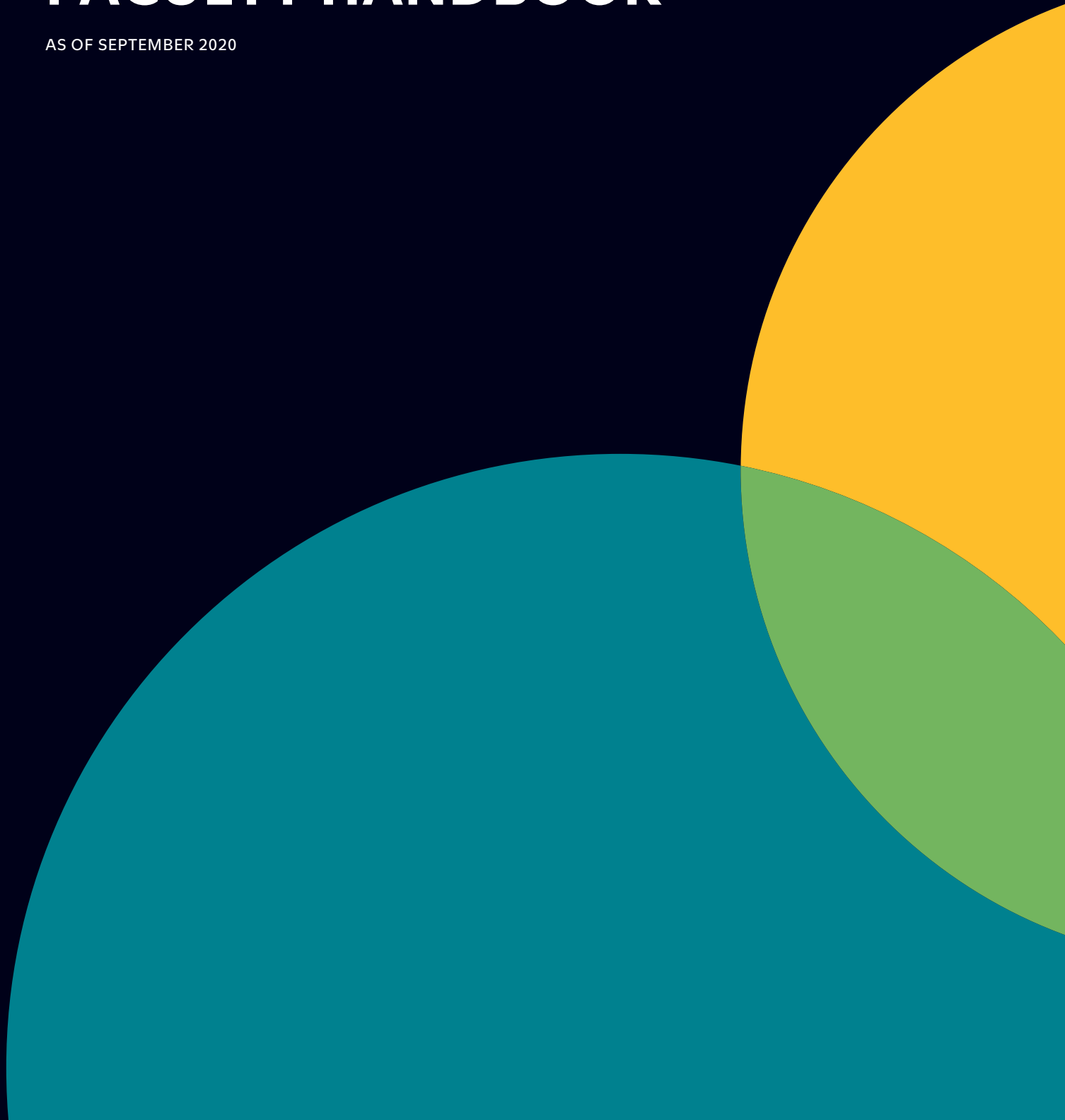




# FACULTY HANDBOOK

AS OF SEPTEMBER 2020



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## **Introduction**

The Faculty Handbook is a reference guide for faculty members teaching in degree programs at Moore College of Art and Design. It contains information concerning College organization, regulations and policies, facilities, and practical information about getting things done, along with faculty and student responsibilities. As a reference guide, the Faculty Handbook is not a contract, and any inconsistency between this Handbook and an executed contract will be resolved in favor of the contract. A separate Staff Handbook and BFA or Graduate Student Handbook is published for staff and students.

None of the information in this Faculty Handbook is inconsistent with or intended to supersede that contained in the current College catalog, website, BFA or Graduate Student Handbook, or the current collective bargaining agreement between Moore College of Art and Design and Moore Federation of Teachers (“the MFT Contract”) (including executed side-letters thereto). Faculty members should be familiar with: the College catalog and website in reference to the requirements and specifics of academic programs, the BFA and/or Graduate Student Handbook in reference to academic and student life policies, and the MFT Contract, which is the authoritative document with respect to hours, wages and working conditions. All faculty are given a copy of the Student Handbook for the degree program(s) that they are teaching in at the start of each academic year or prior to the first semester of teaching in a degree program and an electronic copy is available on-line on Moore’s website. Faculty are expected to follow all academic and related student life policies in the appropriate Student Handbook.

Questions regarding interpretation of policies may arise from time to time. When this occurs, a faculty member may take questions regarding undergraduate academic or graduate policies to the Chief Academic Officer who may then consult with the Academic & Graduate Council, the Dean of Students, the Senior VP of Administration and Finance, the Associate Dean of Graduate, Professional and Continuing Education or any other appropriate senior manager. Questions regarding student policies, facilities, the Galleries, Continuing Education or other College policies should be directed to the appropriate senior administrator. If these measures fail to resolve the issue, it will then be taken to the President, whose interpretation will be final.

## **BFA/MA/MFA Academic Calendar**

[The BFA/MA/MFA Academic Calendar](#) for the current and for upcoming academic years are available on Moore’s website under Resources for Faculty and are printed in the BFA or Graduate Student Handbooks which are available on Moore’s website. Electronic copies of the calendar for the next academic year are sent to faculty by the BFA Commencement in May. In addition, electronic copies of the current academic calendar are sent to all continuing faculty prior to the start of each term. New faculty are sent an electronic copy of the current academic calendar prior to their first term of teaching as part of a packet of new hire materials.

## **Purpose, Organization and Governance**

### **MISSION**

Moore College of Art and Design is dedicated to excellence in art and design. Founded in 1848, Moore is the first and only visual arts college for women in the United States. Through its undergraduate bachelor of fine arts degrees for women and its coeducational graduate programs, Moore cultivates creativity, promotes scholarship and prepares its students for professional careers in the arts by emphasizing critical thinking, problem solving, risk-taking and strong communication skills. Moore is dedicated to producing graduates who distinguish themselves as leaders in their fields.

As a cultural leader, Moore promotes access to the arts throughout the broader community. The Galleries at Moore introduce the work of significant regional, national and international artists to the community through distinctive exhibitions and educational programs. The wide-ranging continuing education programs also serve the community by providing opportunities for men and women to learn new skills for personal and professional growth. Through Moore’s acclaimed Young Artists Workshop, founded in 1922, the lives of children and youth are enriched through creative arts education.

Building on its historic legacy of educating women for successful careers in the visual arts, Moore is committed to adapting to the needs of future generations of artists, designers, scholars and educators through its diverse educational programs.

## **HISTORY**

Moore College of Art & Design is the first and only women's art and design college in the country—and one of two in the world. In 1848, founder Sarah Worthington Peter established the Philadelphia School of Design for Women to educate women for careers in art related fields. The school's first major, textile design, prepared women to work in the new industries of the Industrial Revolution. At the time, to establish such a school was truly pioneering.

Today, Moore celebrates its rich legacy. Sarah's original vision continues to drive the College's mission to educate women for careers in the visual arts. Though our first major was textile design—established during the Industrial Revolution, of which Philadelphia was the center—the College now offers 8 BFA programs including Art Education, Fashion Design, Fine Arts, Graphic Design, Illustration, Interior Design, Animation and Game Arts, and Photography. The College also offers 3 Graduate programs including Art Education with an emphasis in Special Populations (M.A.), Socially-Engaged Art (M.A.) and Socially-Engaged Studio Art (MFA).

## **VALUES STATEMENT**

**Adopted by the Board September 13, 2011**

### **EXCELLENCE**

We value creative and intellectual rigor driven by passion and determination to succeed.

### **PROFESSIONALISM**

We value experiences that foster integrity, ethical conduct, and give students a competitive edge.

### **LEADERSHIP**

We value innovation, vision, and the ability to inspire.

### **SPIRIT**

We value a vibrant, supportive, and engaging community that builds life-long relationships.

### **RESPECT**

We value empowering all individuals to find their own voices and to hear the diversity of voices.

## **MANAGEMENT PHILOSOPHY**

The College is committed to maintaining a relationship with faculty based on common goals, respect, cooperation, and confidence. We feel that it is important to treat each person as an individual, communicate openly, and provide a climate that encourages personal growth and a genuine spirit of cooperation, teamwork, and consideration for others. As leaders and role models for our students, it is imperative that we conduct ourselves in ways that prepare our students for success.

Moore realizes that the concept and the spirit of the "entrepreneur" must shape what we as faculty, staff and board do as a college to have the concept take shape and have meaning and substance within the curriculum and co-curriculum. In a very real sense our vision is to model the best of these qualities while we assure that they are reflected in our education programs and our business philosophy.

## **ACCREDITATION**

The College is accredited by the Middle States Association of the Commission of Higher Education (MSCHE) and the Commonwealth of Pennsylvania. The degree programs are accredited by the National Association of Schools of Art and Design (NASAD). In addition, the Interior Design program is accredited by the Council for Interior Design Accreditation (CIDA). The Art Education program is accredited by the Pennsylvania Department of Education (PDE).

### **CONSORTIUMS and PROFESSIONAL HIGHER EDUCATION AFFILIATIONS:**

The College is an active member of the Association of Independent Colleges of Art and Design (AICAD) and the Association of Independent Colleges and Universities of Pennsylvania (AICUP).

## **BOARD OF TRUSTEES/BOARD OF MANAGERS**

In conformity with the will of Joseph Moore, Jr., the College has two boards, which act as a unified Board and is responsible for governance. The Board of Trustees is composed of nine members elected for life terms and has final responsibility for fiscal matters. The Board of Managers has a maximum of thirty members who are elected for a

three-year term that is renewable for a second three-year term and who have responsibility for administrative matters. The Trustees are all members of the Board of Managers.

### **ADMINISTRATIVE POSITIONS AND PURPOSE**

Administrative positions are described below. Divisions of the College are listed in alphabetical order. The leader of each division is listed first and the positions within the divisions are listed underneath.

#### **PRESIDENT**

The President is appointed by the Board of Trustees/Managers for a term negotiated with the Board. S/he is responsible for administrative supervision of all aspects of the College and for supervision of external relations and fundraising. S/he works with the Board, staff and faculty to develop and propel a vision for the institution that is consistent with the mission and responsive to the educational needs of the students and the cultural and educational trends of the community. S/he reports to the Board.

#### **CHIEF OF STAFF**

The Chief of Staff serves as a trusted advisor and primary supporter and staff to the President. The position provides overall support for the operation of the President's Office. The Chief of Staff, with the support of the Executive Assistant to the President and Director of Special Projects, coordinates the execution of College-wide projects undertaken by the President as well as handling questions, concerns, issues and requests on the President's behalf.

#### **EXECUTIVE ASSISTANT to the PRESIDENT and DIRECTOR of SPECIAL PROJECTS and ADMINISTRATIVE SECRETARY to the BOARD**

The Executive Assistant to the President and Director of Special Projects provides administrative support to the President and to the Boards of Trustees/Managers as Assistant Secretary.

#### **COMMUNICATIONS OFFICE**

##### **CHIEF MARKETING & COMMUNICATIONS OFFICER**

The Chief Marketing & Communications Officer promotes the College through media contacts and placements. S/he edits *Moore News* and oversees the production of other College publications, hiring and supervising designers, photographers, printers and other suppliers. S/he develops and coordinates College marketing efforts in conjunction with Admissions, Graduate Studies, Continuing Studies, and the Galleries, and s/he manages the College website. S/he reports to the President.

#### **THE OFFICE OF INSTITUTIONAL ADVANCEMENT**

##### **VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

The Vice President for Institutional Advancement is responsible for raising funds from corporations and foundations, alumni, parents, and friends to support the ongoing operating needs of the College and for the capital campaign. S/he manages the Visionary Woman Awards, donor events, and other special events. S/he oversees the alumni affairs programs. S/he reports to the President.

##### **ASSOCIATE DIRECTOR OF INSTITUTIONAL ADVANCEMENT, ANNUAL FUND & ALUMNI RELATIONS**

The Associate Director of Institutional Advancement, Annual Fund & Alumni Relations organizes and supervises alumni events at the College and other locations, and s/he serves as liaison with the Alumni Association. S/he develops programs to increase alumni involvement at the College including workshops, exhibitions, community service, and social events. Programming also strives to connect alumni to each other and to build connections between graduates of the BFA and Graduate programs and current students. S/he reports to the Director of Development.

##### **DIRECTOR OF LEADERSHIP GIVING**

The Director of Leadership Giving for Moore College of Art & Design is responsible for major and planned gift fundraising including identification, cultivation, solicitation and stewardship of major and planned gifts. The major emphasis of the position is the solicitation of gifts of \$50,000 or more from individuals.



The Director of Leadership Giving reports to the Vice President for Institutional Advancement and is accountable for the accomplishment of visit, solicitation and fundraising goals for the College.

## **GALLERIES AT MOORE**

### **GALLERY DIRECTOR**

The Gallery Director is an administrator appointed by the President who directs and supervises all activities in Moore's many galleries for exhibitions, programming, fund-raising and public relations. S/he participates in the Senior Managers meetings and reports to the President.

### **EDUCATION & PUBLIC ENGAGEMENT COORDINATOR**

The Education & Public Engagement Coordinator coordinates all aspects of The Galleries' educational, outreach, and public programs. The Education & Public Engagement Coordinator reports to the Gallery Director.

## **CHIEF ACADEMIC OFFICER'S OFFICE**

### **CHIEF ACADEMIC OFFICER**

The Chief Academic Officer is appointed by the President. S/he is responsible for all degree programs within the College and for administrative supervision of all academic support areas and their staff for administrative supervision and hiring of all faculty. Faculty contracts are issued annually for full-time faculty and each semester for adjunct faculty by the Chief Academic Officer, and terms of employment are negotiated with him/her. Department Chairs and Graduate Program Directors are appointed by the Chief Academic Officer. S/he participates in the Senior Managers meetings and reports to the President.

### **EXECUTIVE ADMINISTRATIVE ASSISTANT to the CHIEF ACADEMIC OFFICER**

The Academic Affairs Executive Administrative Assistant shares administrative responsibility for the daily management of the academic programs at Moore College of Art and Design under the direction of the Chief Academic Officer. S/he prepares all faculty contracts each semester; maintains faculty personnel records; records and distributes Academic & Graduate Council minutes; and provides administrative support for committees where the Chief Academic Officer serves as the staff liaison or are chaired by the Chief Academic Officer. S/he reports to the Chief Academic Officer.

