

Delaware College of Art and Design

# Faculty & Staff Handbook

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## INTRODUCTION

The Faculty & Staff Handbook serves as a guide for the employees of Delaware College of Art and Design. The Handbook describes current policies and procedures and the benefits available to its administrative employees. This Handbook represents the collaborative effort by a group of College administrators and professional staff.

The Handbook is required reading for all employees, supersedes all previously published policies and procedures, and is subject to revision at the sole discretion of the College. It may be revised and expanded as new policies are developed and existing ones modified in response to the College's and its employees' needs.

Employment is on an at-will basis, so either the College or the employee may end the relationship at any time and do so without cause or prior notice. Nothing in this Handbook changes the employment-at-will relationship or creates an express or implied contract or promise concerning the College's policies or practices, including policies or practices it will implement in the future. Accordingly, the College retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will and as it sees fit.

However, This Handbook is not intended to anticipate every situation or answer every question about employment at the College. In addition, this Handbook is not an employment contract and is not intended to create any contractual or other legal rights. Specific questions concerning the policies and practices described in this Handbook should be directed to your immediate supervisor or the executive assistant.

No exception will be made to any of the policies and practices contained in this Handbook unless the president of the College approves such exception in writing. The president will resolve any dispute about the interpretation of any policies or practices, and their decision will be final.

### OVERVIEW OF THE DELAWARE COLLEGE OF ART AND DESIGN

In response to a request from Wilmington 2000 and encouraged by the interest expressed by Wilmington's corporate community and civic leadership, the Corcoran College of Art and Design and Pratt Institute proposed the establishment of a two-year professional college of art and design in downtown Wilmington. The Delaware College of Art and Design, a Creative Partnership of the Corcoran College of Art and Design and Pratt Institute, began full-time operation in September 1997. The College became a fully independent entity in 2014.

The Delaware College of Art and Design, or DCAD, is located at 600 N. Market Street in the center of downtown Wilmington. Technologically current computer imaging and graphics labs, darkrooms, and photo studios reflect the latest developments in these fields, while painting, drawing, and design studios, bathed in natural light, merge the modern with the traditional. The Toni & Stuart Young Gallery provides an important showcase for student work, is open to the public, and is part of the downtown Art Loop that attracts visitors and residents alike to explore the city's cultural resources.

The College offers a two-year associate degree (AFA) along with programs in Continuing Education and Professional Development. It draws most of its students from the State of Delaware and the adjoining areas of Pennsylvania, Maryland, and New Jersey.

### Accreditation

The Delaware College of Art and Design is independently accredited by the Middle States Commission on Higher Education (MSCHE), [www.msche.org](http://www.msche.org). DCAD has the legal authority to award degrees from the Delaware Department of Education.

## College Mission and Vision

### The Mission

Delaware College of Art and Design empowers emerging creatives to take artistic risks and engage with inclusive and diverse communities.

To accomplish this mission, DCAD:

- Offers comprehensive and demanding associate of fine arts degree programs that emphasize structured, visually-based, hands-on studio experiences and a rigorous academic curriculum, enabling students to continue their undergraduate education through transfer to four-year professional colleges of art and design while providing a basic foundation for successful and satisfying careers;
- Engages a faculty of accomplished professionals who are committed to serving as teachers, role models, and mentors, as well as a qualified staff who understand, appreciate, and respond to the active and creative culture of DCAD;
- Nurtures a vibrant, student-centered college community, served by state-of-the-art learning, working, and living environments that inspire personal expression and effective collaboration;
- Participates in Wilmington's educational and cultural life through a variety of community-based programs and activities; and,
- Manages its human, financial, and physical resources effectively and efficiently to advance DCAD's programs and services.

### The Vision

Delaware College of Art and Design envisions a future as a nationally recognized powerhouse of creativity, education, inspiration, and engagement.

### DCAD's Values

Dedication

Creativity

Accomplishment

Diversity

### The Associate Degree (AFA)

DCAD offers the Associate of Fine Arts degree in six major areas of concentration: Animation, Fine Art, Game Art, Graphic Design, Illustration, and Photography & Video. The program serves highly motivated students who are pursuing careers in the fields of art and design.

The associate degree program emphasizes studio education in art and design combined with a liberal arts program as mandated by the relevant accrediting agencies. The studio curriculum allows students to develop basic skills, concepts, and values in their respective areas of study. The liberal arts curriculum instructs students in written and verbal expression, critical thinking, the history and theories of art and design, and the humanities.

Students enrolled in the associate degree program will receive thorough preparation for transfer opportunities. Completion of the requirements of the associate degree may be accomplished through two years of full-time study. The curriculum ranges from 60-63 credits, comprising 39-42 studio art credits and 21 academic credits. Each associate major program requires a core group of foundation and academic courses during the first year.

## Continuing Education

In addition to its degree program, DCAD offers Continuing Education (CE) opportunities. CE's Young Artist Pre-College program for high school students provides a summer immersive camp as well as courses and workshops throughout the year in support of DCAD's mission and to help build enrollment. CE also offers special community-based programs, such as the annual drawing marathon and outreach initiatives at festivals throughout Delaware and beyond. These programs aim to create pathways into tech and are designed for artists, designers, and others interested in upskilling or reskilling to align with industry needs.

## Programs

The Delaware College of Art and Design offers an Associate of Fine Arts degree in Animation, Fine Arts, Game Art, Graphic Design, Illustration, and Photography & Video.

### Animation

The mission of the Animation Program is to provide students with foundational knowledge and application of traditional and contemporary methods of motion generation. The curriculum prepares students with fundamental drawing and design skills, an understanding of the principles of motion, storytelling, conceptual development, and application of these disciplines through various animation techniques.

### Fine Arts

The mission of the Fine Arts Program is to provide students with studio experience in drawing, painting, sculpture, or printmaking, preparing them for the rigor of further study at four-year institutions of art in design. Bridging the foundational year experience, students connect their creative expression to a solid foundation of work from observation and perception. Students will explore their technical abilities, critical awareness, knowledge of historical frameworks, and self-discipline to create a body of work that synthesizes their artistic vision.

### Game Art

The mission of the Game Art program is to prepare students for art production roles in the multi-faceted and collaborative game design industry. Students learn how their visual ideas will influence player experience and the overall realization of the design values of a game. Students will develop a strong understanding of composition, animation principles, storytelling, and sound design to assist in creating dynamic UI/UX design.

### Graphic Design

The mission of the Graphic Design Program is to provide students with an understanding of visual design principles and technical skills to successfully convey information to an audience. In this program, students explore relevant design problems, historical theory, typographic principles, and audience awareness. They gain a working knowledge of what it takes to continue their studies at a four-year program. DCAD's design majors transfer to BFA programs and, upon graduation, find success in design firms, in advertising at agencies nationwide, and with PR and MarCom organizations.

### Illustration

The mission of the Illustration program is to prepare students to understand and use imagery to communicate a message or narrative to impact an audience. In this program, students gain a strong foundation in image creation and project development through applications of traditional and digital media techniques. Upon graduation, students are equipped with the classical training and modern approaches desired by contemporary print and web-based publishers.

### Photography & Video

The mission of the Photography & Video program is to provide students with a foundation in the production of still and time-based media. Through courses that explore various individual elements of photography and video, students develop their creative vision within both fiction and non-fiction-based imagery. Students are



encouraged to explore a critical and innovative approach to the mediums based on historical knowledge, visual vocabulary, extensive viewing, and image and video production.

### Articulation Agreements

DCAD has established transfer credit through formal articulation agreements with several four-year colleges. These articulation agreements ensure a smooth transition from an AFA to a BFA. More information on articulation agreements can be found on the [DCAD webpage](#).

## COLLEGE GOVERNANCE

### BOARD OF TRUSTEES

The Board of Trustees is the legal governing body of the Delaware College of Art and Design and holds ultimate authority and fiduciary responsibility for the College. It is the final institutional authority that grants degrees upon recommendation of the College.

The Board of Trustees consists of a maximum of twenty-one (21) members, plus one faculty and one student representative who serve as ex officio members of the Board.

### ADMINISTRATION

#### President

The president is the chief executive officer of the Delaware College of Art and Design and is the sole person responsible directly to the Board of Trustees for implementing the policies and directions of the Board and its committees. All officers, faculty, staff, and students of the College are ultimately responsible to the president, who is their official means of communication with the Board. The president's ultimate responsibility is to direct the total program, including that of business management, of the College. The president is responsible for employing all members of the faculty and staff.

#### Academic Dean

The dean serves as the chief academic officer of the College. The dean works with the president in administering the academic operations of the College while fostering faculty creativity, scholarship, and performance.

#### Director of Academic & Facility Operations

The director of academic & facility operations is responsible for overseeing the physical upkeep, maintenance, and supply inventory of the academic classroom and studio facilities in Fine Art's 3D Sculpture, photography, printmaking, and computer print labs and for repairing the College's building and grounds.

#### Director of Admissions

The director of admissions is responsible for effectively recruiting, reviewing, and admitting students to the College's associate degree programs. This includes general interaction with the public, direct involvement with applicants, and establishing positive relationships with area high schools and prospective students.

