that has changed such as a shift in their view of the figure model. If the instructor asks for feedback from students about correction of a pose, students should address the figure model in a professional manner.
- If the instructor will not be present for any part of a schedule session, a designated Instructor in a nearby classroom will check on the class periodically. A student monitor will be appointed who will direct questions and concerns from the students and/or figure model regarding the pose to the designated Instructor.
- Figure models appreciate knowing that they have done a good job and it is appropriate to thank them for the contribution they have made to the learning experience.

- Concerns related to the figure modeling session should be directed to the Instructor privately. Such concerns might include the figure model's inability to hold a pose, excessive breaks taken by the figure model, or students being rude or not working while the figure model is posing.
- Unauthorized photography in the studio while the figure model is posing draped or undraped is NOT permitted. Cameras (including cell phone cameras) and photography by any parties are not permitted without prior approval of the instructor AND Model Coordinator. Release forms must be signed by the model and are kept on file with the Model Coordinator.
- The model stand is the figure model's private space. Students should not sit or lean on the model stand while the figure model is posing.
- Figure models have been asked to avoid prolonged eye contact with students while posing, as this is distracting to all. Students should also avoid prolonged eye contact with the figure model.
- Students should refrain from making comments regarding the body type or personality of the figure model that could be interpreted as derogatory.
- Maintain friendly and polite interactions with figure models while on break. Figure models may want to look at student work to assist them in their posing.
- Always ask for permission to work in close proximity to the model stand if required for observational detail.
- The Ringling College Nonharassment Policy prohibits forms of harassment including, but not limited to harassment based on gender, race, national origin, religion, ethnicity, sexual orientation and disability. Students should inform the instructor about any issues they may encounter in regards to inappropriate behavior in class or during breaks. **See Attachment A**

Use of Undraped Figure Models at Ringling College

- Undraped figure models will be used only in studios.
- Unauthorized visitors are not permitted in studios when an undraped figure model is posing.
- The instructor is responsible for authorizing access to the studio. Generally, only the instructor and students in the class may enter the studio once a class is in session. Individuals requesting entry must knock on the door and wait outside for the instructor to allow time for an undraped figure model to put on a robe.
- The use of cameras (including cell phone cameras and PDA's) and photography is NOT permitted in studios using draped or undraped figure models, unless the figure model has granted written permission in advance using RINGLING COLLEGE forms. A release form (available from the Model Coordinator) must be completed and on file with the Model Coordinator prior to photographs being taken. **See Attachment B**

**RINGLING COLLEGE OF ART AND DESIGN
FIGURE MODELS IN THE STUDIO**

Attachments

Ringling College of Art and Design Nonharassment Policy

Ringling College of Art and Design maintains a professional work and academic environment in which all employees and students are treated with respect and dignity. A vital element of this atmosphere is the College's commitment to equal opportunities and the eradication of discriminatory practices including harassment, with the goal to provide an academic and institutional climate of nonharassment. Forms of harassment that are encompassed by this policy include, but are not limited to, harassment based on gender, race, national origin, color, religion, ethnicity, sexual orientation and disability. Harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the College. Harassment's destructive impact wastes human potential, demoralizes employees and students, and perpetuates the tendency for further unacceptable behavior. For these reasons, the College is opposed to harassment in any form in its workplace and activities. This policy establishes procedures to address problems and questions regarding harassment in a prompt, discreet and fair manner. All employees and students are expected to comply and cooperate with its provisions and in accordance with the code of professional ethics.

Definition of Sexual Harassment: Due to the inherent complexity of sexual harassment, the College's policy contains this special section defining sexual harassment. Sexual harassment is defined by this policy as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact; that makes rejecting such conduct the basis for employment or academic decisions affecting the individual; or that unreasonably interferes with the individual's work or academic performance by creating an intimidating, hostile, or offensive environment for work or learning.

Examples of sexual harassment are such actions as sexual attacks; the requesting of sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, or similar activities; verbal abuse of a sexual nature; physical contact such as patting, pinching, or unnecessary touching; subtle pressure for sexual activity; sexist remarks regarding a person's body, clothing or sexual activity; or derogatory comments about a person's sexual orientation.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to welcome social interactions.

Instructional material shall not be the basis for discipline unless an appropriate review by the Human Rights Committee finds the material irrelevant to the subject of the course or finds that the cumulative presentation of specific material is unbalanced to the degree that it establishes an atmosphere of harassment.