### **DEPARTMENT CHAIRS**

Department Chairs report directly to the Chief Academic Officer and serve as voting members on Academic & Graduate Council. Chairs supervise departmental facilities and oversee equipment maintenance (and support personnel, where applicable). Chairs are responsible for establishing health and safety policies for their department in consultation with the Director of Operations, and for informing faculty and students of departmental safety policies. Please refer to the MFT Contract Article IV, Article V, Addendum B. and Addendum C for a fuller delineation of Department Chair duties.

### **DIRECTOR OF CAREER CENTER**

The Director of the Locks Career Center provides Moore's students and alumni with a full range of professional development services including: resume advice and career coaching; support in internship preparation; help with networking skills; and assistance in job searches. S/he develops contacts among prospective employers and manages the electronic job bank, Career Opportunities On-Line ("COOL"). S/he works in partnership with staff, Department Chairs, Graduate Program Directors and faculty to facilitate support for students across all four years of the BFA curriculum; in Post-Baccalaureate and Continuing Education programs; and in programs at the Masters level. S/he cultivates a strong network within the regional arts, business, and educational communities on behalf of the College. S/he is a non-voting member of Academic & Graduate Council, oversees professional and student staff, and reports to the Chief Academic Officer.

### **ASSOCIATE DEAN OF ACADEMIC SERVICES & INSTITUTIONAL RESEARCH**

The Associate Dean of Academic Services & Institutional Research is an administrator who supervises the Academic Advisor, the Registrar, and the Academic Services Coordinator. The Associate Dean

collects, collates, reports and files institutional data in response to requests from external agencies and in response to internal administrative and academic program needs. S/he supports and advises at-risk students including those on probation or those with documented learning differences. S/he co-chairs the retention committee. S/he is a non-voting member of Academic & Graduate Council and reports to the Chief Academic Officer.

### **REGISTRAR**

The Registrar's Office oversees all registration procedures, and maintains all undergraduate and graduate student academic records and grades. The Registrar's Office processes College and course withdrawals, student schedule adjustments, transcript requests, enrollment certifications, and classroom reservations. In consultation with Department Chairs, Graduate Program Directors, Associate Dean of Graduate, Professional and Continuing Education, and the Chief Academic Officer, the Registrar maintains course schedules. The Registrar is a non-voting member of Academic & Graduate Council, serves on the Academic Standards Committee for graduate students, and reports to the Associate Dean of Academic Services & Institutional Research.

### **ASSOCIATE DEAN OF GRADUATE, PROFESSIONAL AND CONTINUING EDUCATION**

The Associate Dean of Graduate, Professional and Continuing Education is appointed by the Chief Academic Officer to develop and direct all non-degree instructional programming of the College, including Youth Programs the Young Artists Workshop, Summer Art & Design Institute, Teachers Summer Institute and Adult Certificate and Non-Certificate programs. The Associate Dean of Graduate, Professional and Continuing Education manages the low-residency graduate programs and assumes responsibility for graduate programs administration, recruitment and enrollment management, program planning, budgeting, and marketing. Additionally, the Associate Dean is responsible for overseeing the planning and coordination of symposia and graduate events throughout the year. S/he directly manages the Graduate Program Directors and is responsible for making hiring recommendations for graduate faculty to the Chief Academic Officer. S/he also directly manages the Continuing Education Program Manager and the Youth Programs Coordinator. S/he reports to the Chief Academic Officer and is a non-voting member of Academic & Graduate Council.

### **GRADUATE PROGRAM DIRECTORS**

Graduate Program Directors report directly to the Associate Dean of Graduate, Professional and Continuing Education and serve as voting members on the Academic & Graduate Council. Graduate Program Directors assume the administrative, recruitment and curricular development responsibilities for the graduate program(s) under their purview and/or their respective discipline. In addition to meeting the duties outlined for Chairs in Addendum B relating to the Budget, Communications, Curriculum, Faculty, Schedule and Students; Graduate Program Directors are responsible for developing and coordinating an annual symposium or lecture series and in monitoring degree candidates progress including general program advising, qualifying reviews, thesis advisement and thesis review. Graduate Program Directors are responsible for establishing health and safety policies in coordination with the Department Chairs and with the Director of Operations, and for informing graduate faculty and students of safety concerns. Please refer to the MFT Contract Article IV, Article V and Article VI.

### **CONNELLY LIBRARY DIRECTOR**

The Connelly Library Director is an administrator who supervises the collection, the systems, and the facilities of the library, including the digital collections, the video collection and audio-visual equipment, and the College archives. S/he supervises all staff working in the library, archives, and audio-visual area and supervises client services. S/he supervises the following positions: Instruction & Access Services Librarian and the Instructional Technology & Online Learning Coordinator. With library staff and in consultation with Academic & Graduate Council the Library Director sets policies regarding hours and use of library facilities. S/he is a non-voting member of Academic & Graduate Council and reports to the Chief Academic Officer.

### **INSTRUCTION & ACCESS SERVICES LIBRARIAN**

The Instruction & Access Services Librarian provides reference, research, and circulation assistance to students, faculty and staff. S/he maintains patron accounts and oversees billing. S/he assists with cataloging, information literacy instruction, maintaining library archives and faculty and student outreach.

### **INSTRUCTIONAL TECHNOLOGY & ONLINE LEARNING COORDINATOR**

The Instructional Technology & Online Learning coordinator position provides leadership and support across the college through innovative use and integration of emerging educational technology and best practices with a focus on the campus learning management system, online courses, blended learning, and face-to-face classes in alignment with Moore College of Art & Design's mission, strategic plan, and commitment to academic excellence and innovation.

### **STUDIO TECHNICIANS MANAGER**

The Studio Technician Manager coordinates and supervises the work of Studio Technicians who run the workshop, specialized studios, technology labs, and other areas that support academic programs, faculty and students.

### **ADMISSIONS OFFICE**

#### **DEAN OF ADMISSIONS**

The Dean of Admissions develops and implements recruitment plans. S/he is responsible for all Admissions activities and supervision of Admissions staff for the BFA and Graduate programs. S/he participates in the Senior Managers meetings and reports to the President.

#### **ASSISTANT DIRECTOR OF ADMISSIONS**

The Assistant Director of Admissions manages the daily coordination and delivery of marketing content and communications to targeted audiences adhering to the College's communication strategy. This position serves as a key member of the Admissions team, assisting with on and off campus events when needed, working closely with the Admissions Counselors, Slate Administrator and Dean. The Assistant Director will serve as the second in leadership to the Dean of Admissions.

#### **GRADUATE ADMISSIONS COUNSELOR**

The Graduate Admissions Counselor will serve the graduate programs as a recruitment specialist for the admissions team. Recruitment, partnership outreach, and follow-up inquiry calls are all significant functions of this position.

#### **SLATE SYSTEM ADMINISTRATOR (FORMERLY ADMISSIONS RECRUITMENT COORDINATOR)**

The Slate System Administrator manages the daily coordination of incoming applications and application materials. This position serves as a key member of the Admissions team, assisting campus events when needed, working closely with college wide departments, admissions counselors, Assistant Director and Dean of Admissions.

### **BUSINESS OFFICE, ADMISSIONS & FINANCIAL AID**

#### **SENIOR VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

The Senior Vice President for Finance and Administration is an administrator appointed by the President who oversees the finances of the College, facilities operations, and Human Resources. S/he negotiates services with outside vendors, such as security, food service, insurance, technology, and service contracts. S/he supervises all business office staff. In consultation with senior managers, s/he develops the annual budget, and then submits it to the Board of Trustees for approval. S/he participates in the Senior Managers meetings and reports to the President.

### **ACADEMIC COMPUTING ADMINISTRATORS**

The Academic Computing Administrators design, purchase equipment and software, install, supervise, and maintain all academic computing labs (including the library lab), in consultation with appropriate faculty and with the Department Chairs. The Administrators assist and advise faculty with their office computers, laptops, and iPads outside the scope of administrative networking. The Administrators are non-voting members of Academic & Graduate Council and report to the Senior Vice President for Finance and Administration.

## **CONTROLLER**

The Controller is in charge of financial reporting, budgeting, accounts payable and accounts receivable. S/he reports to Senior Vice President for Finance and Administration.

### **ACCOUNTS PAYABLE COORDINATOR**

The Accounts Payable Coordinator is in charge of administering purchase orders, check requests and other payment transactions. S/he reports to the Controller.

### **ACCOUNTS RECEIVABLE COORDINATOR**

The Accounts Receivable Coordinator is in charge of student billing. S/he reports to the Controller.

### **ACCOUNTING CLERK**

The Accounting Clerk is in charge of journal entries and monthly budget reporting. S/he reports to the Controller and the Director of Financial Aid.

## **DIRECTOR OF FINANCIAL AID**

The Director of Financial Aid counsels students, administers financial aid programs including the College Work-Study program in accordance with federal and state regulations, and works in conjunction with the Admissions and Business Offices to package financial aid awards for students. S/he hears appeals for financial aid and reports to the Senior Vice President for Finance and Administration.

## **HUMAN RESOURCES**

The Director of Human Resources is responsible for personnel records, serves as the benefits administrator and develops and conducts new employee orientation. S/he is also responsible for overseeing the staff handbook and acts as the payroll administrator, and ensures compliance with local, state and federal employment wage, tax and labor laws. S/he reports to the Senior Vice President for Finance and Administration.

## **OPERATIONS**

### **DIRECTOR OF OPERATIONS**

The Director of Operations supervises maintenance/facilities staff, housekeeping, shipping/receiving, transportation, security, mailroom, outside contractors, recycling and copiers. S/he reports to the Senior Vice President for Finance and Administration.

## **STUDENT AFFAIRS**

### **DEAN OF STUDENTS**

The Dean of Students serves as the chief student affairs officer and is the administrative spokesperson for student concerns. The primary responsibility of this administrator is to supervise student services (including health, counseling, housing, and co-curricular programming), student leadership programs, and all staff connected to these functions. S/he also chairs the Academic Standards and co-chairs the Retention Committee. S/he participates in the Senior Managers meetings and reports to the President.

## **DIRECTOR OF HEALTH SERVICES**

The Director of Health Services maintains a well-equipped medical office located on the first floor of Stahl Hall and opened Monday through Friday throughout the academic year. The office also provides a limited selection of over-the-counter medication in a self-service area adjacent to the office. The Director may help faculty locate physicians that will take the faculty member's insurance, if they so desire. S/he reports to the Dean of Students.

## **PSYCHOLOGICAL COUNSELORS**

Moore Mental Health counselors are on campus 40 hours per week. The Counselors are available to discuss appropriate responses to students who seem to have psychological difficulties that are affecting their behavior and performance in class. In addition, faculty may consult with them for their own concerns for a maximum of three sessions per academic year. S/he reports to the Dean of Students.

### **DIRECTOR OF RESIDENCE LIFE**

The Director of Residence Life administers the housing of students, trains and supervises Residence Life staff, implements general policies for residence halls, and works with any programs or departments involving housing. S/he reports to the Dean of Students.

### **DIRECTOR OF STUDENT LIFE, DIVERSITY, AND INCLUSION**

The Director of Student Life, Diversity and Inclusion is responsible for different aspects of Student Services including but not limited to judicial hearings, community service, Student Government, & Culture in the Classroom, and for managing all aspects of facility rentals. S/he reports to the Dean of Students.

### **STUDENT AFFAIRS COORDINATOR & ASSISTANT TO THE DEAN OF STUDENTS**

The Student Affairs Coordinator Coordinates and manages office operations for the Student Affairs department, provides administrative support for the Dean of Students; coordinates major campus events; serves as advisor to the Student Engagement Committee; supervises work-study students.

### **DIRECTORY OF ADMINISTRATIVE SERVICES**

The Directory is designed to assist faculty in finding staff names, titles or extension numbers. The extensions in the Directory can be dialed directly in the College. To call directly from outside the College, for all extensions starting with the number 4 or 8 dial 215.965 followed by the correct extension, for all extensions starting with the number 6 dial 215-667 or dial the main College number, 215.965.4000, and then the extension as directed by the operator. Faculty and staff directories by department and by name are also available on Moore's website under Resources for Faculty.

### **GOVERNANCE STRUCTURE**

#### **ACADEMIC & GRADUATE COUNCIL**

Academic & Graduate Council is the governance body concerned with all aspects of the BFA and MA/MFA academic programs. Academic & Graduate Council is responsible for reviewing and approving all new courses and academic policies related to the BFA, MA, and MFA programs. BFA, MFA, and MA-related curricular or academic policies must be approved by Academic & Graduate Council before implementation, including approval of new courses, changes in credits required for a program, and/or any other programmatic changes. Academic & Graduate Council consists of Department Chairs and Graduate Program Directors (voting members), and academic support staff (non-voting members) including Associate Dean of Academic Services & Institutional Research, the Library Director, Instructional Technology & Online Learning Coordinator, Academic Computing, the Registrar, Career Center, the Academic Advisor and Associate Dean of Graduate, Professional and Continuing Education. Academic & Graduate Council is presided over by the Chief Academic Officer, who does not vote. Any member, including the Chief Academic Officer, may bring issues to Council, and all members participate in discussion, but only Department Chairs and Graduate Program Directors vote with the exception that all members excluding the Chief Academic Officer can vote to approve the meeting minutes. Academic & Graduate Council meets generally every two weeks during the fall and spring semesters, and minutes of the meetings are electronically distributed to all faculty after approval by Council. Minutes are also on file in the Library.

#### **ACADEMIC DEPARTMENTS**

Matters of staffing, scheduling, curricular development, peer evaluation, facilities and budget development are dealt with in academic departments, led by Department Chairs and/or Graduate Program Directors. Chairs and/or Graduate Program Directors then bring initiatives and concerns to the Academic & Graduate Council, to the Chief Academic Officer, or to another appropriate administrator.

#### **FACULTY FORUM**

The Faculty Forum is a body of and by faculty to support the teaching and learning mission of the College, and to ensure faculty participation in shared governance. The Forum supports the development and sustenance of Moore as a community of dedicated scholars and artists engaged in the pursuit and practice of ideas, knowledge, and understanding.

The Faculty Forum ensures the faculty's role in decisions that affect the academic life of the institution such as the implementation and preservation of curriculum and academic standards and the promotion of the intellectual

welfare of students. It strives to provide leadership and expertise in assessing the quality and relevance or curricular development to support teaching and student learning. The Forum also facilitates communication across departments, across the faculty, and crucially between the faculty and the administration in shared governance.

### **SENIOR MANAGEMENT**

The Senior Managers report directly to the President and consist of the Senior Vice President for Finance and Administration, the Chief Academic Officer, the Dean of Students, the Dean of Admissions, the Vice President for Institutional Advancement, the Chief Marketing & Communications Officer, and the Gallery Director. Senior Managers meet twice a month with the President.

### **STAFF COUNCIL**

Staff Council is a middle-management group appointed by the President. Staff Council elects its own chair and secretary and develops its own agenda, which comes from the members and their departments. The group meets monthly. The Director of Human Resource is present for every meeting to answer questions and concerns.