#### Dean of Continuing & Professional Studies

The dean of continuing and professional studies is responsible for planning, directing, and evaluating all non-degree programs and developing opportunities for new course offerings. CE also partners with the Department of Admissions and Academics to support co-curricular activities and recruitment.

#### Director of Development

The director of development is responsible for the management, in cooperation with the president, of a

comprehensive, integrated fundraising program emphasizing major gifts and capital fundraising, grant writing, and institutional advancement.

#### **Chief Financial Officer**

The chief financial officer manages all financial operations of the College, including student accounts.

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

The director of financial aid assists students with the federal student aid application process, administers the institutional financial aid program, directs students to external resources, and oversees institutional compliance per Title IV requirements.

#### **Library Director**

The librarian/library director is responsible for all policies and operations relating to the Edgar A. Thronson Library. This includes assisting students with research, answering reference questions, supervising library assistants, and teaching research-related sessions on the use of art library and internet resources.

#### **Director of Student Life**

The director of student life leads various aspects of student life, including housing, campus activities, and co-curricular programming, preliminary personal and transfer counseling, and problem intervention, as well as student policy enforcement and disciplinary issues.

#### **Registrar**

The registrar maintains all academic records, administers an efficient registration system, issues necessary enrollment reports, and establishes procedures appropriate to these duties. The registrar oversees mandatory reporting to IPEDS, HEADS, and MSCHE, processing student transcripts, and clearing students for graduation.

#### **Executive Assistant & Director of Special Projects**

The executive assistant and director of special projects will act as the designated human resources representative and payroll administrator.

For a complete staff listing, see [DCAD Organizational Chart](#).

### FACULTY

#### **Program Chairs**

A faculty member serves as coordinator for each area of concentration, namely Animation, Fine Arts/Foundations, Game Art, Graphic Design, Illustration, and Photography & Video. A program chair is also appointed for Liberal Arts.

The program chairs work closely with the dean to establish faculty, curriculum, and educational services for the area that reflect the educational policy of the school as a whole and fulfill the needs and interests of the student body. As representatives of their areas and leaders within the College community, the program chairs fulfill an important role as decision-makers, consensus-builders, and communicators.

## GENERAL POLICIES AND PROCEDURES

### DISCRIMINATION

The Delaware College of Art and Design is committed to a policy of equal opportunity for all educational activities, admissions, scholarship and loan programs, and employment. Discrimination on the basis of color, national origin, religion, sex, sexual orientation, gender identity or expression, age, physical disability, marital status, veteran status, or other protected status as defined by State or Federal statute is prohibited at the Delaware College of Art and Design. Acts of discrimination that limit or deny access to

the educational process and that create a hostile environment are not consistent with the philosophy or mission of Delaware College of Art and Design.

#### STANDARD OF PROFESSIONAL CONDUCT

The College expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, civil, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner will be subject to disciplinary action.

The College, as part of its commitment to providing its students with an education of the highest quality, expects all employees to:

- treat students, visitors, and other employees in a professional manner;
- perform assigned tasks efficiently;
- be punctual;
- follow the policies adopted by the College.

The College retains the sole discretion to exercise all managerial functions, including the right to:

- dismiss, assign, supervise, and discipline employees;
- determine and change starting times, quitting times, and working hours;
- transfer employees within departments or into other departments and other classifications;
- determine and change the size and qualifications of the work force;
- determine and change methods by which its operations are to be carried out;
- assign duties to employees in accordance with the College's needs and requirements and to carry out all ordinary administrative and management functions.

DEFINITIONS (FOR ADMINISTRATIVE STAFF ONLY; SEE [FACULTY EMPLOYMENT](#) FOR MORE INFORMATION)

#### Exempt

The law specifies that you are an exempt employee if your duties are principally executive, administrative, or professional. An exempt employee is not under the protection of wage and hour laws. Exempt employees are expected to work at least the number of hours agreed upon for their position and are not paid overtime.

#### Non-Exempt

Non-exempt employees are those who are protected by the hours of work and overtime provisions of the Fair Labor Standards Act, regardless of title or function, and regardless of full-time or part-time status. Non-exempt employees working more than forty (40) hours per week, excluding lunch, will be paid overtime at the rate of one and one-half (1½) times their hourly wage (with prior approval of their supervisor). All part-time employees who are paid hourly are considered non-exempt.

The executive assistant and the president will make the final determination of who is exempt or non-exempt. For a more extensive explanation of these terms, please refer to the Federal Wage-Hour poster located in the mailroom.

#### WORKING HOURS

The workday for administrative staff is normally 9 a.m. to 5 p.m. or 8:30 a.m. to 4:30 p.m., Monday through Friday, with one (1) hour for lunch for full-time employees. Employees may observe either

schedule with their supervisor's approval. If the nature of their position requires it, employees may be assigned weekend or evening hours at the discretion of their supervisor. For purposes of recording overtime, the workweek is defined as Sunday through Saturday.

#### Compensation for Work beyond Regularly Scheduled Hours

Compensatory time is not a legal entitlement for all employees. Employees are expected to cooperate when the College's business operations require overtime work.

Non-exempt salaried and hourly employees who work more than forty (40) hours (excluding meal periods) in any work week (Sunday-Saturday), with the approval of their supervisor, will be paid at the rate of 1½ times their regular rate ("overtime rate") for all hours worked in excess of 40 hours. Or, at the discretion of their supervisor, will be allowed compensatory time off at a rate equal to 1½ times the hours worked over forty (40) hours in a week.

Exempt salaried employees will not be paid for hours worked in excess of forty (40) hours per week in order to fulfill their job responsibilities. However, at the discretion of their supervisor, compensatory time may be awarded for hours worked in excess of the employee's regularly scheduled hours in order to fulfill duties that are beyond the scope of the employee's job description. Compensatory time must be approved in advance by the supervisor and must be taken within the current or immediately preceding pay period in which it is earned.

#### Full-time/Part-time

Full-time: Employees whose workweek consists of forty hours, which includes one (1) hour each day as a lunch break. Employees are encouraged to take lunch between 11 a.m. and 2 p.m., unless otherwise approved by their supervisor. Lunch break must be taken at least two (2) hours prior to the end of the day and may not be used as an opportunity to leave one (1) hour early at the end of the day. Full-time College employees receive a full array of health, life, and disability insurances, and retirement benefits (see Benefits).

Part-time: Employees who work on an hourly basis and whose workweek consists of less than 30 hours of working time (not counting lunch or breaks). Length and frequency of breaks for part-time employees are specific according to position and are the decision of the supervisor, within the restrictions of Delaware labor laws. There is no guarantee of hours for part-time non-exempt employees. Although part-time employees may be hired for a set number of hours per week, their supervisor may alter their schedules to serve the needs of the College.

For employees working less than 30 hours but at least 20 hours per week, sick leave is available on a prorated basis in proportion to the regularly scheduled hours the employee works as compared to a full-time schedule.

Employees working less 20 hours per week or less than one thousand (1,000) hours per year are not eligible for paid holiday, annual and sick leave or other College-paid benefits, except in previously agreed circumstances. However, see Employee Benefits for benefits that are available to all College employees.

#### REMOTE WORK (ADDED 7.2023)

##### Introduction

Remote work is the concept of staff working from home or another location in a way that can provide a mutually beneficial option for both DCAD and its staff. DCAD's work-from-home policy establishes the guidelines and requirements to ensure remote work benefits our staff, mission, and constituents.

##### Policy Guidelines

The ability to work remotely is not a formal, universal faculty and staff benefit. It is an alternative method of meeting the needs of DCAD. Remote work is not an entitlement, it is not a companywide benefit, and it is not designed to replace appropriate childcare or to accommodate other personal needs on an ongoing

basis. All remote relationships are at the discretion of DCAD, may be terminated by DCAD at any time for any or no reason, and in no way changes the terms and conditions of employment with DCAD. The organization has the right to refuse to make remote work status available to a staff member and to terminate a remote work arrangement at any time.

### Eligible Positions

Each position has different job-specific requirements, customer or stakeholder needs, collaboration, and team-based activities. These differences are key considerations when deciding whether a given staff member is eligible for remote work.

In evaluating whether a particular position is suitable for remote work, DCAD will consider many factors, including but not limited to

- Whether the nature of the work to be performed remotely is operationally feasible
- Whether the position's duties are portable and can be performed from a remote location without placing an additional burden on other staff
- Whether the overall quantity and quality of work performed can be sustained at the remote location
- If the position is managerial, whether tools and resources are available for the manager to effectively manage direct reports remotely and whether the team requires in-person supervision or direction
- Whether collaboration required by the position is easily and effectively accomplished through teleconference or other remote technologies

### Types of Remote Work Arrangements

Remote work arrangements for full-time administrative employees can be occasional or temporary. Permanent remote work schedules are not available for full-time employees. Remote options for part-time staff will be handled at the President's discretion.