A Special Note to Faculty, Teaching Assistants, Staff, and Other Persons in Positions of Power: Harassment occurs when a person who is in a position of trust or authority engages in behaviors or creates conditions that are inappropriate, unwanted and/or non-reciprocal. This is especially true in instances of sexual harassment when an unwelcome personal element is introduced into what should be a sex neutral situation. Because of the difference in power between faculty and students and supervisors and employees, a faculty member or supervisor cannot be certain that a personal relationship is truly welcome or consensual. Moreover, other individuals may be affected by such relationships. Those who abuse, or appear to abuse, their power violate their responsibility to the community. The College expects the faculty and staff to be aware of the potential for problems and conflicts of interest.

The Human Rights Committee: The Human Rights Committee is a fact-finding committee whose purpose is to respond to and resolve harassment complaints. The Committee is a standing committee appointed by the President and comprised of three faculty members, two staff members, and two

students. 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 will serve as coordinator without vote. If the complaint should be against the Vice President for Human and Organizational Development, one of the committee members is to serve as the coordinator, with vote.

Student to Student Harassment: Student-to-Student harassment complaints are to be processed under the disciplinary procedure established and operated by the Office of Student Life. All other harassment complaints are to be processed by the procedures outlined in this policy.

“On Notice” Option of Complaint: Individuals who feel they have been harassed may choose to put the offender “on notice” that the offender’s behavior is unwelcome. Often this direct communication by the individual brings a stop to the harassment, and no further action is necessary.

Use of the “on notice” option is not a prerequisite to initiating the complaint procedures set forth in this policy, and the College will not refuse to investigate a complaint on the grounds that the victim did not have a discussion with the offender. In other words, the victim always retains the right to avoid direct interaction with the offender and to initiate the complaint procedure explained in this policy.

Procedures for Informal Complaint: Individuals who believe they have been the victim of harassment may seek an informal resolution of the problem. Use of the informal complaint procedures is not a prerequisite to initiating a formal complaint.

Informal complaints may be oral or written and directed to the Vice President for Human and Organizational Development or to any member of the Human Rights Committee. Informal resolution will generally involve the Vice President for Human and Organizational Development or the Human Rights Committee serving as mediators in an effort to resolve the complaint. The accused will be informed of the existence and nature of the informal complaint and will have an opportunity to respond. The Human Rights Committee or the Vice President for Human and Organizational Development, serving as intermediaries, will seek a resolution that both the complainant and the accused can agree upon. If no mutually satisfactory resolution can be found, the Human Rights Committee, the Vice President for Human and Organizational Development, and/or the complainant can decide if further action is appropriate.

Procedures for a Formal Complaint: Harassment complaints are to be directed to the Vice President for Human and Organizational Development or to a member of the Human Rights Committee. The Vice President for Human and Organizational Development or the contact person on the Committee will prepare a written record of the individual’s factual allegations which the complainant will then have the opportunity to review before signing. Although complaints should be brought as soon as possible, preferably within six months after an offensive incident, the College recognizes that the sensitivity involved in certain situations may cause individuals to delay taking action.

Once the initial complaint is prepared, the Vice President for Human and Organizational Development or the contact person on the Committee shall convene the entire Human Rights Committee to review the complaint, and to conduct an appropriate investigation of the allegations. This investigation may be limited to mediation and a negotiated settlement between the complainant and the accused. Based on the evidence collected, a designated member of the Human Rights Committee will prepare a report containing the Committee’s findings and conclusions.

Possible outcomes of the investigation are that the allegations are substantiated, or that allegations are not substantiated, i.e. an inconclusive investigation. In the event the allegations are substantiated, the Vice President for Human and Organizational Development or the Human Rights Committee may endeavor, through mediation, to reach a negotiated settlement of the complaint.

If a negotiated settlement cannot be reached, the Human Rights Committee will refer the matter to the College’s Vice Presidents for resolution. The Vice Presidents will not reopen a completed investigation unless it can be shown that the investigating individuals made specific errors in reviewing the facts. The Vice Presidents will consider the findings and recommendations of the Human Rights Committee and, in consultation with the President, render a decision.

Protection of Complainant and Others: All information regarding harassment will be kept in confidence to the greatest extent practicable and appropriate under the circumstances. The College cannot guarantee that the identity of the complainant will be concealed from the accused harasser, but any retaliation committed by the accused harasser by way of irresponsible, malicious or unfounded complaints will be investigated. If an investigation reveals that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions and/or discipline.

In order to ensure that a complete investigation of harassment claims can be conducted it may be necessary for the College to disclose to others portions of the information provided by the complainant. The College will try to honor any complainant's request that the College not disclose certain information provided, consistent with the College's obligation to identify and correct instances of harassment, including sexual harassment.