### **STUDENT GOVERNMENT**

Student Government is structured to advocate for the students, empower the student voice, seek solutions for student concerns and improve the quality of the student experience. Student Government members serve on college-wide committees, meet with the president monthly, plan student-focused events, and hold open meetings monthly for all students. See the BFA Student Handbook.

### **BOARD COMMITTEES**

The Board of Managers has the following committees:

- Academic Affairs Committee
- Advancement Committee
- Audit Committee
- Board Leadership Committee
- Building and Grounds Committee
- College Planning Committee
- Development Committee
- Executive Committee
- Finance Committee
- Legal Affairs Committee
- Public Outreach Committee
- Student Life Committee
- Visionary Woman Committee

### **COLLEGE COMMITTEES (STANDING)**

All full-time faculty serve on at least one standing College committee. Staff are also included in all committees except for Faculty Development, and senior managers or staff directors usually chair committees concerned with their areas. Assignments for standing committees and task forces are determined each fall by the Chief Academic Officer in consultation with the President of the College and the President of the MFT. The assignment list for standing committees and task forces will be posted on the College's website. Promotion and search committees are convened by the Chief Academic Officer depending on need in any particular year.

Other *ad hoc* committees may be convened for special projects or initiatives, or for departmental tasks, by any Department Chair, Graduate Program Director, senior manager or staff director or the President of the College. The committees include:

#### **College Planning**

#### **Academic Standards**

Academic Standards is responsible for reviewing cases of all students who are subject to dismissal and all BFA students who receive less than a 2.0 GPA in their first semester at the College, and graduate students on departmental or academic probation for whom it is deemed necessary to meet before Standards, hearing the

students and their faculty, and making decisions regarding dismissal of other resolutions to these cases. At the end of the semester reports are sent to the Chief Academic Officer/Chief Academic Officer and other relevant administrators when issues arise in Standards that need discussion beyond the committee itself.

### **College Judiciary**

This committee holds hearings for violations of an academic nature, including academic dishonesty or misconduct, and applies sanctions. Reports are due at the end of the semester to the Chief Academic Officer and Dean of Students, and will be shared at Academic & Graduate Council.

### **Faculty Development**

This committee reviews faculty proposals and makes award of Faculty Development Grants, funded by the College. The committee also reviews faculty applications for sabbatical leave, checking for eligibility and placing applicants in seniority ranking. Please refer to the MFT Contract, Article VII for more information of Faculty Development Grants and sabbatical leave.

### **Fellowship Advisory**

Faculty serving on the Fellowship Advisory Committee will support the leadership, travel and internship fellowship processes by actively encouraging and supporting students in all stages of their planning and application process and creating and participating in presentations/workshops/mentoring sessions focused on encouraging more students to compete and take advantage of these opportunities. Committee members would be expected to attend the Travel and Leadership Fellowship presentations, help shape and attend information sessions about the fellowship opportunities and serve as faculty advisor to students who are interested in applying for a fellowship. The committee will work collaboratively with staff charged with coordinating the fellowship opportunities in reviewing fellowship guidelines and in creating student interest. Committee members will coordinate efforts to support students with Chairs and departmental faculty.

### **Health and Safety**

This committee is a working committee charged with ensuring that safety policies have been developed and are functioning in each department/area. Committee members will be responsible for overseeing the annual completion of a departmental inventory list, updating MSD sheets and researching alternative materials. Representatives are requested from each department. A review of departmental safety procedures, materials and signage will be expected. This committee is co-chaired by the Chief Academic Officer and the Senior Vice President of Finance and Administration.

### **Promotion**

When an eligible faculty member notifies the Dean that he/she wishes to stand for promotion, the Dean will form a Promotions Committee. The Committee consists of two faculty members from the candidate's department and two members from the faculty of the College. If two members are not available from the candidate's department, substitutions will be made by the Chief Academic Officer. Faculty members are appointed to this committee. The process for promotion is outlined in the MFT Contract, Article V.3, and Addendum C.

### **Retention**

Co-Chaired by the Dean of Students and the Associate Dean of Academic Services & Institutional Research. This committee reviews data related to BFA student satisfaction with the College and other relevant information and analyzes it and sends forth recommendations to the Management Team and Academic & Graduate Council. Report due at the end of the academic year if not at the end of each semester.

### **Honorary Degree Nominating Committee**

This committee solicits and reviews nominees against criteria established by the Committee. Candidates for consideration are recommended to the President and, in turn, to the Board. Faculty members are appointed to this committee.

### **Technology**

This committee annually reviews space, equipment and service, digital interface between disciplines, planning and purchasing for administrative and academic technology needs. Recommendations are due to Finance Committee, College Policy and Planning and/or Building and Grounds as appropriate. Academic budgeting requests are managed through the Department Chairs and Graduate Program Directors.

### **Library Advisory**

This committee annually reviews Library services and equipment, including the Archives, and reviews all major projects. This committee is charged with ensuring linkage between the curriculum and Library services. Reports to Chief Academic Officer and Academic & Graduate Council.

### **Faculty Representative to the Board of Managers**

One full-time faculty member is appointed by the President to the Board of Managers in an ex-officio, non-voting capacity, for a two-year term.

### **Diversity**

### **Building and Grounds**

### **Student Life**

## **Faculty Personnel Policies**

(Policies covered solely under the MFT Contract are so noted with their location in the MFT Contract cited.)

### **MOORE FEDERATION OF TEACHERS**

The Moore Federation of Teachers (MFT) is a faculty union affiliated with the American Federation of Teachers. The College recognizes the MFT as the sole and exclusive bargaining agent with respect to hours, wages, fringe benefits, working conditions and conditions of employment for all persons employed as professors, associate professors, assistant professors, instructors, Department Chairs, Graduate Program Directors, and adjunct faculty. The MFT negotiates for all faculty, although faculty are not required to join the union. Only MFT members can vote in contract ratifications. MFT dues are deducted from the paychecks of members who have duly authorized such deductions.

### **DEFINITIONS OF FACULTY STATUS, TYPES OF CONTRACT**

#### **RANKED FACULTY**

Ranked faculty are tenured, part-time tenured, term contract, and visiting faculty.

##### **Tenured Faculty**

Please refer to the MFT *Contract*, Article III.1 for a *definition of Tenured Faculty*.

##### **Part-time Tenured Faculty**

Please refer to the MFT *Contract*, Addendum A.9 for a *definition of Part-time Tenured Faculty*.

##### **Term Contract Faculty**

Please refer to the MFT *Contract and Addendum A.9 for a definition of Term Contract Faculty*.

##### **Visiting Faculty**

Please refer to the MFT *Contract*, Addendum A.9 for a definition of Visiting Faculty.

##### **Faculty Fellow**

Please refer to the MFT *Contract*, Addendum A.9 for a definition of Faculty Fellow.

#### **ADJUNCT FACULTY**

Please refer to the MFT *Contract*, Addendum A.9 for a definition of Adjunct Faculty.

#### **SPECIAL APPOINTMENT FACULTY**

##### **Emerita/Emeritus Faculty**

An emerita/a (retired) faculty member has several privileges and responsibilities, including use of the library, invitations to College events and professional contributions to the life of the College (e.g., by making a public presentation, offering a special lecture, serving as a guest speaker or critic in a class and/or teaching an advanced level class in his/her field upon request of the Chief Academic Officer).



The Board of Trustees and Managers can vote to award a retiring Moore faculty member Emerita/Emeritus Faculty status upon recommendation from the President. The President will make this recommendation for this special honor and status based upon evidence of outstanding contributions to the College in three areas: 1) excellence in teaching; 2) distinguished contributions to her/his profession of regional, national, and/or international note; and 3) exemplary service to the College, such as educational innovation or leadership, and/or to the broader community that brings significant visibility or recognition to the College.

Faculty can be recommended to be considered for emerita/emeritus status in at least one of three ways: 1) a letter to the President from the Chief Academic Officer requesting consideration based upon the three areas; 2) a letter from the Faculty Assembly to the President requesting consideration based upon evidence in the three areas; or 3) an individual faculty retiring in good standing can submit a request for consideration directly to the President, documenting excellence in all three areas.

The President can make a recommendation to the Board of Trustees and Managers based upon evidence of excellence in three areas. The President can gather additional information from any member of the Moore community and elsewhere.

### **Continuing Education Faculty**

These are instructors hired to teach in the Continuing Education Division, including Young Artists Workshop, Summer Art & Design Institute, certificate courses, Teacher's Summer Institute and other adult CE courses. Faculty who teach in the BFA program may also teach in the CE program. Please refer to the MFT Contract, Article VI.7, and Article X1.1.c for more information on BFA faculty teaching in Continuing Education.

### **Staff with Teaching Assignments**

Staff who have been assigned to teach in addition to their administrative duties will not receive any additional compensation. Please refer to the MFT contract, article VI.2.m and Article XX.2.e.

## **QUALIFICATIONS FOR APPOINTMENT TO RANK AND PROMOTION**

Faculty are assigned to rank on their initial appointment by the Chief Academic Officer and are promoted to the next rank, according to the criteria and process outlined in the MFT Contract. Please refer to the MFT Contract, Article V.3-4, and Addendum C for more information on promotion and contract continuance. See the MFT Contract, Addendum C.I.d for degree and experience requirements.

## **EXPECTATIONS OF FACULTY**

All faculty are expected to meet scheduled classes on time, and for the full time listed in the schedule. Adjunct faculty are expected to be on campus for their classes and be available by appointment for student conferences. All faculty must upload their class syllabi as a media document on Moodle. Syllabi should include student learning objectives, course outline, grading criteria, grading policy, and other policies of the instructor. See the Course Syllabus section under Academic Policies and Services for more details. In addition, all faculty are required by law to take class attendance and submit attendance and grade reports to the Registrar as requested to meet federal reporting requirements. At the end of each semester faculty must enter grades onto Moodle by the due date posted on the academic calendar. The Chief Academic Officer's office sends electronic memo reminders to all faculty prior to the start of each term regarding student attendance, syllabi requirements including instructions for submitting syllabi, faculty absences, field trips and other policy reminders. Please refer to the MFT Contract, Article VI.2 and Addendum C for other expectations and areas of faculty responsibility.

### **Faculty Absences**

Faculty who find it necessary to be absent from any class are required to notify the Chief Academic Officer's office, ext. 4012 and their Department Chair or Graduate Program Director at least one hour before the beginning of their scheduled class. In the event of an unexpected absence after 5:00PM for an evening, weekend or 8:30AM class, faculty are to call the front desk first and then contact their Department Chair or Graduate Program Director. The faculty must also notify their students via Moodle of their absence in a timely manner. The Chief Academic Officer's office will then post a sign at the classroom for the cancelled classes. And the front desk will post a sign at the building entrance.

After the Chief Academic Officer's office has been notified of the absence, the faculty must submit an electronic absence form via WuFoo, linked [here](#). We ask that absent faculty fill this form in its entirety with particular attention to explaining how the class will be made up.

Chief Academic Officer, Full-time and adjunct faculty will work with their Chair or Graduate Program Director to find a suitable substitute for their class. The substitute must be a current BFA or Graduate faculty member at Moore; faculty may not hire graduate students to substitute a BFA or Graduate level class. When a substitute cannot be arranged, it is required that the class and content be made up at a later time. Adjunct faculty who are unable to make up the missed class and content by the end of the semester will have their salary adjusted accordingly. For faculty who serve as a substitute, please see the MFT contract VI.9.

Please note: if adjunct faculty choose to have a substitute cover their class, their pay will be reduced based on number of absent class hours and the substitute will be paid for that class.

## **FACULTY RECORDS/EVALUATION**

### **FACULTY PERSONNEL RECORDS**

An official personnel file on each faculty member is maintained in the office of the Chief Academic Officer. Please refer to the MFT Contract, Article IX for more information on personnel records.

### **PROMOTION FILES**

Please refer to the MFT Contract, Article V.3-4, and Addendum C for more information on promotion.

### **FACULTY EVALUATION**

In the interest of maintaining excellence in the academic programs, all faculty are reviewed periodically by peers, and every semester through student evaluations. For information regarding faculty performance evaluations, please refer to the MFT Contract, Article IV, Article V, and Addendum C.

### **STUDENT EVALUATIONS OF COURSES AND FACULTY**

Students evaluate all faculty and courses at the end of each semester on a standard form distributed by the Associate Dean of Academic Services & Institutional Research; please refer to the MFT contract, Article XXI.

### **PROMOTION**

Please refer to the MFT Contract, Article V.3-4, and Addendum C for more information on promotions.

### **SEPARATION**

Ranked faculty may voluntarily end their relationship with the College at the end of a semester, giving reasonable prior notice, by resignation or retirement.

**Tenured Faculty:** The College may initiate separation through layoff/reduction in force or through discharge for cause. Please refer to the MFT Contract, Article XX for more information on layoffs, and Article III for more information on discharge for cause.

**Term-Contract Faculty:** The College may allow faculty contracts to run out without offering new contracts. In their first 3-year term contract, faculty may be released at the end of any year following a negative review without necessity for the College to show just cause. After that, in all succeeding contract periods, term-contract faculty may be released at the end of their second 3-year or any 5-year contract following a negative review. Following a negative review, the College will give faculty a terminal semester or year. Please refer to the MFT Contract, Article IV.3 and Article V.2 for more information on contract review and continuance.

**Graduate Program Directors:** The College may allow Graduate Program Director contracts to run out without offering new contracts following a negative review. Please refer to the MFT Contract, Article IV.4 and V.2.h.

**Visiting Faculty:** Visiting Faculty are given one-year appointments. The Chief Academic Officer's office will notify Visiting Faculty in writing if the one year contract is not renewed. Please refer to the MFT Contract, Article V.2 for more information on contract continuance.

**Adjunct Faculty:** Adjunct Faculty are given contracts each semester, and the College makes no more than a one-semester commitment to adjunct faculty.

### **EARLY RETIREMENT**

Please refer to the MFT contract VIII.10

### **LAYOFF PROCEDURES**

Please refer to the MFT Contract, Article XX for a description of layoff procedures.

### **DISCHARGE FOR CAUSE**

Please refer to the MFT Contract, Article III.1-4 for details on discharge for cause.

### **DISCIPLINARY LEAVE**

Please refer to the MFT Contract, Article III.5 for information on disciplinary leave.

## **FACULTY RESPONSIBILITIES AND RIGHTS**

### **TEACHING OBLIGATIONS**

General expectations for all faculty are spelled out in Faculty Personnel Policies, under Faculty Expectations above. Please refer to the MFT Contract, Article VI and Addendum C for more information on teaching obligations of faculty members.

### **SERVICE OBLIGATIONS**

Full-time faculty are expected to share in the operational concerns of the College; adjunct faculty are welcome but not required to participate in such activities. These activities include committee service, departmental participation (including curriculum work, peer evaluation, and attendance at meetings and functions), and attendance at convocation, commencement, College-wide meetings and faculty meetings. Please refer to the MFT Contract, Article VI and Addendum C for more information on faculty service obligations.