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:

- Employees must be with the College for a minimum of three months and demonstrate commitment to DCAD.
- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on DCAD's premises. Any previously established deadlines must be met while working remotely.
- Employees are expected to be available to their supervisors, managers, and co-workers during agreed-upon work hours and make their availability clear. Employees will need to ensure that they have a reliable Internet connection and can be reached through telephone (office, home, mobile), email, or other communication tools that are being used within the employee's department. DCAD expects the same level of professionalism and responsiveness from its remote employees as it would from employees working at the office.
- Employees must account for time worked using the same procedures as if working in the office. Non-exempt employees may not work overtime without prior authorization.
- Employees must be ready and willing to return to work in their originating office at the direction of DCAD and/or their manager.
- Employees must continue to comply with all DCAD personnel policies.
- Employees must comply with all aspects of this policy, including the Remote Work Terms and Conditions listed below.

Only occasional remote work is permissible for Program Chairs and adjunct faculty. DCAD is not accredited for distance learning, which precludes classes from being taught remotely, whether synchronous or asynchronous, beyond one class meeting. The faculty member should seek a substitute per the policy for an absence beyond one class meeting.

The following sections of this document address each type of policy and the eligibility, terms, and conditions.

### Occasional Remote Work

Occasional remote work arrangements for short periods (e.g., partial days or 1 – 2 days) allow employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours in circumstances such as

- Emergencies, including weather or other short-term issues, that make travel dangerous or greatly prolong the time it takes to get to work.
- Focus days when a staff member requests time to work remotely to be able to better focus on and dedicate time to a specific project or piece of work.
- Illness that prevents being on-campus but does not require using sick leave.

#### Eligibility Criteria

Most departments may allow occasional remote work, provided the following conditions are met:

- The employee possesses good time-management and organizational skills and is self-motivated, self-reliant, and disciplined.
- Job responsibilities can continue to be completed seamlessly.
- The employee properly accounts for time spent attending to personal matters, such as attending to a sick family member, and appropriately communicates to their team regarding any interruptions in the employee's availability.

#### Request and Approvals Process

Written approval via email by the staff member's manager is required with as much advance notice as possible. Managers have the discretion to approve or deny requests.

### Temporary Remote Work

Temporary remote work is defined as a set period (1 week, 1 month, etc.) of remote work that can be requested and approved for various reasons, including for a short-term project, medical reasons, or while on the road traveling for work. Temporary remote work arrangements can also result from DCAD enacting a contingency work plan for a given office.

#### Eligibility Criteria

In addition to the requirements set forth above, candidates for temporary remote work arrangements must meet the following criteria:\*

- The job category is eligible for remote work. Departments which require significant interaction with students on campus may not be able to approve ongoing remote work.
- The employee must be with DCAD for a minimum of three months and demonstrate commitment to DCAD.
- The staff member must be an employee in good standing. The employee has received positive performance evaluations, and they have no documented performance issues on file, and no performance issues have been brought to DCAD's attention.

- The employee possesses good time-management and organizational skills and is self-motivated, self-reliant, and disciplined.

\*In extraordinary or extreme circumstances, such as natural disasters or pandemics, the above requirements may be waived.

#### Request and Approvals Process

Staff members who would like to work remotely for a specific period of time should submit a request, in writing, to their immediate manager. The decision is at the discretion of the immediate manager with the approval of the President.

Allowing a staff member to work remotely is solely at the discretion of DCAD. If remote work is permitted, managers will periodically review the decision to ensure that the arrangement works for the staff member, the team, the students, and the organization. At any point, DCAD can withdraw remote work permissions for any reason, including, without limitation, business or performance concerns, and require the staff member to return to the originating office.

#### Productivity

DCAD expects at least the same level of productivity from employees who work remotely full-time as those who do not. The employee's manager will establish productivity expectations and standards. In addition, for a nonexempt employee, DCAD will establish the number of hours the employee is expected to work each day. Failure to achieve the targeted goals in the targeted time frames may result in the termination of the remote relationship.

### **Remote Work Terms and Conditions**

#### **Equipment/Tools**

Remote employees may not use their own personal computers for DCAD business; remote employees shall not create, store, or access DCAD information or files on personally owned computers unless given express permission by DCAD. DCAD will provide a laptop, access to the College's VPN network, and any other systems that are available for on-campus work. The use of equipment, software, and data supplies provided by DCAD for use at the remote work location is limited to the designated DCAD staff and for purposes relating to DCAD business. The organization will provide repairs to organizational equipment.

Employees must report any damage, loss, or theft of DCAD property immediately to their manager and the Technology Committee. Employees must protect DCAD's equipment while in the employee's care, including by taking reasonable steps to prevent theft or damage. The remote work arrangement may be terminated if the employee fails to promptly report any damage, loss, or theft of DCAD property or if such damage, loss, or theft is caused by the employee's failure to take reasonable precautions. Such failures also may result in discipline.

DCAD generally will not reimburse any home furnishing-related expenses such as construction, renovations, heating/air conditioning, lighting, electricity, or internet connectivity. Employees are responsible for furnishing, equipping, and maintaining their home offices so that they have a safe, secure, healthful, and comfortable work environment and can accomplish their work in an efficient and expeditious manner.

Any DCAD property provided to staff for remote work must be returned promptly upon the employee's return to in-office work, termination of employment, or upon request by DCAD.

#### **Data Safety**

The employee has an obligation to protect the data of DCAD and its stakeholders, students, employees, and other constituents. The employee is required to take any offered data and cybersecurity courses before or at the start of their remote work arrangement and to apply appropriate application and server access protocols so as to protect the integrity of DCAD's data. Any actual or potential breach of DCAD's data must be reported immediately to the Technology Committee.

All remote work should occur in the employee's home or other DCAD-sanctioned location, such as a hotel during a DCAD-sponsored trip. Employees should avoid working in public places on insecure networks to ensure the confidentiality of student/staff information and to protect DCAD's data integrity.

### Workspace

The staff member shall designate a workspace within the remote work location for placement and installation of equipment to be used while working remotely. Additionally, remote staff must adhere to the following conditions:

- Employee must maintain their designated workspace in a safe condition, free from hazards, noise, and other dangers to the employee and equipment.
- Materials, files, etc., taken home should be kept in the designated work area at home and not be made accessible to others. Employees may not remove paper files that contain any personally identifiable information, i.e., student financial aid paperwork, employee payroll records, etc. If necessary, those files should be scanned to a secure drive on DCAD's network or to a password-protected USB drive and accessed electronically from the home office.
- The employee will absorb costs associated with equipping or maintaining a home office, such as furniture, remodeling, etc.

### Office Supplies

Office supplies will be provided by the company as needed. Out-of-pocket expenses for other supplies will not be reimbursed without prior approval of the employee's manager.

### Business-Related Meetings and Visitors

Remote workers may not conduct in-person business meetings of any nature or host visitors for business purposes at their homes or remote offices. All in-person business meetings, including meetings with other employees, students, and vendors, must take place at the facilities of either DCAD or the third party.

### Tax Implications

It is the employee's responsibility to determine any income tax implications of maintaining a home office. DCAD will not provide tax guidance, nor will it assume any additional tax liabilities. The employee is encouraged to consult with a tax professional to discuss any income tax implications of working remotely.

### Worker's Compensation / Injuries

During work hours and while performing work functions in the designated work area of the home, remote working staff are covered by DCAD's worker compensation insurance. Remote employees must immediately report all work-related injuries they sustain to either their manager or Human Resources. Under no circumstance should an employee delay more than 24 hours in reporting a work-related injury, regardless of the injury's severity. Failure to report an injury promptly could negatively impact the employee's right to worker's compensation coverage.

Except as required by worker's compensation law, DCAD assumes no liability for injuries occurring in the employee's home. DCAD is not liable for loss, destruction, or injury that may occur in or to the employee's home, including personal injuries to family members, visitors, or others that may become injured within or around the employee's home.

### Dependent or Child Care

Working remotely is not a substitute for regular dependent care or childcare. If occasional remote work is permitted due to the need to provide dependent care, the employee must appropriately account for any time spent in providing dependent care and communicate with their manager and team members regarding their availability.



## Evaluation

Employees working remotely will participate in all studies, inquiries, reports, and analyses relating to the remote work experience.

## AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY (EEO)/AMERICANS WITH DISABILITIES ACT (ADA)

The Delaware College of Art and Design is dedicated to providing an academic and work environment that is racially and culturally diverse. Intellectual, artistic, and professional growth is enhanced in an atmosphere that supports and encourages mutual respect for individual differences.

The Delaware College of Art and Design is committed to a policy of equal opportunity for all educational activities, admissions, scholarship and loan programs, and employment. Discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, physical disability, marital status, veteran status, or other basis that would be in violation of applicable federal, state, or local law is prohibited at the Delaware College of Art and Design.

The Delaware College of Art and Design is a private, not-for-profit educational corporation tax-exempt under the United States Internal Revenue code. The College's non-discriminatory employment policies and practices provide equal opportunity in the application and employment process. Employment opportunities are available to all qualified applicants, with selection determined on the basis of education, experience, aptitude, and ability.

Specifically, this policy applies to all terms and conditions of employment including, but not limited to: hiring, the introductory period of three months, training, promotion, compensation, benefits, layoff and recall, disciplinary action, termination, and retirement. These commitments apply uniformly to and are the responsibility of all levels of management.