Penalties: Every claim of harassment will be considered on its own merits. The College will take whatever corrective action and/or disciplinary measures it considers appropriate under the circumstances, including but not limited to counseling, reprimand, probation, suspension, transfer, demotion or immediate termination of an employee or student in accordance with the provisions, policies and procedures outlined in the appropriate Faculty, Staff or Student Handbook.

ATTACHMENT B: Ringling College of Art and Design FIGURE MODEL RELEASE FORM

**RINGLING COLLEGE OF ART AND DESIGN
FIGURE MODEL RELEASE FORM**

INSTRUCTIONS

1. This release form must be completed prior to photo sessions involving figure models.
2. A separate form must be completed prior to each photo session.
3. The original signed form will be maintained in the figure model's personnel file. Copies of the completed form will be given to the figure model, the Model Coordinator, and the photographer.
4. The photographer must present a copy of this completed form to the class instructor prior to the photo session.

For valuable consideration, receipt of which I acknowledge as payment in full for my services as figure model and for permission herein granted, I hereby irrevocably consent to and authorize the reproduction, publication, and/or sale by Ringling College of Art and Design or _____ his/her agents, licensees and assigns, of the photographs identified below, in whole or part or in conjunction with other photographs, in any medium and for any lawful purpose, including illustration, promotion, or advertising, with or without any further compensation to me.

I understand that _____ is a stock photographer and that these photographs will be included in his/her stock files. I agree that the photographs and transparencies thereof shall be the sole property of _____ with full right of lawful disposition in any manner.

I waive any right to notice or approval of any use of the photographs which _____ may make or authorize and I release, discharge and agree to hold harmless Ringling College of Art and Design and _____ and his/her agents, licensees, and assigns, from any claim or liability in connection with the use of the photographs as aforesaid or by virtue of any alteration, processing or use thereof in composite form, whether intentional or otherwise.

PHOTOGRAPHS

Description: _____

Date(s) taken: _____

Photographer: _____

FIGURE MODEL

Signature: _____ Date: _____

Printed Name and Address: _____

WITNESS

Signature: _____ Date: _____

Printed Name: _____

Copies to: Model Coordinator, Figure Model, Photographer

ATTACHMENT C: Ringling College of Art and Design FIGURE MODEL POSITION DESCRIPTION

**RINGLING COLLEGE OF ART AND DESIGN
POSITION DESCRIPTION**

August 1, 2007

POSITION TITLE: Figure Model

FLSA STATUS: Non-exempt

DEPARTMENT: As Assigned

SUPERVISED BY: Instructors

SUPERVISES: No one

POSITION SUMMARY:

Figure models pose either nude or in costume in the classroom/studios to contribute to the learning and creative processes of students in the areas of drawing, painting, photography, and sculpture.

DUTIES AND RESPONSIBILITIES:

1. Creates suitable, interesting, sustained poses (either undraped or draped), as directed by instructor.
2. Performs creative gesture poses and sustains them for varying periods of time (i.e. 30 seconds, 1 minute, 2 minutes, etc.) as required by the class/session, for up to three hours.
3. Provides creative costuming and props for appropriate class/assignment.
4. Maintains professional appearance, demeanor, and willingness to work cooperatively in studios at all times.
5. Maintains good personal hygiene.
6. Provides sheet, towel, timer, robe, slippers, and masking tape for every class. Brings time sheet to every class and secures signature of instructor.
7. Develops interesting pose repertoire through a variety of resources such as articles, books, and videos.
8. Communicates directly with instructor regarding length and style of pose and costuming as requested. Informs instructor if the pose is too physically demanding.
9. Processes necessary paperwork for Model Coordinator and Office of Human Resources in a timely manner.
10. Follows Guidelines for Figure Models.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modeling techniques; ability to pose draped or undraped, to work flexible schedule, to work assigned schedule, and to arrive on time; ability to hold a variety of interesting poses, including standing poses, without movement, for varied durations; ability to demonstrate awareness and confidence of own body in the space around it. Requires strong interpersonal skills, ability to communicate effectively orally and in writing, and ability to work effectively both independently and as part of a team.

EDUCATION AND EXPERIENCE:

A high College education or equivalent is required. Experience in sports, dance, theatre, or any form of movement is helpful.

ATTACHMENT D: Ringling College of Art and Design FIGURE MODEL EVALUATION FORM

Figure Model Evaluation Form

Rev 4/29/04

Please complete and return to model coordinator's mailbox in the Faculty Center.