### **ACADEMIC FREEDOM**

Faculty should recognize that they occupy a special position and therefore attempt to be accurate, exercise appropriate restraint, and show respect for the opinions of others. Please refer to the MFT Contract, Article XII for more information on academic freedom.

### **AMERICANS WITH DISABILITIES ACT**

Moore College of Art & Design is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the College's policy not to discriminate against any qualified faculty member or applicant with regard to any terms or conditions for employment because of such individual's disability or perceived disability so long as the faculty member can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Moore will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the College aware of his/her disability, provided that such accommodation does not constitute an undue hardship on the College.

A faculty member with a disability who believes they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Moore College of Art & Design encourages individuals with disabilities to come forward and request reasonable accommodations.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The College is a positive, results-oriented employer offering equal opportunity to all. Moore is committed to the concept and practice of equal employment in all aspects of employment. The College complies with all applicable federal, state and local laws. Moore does not discriminate based on a person's race, creed, disability, sexual orientation, age, marital status or any other protected class.

This policy applies to all terms and conditions of employment including, but not limited to, hiring, promotion, demotion, transfer, recruitment, layoff, discipline, termination, compensation, benefits, training, working conditions, and other obligations and privileges of employment. Similarly, all salaries, wages and other compensation, insurance programs, and all other benefits or privileges of employment will be administered in conformity with this policy and in compliance with the MFT Contract.

Faculty who believe that they have been discriminated against can register a complaint with the Human Resources Office, President, Chief Academic Officer, Senior VP of Finance, or with any other management personnel with whom faculty feel comfortable. A confidential investigation will be conducted and corrective action will be taken where allegations are verified. No employee will suffer retaliation or intimidation as result of using the internal complaint procedure.

See MFT Contract, Addendum D and Addendum G for information on the College's Code of Business Conduct.

## **PROFESSIONAL ETHICS**

Members of the faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. In relationships with students, with colleagues, and with other co-workers, they practice honesty, self-discipline, fair-mindedness, and respect for others, as well as respect for obligations and commitments. See the MFT Contract, Addendum D for more information on professional ethics.

### **Harassment Policy**

Moore College of Art & Design's policy is to promote a productive work environment with an atmosphere free of harassment, in any form, at all levels of employment. Harassment is any conduct (sexual, verbal, physical, or visual) which creates an intimidating, threatening, harmful, or offensive work environment.

Harassment creates unacceptable stress for the entire organization, affects morale adversely, demeans the individuals involved, and impairs productivity. Harassment is a form of faculty misconduct that undermines both personal and professional relations in the workplace.

Amorous relationships between faculty or staff members – including the students serving as Residence Life Staff members – and students are improper. Such relationships are particularly problematic for faculty and staff members who may be involved in supervising students or evaluating their work outside the context of a classroom situation. Therefore, no faculty member shall have an amorous relationship (consensual or otherwise) with a student; no staff member shall have an amorous relationship (consensual or otherwise) with a student; and no Residence Life Staff member shall have an amorous relationship (consensual or otherwise) with a student living in the residence hall in which the staff member has a supervisory role. Any faculty or staff member –including students serving as Residence Life Staff members- who violate this policy will be disciplined up to and including termination.

Moore College of Art & Design does not in any way support or condone an individual who engages in harassment of any kind. Any person who believes he or she is the subject of such conduct should attempt to inform the harasser that his/her conduct is unwelcome. If you feel uncomfortable confronting the harasser, you may at any time skip this request and report the harassment to the Human Resources Department.

Moore College of Art & Design keeps all complaints confidential to the extent possible. Under no circumstances will your employment be jeopardized if you report what you believe to be an incident of harassment. However, if you file an unjustified complaint or give false information, the College may take action against you.

Any Faculty Chair who receives such a complaint must immediately notify the Human Resources Department. The Human Resources Department will conduct an internal investigation and allegations that are verified and which constitutes a violation of the law will result in prompt discipline.

### **Sexual Harassment** (Source: [Student Handbook](#))

*Definition:* Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, or to create a sexually intimidating or offensive working, social, or educational environment.

Moore is a place of work and learning for students, staff, and faculty, and it should be free from all instances of sexual harassment, intimidation and exploitation. Such harassment is particularly serious when it exploits a power differential such as that which exists between a faculty or staff member and a student, or a supervisor and a subordinate.

Examples of sexual harassment between students or between an employer or faculty member and a student include, but are not limited to, physical assault or direct propositions of a sexual nature; conduct (not legitimately related to the subject matter of a course) intended to discomfort or humiliate, or both, that includes comments of a

sexual nature or sexually explicit statements, questions, jokes or anecdotes; or conduct that would discomfort or humiliate a reasonable person, such as unnecessary touching, patting, hugging, or brushing against a person's body or remarks of a sexual nature about a person's clothing or body or remarks about past or future sexual activity.

In a classroom or work situation, students should be aware that they are being sexually harassed in relationships with faculty, staff or employers if they find themselves the objects of unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: a) submission to such conduct is made explicitly or implicitly a term or condition of a student's employment or status in a course, program, or activity or is used as a basis for an educational or employment decision affecting a student; or b) such conduct has the purpose or effect of unreasonably interfering with a student's educational or work performance or of creating an intimidating, hostile, or offensive environment for learning or work.

Amorous relationships between faculty or staff members – including the students serving as Residence Life Staff members – and students are improper. Such relationships are particularly problematic for faculty and staff members who may be involved in supervising students or evaluating their work outside the context of a classroom situation. Therefore, no faculty member shall have an amorous relationship (consensual or otherwise) with a student; no staff member shall have an amorous relationship (consensual or otherwise) with a student; and no Residence Life Staff member shall have an amorous relationship (consensual or otherwise) with a student living in the residence hall in which the staff member has a supervisory role. Any faculty or staff member –including students serving as Residence Life Staff members- who violate this policy will be disciplined up to and including termination.

Any complaint of sexual harassment will be treated seriously and investigated. A student should direct a complaint of sexual harassment to the Dean of Students. They may also direct complaints to other appropriate members of the College such as the President or the Chief Academic Officer. Once a complaint is lodged, it will be resolved in accordance with the Sexual Harassment Grievance Procedure, which is on file in the Dean of Students' office. This grievance procedure includes the possibility of resolving the complaint informally, that is through discussion with the Dean of Students and with the student, faculty or staff member against whom the complaint is being lodged. The grievance procedure also includes the possibility of the grievant requesting, in consultation with the Dean of Students, an investigation of her complaint which may result in a formal hearing and appropriate sanctions if the complaint is found to be valid. In all instances the rights of both the complainant and the respondent, particularly the right to confidentiality, will be protected to the fullest possible extent.

Following a thorough investigation, the College will take immediate disciplinary action against any person who is engaging or has engaged in sexual harassment. Such action may include suspension, demotion, or discharge, depending upon the circumstances.

### **Workplace Violence Policy**

To ensure a safe workplace and to reduce the risk of violence, Moore College of Art & Design will not tolerate any type of violence committed by or against a faculty member. Faculty members are prohibited from making threats or engaging in violent activities directed toward other staff, faculty or students.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another faculty member;
- Possession of a weapon while on College property or while on College business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be reported immediately to the Human Resources Department. Reports can be made anonymously and all reported incidents will be investigated. If you feel that it is an extreme case of violence, you may at any time dial 911 and then report the incident. All reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace or outside of the workplace will not be tolerated. Any faculty members determined to have committed such acts will be subject to disciplinary action, up to and including immediate termination. Non-staff engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted. Moore College of Art & Design asks each and every individual employed with us to help keep our faculty, staff and students safe. If you see any situation that you believe is inappropriate, please report it immediately.

#### **Drug and Alcohol Policy** (Source: Student and Staff Handbooks)

Moore College of Art & Design knows that alcohol and drug abuse is widespread in today's society and our College is not immune to the problem. We also know that our faculty members are our most valuable resources, and we are committed to maintaining their health and wellbeing.

Moore is committed to a drug and alcohol free environment. College policy prohibits the possession, use or sale of cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances, and the illicit use of prescription drugs in any form, or the use, possession or sale of alcohol at any time during working hours. In addition, the possession, use or sale of narcotics is in direct violation of state and federal law. Students found in violation of this policy will be referred to the Student Judiciary Committee

A faculty member in violation of this policy who is under the influence of drugs and/or alcohol to any degree whatsoever, except as directed by a physician, will be subjected to disciplinary action, up to and including discharge. Any faculty member taking medication that may affect his/her ability to do their job should report this to the Human Resources Department so that no misunderstandings occur.

If you suspect that another faculty or staff member is under the influence of drugs or alcohol, please report it immediately to the Human Resources Department.

Pennsylvania law and College policy also prohibit students under 21 years of age from possessing or consuming alcoholic beverages on College premises. While the College sponsors social occasions from time to time at which alcoholic beverages are served, students under 21 may not be served alcoholic beverages at these occasions. Faculty are prohibited from offering alcohol to students under the age of 21, on or off-campus. See the Student Handbook for further detail on this policy. Please also refer to the MFT Contract, Article VIII.11 and Addendum D for information on faculty members dealing with issues involving alcoholism or drug addiction.

#### **Smoking Policy**

The College is smoke-free. In accordance with the City of Philadelphia ordinance, smoking is not permitted within 20 feet of any entrance.

#### **Plagiarism and Academic Dishonesty**

Academic dishonesty, including the theft, destruction or defacement of the work of others, and plagiarism in daily work, studio projects, papers or examinations, is a violation of academic integrity. Examples of academic dishonesty include cheating, buying tests, taking a test for someone else, and copying from another student's test paper. Plagiarism is the act of using someone else's work, words, or ideas and representing them as one's own. Whenever a student takes an idea from a publication or Internet or uses the exact words of another writer, the source must be specified and quotation marks appropriately used.

Within the context of studio classes, plagiarism involves using the imagery or ideas of someone else and submitting them as one's own. Submitting a project using someone else's plan, image, method or device is plagiarism unless the source is acknowledged and permission is obtained from the faculty. In all cases of academic dishonesty within the context of a class, faculty will submit a Notice of Academic Concern (NAC) as a notice to the student that plagiarism is suspected. Subsequently, the faculty, the Department Chair and the student will meet together to discuss the alleged plagiarism and, if need be, to fill out an Academic Dishonesty Report, which will be sent to the Dean of Students. Please refer to the Student Handbook for more information.

#### **CONFLICT OF INTEREST**

Faculty are expected to engage in professional activities outside the College. Examples include exhibitions, lectures, publications, conference presentations, professional commissions, professional design practice, guest artist invitations, service in professional associations and community service. To avoid any potential conflicts of interest faculty may

contact the Chief Academic Officer and/or the Senior VP of Finance and Administration. Please refer to the MFT Contract, Addendum G for more information on conflicts of interest.

### **WHISTLEBLOWER POLICY**

Moore College of Art of Design is committed to maintaining the highest level of ethical standards and integrity. If you have concerns about accounting, auditing, disclosure, fraud, kickbacks, theft, conflicts of interest, harassment, discrimination, or any other potential unethical or illegal behavior regarding the College please contact the Ethics and Compliance hotline at 1-800-406-2317 to report these concerns anonymously. For more information please review the "Reporting of Violations or Potential Violations" section of the Code of Ethics and Business Conduct.

### **MEDIA POLICY**

Moore College of Art & Design's spokesperson is the President of the College. No other Moore staff or faculty member is permitted to speak with any reporters or members about the press about the College or its environment, unless they are specifically assigned that duty by the President or by a member of the Marketing & Communications team.

If you are contacted by a reporter, please alert the Associate Director of Communications or Chief Marketing & Communications Officer. If neither one of these staff members are readily available, please thank the reporter for their interest, take down the reporter's information and let them know that someone will get back to them ASAP. Then send that information to the Associate Director of Communications and Chief Marketing & Communications Officer.

The Marketing & Communications team may ask a faculty or staff member, at some point during their tenure at the College, to speak to a member of the press, if and only if that reporter is interested in their specific area of expertise. For example, if we are asked about a specific aspect of fashion history, that question would go to our Fashion Design Chair or someone in that department. If someone asks about the College in general, the President is the only person who provides a quote on behalf of the institution.

### **MOORE BRANDING POLICY**

All printed materials made by Moore staff, faculty and students that are used for external promotional purposes should include the main Moore logo and should be looked over by the Chief Marketing & Communications Officer, or another member of the Marketing & Communications team, prior to printing. This includes all brochures, clothing, swag and other items that might be seen or distributed off-campus.

This policy also pertains to Moore student, faculty or staff affinity groups who may represent themselves and/or the College in public. All such affinity groups should incorporate the Moore logo or Moore name into promotional and printed materials whenever possible.

New logos, or variations on the existing Moore logo, should NOT be created for student, faculty or staff affinity groups, without express approval and advance review from the Chief Marketing & Communications officer.

Internal promotional materials, such as flyers for affinity group meetings or one-off gatherings, which are not distributed externally, need to be stamped for approval by the Assistant to the Dean of Students/Student Affairs Coordinator (Student Affairs, Stahl Hall, 1st floor) before they can be posted on one of Moore's designated Sign Central locations. These materials do not need to be reviewed by the Marketing & Communications team and do not necessarily need to include the main Moore logo.

All Moore promotional materials that include student or alumni artwork must include a credit or acknowledgment for that individual, including their projected or past year of graduation.

### **FACULTY DEVELOPMENT**

Through Faculty Development Grants, Dean's Visibility grants, sabbatical leaves, release time, courses at the College, and support for attending conferences, Moore seeks to support the ongoing professional development of faculty. Neither the College nor the department, however, supports the ordinary ongoing professional expenses of individual faculty, such as but not limited to books, art supplies or subscriptions.

## **FACULTY DEVELOPMENT GRANTS**

A final report and presentation detailing the grant project will be submitted to the Chief Academic Officer with a copy to the Faculty Development Committee. Please refer to the MFT Contract, Article VII.2 and Article VII.3 for more information on Faculty Development Grants.

## **DEAN'S VISIBILITY GRANT**

There is money set aside each academic year to those faculty who are eligible (Ranked faculty and adjuncts with 2 FTE) which is available for funding faculty seminars and conferences. These funds will be distributed as evenly as possible over the two semesters. Faculty attending and/or presenting at conferences that support Moore's strategic initiatives will receive the highest level of funding.

## **SABBATICAL LEAVES**

Please refer to the MFT Contract, Article VII.1 and Article VII.3 for detailed information regarding sabbatical leaves.

## **OTHER LEAVES**

Please refer to the MFT Contract, Article VII.4-11 for eligibility and information on military leave, bereavement leave, jury duty, parental or childbirth leave, FMLA leave, professional leave, leaves of absence and personal leave. Also please refer to the MFT Contract, Article VIII for information on health and welfare benefits. Leave days are considered absences and faculty in consultation with their Department Chair or Graduate Program Director must arrange in advance for coverage of their classes or else make up classes at a later date. Personal leave days do not carry over from one year to the next. Extended military leave and/or leaves necessitated by a disability, childbirth or because of parental duties are governed by federal law. For extended leaves, the faculty member's Department Chair or Graduate Program Director will work with the Chief Academic Officer to identify long-term coverage. Adjunct and visiting faculty are not entitled to personal leave days, and visiting faculty are not entitled to professional leave days.