Employees are protected by law from coercion, intimidation, interference, discrimination, or harassment for filing a complaint or assisting in an investigation in connection with federal and state EEO laws and regulations.

The executive assistant is assigned responsibility for developing, facilitating, and monitoring Equal Employment Opportunity. A complete statement of applicable Federal and State Equal Employment Policies is posted in the mailroom.

All college-owned properties are assessed annually for ADA compliance. Employees may submit requests to the designated HR representative for new or updated accommodations.

## SEXUAL MISCONDUCT

### [Delaware College of Art & Design Title IX Policy](#)

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Delaware College of Art & Design (the "College") must comply with Title IX.

Under Title IX, schools must operate free from gender-based discrimination, including sexual harassment.

Any of the following conduct on the basis of sex or gender identity constitutes sexual harassment:

- An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

The College will take immediate action to eliminate sex discrimination, sexual harassment, or sexual violence, prevent its recurrence, and address its effects. The College has a responsibility to respond promptly and equitably if the College has actual knowledge of or notice of sexual harassment allegations within the College's campus environment, education program, or activity. An education program or activity includes locations, events or circumstances over which the College has exercised substantial control over both the respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the College.

The College defines Actual Knowledge as notice of sexual harassment or sexual harassment allegations to a school's Title IX Coordinator or any school official who has the authority to institute corrective measures on behalf of the recipient or to any employee of an elementary or secondary school.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the College of its duty under Title IX to resolve complaints promptly and equitably.

The College does not discriminate on the basis of sex or gender identity, nor does it tolerate discrimination on the basis of sex or gender identity in its education programs and activities or employee work environments. The College strives to provide an environment free from sex discrimination, including sexual harassment. The College encourages students, parents, and staff to identify barriers to a discrimination-free school environment. Any person (e.g., the alleged victim or any third party) may make a report to the Title IX Coordinator.

Complaints and/or inquiries concerning allegations of sexual harassment or discrimination on the basis of sex or gender identity, shall be directed to the College's Title IX coordinator in person, or by phone, mail, or e-mail, to the Office of Civil Rights, or the Assistant Secretary of the U.S. Department of Education. Any person (e.g., the alleged victim or any third party) may report to the Title IX Coordinator. All complaints will be received and investigated in a prompt and equitable manner.

The College's Title IX Coordinator can be contacted at:

600 N. Market Street  
 Wilmington, DE 19801  
[TitleIXCoordinator@dcad.edu](mailto:TitleIXCoordinator@dcad.edu)

The Office of Civil Rights is located at:

Office for Civil Rights, Philadelphia  
 U.S. Department of Education  
 The Wanamaker Building  
 100 Penn Square East, Suite 515  
 Philadelphia, PA 19107-3323  
 Tel: (215) 656-8541  
 Fax: (215) 656-8605  
 Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

The Title IX Coordinator's responsibilities include overseeing all complaints of sex or gender identity discrimination and sexual harassment and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. If a report of sexual harassment is made to a College employee, the employee will inform the Title IX Coordinator.

When the Title IX Coordinator is aware of an allegation of sexual harassment, the Title IX Coordinator will

promptly and confidentially reach out to the student or staff member alleging sexual harassment to discuss available options, including, but not limited to:

- The availability of supportive measures to restore access to the school's education program or activity with or without the filing of a formal complaint;
- The right to file a complaint to initiate an investigation into the sexual harassment allegations; and
- The process for filing a formal complaint.

The Title IX Coordinator will provide the complainant with information concerning the right to supportive measures even if no formal complaint is filed. The College will consider the alleged victim's wishes with respect to requests for supportive measures.

The respondent may also benefit from supportive measures. Supportive measures are free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment, are not disciplinary or punitive without unreasonably burdening any other person. Examples of supportive measures may include:

- Counseling.
- Extensions of deadlines or other course-related or work-related adjustments,
- Modifications of work or class schedules,
- Campus escort services,
- Leave of absence,
- Increased security or monitoring of certain parts of campus; and/or
- Mutual restrictions on contact between individuals.

The College will keep confidential any supportive measures provided to the extent it does not impair the College's ability to provide the supportive measure. The Title IX Coordinator is responsible for coordinating effective supportive measures.

#### [Formal Complaint of Sexual Harassment](#)

A formal complaint is an official document alleging sexual harassment. The College will investigate the allegations set forth in a formal complaint.

A formal complaint must be submitted by the employee, student, or the student's parent or legal guardian (in some cases) or signed by the Title IX Coordinator.

Formal complaints may be filed with the Title IX Coordinator in person, by mail, by telephone, or by email:

600 N. Market Street  
Wilmington, DE 19801

[TitleIXCoordinator@dcad.edu](mailto:TitleIXCoordinator@dcad.edu)

Even if the student or employee opts not to file a formal complaint, the Title IX Coordinator may decide to file a formal complaint independently, which starts an investigation.

Emergency Removal: A respondent may be removed from the College's work environment, education programs, or activities on an emergency basis if the respondent poses an immediate threat to anyone's physical health or safety.

#### SEXUAL ASSAULT

Incidents of rape and sexual assault can occur both on and off campus. If you are the victim of a rape or attempted rape, you should follow this procedure:

- Call your local police at 911.
- Call the Rape Crisis Center at 302-761-9100 for 24-hour intervention and support.
- Go to the nearest hospital. Do not shower or change clothes before going.
- Feel free to seek the support of the DCAD administration and executive assistant. Confidentiality will be ensured.

#### WORKPLACE BULLYING

The College is committed to providing a safe and healthy work environment for all employees. As such, the College prohibits bullying and will deal with complaints accordingly. This policy applies to employees while working, at work functions, and while traveling on business. Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates an individual or group of individuals. Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticisms (especially in public)
- Teasing and/or spreading rumors
- Trivializing work or achievements
- Exclusion or isolation

If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or to the executive assistant immediately. All suspected incidents of bullying will be thoroughly investigated, and disciplinary measures will be taken accordingly.

#### WEAPONS IN THE WORKPLACE

The College prohibits the possession of firearms or any other lethal weapon on College property, in a vehicle being used on College business, in a College-owned or leased parking facility, or at a work-related function. This applies to all employees, students, and visitors on College property, even those who are licensed to carry weapons, excepting law officers.

Some examples of prohibited weapons include:

- Firearms (pistols, revolvers, shotguns, rifles, and bb guns)
- Knives (switchblades, gravity knives, or any knife with a blade longer than three inches)
- Metal knuckles
- Bows and arrows
- Tasers

Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact the executive assistant.

## INCIDENT REPORT

If an incident occurs that falls outside of the [Grievance Procedure](#), faculty or staff should use [this form](#) to report.

## CHILDREN IN THE WORKPLACE

DCAD's mission is to educate, empower, and challenge emerging artists and designers in an exclusive and diverse community.

To achieve the College's mission and avoid disruptions to meeting the duties of the employee and their co-workers, reduce the potential for personal and property liability, and help promote the learning environment of the College, employees should not bring children (under the age of 17) onto campus (offices, library, common areas, etc.) before, during, or after their parent's daily work schedule. DCAD employees are expected to arrange regular and proper daycare for their children. DCAD is not insured for injury and damages caused by non-DCAD personnel on campus. Unless the College has specifically invited a person or persons, DCAD cannot assume responsibility for injury or damage caused by or as an unintended consequence of the actions of uninvited children or adults from outside of the DCAD community.

However, this policy is not intended to prohibit campus visits by children of DCAD employees when the purpose of the visit is to attend college-sponsored events open to the public. The College also recognizes that emergency situations arise, and in such cases, the College recommends that employees use personal days or avail themselves of the [Remote Work Policy](#) to remain at home with their children. Because faculty members do not have personal days at their disposal, they should arrange coverage for their classes, as dictated by the normal procedure for faculty absences. Under these conditions, the faculty member should limit such absences to a single day to ensure continuous student learning.

## FUNDRAISING

The Delaware College of Art and Design, as a privately supported not-for-profit corporation, depends on donations from private individuals and from granting institutions. The involvement of an employee in fundraising for any other non-profit organization may create a conflict of interest. Employees who desire to participate in such activities must provide a list with the name of the organization and details of fundraising activities to the president.

## CONFLICT OF INTEREST

The Delaware College of Art and Design was organized and exists for the purpose of qualifying its students to engage in learned professions or other employment of society and to discharge honorably and usefully the various duties of life. A fundamental principle of such an endeavor is the application and use of high ethical and moral standards. The purpose of this policy is to assure all who look to the College for service and leadership that those people who teach and otherwise work in the employment of the College, as well as members of the Board of Trustees and President's Leadership Council, dedicate themselves to the welfare of the College and its students to the exclusion of ulterior purposes and conflicts of interest.

Activities that conflict with the interest of the Delaware College of Art and Design or cause employees to favor outside or personal interests over those of the College must be avoided.

In all activities and statements, Delaware College of Art and Design employees must make it clear whether they are acting or speaking for the College, their professional associations, or themselves. They must not represent, or appear to represent, DCAD without prior approval.