Model's Name _____ Instructor's Name _____
 Date _____ Course _____

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Comments
Displays professional attitude toward job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Provides interesting costumes & props	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Displays creativity in poses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Willing to take standing poses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Holds poses without movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Maintains good personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Takes breaks appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Prepares for class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Arrives promptly for class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
First time model was scheduled for your class?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	_____
Do you/would you request this model ?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	_____

ATTACHMENT E: Ringling College of Art and Design STUDENT MONITOR INFORMATION SHEET (Sample)

SAMPLE

**Student Monitor Information Sheet
(For Figure Model Classes)**

Instructor's Name: Henry Artist
Course Name and Number: Drawing: Color & Obs. CS102A
Semester and Year: Fall 2004

PLEASE PRINT. PRESS FIRMLY.

Primary Student Monitor	Secondary Student Monitor
Student's Name: <u>Randy Gardner</u>	Student's Name: <u>Clara Bell</u>
Phone: <u>309-1234</u>	Phone: <u>309-5577</u>
Cell: <u>545-9876</u>	Cell: <u>747-2398</u>
Email: <u>rgardner@ringling.edu</u>	Email: <u>cbell@ringling.edu</u>
Mail Box: <u>35B</u>	Mail Box: <u>24C</u>
Best way to contact: <u>email</u>	Best way to contact: <u>cell phone</u>
Best time: <u>anytime</u>	Best time: <u>evenings</u>

Instructions to Model (*standard instructions - completed by the instructor*):

SAMPLE

Begin the class with 15 minutes of warm-up gestures – 30 to 60 seconds each. The gestures are then to be followed by a series of 20-minute poses, including standing, sitting, reclining. Please add some twists and creative movement to make the poses visually interesting.

Important Phone Numbers: Model Coordinator, Fran Avenoso, 309-4713,
Faculty Center, 359-7521 (8:00am – 4:00pm) OR Public Safety, 359-7500 (After Hours)

Faculty: Please return Info Sheet and signed Guidelines to the Faculty Services Coordinator. The Associate Vice President for Academic Affairs and Dean of Faculty Office will distribute the copies to Human Resources and to the student monitors. Thank you.

ATTACHMENT F: Ringling College of Art and Design STUDENT MONITOR GUIDELINES

STUDENT MONITOR GUIDELINES
(For Figure Model Classes)

1. Take attendance if the instructor is absent.
2. When the model arrives, introduce yourself. Explain that the instructor is absent, but has left instructions for the model so the class can proceed.
3. Present the figure model with the instructor's instructions for poses. Communicate directions to the model/students upon the request of the instructor.
4. Address questions from the students about the objective of the class and/or pose within the parameters of the instructor's instructions.
5. Report any inappropriate behavior to the instructor via email after class. If assistance is needed at the time of the incident, stop class, ask the model to discontinue the pose and to dress, and call Public Safety from the red phone in the studio.
6. Remind students and the figure model of start and end times for breaks. (Be specific: "It is 2:00 p.m. Please be back at 2:20 p.m.")
7. Address any comfort issues of the figure model and students, i.e., room temperature, lighting, etc.
8. Respect a figure model's decision not to hold a pose that is beyond his/her physical capability. If the pose chosen by the instructor is too difficult for the figure model, the student monitor should communicate with the figure model to determine if any adjustment to the pose could alleviate the difficulty or if a different pose should be chosen.
9. Deny access of unauthorized persons to the studio while the figure model is posing. If an unauthorized person enters, get their name and report the incident to Fran Avenoso, Model Coordinator at 309-4713 or Janice Koch at 359-7521.
10. Deny unauthorized photography in the studio while the figure model is posing. Cameras (including cell phone cameras) and photography are not permitted in the studios without prior approval and signed RINGLING COLLEGE release forms. Release forms must be signed by the model and are kept on file with the Model Coordinator.
11. Respect the private space of the figure model. Do not allow students to sit or place materials on the model stand.
12. Do not touch the figure model or make comments about the figure model.
13. Adhere to the Ringling College's Nonharassment Policy. (attached)
14. Do not attempt to reprimand disruptive students. Remind them that the Ringling College expects professional behavior. If the disruptive behavior persists, notify the designated Instructor (if any) or Public Safety by using the red phone in the studio.

I have read these guidelines and I understand my responsibility as a student monitor for figure model classes.

Sign Name

Date

Print Name

Date

RETURN SIGNED FORM TO YOUR INTRUCTOR