## **TRAVEL AND CONFERENCE ATTENDANCE FOR PROFESSIONAL LEAVES AND ABSENCES**

Please refer to the MFT Contract, Article VII.9 for more information on professional leave. The Request Form for Professional Leave is the Ranked Faculty Absence form which is available online at <http://moore.edu/uploads/files/a1media3341-ranked-faculty-absence-form-3.pdf>.

## **TUITION WAIVER AT MOORE**

Please refer to the MFT Contract, Article VIII.13 for detailed information on tuition waiver.

## **WORKLOAD**

Please refer to the MFT Contract, Article VI for more information on workload generally. For information on Department Chair workload, please also refer to Addendum B. Position specific job descriptions outline requirements and responsibilities for Graduate Program Directors. In addition, please refer to the MFT Contract Addendum B, Article IV, Article V and Article VI. Hours taught in the Continuing Education do not count as part of the regular teaching load.

## **FACULTY LOAD AND CONTACT/CREDIT HOURS**

Please refer to the MFT Contract, Article VI.3-4, and Article VI.8 for detailed information on course loads and contact hours. Please refer to the MFT Contract, Article V.5 for detailed information on voluntary reduction in load for full-time tenured faculty.

## **WORKING CONDITIONS**

### **HEALTH AND SAFETY**

The College provides safe and healthful working and teaching conditions, and all faculty and students are required to observe health and safety policies, and/or report violations to the Department Chair, Graduate Program Director or Director of Operations. Department Chairs (and/or staff workshop technicians) are responsible for posting health and safety policies in studios and workshops, and are responsible also for posting material safety data sheets (MSDS) for all chemical materials used, or delegating a department member to do so. MSDS sheets are obtainable from vendors, but may need to be requested. Purchased chemicals without MSDS should be returned to the supplier. Faculty are to instruct students on the safe use of equipment, tools, chemicals and other materials. Students are expected to follow these instructions and to handle the material/equipment with



appropriate care and caution. See the Student Handbook on Studio Maintenance and Safety. Please see the MFT Contract Article VI.15.

An incident report should be filed with the Director of Operations to convey a security or safety concern. The Incident Report is located on the website under Resources for Faculty/Other Information. Once an incident report is filed, the Director of Operations will determine the follow-up procedures. Any reports filed for documentation reasons will be placed on file with the appropriate College staff member.

The College is a smoke-free environment (see [SMOKING POLICY](#), in this document) and College policy does not allow illegal drug use (see DRUG AND ALCOHOL POLICY in this document). Turpentine, spray paint, solvents and spray fixatives are not allowed in the studios, and gamsol must be covered. No student is allowed to use power tools without prior instruction and proper safety protection. The College is committed to proper ventilation and dust collection, where needed.

The Director of Health Services is a nurse-practitioner and should be notified in any crisis of health. The Director of Operations should be notified in any crisis of safety.

The Health and Safety Committee recommends policies, surveys campus conditions, and may fine students who violate health and safety policies. Please refer to the BFA Student Handbook.

### **OFFICES AND EQUIPMENT**

The College provides all full-time faculty with suitably furnished office space, which may be shared. As feasible, adjunct faculty are provided access to shared office spaces. Full-time faculty are provided a phone and full-time faculty and adjunct faculty are provided access to fax and copier machines, use of which is charged to their respective department. Faculty should contact their Chair for their copier code. As it can be supported, and as needed, faculty are provided with laptops and iPads. Faculty without access to an office computer have access to computers in the Library.

### **TEXTBOOKS AND OFFICE COPIES**

In accordance to federal regulations required textbooks and supplemental materials are to be posted in advance of fall and spring registration. Faculty are to provide a list of required textbooks and an estimated cost of supplemental materials to their Chair/Program Director immediately after their schedule is confirmed. In addition, faculty must also list required textbooks and/or supplemental materials on their syllabus, including a detailed list of supplies.

Students may purchase books and supplies from local vendors and/or from a number of online sources. A list of local bookstores is listed in the BFA Student Handbook under Community Resources which is available on Moore's website.

The College may choose to order art supplies at a considerable discount for first-year students; the cost will be part of the students' fees, and the supplies distributed at Orientation. This is coordinated by the Foundation Department Chair.

Moore does not maintain a bookstore. Textbooks for students are available through local bookstores and from a number of on-line sites. Liberal Arts Faculty who wish to order textbooks should email the Writing Coordinator with the textbook title, author, edition, and ISBN #. The Director of Educational Support and the Writers Studio will process the request with publishers and notify the faculty via email upon delivery. Studio and Graduate Faculty who wish to order textbooks should contact their Chair or Graduate Program Director.

### **HEALTH AND WELFARE BENEFITS AND ELIGIBILITY**

Moore offers retirement, healthcare, dental, long-term disability and life-insurance plans through participating carriers to eligible faculty. Faculty eligibility is a teaching load of .600 or more, but adjuncts are not included. All faculty including adjunct faculty may make voluntary, non-matched employee contributions to the 403b retirement plan at their own expense. If a participating faculty teaching load falls below .600, fringe benefit participation ceases until the teaching load is restored to .600 or more (faculty can maintain benefits through COBRA). Please refer to the MFT Contract, Article VIII and the benefits booklet provided by the College, for detailed information on health and welfare benefits. If you have additional questions, please see the Director of Human Resources.

## **RETIREMENT PLAN**

All full-time and tenured part-time faculty members, whose load is .600 or more will be automatically enrolled into the Lincoln Financial Group 403(b) Plan after 30 days of employment at a deferral rate of 5% of the faculty member's pay and will also receive the College's match of 5% of the faculty member's pay.

All full-time and tenured part-time faculty members, whose load is .600 or more can choose to opt out of this benefit or choose a different deferral rate. All regular and part-time faculty who work at least 1,000 hours per year are eligible for the College's match of up to 5% of the faculty member's pay.

## **STATUTORY BENEFITS**

Moore participates in legally mandated benefits programs as follows: Social Security insurance, unemployment compensation, worker's compensation, family medical leave, and COBRA health insurance continuation. For further information, please see the Director of Human Resources. Any job-related illness or accident should be reported immediately to the faculty member's immediate supervisor and in the case of an accident; an accident report form must be filled out and submitted to the Director of Operations.

## **FAMILY AND MEDICAL LEAVE ACT**

In compliance with the Family and Medical Leave Act of 1993, Moore College will grant authorized family or medical leaves of absence without pay to eligible employees in the following situations:

- to care for newborn or newly adopted children or children placed for foster care; or
- to care for the serious health condition of the employee;
- to care for the serious health condition of a family member;
- to address a qualifying exigency arising out of the fact that the employee's spouse, child or parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard, Reserves, or regular Armed Forces deployed in a foreign country, or as a retired member of the regular Armed Forces or Reserves ("qualifying exigency leave"); or
- to care for a covered service member with a serious injury or illness incurred or aggravated in the line of duty on active duty and that manifested before or after the veteran left active duty who is the employee's spouse, child or parent for whom the employee is next of kin ("military caregiver leave").

### **Definitions:**

**Eligible employee:** An employee who has worked for at least twelve (12) months and has worked at least 1250 hours during the twelve (12) months prior to the day on which leave would begin.

**Family members:** The employee's spouse, parent, minor child, or child incapable of self-care.

**Serious health conditions or serious illness:** An injury, impairment, or physical or mental condition which renders the employee unable to perform his/her job function or, with respect to a family member, a condition which warrants the employee's participation to provide care.

**Intermittent leave or reduced workweek:** Leave which is for a period of less than the total amount of eligible leave, e.g., leave of a day or portion of a day.

**Unpaid leave entitlement:** An eligible employee may take up to 12 weeks unpaid leave under this policy in a 12-month period. The 12-month period is a rolling 12-month period, *i.e.*, an employee may take no more than 12 weeks family or medical leave during any 12-month period. Leave for the birth or adoption of a child must be concluded within the 12-month period following the date of the birth or adoption or placement in foster care. An employee eligible for military caregiver leave is entitled to up to a total of 26 weeks of leave during a single 12-month period; military caregiver leave can be taken on an intermittent or reduced schedule basis.

**Qualifying exigency:** Short notice of deployment (*i.e.*, call/order to active duty seven or fewer calendar days before deployment date); military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and other service-related activities.

**Procedure:**

**1. Application for leave**

For a year leave of absence, an eligible faculty must submit a written request to the Chief Academic Officer by February 15 prior to the academic year of the intended LOA. Please refer to the MFT Contract Article VII.10. a-b.

**2. Certification**

An employee requesting leave for a family member's or his/her own serious health condition must provide medical certification from a health care provider. Certification forms are available from the Human Resources Office. Certification must be provided to the Chief Academic Officer within fifteen (15) days of the request for leave. Failure to provide timely certification may result in denial of leave.

An employee may be required to submit to a second examination and certification by a health care provider at the College's expense. If there is a conflict between the first and second certifications, a third certification by a mutually acceptable provider will be considered determinative.

An employee taking qualifying exigency leave must submit to the College a copy of the covered military member's active duty orders, Department of Labor Form WH-384, and a statement from the employee describing the qualifying exigency, the beginning and ending dates of absence, whether the absence will be continuous or intermittent/reduced schedule, and if the employee is meeting with a third party, that party's contact information and purpose.

An employee taking military caregiver leave must provide the College with Department of Labor Form WH-385. Additionally, the employee must provide certification from a Department of Defense or Veterans Administration health care provider, or a Department of Defense Tricare network or non-network authorized private health care provider; alternatively, the employee may provide the College with a copy of invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to a family member to join an injured or ill service member at his/her bedside. Please refer to the MFT Contract Article VII.4.

**3. Intermittent or Reduced Family and Medical Leave Options**

When medically necessary, eligible employees may request a leave of absence to care for their own serious health condition or that of a family member intermittently or on a reduced leave schedule basis instead of all at once. Employees granted family leave as the result of the birth, adoption, or placement of a foster child may not take such leave on an intermittent basis. Please refer to the MFT Contract Article VII.8.

Employees who request an intermittent or reduced leave schedule due to the need for foreseeable planned treatment may be required to transfer, on a temporary basis, to an available alternative position of equivalent pay and benefits where such transfer will better accommodate the intermittent or reduced leave schedule.

Where the need for leave is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so that it does not unduly disrupt the College's operations. In addition, the employee must provide at least thirty (30) days prior notice or such notice as is practicable.

**4. Benefits during Family or Medical Leave of Absence**

For eligible employees, the College will maintain the employee's health care coverage for up to a total of 12 weeks in any 12-month period on the same basis the employee would have enjoyed had he/she continued in employment. If an employee shares the cost of his/her health care benefits, the employee will be required to continue to do so during the approved family or medical leave of absence.

Employees are required to use any accrued paid vacation time or personal days as part of their leave of absence. Use or availability of vacation time or personal days will not extend the length of the leave of absence. Please see the MFT Contract Article VII.

Employees on family or medical leave of absence will not accrue benefit hours (*i.e.*, vacation time, personal days, holiday, etc.) or length of service credit while on leave.

**5. Return to Work from a Family or Medical Leave of Absence**

Eligible employees who return to work at the end of an approved family or medical leave will be restored to the position held prior to the leave or to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

Employees returning from a leave due to their own serious health condition or disability are required to provide a written release from a licensed health care provider, certifying that the employee is fit to return to work.

#### **6. Requests for an Extension of a Family or Medical Leave of Absence**

In order for a family or medical leave of absence to be extended for longer than what was originally approved, the request must be accompanied by an appropriate health care provider's certification indicating the condition or disability and the circumstance for the extension before the request will be considered.

#### **7. Failure to Return from a Family or Medical Leave of Absence**

Employees on family or medical leave who do not return to work from a leave of absence will be required to reimburse the College for health benefits paid by the College during the leave unless the employee fails to return due to a continuation or recurrence of their own or family member's serious health condition or due to circumstances beyond the employee's control.

#### **SICK LEAVE**

Sick days may be accumulated by full-time faculty at the rate of three per academic year, which may accumulate up to a maximum of 18 days; sick leave days are pro-rated for tenured part-time faculty. Sick days for Graduate Program Directors may be accumulated at the rate of 10 per academic year. Please refer to the MFT Contract, Article VIII.1 for more information on sick leave. Two days personal leave are allowed annually for full-time faculty and three personal days are allowed for Graduate Program Directors; such days do not accumulate. Please refer to the MFT Contract, Article VII.11 for more information on personal leave. Bereavement leave of seven consecutive calendar days shall be granted in the event that a full-time or tenured part-time faculty suffers a death in the immediate family. Please refer to the MFT Contract, Article VII.5 for more information on bereavement leave.

#### **FLEXIBLE SPENDING PLAN**

Faculty may participate in the College's flexible spending plan. This allows the employee to set aside money from the paycheck on a pre-tax basis to be used for uncovered health and childcare expenses. For eligible employees who choose to enroll, the account is begun on the first day of the month following the completion of one full month of employment. Please see Human Resources for questions regarding eligibility and coverage.

#### **CHILDCARE REIMBURSEMENT**

The College will pay one-half of the cost of a state-licensed day care program up to a maximum of \$340 per semester and up to \$680 per academic year per dependent child through the age of four for full-time faculty members. Dependent child is defined as a child of faculty, an adopted child of faculty or a child for whom the faculty is legal guardian. Receipt of payment and proof of licensure are required in order to receive payment. Reimbursement forms are available on Moore's website, and should be submitted to Human Resources. The faculty member will receive this reimbursement in his/her paycheck and all applicable taxes will be withheld. Please refer to the MFT Contract, Article VIII.12 for eligibility for childcare reimbursement.

#### **PARKING**

All employees are eligible to park in the Edgewater Parking garage for a reduced monthly fee. For more information please stop by the Edgewater Parking garage located at 2323 Race Street, Philadelphia, PA 19103; phone number (215) 231-9807.

#### **MEDICAL EXPENSE REIMBURSEMENT**

Full-time and tenured part-time faculty are eligible to receive up to \$250 per benefit plan year (June 1<sup>st</sup> through May 31<sup>st</sup>) of medical expense reimbursements, as provided for in the MFT Contract, Article VIII.5. Faculty are required to submit a Moore Medical Reimbursement form, receipts of payment and statements from their health care provider that indicate what expenses have already been reimbursed. Forms can be obtained from the Moore website. Although the College will reimburse up to \$250 of medical expenses, the faculty will receive this reimbursement in their paycheck on a pre-taxed basis.

#### **HEALTH SERVICES**

The College maintains a well-equipped medical office under the supervision of the Director of Health Services. It is located on the first floor of Stahl Hall and is open from 9:00 am - 3:00 pm. M-F throughout the academic year. The office also provides a limited selection of over-the-counter medication in a self-service area adjacent to the

office. The Director can help faculty locate physicians that will take the faculty member's insurance, if they so desire.