Discovery of events of a questionable, fraudulent, or illegal nature, or which appear to be in violation of the code of ethics, must be reported promptly to the president or executive assistant. If such instances are identified with persons at the highest management levels within the College, the matter should be reported to the president or the Board of Trustees of the College. Failure to report such events also

violates the code of ethics.

Violations of the code of ethics may constitute grounds for dismissal. Employees are expected to act fairly and honestly in all transactions with DCAD and others to maintain the high ethical standards of the College. If an employee is unsure whether there may be a violation of the code of ethics, they should contact the president or the executive assistant.

## BUSINESS ETHICS

Every employee shall abstain from discussion and voting on any matter which relates to the decision to engage or continue the services of a person, firm, or entity with which he or she is affiliated, including discussions and voting on the creation or termination of such relationships, or the compensation or other terms on which the relationship will exist. Any employee who is affiliated with another entity doing or desiring to do business with DCAD or who holds a position of influence with another educational or arts-related institution shall provide the president with complete information with respect to this relationship.

Employees must award orders, contracts, and commitments to suppliers of goods and services without favoritism. College business of this nature must be conducted strictly based on merit.

## INTELLECTUAL PROPERTY POLICY (UPDATED 8.2022)

This policy has been adapted with permission from the University of the Arts.

DCAD is committed to providing an environment that supports the creative and teaching activities of its faculty, students, and staff. This policy applies to all faculty, staff, and students, whether full-time, part-time, or seasonal, visiting artists or lecturers, and covers all forms of intellectual, scholarly and creative property, including courses and other curricular materials, inventions, discoveries, methods, formulas, designs, writings, research, data, performances, computer games or software, and other works of authorship or technology (collectively "Works"). For purposes of this policy, "Intellectual Property" refers to all the rights in and to a Work, whether those rights arise under copyright, patent, or otherwise.

### Introduction

#### Purpose and Scope

This Policy expresses DCAD's approach to ownership of intellectual property. This Policy governs in all circumstances unless DCAD has modified it through a specific agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate agreement, the terms of that separate agreement will govern.

#### Definitions

- The term "author" generally means the creator(s) of the work. If the work is a "work made for hire" (discussed below), the college is the author of the work for copyright purposes.
- The term "creator" means any person(s), who originally produces, makes, transforms, or in any other way creates copyrightable material.
- The term "classroom" means the traditional face-to-face or online student/teacher interaction for educational or instructional purposes whether on or off campus.
- The term "College resources" means college owned resources from any source; facilities, classrooms, equipment, whether owned or leased; grants; contracts; awards; faculty; staff; employees and students or other college-owned equipment.
- The term "copyright" is used as it is defined by the United States Copyright Act, 17 U.S.C. § 101 et. seq.
- The term "work" means any original, creative material that is copyrightable under Section 102 of the United States Copyright Act, 17 U.S.C. § 102.

- The term "employee" is defined as any person hired by the college on either a full- or part-time basis, including, but not limited to, faculty and staff, to perform duties as assigned while under the scope of his/her/their employment.
- The term "faculty" means any person hired by the college to conduct classroom teaching or distance learning activities, whether on a full- or part-time basis.
- The term "policy" is defined as the written regulations of the college as described in the college's printed materials, including, but not limited to, this Intellectual Property policy, the student handbook, the college catalog, the faculty handbook and the staff handbook. Any policy may be added to, modified or changed by the college at any time.
- The term "scope of employment" means those acts that are so closely connected with what the employee is employed to do, and so fairly and reasonably incidental to it, that they may be regarded as methods of carrying out the objectives of employment. In determining whether an employee is within his/her scope of employment, the following factors shall be used: (1) whether the work done by the employee is the kind of work the person is employed to perform; or (2) whether the work occurs substantially within the time required by the employer to perform the acts that the employee is employed to do.
- The term "shall" is used in the imperative sense; the term "may" is used in the permissive sense.
- The term "sponsor" means a business or person that finances a specific project, pursuant to a contract between the college and that business or person.
- The term "staff" includes any person employed by the college who performs assigned administrative or professional duties on either a full- or part-time basis other than faculty.
- The term "student" includes any person taking one or more courses for credit or as part of a non-credit Continuing Education at the college on either a full- or part-time basis.
- The term "substantial use" means when all or a material part of a project entails the use of college facilities, classrooms, class time, equipment, whether leased or owned, personnel, funds, or other college-owned resources, whether during or after customary college business hours. The following examples of substantial use are provided for guidance:
  - the use of college funds to support the work's creation;
  - the use of faculty or staff in the creation of the work in lieu of their regular assignments and duties to the college;
  - the use of funding from gifts to the college to support the creation of the works involved;
  - the production of works under specific terms of a sponsored research grant or contract; and
  - the use of specifically designated college funds to support the creation of the work involved. In cases where the work is created specifically with college-designated funds, the creator(s) and the involved administrators shall establish a written agreement regarding ultimate management and financial considerations of the project.

### The Rights of the Creator of IP Works

We are indebted to the following institutions for their work on this intellectual property policy, which we have adapted to suit DCAD's needs, including the Maryland Institute College of Art, Savannah College of Art and Design, and Delaware County Community College.

### Faculty and Staff Work

As a general rule, DCAD does not claim copyrights in journal articles, books, lectures, musical compositions, creative works, or other copyrightable works that are created through independent

academic effort or creative activity and that are intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and students.

Exceptions to this general rule include sponsored works, commissioned works, works involving the use of substantial DCAD resources, or works made for hire. (See also Section IV for the DCAD ownership rights and rights of use.) Curricular proposals are deemed to be works made for hire. DCAD does not claim copyrights to syllabi created by faculty in the employment of DCAD. However, the DCAD retains the right to use and reproduce syllabi for educational purposes.

In terms of commissioned or sponsored works deemed works made for hire, the commissioning party is legally the author and thus owner of any such works. If a work made for hire is developed jointly by employees and/or students of DCAD and a non- DCAD party, the copyright of the resulting work will be jointly owned by DCAD and that party, unless modified in a written agreement.

Ownership of all patents relating to employee works and sponsored works is discussed in the section of this Policy that addresses patents.

In the case of the use of substantial DCAD resources, the authorizing parties within DCAD will develop a written agreement with the user of those resources to determine possible reimbursements, sharing of royalties, or other systems of compensation back to DCAD.

### Student Work

DCAD makes no claim of copyright ownership in works created by undergraduate full-time, part-time, exchange, or continuing education students working on their own, or developed in the context of a course, i.e., without the use of substantial DCAD resources, and outside of any employment by DCAD. DCAD also makes no claim of copyright ownership in works that are not sponsored, contracted, or commissioned by DCAD. Note the following rules:

Students working on a project governed by an existing written agreement to which DCAD is a party are bound by all terms of that agreement.

Students hired to carry out specific tasks that contribute to a copyrighted or patented work of DCAD retain no rights of ownership in whole or in part to that work or to the student's contribution to that work.

Students working collaboratively with DCAD employees on projects that result in copyrighted or patentable works are granted the same rights and subject to the same limitations of ownership as would the employees working on their own. However, students working collaboratively with DCAD employees are required to produce, sign, notarize, and file a written agreement outlining their rights before commencing on such projects. Either party has the right to initiate such an agreement.

### Independent Contractor Work

Absent a written agreement to the contrary, ownership of works created by outside consultants and independent contractors reside with the college. Therefore, the college, when hiring outside consultants and independent contractors, typically seeks to secure a work-made-for-hire agreement before the start of the project. The college 's preference is to obtain ownership of any work created as a result of a sponsored project, or, in the alternative, obtain a perpetual, royalty-free license to the work. Assistance in drafting such agreements should be obtained from legal counsel.

### Patentable Work

This Policy administers claims to patent ownership according to the procedures outlined below.

### General Principles

Upon becoming aware of a potentially patentable inventions, discoveries, methods, formulas, designs, data, performances, computer games or software, and other works of authorship or technology invention or discovery, an employee of DCAD is required to report such finding promptly to the Dean if it has been



created within the scope of employment as defined by the employment contract or job description, or if it is the result of substantial use of DCAD resources. Such an invention or discovery, if patentable, may be deemed the property of DCAD.

All patentable work undertaken as sponsored or commissioned work shall be deemed the property of DCAD unless otherwise provided for in a separate written agreement.

Normally, all patentable work done by students created in a course shall belong to them. However, work that involves substantial DCAD resources must be reported to the Office of the Dean and, if patentable, may be deemed the property of the DCAD.

#### Reporting Procedure

This report should be made in the form of the completed Invention/Discovery Disclosure Form in effect at the time such invention or discovery is made.

Upon the report of potentially patentable work, DCAD may decide to pursue an investigation into the patentability of the specific invention or discovery through the use of appropriate legal and technical counsel. All costs for such an investigation will be borne by DCAD. If the investigation reveals that the invention or discovery may be patentable, DCAD will decide whether to commence the patent application process, again bearing all fees and costs.

In the case of inventions or discoveries that are the subject of applications filed by DCAD, all right, title and interest to the inventions or discoveries, including the applications and any patents issuing therefrom vests with DCAD, and all employees and students subject to this clause do hereby assign and agree to assign all such right, title and interest to DCAD and to sign all documents considered necessary by DCAD to perfect and/or record the ownership rights of DCAD set forth herein.

#### Ownership and Royalties

If DCAD does not pursue an initial patentability investigation with respect to an employee's invention or discovery, or if DCAD decides upon investigation not to pursue a patent, or if DCAD discontinues pursuit of a patent at some point in the patent application process, DCAD may, in its sole discretion, which will not be unreasonably withheld, reassign ownership to the employee within a reasonable amount of time to be determined by the President and the Dean. At the employee's request, DCAD will provide written notification to the employee of DCAD's intent not to pursue a patent and a statement allowing the employee to pursue the patent.

In those cases where DCAD fulfills its obligations to pursue the patent and succeeds in securing that patent, DCAD will make the appropriate licensing arrangements, where applicable. All costs for such procedures are to be borne by DCAD but will be recovered by DCAD from accumulated net income prior to any inventor or DCAD distributions. The subsequent accumulated net income, including gross royalties, and licensing fees from the patented discovery, device, or system, less all related direct expenses, will be divided as follows unless the parties agree otherwise in writing:

The inventor's share will be divided among his or her co-inventors, assistants, and any other relevant parties, as determined by a prior contract between the inventor, co-inventors, assistants, other relevant parties, and DCAD. The inventor's share will continue regardless of his or her subsequent employment status with DCAD. The Patent License Agreement Form attached hereto reflects DCAD's standard approach to licensing patent rights, but such an approach may be changed or modified at the sole discretion of DCAD.

First \$5,000 net; \$5,001-\$50,000 net; above \$50,000 net  
Inventor 100% 50% 40% DCAD 0% 50% 60%

If after a patent is obtained by DCAD and after a reasonable amount of time and a reasonable amount of effort, there has been no successful licensing of the patent, the inventor may apply to the college to have the patent re-assigned to him/her. However, reassignment shall be at the sole discretion of DCAD, which

shall not be unreasonably withheld. In the event of such a reassignment, the inventor shall grant to DCAD a royalty-free, non-exclusive, worldwide license to employ the invention(s) for the sole use of DCAD, unless DCAD specifically waives its right to such a license, in writing.

#### DCAD Ownership Rights and Rights of Use

DCAD retains the royalty-free right to archive, use and reproduce works that it does not own, including faculty, staff, and student works, and the work of independent contractors using DCAD facilities, not subject to “work made for hire” agreements. DCAD’s use is limited to non-commercial use, e.g., uses in support of education and scholarship, research, exhibition, archiving, accreditation, development, alumni relations, and promotion of DCAD and its activities generally.

DCAD retains ownership of sponsored works, commissioned works, or works involving the use of substantial DCAD resources (see Definition of Terms and Section V), or works made for hire. DCAD retains all such rights unless they are modified by the specific terms of a written agreement. The rights of DCAD to a non-exclusive, global license to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non- DCAD sponsor.

The College reserves the right to all material produced during an employee's or student’s affiliation with the College, or other materials produced using technologies supplied by the College. Release of copyright may be obtained through written contractual agreement signed by a designated College authority.

#### Trademarks

The Delaware College of Art and Design, on behalf of itself and other such established entities, claims ownership and exclusive right to use all relevant marks. This Policy is designed to protect the reputation of the institution and related entities and to prevent income from being generated through illegal or unapproved use of the institution’s marks. Such marks include any and all names, logos, insignias, and related words, phrases, and images used by the institution and its related entities.

No DCAD mark(s) may be used without the prior written authorization of the appropriate authorities in the institution. However, faculty, staff, and students may use the mark for professional identification or affiliation. All products and services bearing the DCAD marks and distributed for sale or other promotional purposes are subject to the licensing policies of DCAD.

All requests for the use of DCAD marks must be submitted in writing to the Director of DCAD Communications. If the party seeking permission to use a DCAD mark is an entity outside of DCAD, be it a business, institution, organization, or an individual, that party must sign a license agreement with an official agent of DCAD authorizing its use of the requested DCAD mark(s). The Director of DCAD Communications retains information concerning what names, logos, insignias, and related words, phrases, and images currently comprise DCAD marks.

#### Substantial Use of DCAD Resources

Although “Substantial DCAD Resources” is defined (see definitions above), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of DCAD, modes of employment, etc.

#### Reservation of Rights

DCAD reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. DCAD agrees, however, that it will endeavor to notify the entire DCAD community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

#### Jurisdiction

DCAD shall have the right to determine the most appropriate forum for any litigation, and in addition to

applicable federal laws, the laws of Delaware without regard to choice of law provisions shall also apply in interpreting any contract or property issues raised by this Policy.

#### CONFIDENTIAL INFORMATION

An employee may not disclose, to any person who has no need to know, any confidential or material non-public information acquired in the exercise of their responsibilities as an employee of the Delaware College of Art and Design.

For further disclosure information, please refer to the [Family Educational Rights and Privacy Act](#).

#### ACCEPTANCE OF GIFTS & SERVICES

No employee may accept a gift directly or indirectly, in any form, from a supplier or prospective supplier.

For the purpose of this policy, the term “gift” means anything of significant value including such meals and entertainment that do not serve a demonstrable business purpose. This policy extends to the employee’s immediate family (spouse or life partner, parent, child, stepchild, or sibling) or any person with whom the employee shares or has shared a residence within the last year and with whom the employee maintains a committed relationship.

#### COPYRIGHTS AND ROYALTIES

As both a legal and ethical principle, creative works performed as part of an employee’s assigned duties are the property of the College, together with any related copyrights, publication rights, or royalties. This is true whether the work is created during or outside of regular working hours, since it involves the privileged use of College resources and is a responsibility of the job for which the employee is paid.

The patent or copyright royalties of any item or idea produced by an employee of the College when that item or idea is not directly related to the employee’s job, and regardless of the employee’s utilization of knowledge, information, or skills derived from the College, belong to the employee.

For further resources, see [Columbia Copyright](#).

#### DRUG-FREE WORKPLACE POLICY

##### Introduction

The Delaware College of Art and Design policy regarding alcoholic beverages and illegal drugs has been established for the well-being of faculty, students, and staff. It is intended to promote and maintain a safe environment that is conducive to learning and to protect individuals and the institution from liability. The Delaware College of Art and Design does not condone the violation of Delaware and federal laws pertaining to the use of alcohol and illegal drugs. All students, faculty, and administrative staff are expected to be familiar with and abide by these laws and regulations.

##### Covered Workers

Any individual who conducts business for the College, is applying for a position, or is conducting business on the College’s property is covered by DCAD’s drug-free workplace policy. Our policy includes, but is not limited to full-time employees, part-time employees, volunteers, and students.

##### Applicability

The unauthorized use and abuse of alcohol and illegal use of drugs (while on the job or attending College functions either on or off campus) are violations of employee conduct; therefore, this policy applies whenever conducting business or representing the College. In addition, the College prohibits the off-premises abuse of substances when those activities adversely affect job performance or job safety.

##### Drug-and Alcohol Policy

Employees are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of

illegal drugs, controlled substances, narcotics, or alcoholic beverages on College premises. Compliance with the Drug-Free Workplace Act shall be considered a condition of employment at DCAD.

Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Employees who are convicted of any criminal drug violation occurring in the workplace must report the conviction to the executive assistant within five (5) days. The executive assistant is then to take appropriate action as required by law.

Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises for the rest of the day, without pay. This will count as a first offense. If the employee commits a second offense, of the same, they will be subject to discipline up to, and including, termination.

Any employee who is abusing drugs or alcohol may be granted a leave of absence to undergo rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the executive assistant that the employee can perform their job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other College policies.

The College will, to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.

Employees who need to use prescribed drugs or narcotics while at work must report this requirement to the executive assistant only if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even prohibited from working if they are judged unable to perform their jobs safely and properly while taking prescribed drugs or narcotics.

#### Assistance

The Delaware College of Art and Design recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

The College's health insurance policy may provide behavioral healthcare benefits for employees covered under the health plan. For a complete explanation of benefits and limitations, please consult the College's current health plan or the executive assistant.

#### Confidentiality

All information received by the College through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

#### Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and administration have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to be concerned about working in a safe environment.

It is the executive assistant's responsibility to:

- Inform employees of the drug-free workplace policy.
- Clearly state consequences of policy violations.

### Communication

Communicating the drug-free workplace policy to both supervisors and employees is critical to a successful program. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.

### Alcohol and Drug Abuse Treatment Services

The Delaware Department of Health and Social Services is available to assist Delaware College of Art and Design Employees with education, information, and a listing of substance abuse treatment services. The Division of Substance Abuse and Mental Health (DSAMH) provides public drug and alcohol treatment services for adults, primarily through contracts with private agencies.

### SMOKING POLICY

In accordance with Delaware law, smoking is not allowed in any College building. Employees or contract workers who wish to smoke may do so any place outside the building except within 25 feet of any College entrance or exit. Smokers have a special obligation to keep smoking areas litter-free and to observe break and work rules responsibly.