The Moore Counselors are on campus 40 hours per week. Their offices are located on the first floor of Stahl Hall. They are available to discuss appropriate responses to students who seem to have psychological difficulties that are affecting their behavior and performance in class. In addition, faculty may consult with them for their own concerns for a maximum of three sessions per academic year.

### **MEAL TICKETS**

Faculty may enroll in a dining card, debit system and charge against a declining balance. Faculty may deposit money with the College through the Business Office, and the amount will be logged into their meal account. At breakfast, lunch or dinner, faculty can present their ID card to the cashier. The card is swiped through the card reader by scanning the code number, and the cost is deducted from the balance.

### **FITNESS CENTER**

The College contracts with Sweat Fitness to provide free access to Moore full-time faculty at all Philadelphia Sweat locations. These facilities offer complete body workouts, group exercise classes (such as yoga, cycling, boxing), cardio equipment, massage, free weights, circuit equipment, etc. To gain access, faculty need a valid Moore ID with a Sweat membership card that can be obtained by completing a membership form at Sweat Fitness. The Moore contact for Sweat Fitness is the Director of Residence Life and Housing.

### **ROVER GUARD**

A security guard is available to walk faculty to their cars at night. The guards' hours are: Sun., Mon., Wed., Fri., 5:30 PM – 2 AM; Tues., Thurs. 5:30 PM – 7 AM; Sat. 8 PM - 4 AM. The range extends west as far as the west side of 23rd Street, east as far as the east side of 17th Street, south to the south side of Market Street, and north to the north side of Pennsylvania (Callowhill). Request service from the security guard at the front desk.

### **ID CARDS**

Faculty may have their ID cards made in Student Services. IDs are required for access to all College facilities and must be carried and displayed at all times. Lost or stolen IDs can be replaced for a fee of \$15.

### **COMPENSATION POLICIES**

Please refer to MFT Contract, Article XI and Addendums E and F for details on compensation.

All new employees must complete the following forms before they are put on payroll: a W-4 form, an I-9 form, and the Moore College post-employment form which provides emergency contact information, equal opportunity reporting information, education and other personal information. Such forms are filed with Human Resources.

### **SCHEDULE AND PAYOUT PERIOD**

Faculty salaries may be paid on either a ten (10) or twelve (12) monthly payment basis, as provided in the MFT Contract, Article XI.4. The faculty member must indicate the desire for a 10-month payout to Human Resources; otherwise a preference for a 12-month payout will be assumed. Adjunct faculty members are paid over the semester that they are teaching. All employees of the College are paid on a monthly basis. Payday is the last working day of the month. If a payday falls on a holiday or weekend, the employee will be paid on the last working day preceding the holiday or weekend.

### **DIRECT DEPOSIT AND DEDUCTIONS**

The College offers direct deposit for all employees. Faculty paychecks will be directly deposited into a savings or checking account every payday by 12:00 noon. Faculty may have a full or portion of their net pay deposited directly into one (1) account or up to three (3) different accounts. The accounts do not have to be at the same financial institution. Direct deposit usually takes one (1) month (or one whole pay-period) to go into effect and you may cancel it at any time. Direct deposit forms are available on the Moore website under Faculty Resources/Human Resources Forms.

A statement of earnings and deductions is included in the paycheck. This statement describes all deductions taken during the pay period, including taxes and any voluntary deductions authorized by the faculty (i.e., contributions toward group health premiums or the College's 403(b) plan). Faculty should check their statement of earnings periodically to ensure accuracy of payroll information.

## **GRIEVANCE**

All employees are enjoined to work together within the policies and regulations of the College, to support the mission of the College, and to attempt to resolve differences informally between the parties directly involved. Occasionally, resolution of difference seems impossible, and the following approaches to grievance should then be observed:

A student with a grievance against a faculty or staff member follows the grievance procedure outlined in the Student Handbook. A faculty member with a grievance against another faculty or staff member brings the complaint to the relevant Department Chair, the Chief Academic Officer, or other administrator (President or Senior VP for Finance and Administration) for intervention and mediation. Please refer to the MFT Contract, Article X for more information on the faculty grievance procedure.

## **Academic Policies and Services**

Please refer to the [Student Handbook](#) for more information on all student policies.

## **CLASSROOM AND COURSE POLICIES**

### **COURSE SYLLABUS**

All faculty must upload their syllabus onto [Moodle](#) for each course being taught no later than the meeting date of the first class and preferably two weeks prior to the start of the semester. When saving your syllabus, you must save it exactly this way: Course number, title of course, your name, & year (Example: IL324.01, Illustr for Children, Smith, FA20). All faculty must also submit a hard or electronic copy of the syllabus for each course being taught to their Department Chair or Graduate Program Director and must submit an electronic copy to [syllabus@moore.edu](mailto:syllabus@moore.edu) within one week of the start of the appropriate semester. This copy will be stored in an electronic binder maintained by the Chief Academic Officer's office. The syllabus should contain the following: faculty name, semester and year the course is taught, title of the course, course and section number, student learning objectives, course outline by week, grading policy and grading criteria, punctuality and class conduct policies, accommodations policy, deadlines and due dates, office hours and office location, campus extension, Moore email address, and as part of the syllabus and on the "Required Textbook and Supplemental Materials Form" (found on Moore's website) a book list and supply cost for the class including the ISBN# and/or estimated cost for supplies. Please refer to, Textbooks and Office Copies, for more details. Faculty who will be using a Life Model in their class must place the life model policy on their syllabus. A syllabus may also include a bibliography, and further information as desired by the faculty member. As noted under Expectations of Faculty, the Chief Academic Officer's office sends out electronic reminders about syllabus requirements prior to the start of each term.

### **STUDENT RESPONSIBILITIES**

Once it has been distributed, the student is responsible for abiding by the terms and policies of the course syllabus, as well as the academic policies and regulations outlined in the Student Handbook. When important College policy changes are made, students will receive a written statement of the new policy either through an email, or when they next register for courses. Each student is also responsible for abiding by the policies and regulations specified by her major department. In addition, each student is responsible for keeping track of her credit requirements specified by her major department or course of study and her progress toward graduation.

### **STUDENT AND FACULTY ATTENDANCE**

Students and faculty are expected to attend each class or scheduled class activity. In accordance with federal regulations, all faculty are required to take attendance. Faculty are expected to be accessible to students during the entire time period. Any absence from class on the part of a student constitutes a cut. Students may have a total number of cuts without penalty equal to the number of times the class meets per week, plus one. Additional cuts will affect the student's grade. (However, if a student absents themselves for a religious holiday, it will not be counted as a cut.)

Faculty may fail a student who has missed  $\frac{1}{4}$  or more of the classes. Faculty **must** fail a student who has missed  $\frac{1}{3}$  or more of the classes. In addition to this, each faculty member will explain her/his own policies regarding punctuality and class conduct during the first week of class and by including their policies on the syllabus, and deadlines and due dates will be announced well in advance. A faculty member's own policies regarding attendance and punctuation cannot violate the College's attendance policies listed in the BFA or Graduate Student Handbook.

It is the responsibility of the student to keep the faculty informed about reasons for absences and completing all required work for the class. Decisions regarding the treatment of any absence are made by the faculty member supervising the class in accordance with College policies. However, decisions regarding absences that exceed the College policy must involve the Department Chair or Graduate Program Director, the Dean of Students and Chief Academic Officer. Please refer to the BFA or Graduate Student Handbook for complete student attendance policies.

### **ONLINE TEACHING**

Faculty that are scheduled to teach an online course need to submit a syllabus to their Chair/Graduate Program Director and the Chief Academic Officer's Office. Faculty teaching online must have their course content uploaded in their assigned Moodle development shell, including the syllabus, one month prior to the start of the semester for review by the Chair/GPD and the Instructional Technology & Online Learning Coordinator. For more information about this, please refer to the Moodle Reference Guide for Faculty located in [Moodle](#).

### **STUDENT ABSENCE BECAUSE OF ILLNESS**

A student who is absent because of medical or psychological problems should speak with the Dean of Students. Such an emergency must be documented by an outside medical professional when relevant. The Dean of Students will speak with faculty to make sure that there are no academic concerns that would have a bearing on whether a withdrawal is justified. The Dean of Students will make the final decision to grant a medical withdrawal in consultation with Moore school counselors and the Director of Health Services. Please see Student Handbook for more detailed information on student absence because of illness.

### **ACCOMMODATIONS POLICY**

Any student needing classroom or exam accommodations due to the impact of a learning difference, disability or medical condition must first contact the Dean of Students or the Academic Services Coordinator. Students should not request accommodations directly from the faculty. The Dean of Students or the Academic Services Coordinator will explain the College's procedures for documenting disabilities and making reasonable accommodations, and will help the student take the necessary steps. (See Disability Policy in the College Policy section of the [Student Handbook](#) for further details, pg. 64). Once the accommodations have been documented and approved by either the Dean of Students or the Academic Services Coordinator, students should contact their faculty privately and in a timely manner to discuss the most effective methods to implement the accommodations.

### **COURSE AND FINAL EXAMS AND DEADLINES**

Students must be present for all regularly scheduled examinations and critiques, including final examinations, portfolio reviews, final reviews and critiques. Students must submit completed assignments when they are due unless specifically excused in advance by the faculty. Failure to adhere to this policy may result in reduced grades or loss of credit for the course. Specific dates are set aside at the end of the semester for final exams and critiques. Times for final exams/critiques times are scheduled during this period by the Department Chair or Graduate Program Director. Finals are not scheduled on the same day or time as the regularly scheduled class time for any given faculty. Adjunct faculty with other teaching or work schedules, need to check with their Department Chair or Graduate Program Director before the fall or spring break to confirm a time for their final exam/crit.

All final exams and final critiques must take place during the specified period, and not before. All faculty must use this week as a final evaluation period--faculty contracts include this period. Some studio majors and/or graduate programs may hold group final critiques for students at certain levels at the end of the semester instead of or in addition to final critiques for specific courses. In the case of individual faculty/student meetings for portfolio reviews in addition to departmental final critiques, meetings will be scheduled during the time set aside for final critiques. In the case of a take-home exam, the due date cannot be prior to the final exam period. Exams should not be given during portfolio review days; and portfolio reviews and critiques should not be scheduled during exam days. The only exceptions are as follows:

- in Spring semester, BFA senior exams and first-year student reviews are to be performed on the days set aside for senior final exams;
- A non-cumulative short quiz or critique of an individual project may take place on the last day of class, but a final exam or cumulative portfolio review may not.



## **GRADING**

The grade is what a student earns based on the assessment of the faculty. The quality of a student's work is graded A through F. Grading is a matter of judgment of the individual faculty, and it is essential to communicate one's grading policies to students. Attendance may be a factor in grading. A+ may be given as an assignment grade, but not as a final grade. On final grades, + or - may be used in connection with any letter grade (except A+). For BFA students, a final grade of C- or below in a major course makes a student subject to departmental probation; they must receive a letter of notification from the Department Chair. Please refer to the [BFA Student Handbook](#) for meaning of grades. For graduate students, a final grade of B- or below makes a student subject to departmental probation; they must receive a letter of notification from the Graduate Program Director or Associate Dean of Graduate, Professional and Continuing Education, with copies to the Dean of Students and the Chief Academic Officer. Please refer to the [Graduate Handbook](#).

## **MIDTERM REQUIREMENT**

Starting with the Fall 2015 semester, all faculty must have at least one graded assignment due prior to the midterm and be required to submit a midterm satisfactory/unsatisfactory evaluation in Moodle for each student.

For this midterm satisfactory/unsatisfactory evaluation, faculty will be expected to take into consideration student participation and attendance as well as the graded assignment(s). For planning purposes, please note that the week following Fall Break is the seventh week of classes and the midterm evaluation would be due around this time in October. The midterm evaluation is not designed to take the place of direct communication between the faculty member and the student, nor replace the use of a NAC (Notice of Academic Concern) prior or after the midterm.

## **MODEL POLICY**

Figure models are an essential part of learning to draw the human figure. Figure models are used in studios for the study of the nude, and for both costume and clothed poses. The students, model and faculty member are to maintain a professional attitude during all classes. The faculty member must be present during the entire modeling sessions. During the Open Figure Drawing Studio, a student monitor is assigned to each session and must be present during the entire modeling session. The faculty member, or student monitor, is the liaison between the model and the students, and is in charge of the classroom at all times. No one is allowed to physically touch a model while he/she is posing. Students should not address the figure model directly, and should direct all questions or concerns to the faculty member or student monitor. Students must refrain from sitting or placing belongings on the model stand at any time, as this is the model's personal space. Photography/Videography in the studio is NOT permitted. The use of a camera (including cell phones, iPad devices, etc.) is not permitted without prior, written approval of the faculty member, the Model Coordinator, and the life model.

## **NOTICE OF ACADEMIC CONCERN (NAC)**

If a student is having difficulties in classroom performance or attendance, the faculty member may send the student a Notice of Academic Concern (NAC). This notice goes to the Academic Services Coordinator and the Academic Advisor. A copy is sent to the student, and other copies go to the student's file, the instructor who sent the NAC, and to the Department Chair or Graduate Program Director. Students are urged to take advantage of the College's support systems when they receive NACs by seeing the Academic Advisor, Academic Services Coordinator, or the Dean of Students and/or the Associate Dean of Graduate, Professional and Continuing Education to explore ways of improving their work in class. NACs are not intended to substitute for direct communication between the faculty and the student.

## **FINAL SEMESTER GRADES**

Faculty must turn in all grades by the due date listed on the [academic calendar](#). No grades can be processed until all grades are turned in. Failure by one instructor to turn in grades results in delay of the academic standards process. Students with missing work should be graded accordingly (including possible failure if they fail to attend final exams or critiques). Whatever grading policy has been announced by faculty should be enforced at this time. No grades of Incomplete (I) are to be awarded except in cases where students have made proper requests in writing, and have the paperwork on file in the Registrar's Office. Please refer to the BFA or Graduate Student Handbook for additional information on incomplete grade policies.



## **INCOMPLETES**

A student may request a grade of Incomplete (I) from faculty when s/he is passing but has not met a limited portion of the course requirements because of exceptional circumstances beyond her control. Faculty makes the final determination as to whether the request for an Incomplete will be granted.

Incompletes are not given on the initiative of the faculty; a student must complete a Request of Incomplete Form and have it signed by faculty before the grade of "I" can be given. It is the student's responsibility to obtain the form from the Registrar's Office, and it is the faculty's responsibility to deliver the completed form to the Registrar's Office prior to the end of the term for which it is being accepted. It is also the student's responsibility to complete the work by the due date as stipulated on the form. The faculty may require an earlier due date, but the grade must be submitted no later than the end of the first week of the following semester. As part of granting an incomplete, faculty will use the form to record the grade the student would get without any additional work being completed. If the faculty does not submit a new grade within the first week of the following semester, the "I" will automatically be converted to that grade – the one the student would receive without any additional work. Please refer to the BFA or Graduate Student Handbooks for additional information.

## **FAILURES, REPEATING COURSES**

A student who receives an F in a required course must repeat the course. Failure to do so may prevent a student from continuing to matriculate. A course in which a grade of C- or below is received may be repeated. The same is true of a B- in graduate classes. A student may repeat such a course only once, and both the original and the repeat grade will be recorded on the student's transcript but only the highest grade received will be computed into the GPA.

If a BFA student receives a C- or below or a graduate student receives a B- or below twice in a required course, a final decision as to the student's options will be made by the Academic Standards Committee in consultation with the student's major Chair, the Chair of the department in which the failed course is located and the Chief Academic Officer. For a graduate student, the final decision will be made by the Graduate Program Director, the Associate Dean of Graduate, Professional and Continuing Education and the Chief Academic Officer.

## **GRADE CHANGES**

Grading is a matter of judgment of the individual faculty member. Criteria for grades should be submitted to the students in writing at the beginning of the semester. It is understood that faculty will apply these criteria equally to all students and that final grades assigned are correct. Grade changes will be permitted only during the semester following the one in which the grade was given and only under specific circumstances. Please refer to the BFA or Graduate Student Handbook for the list of circumstances as well as additional information.

### **For information on:**

- COMPUTING THE GRADE POINT AVERAGE
- GRADE POINT AVERAGE FOR GOOD STANDING
- DEAN'S LIST, HONORS
- PROBATION (Departmental and College)

Please refer to the BFA or Graduate Student Handbook.

## **OPEN LUNCH PERIOD**

The common lunch period M-F is 11:30 to 12:30. The open lunch period on Saturdays for graduate classes is 12:30 – 1:30. For more information about SAGE hours for meals during each term please refer to the [Moore website](#).

## **FIELD TRIPS**

Field trips, especially to art museums, studios, and design-related businesses, are an important part of art/design education at Moore. Faculty are urged to arrange field trips in cooperation with fellow faculty. If a required field trip will impinge on other classes, those teachers should be notified well in advance. Students (and other relevant faculty) should be informed as far in advance of field trip dates as possible. Students should be notified in advance of the cost of required field trips. Students also must be informed that absence from another class may be counted as a cut, even if it was caused by a required field trip.

Prior to the field trip, faculty should notify the Chief Academic Officer's Office and the Department Chair or Graduate Program Director of the date and destination for the field trip. On the day of a field trip, faculty should notify the front desk of the date and destination. This includes trips in close proximity to the College. The front desk should always know the location of a class if a student arrives late or in the event of an emergency.

[Acknowledgement of Liability and Release Claims](#), which must be used for off-campus field trips-involving vehicular transportation are available online. All signed forms must be submitted to the Chief Academic Officer's Office or mailbox in advance.

If a faculty member sponsoring a regional or international trip, program or class determines during the trip, program or class that, to the best of his/her judgment, a student is in violation of the College's Student Code of Conduct and/or is engaging in behavior that is detrimental to him/herself or to the educational and cultural aims of the trip, program or class, the faculty may require that the student return to the College or withdraw from the trip, program or class. The faculty will consult with the Chief Academic Officer and/or Dean of Students before making such a decision. Please see the BFA or Graduate Student Handbook for more information.

### **CITY AS CAMPUS**

The College supports attendance at many art and cultural events in the city as part of Moore's City as a Campus focus. Events may include plays, sporting events, orchestra and opera performances, craft shows and exhibitions. For events that are free or discounted with a valid Moore ID, students should consult the BFA or Graduate Student Handbook.

### **CULTURE IN THE CLASSROOM**

As an extension of City as Campus, the College supports the integration of cultural events into the curriculum through the Culture in the Classroom program. This program supports students' attendance at cultural events free of charge. It expands the students' cultural literacy because the cultural event is integrated into the class curriculum and linked to a graded class assignment. To increase students' awareness of art and design careers, this program also includes a presentation about the cultural event from a professional in the visual arts, such as a set designer, an exhibit designer or a costume director. To participate in this program, contact the Office of Academic Affairs.

### **REGISTRATION**

Students register in the fall for the following spring semester and any travel courses occurring during the spring break. Students register in the spring for the following summer and fall semesters and any travel courses occurring during the summer. Please refer to the BFA or Graduate Student Handbook for additional information.

### **CREATION OF THE SEMESTER COURSE SCHEDULE**

Once a year by a deadline early in the spring semester announced by the Chief Academic Officer, the Department Chairs and Graduate Program Directors present to the Dean a request for course offerings, faculty assignments and schedules for the following academic year using previous year's academic schedules as a guide.

Before presenting their requests, Department Chairs and Graduate Program Directors should consult their department faculty, and try to accommodate scheduling and course requests, and also consult with other Chairs who may be using some of the same faculty, the same studios/classrooms, or have additional reasons to coordinate schedules. The Dean makes every effort to accommodate department requests for courses and faculty requests for particular schedules, but sometimes anticipated enrollments or scheduling needs require that the final schedule differ from what was requested. The Chief Academic Officer reserves the right to make final determinations in all matters pertaining to scheduling. Faculty must go through their Chair or Graduate Program Director in order to make schedule adjustments. The Registrar accepts requests and changes only from Chairs, Graduate Program Directors, Associate Dean of Graduate, Professional and Continuing Education, or from the Chief Academic Officer. After approvals have been finalized by the Chief Academic Officer, the Registrar makes up a course offering schedule for use in registration. After registration and before the beginning of classes, courses may be canceled based on enrollment. In this case, if the instructor is a faculty member with a full-time contract, there will be a reassignment to another course.

### **REGISTRATION AND BUSINESS OFFICE CLEARANCE**

Before the beginning of classes each semester, final registration and business office clearance takes place for all students. Students may not attend classes if they are not cleared by the Business Office or if they are not

enrolled in the class. Faculty monitor their class list through Moodle and faculty must take attendance. Faculty should direct students to the Registrar's Office if their names do not appear on the class list, or the student does not have a signed copy of the drop/add form, which shows the class was added.

### **ADD/DROP AND WITHDRAWAL**

The add/drop period occurs during the first two weeks of classes during the fall and spring semesters and during the first week of classes for the summer session. In order to be officially added or removed from the class roll, students must complete add/drop forms, get them signed and submit them to the Registrar's Office. Simply failing to attend a class or never attending in the first place does not constitute the official dropping of a class. A student entering a class late is responsible for completing all work required for the class. Missing a class before adding it constitutes an absence.

Moore reserves the right to cancel classes within the add/drop period based on enrollment. From the end of the add/drop period and until the end of the Friday of the tenth week of the semester (or halfway through a class during the summer session), students may Withdraw from a course with the authorization of the Department Chair or the Academic Advisor. The add/drop and withdrawal dates are listed on the academic calendar on the [website](#). Please refer to the Student Handbook for more information.

### **TRANSFER EVALUATION PROCEDURE FOR BFA STUDENTS**

Transfer credit of appropriate courses is accepted for academic or studio work completed with a grade of C or higher at an accredited institution before the student's initial enrollment at Moore. When transfer students are accepted to the College, their academic credits are evaluated and assigned transfer credit by Admissions (Foundation courses and electives), the Academic Advisor (Liberal Arts courses), and by the Chair of the relevant major department (major required credits). The College aims to make transfer evaluations as quickly as possible, as this is important in successful recruitment of transfer students.

For transfer credit policies relating to the graduate programs see the Graduate Student Handbook.

### **PRE-APPROVAL FOR TRANSFER CREDIT**

After the student's initial enrollment in the BFA program at Moore, they may take credits at another accredited institution and transfer them into Moore. However, in order to ensure that credits are transferable, the student must get approval in advance in writing from the Academic Advisor or the appropriate Department Chair, and they must receive a grade of C or better in the course(s). If pre-approval is not obtained, it is possible that the credits taken elsewhere may not be accepted by Moore. Please refer to the Student Handbook for more information.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 is a federal law that provides each student with the right to "inspect, challenge, correct and protect" the content of her cumulative record and files. The law also provides that the College will maintain confidentiality of student records except with respect to special cases noted in the legislation. A request by a student to inspect her educational records shall be directed to the Registrar. Educational records include: transcripts, admissions files, internship education records and placement records.

A student wishing to review her files must make a written statement to the Registrar listing the items of interest. Files covered by the Act will be made available within 45 days of the request. Students may challenge any information contained in their cumulative record that they believe to be inaccurate, misleading or inappropriate.

This right does not extend to reviewing grades unless the grade assigned by a faculty was inaccurately recorded in the records. Students may also insert a statement in their records to explain any such material from their point of view. A student who wishes to challenge the information in her file must make a written request for a hearing to the Registrar. The request will be reviewed by the Chief Academic Officer and the Dean of Students jointly. For more information about student records and transcripts please refer to the BFA or Graduate Student Handbook for more information.

Student records are not accessible to any party other than as follows:

- A. Academic, personal, and biographic information will be released to faculty, professional staff and administrative officers within the College on a need-to-know basis only.
- B. Access to a student's records may be provided to officials of other Colleges or universities in which the student seeks or intends to enroll, on the condition that the student requests the intended transfer of records, is given a copy of such records if desired, and is given the opportunity for a hearing to challenge the content of such records.

- C. Access shall be granted to authorized Federal officials auditing Federally-supported education programs and State officials to whom information from student records is required by statute to be disclosed.
- D. Persons processing student's financial aid applications shall have access.
- E. Access will be granted to organizations conducting studies for educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction, provided that the identity of students must not be revealed to anyone other than representatives of such organizations.
- F. Access will be granted to accrediting organizations carrying out their accrediting functions.
- G. Parents of a student shall have access if the student is dependent upon such parents for Federal Income Tax purposes, or if the student has signed a permission of access for parents during registration.
- H. In an emergency, appropriate persons may have access if the knowledge of information from a student's records is necessary to protect the health or safety of the student or other persons.

For more information about FERPA or confidentiality of student records contact the Department Chair, Graduate Program Director or Dean of Students.

### **ACADEMIC PROGRAMS**

The College offers [BFA degree programs](#), [Post Baccalaureate program in Art Education](#), and [Graduate degree programs](#). The College also offers adult certificate [Continuing Education programs](#).

### **DEGREE PROGRAMS**

All BFA degree programs meet the guidelines of the National Association of Schools of Art and Design (NASAD), and are fully accredited by NASAD and Middle States (MSA). Graduation requirements of each program are listed in the current BFA or Graduate Student Handbook which are listed on the website at <http://moore.edu/for/faculty>. The graduate degree programs meet the guidelines of NASAD. The MA and Art in Social Engagement is a degree for non-practicing artists and does not fall under NASAD purview. The College is accredited by Middle States Council for Higher Education; for more detail please refer to the Accreditation section of the faculty handbook.

### **INDEPENDENT STUDY**

An independent study is based on a proposal in which a student is working independently with the assistance of two faculty sponsors. The proposal should be concerned with matters that could best be pursued individually rather than in a class. It may not duplicate the content of any course or combination of courses available at Moore. Only juniors and seniors are eligible. The student's completed proposal must be approved by the Chair of their major, the Chair of the department in which the independent study is to be done and the Chief Academic Officer. Please refer to the BFA Student Handbook for more information. For information about a graduate independent study please see the Graduate Student Handbook.

### **MINORS IN THE BFA PROGRAMS**

A minor is understood to be a minimum of 15 credits in a specific area of study outside of the major with the exception of the Business and Creative Writing minors which are 12 credits. To explore the possibility of a minor, a student may speak with the Academic Advisor, their own Department Chair, and the Chair of the department in which they would like to minor. The student must obtain the Declaration of Minor Form from Self-Service, obtain signatures from both Department Chairs and turn in the necessary paperwork to the Registrar's Office no later than the end of the junior year. Please refer to BFA Student Handbook for more information.

### **CONTINUING EDUCATION**

Moore's CE courses are open to BFA students, with the approval of the Department Chair under specific conditions. Please refer to the BFA Student Handbook for a detailed list of conditions.

### **CONNELLY LIBRARY**

The Library provides access to materials and resources to assist Moore faculty in preparing course materials with resources to enhance teaching and research. More information about the Library is available on the Moore website: [Connelly Library](#).

### **BRIEF SUMMARY OF LIBRARY SERVICES**

Online Catalog (OPAC) – allows patrons to search for books, videos, DVDs, and other library materials via the Internet. Faculty reserves are also accessible through the online catalog.

Interlibrary Loan and Reciprocal Borrowing – the library maintains reciprocal access and borrowing agreements with other 45 area college and university libraries.

Faculty Reserves – materials selected by the faculty that are pertinent to students' coursework are placed on reserve. Faculty reserves may be checked out with a valid Moore student ID for in-library use only.

Audio Visual Equipment – the library offers a wide selection of AV equipment including: slide projectors, overhead projectors, SMART carts, digital cameras, laptops and sound and recording equipment. Faculty may check out equipment at the circulation desk. In addition, patrons have access to work stations with dedicated scanners.

Library Instruction – library instruction and tours are available for classes and individuals. Forms to schedule a class instruction are available at the circulation desk and on the library website.

## **COLLECTION**

Please refer to the [Library website](#) for full descriptions of the library collections.

## **ARCHIVES**

The Moore archives include records of alumni, Moore catalogs and publications, yearbooks, photographs dating from 1848 to the present, a collection of artist's books, and a permanent collection of fine art. See the Director of the Library for further information on using the archives.

## **ACADEMIC SERVICES**

This office provides a variety of support services designed to help students succeed academically and make the best use of their educational options at Moore. Services include individual tutoring, workshops on time management, study and writing skills, advising and/or referrals for students with specialized needs. Students with language-based learning differences can receive individualized assistance and support through this office. Assistance is also available for students who are non-native speakers of English.

### **ACADEMIC ADVISING**

The Academic Advisor is available to discuss major/minor course selection and requirements/electives, change of major/minor and general planning for graduation. The Advisor also provides information about outside study options, including study abroad and the AICAD Mobility program. The Advisor pre-authorizes transfer credits for courses taken outside of the College, and provides continuing support to enrolled international students. The Associate Dean of Graduate, Professional and Continuing Education and Graduate Program Directors are available to discuss graduate program requirements, electives, a part-time schedule and general planning for graduation.

### **DISABILITY SERVICES**

The Disability Committee consists of the Dean of Students, the Associate Dean of Educational Support and Director of Institutional Research and the Academic Services Coordinator. Students that request accommodations for a disability should speak with the Dean of Students, who will explain the procedures for documenting disabilities and making reasonable accommodations. Please refer to the BFA or Graduate Student Handbook for more information.

### **MARGARET MINIK WRITERS STUDIO**

The Margaret Minik Writers Studio offers academic assistance and extra-curricular opportunities in writing for all students in an encouraging, supportive environment. Private one-on-one sessions with specialty trained Writing Assistants and group workshops provide help with class assignments, fellowship proposals, internship-related writing, senior thesis and any other writing project.

### **INSTRUCTIONAL TECHNOLOGY AND ONLINE LEARNING COORDINATOR**

The Instructional Technology & Online Learning Coordinator works closely with the Chief Academic Officer, Department Chairs, Associate Dean of Graduate, Professional and Continuing Education, Graduate Program Directors, and faculty to convert content to an online delivery system. The Instructional Technology & Online Learning Coordinator works collaboratively with IT and Library staff to facilitate problem-solving with any system and/or resource issues and provides training to faculty and staff in use of instructional/classroom technologies. The Instructional Technology & Online Learning Coordinator assists faculty members with the process of learning to teach online courses.