## EMPLOYMENT

### HIRING PROCESS AND POLICIES

When an existing full or part-time position becomes vacant or a new position is created, the supervisor is responsible for filling the position and will conduct all search and interview activities with assistance from the executive assistant. The position will be advertised in-house and posted on [www.dcad.edu](http://www.dcad.edu) to provide Delaware College of Art and Design employees with an early opportunity to apply for the position. Applicants are required to submit a letter of application and a current résumé, including references, to the executive assistant. No automatic promotion should be presumed by an employee, as all hires are made in the best interests of the College, which may include maintaining a highly effective employee in an important position.

At the conclusion of search and interview activities, the supervisor will submit to the president their written recommendations on the recommended applicant(s). The candidate(s) may be requested to interview with the president.

The president with approval of the Board of Trustees determines salary ranges for employees. The president makes the final decision on salary rates for new employees. No prospective employee is to be notified of their salary without approval from the president. Each new full-time employee will receive a new-hire including salary rate, benefit information, and a copy of the position description.

### Position Description

A position description is prepared for each employee by the executive assistant and the president. It outlines the major daily and long-range responsibilities of the position, the qualifications required, and the supervisor to whom the employee reports.

Since an employee's responsibilities may change for a variety of reasons, the annual performance review includes an evaluation of the description by both the employee and the employee's supervisor. When a job description is updated, it must be approved by the president, one copy must be given to the employee, and one placed in the employee's file. (See Staff Evaluation)

### **Employment of Family**

Ordinarily, the College does not employ members of the same family: spouse (legal or common law), child, parent, sibling, or any other relative residing in the employee's household. However, in certain cases, an employee's family member may be hired for special projects as a temporary, part-time employee.

If a family member of an employee is considered for employment, it may be only in a department separate from the current employees, or in a position where there is not a direct or indirect supervisor/subordinate relationship between the employees. However, if two current full-time employees marry or become members of the same household, their employment at the College may continue as long as there is not an actual or apparent conflict of interest.

This policy extends to the immediate family of present and former members of the Board of Trustees and President's Leadership Council and other non-employee bodies serving the College.

### **Background Checks**

Candidates for full-time employment may be requested to provide information for background checks. Only information directly related to position requirements (e.g., driving record) may be checked. This information is acquired and made accessible on a strictly confidential, need-to-know basis.

### **Medical Examinations**

Successful applicants, to whom a conditional offer of employment has been extended, may be required as a condition of employment to pass a medical examination. This examination will serve only to establish their fitness to perform the jobs for which they have applied, without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made are to be examined.

Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to unhealthful conditions, requests accommodation for a disability, or has a questionable ability to perform their duties.

Medical examinations required by the College must be performed by an approved physician or licensed medical facility, will be paid for by the College, and the examination records will be treated as confidential and held in separate medical files in administration.

### **Immigration and Nationality Act Compliance**

As a result of the Immigration Reform & Control Act of 1986, any offer of employment is conditioned upon satisfactory proof of a prospective employee's identity and legal ability to remain and work in the United States. Each employee must, within three (3) days from the beginning of their employment with the College, provide to DCAD documentation proving the legal right to remain and work in the United States, as evidenced by completion of a U.S. Department of Justice, Immigration, and Naturalization Service Form I-9, including all necessary documentation. If the necessary documentation is not provided within this time frame, employment with DCAD will be terminated.

### **Introductory Period**

It is the intent of the College that all new employees and all present employees transferred or promoted to a new job are to be carefully monitored and evaluated for an initial period of three (3) months. After satisfactory completion of the introductory period, those employees will meet with their supervisors to discuss their performance during this time. Termination and resignation during this period shall be with

notice.

## Orientation

The executive assistant will arrange, for each new employee, an orientation session in which personnel procedures and benefits will be reviewed and information provided for the employee's permanent file. The employee will be issued a Staff Handbook and will be required to become familiar with its contents. The responsible department head or supervisor will provide orientation regarding position duties and on-the-job training.

## Standard of Conduct

### Employee Behavior

The Delaware College of Art and Design expects all employees to behave in a professional manner during working hours and/or while representing the College at any time. Employees are expected to adhere to the highest standards of honesty, fairness, and integrity; to respect the rights of the College, its students, visitors, fellow employees, and other members of the College community; and to perform job responsibilities conscientiously and energetically. Specifically, all employees are expected to:

- Actively support and pursue the mission and goals of the College as stated in the College mission statement.
- Protect and preserve the business operation and reputation of the College, as well as the morale of its employees.
- Adhere to all policies and procedures of the College.
- Respect and follow the established lines of communication within the organizational structure of the College.
- Maintain the confidentiality of all information relating to the College, its members, and its employees.
- Perform all job functions as stated in the job description and as assigned by the supervisor.
- Provide efficient and effective service as well as personal and courteous attention to all students and visitors.
- Maintain the security of the facilities and property of the College.
- Interact positively with fellow employees, students, and visitors to the College.
- Report to work punctually as scheduled.
- Give proper advance notice whenever unable to work or report on time.
- Perform various duties at College fundraisers and other College-sponsored events, as requested.

As part of the DCAD community, employees are expected to participate in College-wide functions such as gallery openings, lectures, field trips, and workshops, where appropriate.

### Dress Code

Dress should be appropriate for the workplace, with consideration for the nature and location of the employee's responsibilities. Employees should be sensitive to their schedules and determine if business dress is more appropriate for a meeting, appointment, or special event that may be scheduled for that day.

### Staff Evaluations

No less than one week before the evaluation meeting, the staff member will receive a copy of their position description and a self-evaluation form. The position description should be reviewed by the staff

member and be revised as necessary, or newly drafted in the case where a description does not exist.

The staff member should complete the self-evaluation form, including the narrative description of their activities and accomplishments since the last evaluation, and return it to the evaluator (along with the draft position description, if required).

Prior to the meeting, the evaluator (usually the immediate supervisor) will review the position description and complete a staff evaluation form for the staff member.

Staff evaluations occur annually, and the evaluation meeting will be scheduled at a mutually convenient time, during which time the evaluator and the staff member will discuss the self-evaluation form and the staff evaluation form. During the meeting, objectives are developed together by the employee and the supervisor: ongoing responsibilities related to the maintenance of the job itself, proceeding from year to year; specific result-oriented goals or products anticipated during the year; and development objectives to increase job-related skills. In areas where the employee's performance is deemed inadequate, the supervisor must provide clear guidance for improvement of performance. Expectations may change during the year, in which case an addendum should be attached to explain the change.

After the evaluation meeting, the staff member will receive a copy of the evaluator's staff evaluation form and may attach comments within one week prior to it becoming a permanent part of their personnel file.

### Promotion/Advancement

Vacant positions will be posted on the College's website; employees will have an opportunity to apply for such positions. If the new position is a promotion, an employee may be eligible for a salary adjustment.

### Transfer/Reassignment

The College may transfer or reassign employees within a department, or from one department to another, in order to meet the operational needs of the institution. Salary adjustments may or may not be made when an employee is transferred.

### Personnel Files

The College requires certain information to be on record for every employee, which comprise the employee's permanent personnel file. It is the responsibility of both the employee and the executive assistant to keep these records updated.

These records are confidential. Only the employee's supervisor, the executive assistant, and the president who need employment-related information may inspect the files of that employee. The inspection must be approved by the executive assistant, and should be recorded in the file inspected. The employee's employment dates and position are considered to be public information.

Except as required by law or a court order, other information that is in the employee's file may not be released in any form without the employee's written permission.

An employee has the right to inspect the materials in their personnel file except for records excluded from inspection as per Delaware state law (i.e., letters of reference). Files must be inspected in the presence of the executive assistant and the employee may request copies of, but not remove, documents in the file. Inspections by employees must be requested through the executive assistant and will be scheduled at a mutually convenient time. Employee files cannot be removed from the Administrative Office. An employee has the right to enter a written statement into their personnel file on any matter contained in the file.

### Changes to Records

Employees have a responsibility to keep their personnel records up to date and should notify the executive assistant in writing of any changes in at least the following:

- Name
- Address



- Telephone number
- Marital status (for benefits and tax purposes only)
- Number of dependents (for benefits and tax purposes only)
- Information changes regarding beneficiaries for any of the College's insurance, disability, and pension plans
- Persons to be notified in case of emergency

### Outside Employment

Certain types of outside employment, including self-employment and paid consulting activities, can be of benefit to both the College and its employees by stimulating personal and professional development. Remuneration may be monetary or non-monetary, direct or indirect. Outside employment includes any situation where College employees work for an organization, an individual, or themselves on their own time and are privately compensated.

Such activities, however, should not present a conflict of interest to the Delaware College of Art and Design, and should not interfere with the fulfillment of assigned duties. DCAD employees often will be considered representatives of the College while they are engaged in activities or duties similar to those they perform for the College, even though their work may be wholly independent of the College. Employees must receive permission from the president, or other appropriate supervisor, for any planned outside employment or consulting arrangements that are in any way related to the functions that those employees perform for the College. Disclosure is not required for small businesses or similar activities that are entirely unrelated to the work the individual carries out for the College. DCAD employees should not draw upon any of the College's resources when involved in outside employment, except with the College's approval.