## **ACADEMIC COMPUTING**

All faculty, students and staff are issued a College email address, which can be accessed by going to [www.moore.edu](http://www.moore.edu). For questions about email or problems with login procedure, contact Computer Services, located in the basement of Wilson Hall at ext.4004, or [submit a work order ticket](#). Please refer to the BFA or Graduate Student Handbook for more information.

### **SELF-SERVICE**

Self-Service is an Internet-based system providing students with access to their academic and financial information. Students can view academic plans, register for courses, view grades, view unofficial transcripts, course schedules and degree requirements. Faculty can view their schedules including days, time and room by going to the Self-Service link at <https://www.moorecollege.net/selfservice/Home.aspx>. All students and faculty have access to Self-Service in the same way.

### **MOODLE**

Moodle is an open source fully integrated course/learning management system or a virtual learning environment. Moodle is an acronym for *Modular Object-Oriented Dynamic Learning Environment*. Moodle interfaces with student academic records data on Power campus; provides faculty options to upload all types of media and multimedia as well as have class chats, blogs or forums; and faculty enter attendance and submit grades through grade book on Moodle. Moodle training for new faculty is provided at the start of every fall and spring semester. Faculty can log on to [Moodle](#) through Moore's website at [www.moore.edu](http://www.moore.edu). An instruction manual can be found on Moodle. All faculty must, at a minimum, upload their class syllabi on Moodle.

## **CURRICULUM**

The curriculum is Moore's product as an institution of higher education and must be under continual improvement. Even though Moore's BFA majors have a tradition of strong classical practice in the disciplines, the curriculum is never a fixed collection of courses, but must be continually evolving to accommodate changing professional practice, changing technology, and changing educational theory. The BFA curriculum for women is an expression of our mission to educate students for careers in art and design. To remain competitive, the curriculum must also be responsive to the desires of students. Likewise, the curriculum in the co-ed graduate programs must continually evolve to accommodate changing professional practice.

Curriculum development is centered with the faculty, and most curricular change comes from departmental or program proposals. When curriculum touches BFA students outside a single major (such as first-year foundation courses, or liberal arts courses) curricular discussion typically, and appropriately, is broader than one major or department. Curricular proposals can originate with a faculty member, a Department Chair, a Graduate Program Director, the Associate Dean of Graduate, Professional and Continuing Education or the Chief Academic Officer. All proposals must be brought to Academic & Graduate Council for discussion, and ultimately approved by a majority of voting members of Academic & Graduate Council before they are implemented. Formal proposals should not be presented to Academic & Graduate Council prior to faculty discussion and approval at the departmental or program level.

New Art & Design programs and degrees must also be brought to the Board for approval, and must be approved by NASAD.

### **CURRICULUM REVISION**

Regular procedures should be used to effect curricular revision. It is important also to note that changes must be proposed early enough in the year to get them in the schedule for the following year. Proposals may need lengthy discussion before a final vote is taken, and this should be anticipated. In general, BFA curricular changes should be passed in Academic & Graduate Council by February 1 (or by the first Academic & Graduate Council meeting in February) and no later than the last Academic & Graduate Council meeting in February to be implemented in the following academic year starting in the fall semester. In general, graduate curricular changes should be passed in Academic & Graduate Council by April 1 (or the first Academic & Graduate Council meeting in April) and no later than the last Academic & Graduate Council meeting in April. Curriculum revision procedures are as follows:

- A faculty member, a Department Chair, a Graduate Program Director, the Associate Dean of Graduate, Professional and Continuing Education, or the Chief Academic Officer may initiate a proposal for curricular revision. A proposal must have support from the relevant department/programs, and will generally be submitted by the Department Chair or Graduate Program Director. Interdisciplinary courses and programs and shared courses must be discussed and supported by all sponsoring departments/programs. A Department Chair or Graduate Program Director must seek approval from the departmental faculty prior to submitting a proposal.
- The proposal is submitted on the [new course proposal form](#) found on the Moore website under Faculty Resources. The Chair or Graduate Program Director needs to meet with the Chief Academic Officer to discuss the following:

**Proposal format:**

**Rationale:** How will this proposal support the mission of the College, the purpose of the department and/or the needs of the students?

**Who:** What population of students will be affected?

**How:** How does the proposal affect curriculum in other areas? Is the content duplicated in other course offerings? Does the course replace another course?

**Effect on faculty:** How does the proposal impact on contract hours, or available faculty? Does the course require specific faculty or specific skills for which we must hire?

**Financial impact:** Does the course require new equipment, space or other resources?

**Course description:** Name of course, semester of offering, pre-requisites, number of credits, suggested class size, is it required vs an elective. Describe the concepts, competencies and learning objectives to be taught. Describe how a student will demonstrate the acquired knowledge. Describe specific methods used to cover course content.

The Chief Academic Officer will analyze budget concerns, accreditation and regulation guidelines, and faculty contractual issues. Graduate course proposals should also be submitted to the Associate Dean of Graduate, Professional and Continuing Education. The Chief Academic Officer will review the completeness and relevance of the proposal and may request revision before presentation to Academic & Graduate Council.

- The (revised) proposal must be submitted to the Chief Academic Officer and the Associate Dean of Graduate, Professional and Continuing Education for graduate courses and the Chief Academic Officer for BFA courses; and to Academic & Graduate Council members prior to the Council meeting, where it will be placed on the agenda for discussion. A proposal is initially discussed however a formal vote cannot be taken until the following Council meeting in order to provide time for Chairs or Graduate Program Directors to discuss the proposal within their department. When a final vote is taken, the proposal must be supported by a majority of voting members of Academic & Graduate Council.

## **Administrative and Financial Policies**

### **TUITION AND FEES**

Current tuition and fees are explained in the BFA and Graduate Student Catalogs and Student Handbooks.

#### **LAB FEES**

Courses with unusually heavy supply or equipment maintenance costs may charge a lab fee to students. Such fees are determined by the Chief Academic Officer and the Department Chair, Graduate Program Director in consultation with the Senior VP of Finance and Administration, and billed to students directly on their tuition and fee bills. Lab fees are then deposited into a departmental account against which relevant expenses are charged. Departments or individual faculty are not allowed to informally collect money from students for group purchases; such purchases must be made through the Business Office. Please refer to the Financial Policies and Procedures Manual found on the Moore website under Resources for [Faculty](#) for more information.

## **SECURITY**

Security at the College is overseen by Director of Operations. To ensure safety and to protect College property, the College has security personnel on duty 24 hours a day, 7 days a week in the main entrance to Wilson Hall. The primary responsibility of security personnel is to monitor people coming into the College buildings by checking their IDs and by ensuring that people who are not affiliated with the College are escorted in College buildings. Please refer to the BFA or Graduate Student Handbook for more information.

## **HOURS**

The Main Building is open seven days a week from 8 AM to 2 AM, with 24-hour access two nights a week. A two-week 24-hour access period will be designated at the end of each semester before final critiques. The buildings are closed on Thanksgiving Day and also from the end of the fall semester until after New Year's Day, except for essential staff (the Registrar for grade reporting, security, etc.). Please refer to the Academic Calendars which are available on Moore's website under Resources for Faculty. The Academic Calendars are also listed in the BFA and Graduate Student Handbooks which are also available on Moore's website.

## **EMERGENCY CLOSING**

The College has implemented an emergency notification system that uses text messaging and email to alert students, faculty and staff to potentially dangerous situations on campus. Although participation is voluntary, successful implementation relies on college-wide participation. All are encouraged to sign up through Moore's website.

In a weather emergency the decision to close the College will be made by the President, the Chief Academic Officer and the Senior Vice President for Finance and Administration. In the event of a school closing, a notice will be posted on the Moore website, sent via text messaging and announced on KYW News Radio 1060. Moore is identified on as school #195.

## **FACILITIES AND OPERATIONS**

The Director of Operations is in charge of overall maintenance and repairs of the College and major equipment therein. Faculty should make requests regarding equipment repair, special cleaning, painting of the offices or any other requests that have budget implications through their Department Chair or Graduate Program Director.

Cooling and/or heating issues or other urgent facility related issues should be reported to the Director of Operations.

## **KEYS**

Faculty may request keys from their Department Chair or Graduate Program Director. Forms and keys are issued through the Department of Operations.

## **IDENTIFICATION CARDS**

All employees are required to have a Moore photo-ID card and have it available to swipe at the front desk upon entering the building. ID cards are required for access to all elevators and stairwells on the ground floor of the College facilities as well as other areas of the College and must be carried and displayed at all times. ID cards are made in the office of Student Services. Call for an appointment for a new card, or to replace a lost one.

## **ROOM RESERVATIONS**

Staff and faculty may reserve public spaces for internal events via their Moore-issued Outlook accounts by booking a meeting within the specific space calendar. These calendars appear under the My Calendars section of the Outlook Calendar tab. The chosen calendar acts as a person and will auto-accept or reject reservations based on space availability. The faculty or staff member must separately email the Director of Operations and/or the manager of SAGE Dining Services to set up the room and/or food provided. This protocol has been adopted for reservation of the following spaces: Graham Auditorium, the Atrium, Boardroom, Fox Commons, and the Great Hall. Please reach out to the following account administrators for more information on booking public spaces at Moore: Executive Assistant to Academic Affairs, Executive Assistant to the President, or the Administrative Assistant to the Dean of Students.

All classroom reservations are reserved through the Registrar. The Library Instruction Lab, located in the Connelly Library, should be reserved via the Connelly Library's [website](#).



## **FOOD SERVICE HOURS**

College food service is contracted out to SAGE Dining Services. Dining Hall hours are listed [online](#).

All food service reservations and special events refreshments are to be handled directly with the SAGE Dining Services manager, who will price out the event based on the items requested, and will request the person scheduling events to approve the estimated cost in writing. All special-events food service is charged against departmental operating budgets.

Emails are sent to the Moore community prior to periods of reduced service and/or for dates when SAGE is closed.

## **EMERGENCIES**

In the event of a fire drill or emergency, the fire alarm signal will sound. Leave the building immediately by the nearest exit in an orderly fashion. Do not stop to gather personal belongings. A designated official of Moore will give the "all clear signal" before faculty, students and staff may re-enter the building.

In the event of a serious injury or illness please dial 911 for help then report the incident to your Supervisor. There is an emergency phone located on each floor of the studio buildings and is located across from the elevators. The phone will notify the front desk security of an emergency on that designated floor.

The College has a detailed policy on responding to emergencies from fire to demonstrations to city-wide emergencies. In the event that such emergencies occur, administrators will direct the response of the members of the College community. Faculty may be asked to congregate in common areas within College buildings and/or they may be asked to evacuate the buildings.

Further information about these policies may be found in the Senior Vice President of Finance and Administration's office.

## **BUDGETS AND PURCHASING**

### **BUDGET PROCESS**

Each spring, the annual academic department budget proposals are prepared by the Department Chair, Graduate Program Director and presented to the Chief Academic Officer, the Senior Vice President for Finance and Administration and the Associate Dean of Graduate, Professional and Continuing Education. Graduate Program Directors must present their budget proposal to the Associate Dean of Graduate, Professional and Continuing Education prior to meeting with the Chief Academic Officer and the Senior Vice President for Finance and Administration. The annual budget for the College, covering a fiscal year from July 1 – June 30, is determined by the President in consultation with the Senior Vice President for Finance and Administration. Final budgets are approved and distributed after the September Board Meeting.

### **EXPENDITURE OF BUDGET, PURCHASING**

All expenditures of budgeted funds (purchase orders, food service requests, or check requests) must have the approval and signature of the authorized Department Chair or Graduate Program Director. Check Requests, Honorariums and Travel requests forms are available online at <https://moore.edu/faculty-staff-resources/>. Once filled out and properly signed, the forms should be clocked in (at counter just inside door of Business Office) and left in tray marked purchase orders. Scanned copies of invoices can be approved via email. All invoices over \$1,000.00 submitted to the Business Office for payment must be supported by a pre-approved purchase order. All Purchase Orders should be completed online through Moore's Webportal Site. The Senior Vice President of Finance and Administration is the final approver on all Purchase Orders.

Purchases of greater than \$1,000 or for capital purchases should be approved by the Chief Academic Officer in the Budget Process. Purchases of greater than \$5,000 require the approval of the Senior Vice President for Finance and Administration and the President. Transfer of funds from one budget account to another can only be done within a department and must be done in writing on the appropriate Budget Transfer form and require the approval and signature of the Department Chair, Graduate Program Director or the Associate Dean of Graduate, Professional and Continuing Education. All check requests must be clocked into the Business Office no later than 3 PM on the Wednesday preceding the check issuance date requested. If requests come in after this deadline, they will be held until the next check issuance date. All vendors excluding staff and faculty are paid 30 days from

the invoice date. Please refer to the [Financial Policies and Procedures Manual](#) found on the Moore website under Resources for Faculty for more information.

Department Chairs or Graduate Program Directors seeking a reimbursement for themselves must have the Chief Academic Officer or the Associate Dean of Graduate, Professional and Continuing Education signature on the reimbursement request.

### **BUDGET REPORTING**

Monthly departmental expenditure reports, comparing budgeted amounts to actual monthly expenditures, are distributed by the Business Office to Department Chairs, Graduate Program Directors and directors by the 15th day of the following month.

## **Exhibition Policies**

### **GALLERIES**

With gallery spaces throughout the ground floor of Moore's campus and beyond, The Galleries offer visitors insights and new perspectives into the work of established and emerging regional, national and international contemporary artists and designers, as well as a constantly rotating schedule of exhibitions, both on-campus and off, featuring works by Moore students, faculty and alumni.

The Galleries also invite their audiences to experience new ways of seeing and thinking about contemporary art and design through innovative and thought-provoking public programs, including artist and curator lectures, gallery talks, film screenings, interactive public discussions and music performances. With the goal of making education a more participatory practice and experience, The Galleries' adventurous, multidisciplinary programs are designed to provide an open forum for discussion, critique and experimentation that promote meaningful engagement with the most relevant and innovative art being made today.

In addition to annual alumni and student exhibitions and triennial faculty exhibitions, student work is regularly highlighted in the Student-Run Gallery on Moore's first floor (Wilson Hall). Faculty are encouraged to submit proposals for the use of this space to the Education & Public Engagement Coordinator at least ten weeks in advance. The Moore Galleries at the Kimmel Center also feature rotating exhibitions of faculty, student, and alumni work.

All of The Galleries' exhibitions and public programs are open to the public and free of charge.

### **Gallery Hours:**

The Gallery hours are listed online at <https://moore.edu/the-galleries-at-moore/>.

### **OTHER EXHIBITION VENUES**

Exhibition cases located throughout the College are used by individual departments and faculty for showcasing student work, and the walls of the Dining Hall are frequently used to display Foundation work. The Student Run Gallery is under the auspices of Student Government. Proposals for special projects and installations that take place in the College's public spaces require advance notice via installation request forms and approval by Student Government, Department Chair, course faculty member and Director of Operations and Facilities.