As both a legal and ethical principle, creative work produced as part of assigned duties and completed on work time is the property of the College, as are related copyrights, publication rights, and royalties. Examples of creative work, which may be part of the job assignment, are College-related lectures to community or professional groups, design or writing for College publications, and research completed as part of a current assignment.

When an employee receives compensation for a service prepared on College time, on the College's behalf and directly furthering its interests, such compensation should be turned over to the College, exclusive of travel reimbursement. Such services performed outside the regular workday are governed by applicable compensatory time standards.

Wages, fees, honoraria, copyrights, and royalties related to personal activities, which are accomplished outside of work time, belong to the employee. Examples of this type of work may be teaching at a local university or delivering a lecture on a subject not related to the employee's job.

### Professional Development

The College encourages professional growth and performance in its staff. Employees may serve in national, regional, and state organizations provided that such activities do not interfere with the fulfillment of assigned duties or compromise the College's reputation. College funding for such activities is available on a case-by-case basis, taking into consideration budgetary constraints, immediate needs, long-range planning, and the College's responsibilities in the arts and education communities.

An employee who wishes to take part in such activities should inform their supervisor in writing as early as possible, describing the proposed activity, giving the reasons why the employee and the College would benefit and detailing the approximate costs involved.

Whenever possible, these requests should be made prior to the upcoming fiscal year when the College's annual budget is in preparation.

## Corrective Action

### Open Door Policy

The Delaware College of Art and Design, to promote positive working relationships and better communications, employees and their supervisors, shall informally meet and discuss employee claim of any policy, rule, or procedure violation prior to filing a formal grievance. Employees have the right to use the grievance procedure free of threats, intimidation, or retaliation. If the supervisor is unable to ameliorate the complaint through informal meeting processes, then the employee may file a grievance under the College Grievance Policy. A grievance is defined as an employee complaint about the application of College policies, rules, or procedures.

Failing this, any employee who is aware of or harmed by personnel actions or conducts that is illegal, unethical, or contrary to policies of the College, particularly the College's equal opportunity and sexual harassment policies, should promptly advise the executive assistant in writing of all relevant facts. If the complaint involves the chief financial officer and operations, the employee should advise the president. The College will conduct an investigation of the circumstances surrounding the alleged incident, and, if it is determined that the allegations are true, will subject the individual to appropriate disciplinary action, up to and including termination. Any College employee who knowingly brings false accusation against another employee will also be subject to appropriate disciplinary action, up to and including termination.

### Disciplinary Procedures

Failure to abide by the policies outlined in this handbook and any other College policies may result in disciplinary action up to and including termination. Misconduct that may result in disciplinary action includes, but is not limited to, purposeful unsatisfactory job performance; breach of DCAD confidentiality; failure to cooperate with a supervisor; refusal to work required overtime; tardiness; unexcused absence; unauthorized removal or use of property owned or controlled by the College or other personal property; dishonesty, falsification or misrepresentation; violation of the College's drug and alcohol policy; or felony violation of law.

Employees must be aware that this list does not attempt to identify every type of unacceptable conduct, and that conduct which is not specifically listed but adversely affects or is otherwise detrimental to the College, its employees, or its constituency may also result in disciplinary action.

### Grievance Procedure

#### Step I

Individual: The individual discusses the problem with the supervisor to resolve the matter.

Supervisor: The supervisor attempts to resolve the problem through informal communication to a satisfactory resolution

#### Step II

Individual: Within five days after verbal discussion, if the problem is not resolved to the satisfaction of the individual, the individual submits to the supervisor a written statement with all pertinent information of the grievance that articulates the policy(ies) and or procedure(s) being grieved and the resolution being sought.

Supervisor: Within five days of receiving the written grievance, the supervisor responds in writing to the grievant. A copy of the statement is filed with Human Resources. All parties receive copies of the written statements.

#### Step III

Individual: Within five days of receiving the written response from the supervisor, if no resolution is achieved, the individual meets with Human Resources to review the grievance and file an appeal.\*\*

Human Resources: Within five days of meeting with the individual, Human Resources will write a report to be given to the President adjudicating the College's position. All parties receive a copy of this report.

\*\* In the event of a grievance with the executive assistant, also the human resources representative, the individual should submit the grievance directly to the president.

The President: Within five days of receiving the report from Human Resources, the president will meet with all parties and determine a resolution based on the report and any other information available. Within five days of this meeting, the president renders a written final decision to the individual adjudicating the College's position.

#### Step IV

Individual: If the individual is not satisfied with internal process, the individual may file a complaint with the Board of Trustees.

#### Step V

Individual: If the individual is not satisfied with the internal process, the individual may file a complaint with outside agencies.

### **Separation from Employment**

It is the policy of the College to terminate employment because of an employee's resignation, discharge, or retirement, the expiration of an employment contract, or a reduction in the workforce. In the absence of a specific written agreement, employees are free to resign at any time and for any reason, and the College reserves the right to terminate employment at any time and for any reason (see Code of Employer/Employee Relations).

### **Unemployment Insurance Benefits**

If a DCAD employee files for unemployment insurance benefits between academic terms or during College vacation periods, the Delaware Division of Unemployment Insurance will conduct fact-finding to determine if the individual has a "reasonable assurance" of reemployment in the ensuing academic year or term. If it is determined that there is "reasonable assurance," wages from employment with DCAD, per federal and state law, cannot be used to determine eligibility for the receipt of unemployment insurance benefits.

### **Forms of Termination**

#### Resignation

An employee who wishes to end their employment with the College must provide the president with written notice at least two (2) weeks before the employee's proposed last day of work. An employee who resigns receives all earned salary and accrued vacation leave. An employee who resigns is not entitled to severance pay. However, failure to provide sufficient notice of resignation will result in forfeiture of any accrued, unused vacation. In addition, the College may decline to provide letters of recommendation. Once notice of resignation has been provided, it cannot be retracted without mutual agreement of the employee and the College.

Employees are not permitted to use vacation time during their final two weeks of employment. All unused time will be paid to the employee.

#### Employment Abandonment

An employee who is absent for more than three (3) consecutive working days without prior approval and without absence notification is considered to have abandoned their employment. On the fourth day of absence, the College will notify the employee by registered mail that employment has been terminated as of the first day of the unauthorized absence.

The notice will indicate the procedure for the employee to receive any earned salary. In case of

abandonment, the employee forfeits accrued vacation pay. Termination due to abandonment is not retractable unless the employee substantiates that they were unable to notify the College as required.

Reduction in Staff/Staff Reorganization

The College provides at least three (3) weeks’ notice to employees when a reduction in staff or staff reorganization is required by the president. At the College’s discretion, salary may be paid in lieu of notice. An employee who is terminated because of reduction in staff or staff reorganization is paid earned salary and accrued vacation pay.

Discharge

An employee who is discharged is paid earned salary and accrued vacation pay. If an employee is discharged for cause, the employee is provided with sufficient but limited time to collect and remove all personal items. College property, phones, laptops, and computers cannot be altered or removed and must be surrendered forthwith.

Retirement

Retiring employees are entitled to earned salary and accrued vacation pay.

Employees should notify the College as early as possible of their intended retirement date. Advance notice is needed to process paperwork and to give employees time to make decisions. It is the employee’s responsibility to notify the retirement benefit plan of the retirement decision.

All employee benefits plans and programs are subject to amendment or termination, even after retirement, at the College’s sole discretion.

Exit Interview

Prior to the employee’s departure, the executive assistant will conduct an exit interview advising the employee of the status of benefits, including termination of benefits, and the method of calculating the employee’s final payment, which will cover unpaid wages or salary, and unused vacation time for which the employee is eligible. Information will also be provided regarding the employee’s eligibility for continuation of health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

At this time, the employee is to return all property belonging to the College to include: keys, equipment, I.D.s, tools, books, slides, reports, files, and other work products to the College. Should the employee be unable to return any materials such as books or equipment borrowed from the College, he or she must provide payment equal to their replacement value.

**EMPLOYEE BENEFITS**

Eligibility for benefits is determined by employment category and full- or part-time status. Detailed explanations and information are given to each new employee and updated as needed. DCAD, in its sole discretion, reserves the right to amend, modify, alter, or terminate any or all of these plans at any time. Please see the executive assistant for any additional information. Following is a summary of the benefits offered.

BENEFIT	FULL-TIME (OVER 35 HRS)	PART-TIME (20-30 HRS)	PART-TIME (UNDER 20 HRS)
Health & Dental Insurance	Yes	No	No

Life and Long-term Disability	Yes	No	No
Workers' Compensation	Yes	Yes	Yes
Social Security	Yes	Yes	Yes
Group Retirement Annuity	Yes	No	No
Group Supplemental Retirement Annuity	Yes	Yes	Yes
Tuition Benefit	Yes	Yes	No
Sick Leave	Yes	Yes - prorated	No
Bereavement Leave	Yes	Yes, paid for regularly scheduled hours only	No
Jury Duty	Yes	Yes, paid for regularly scheduled hours only	Yes, paid for regularly scheduled hours only
Unpaid Parental Leave*	Yes	Yes, see Family and Medical Leave	No
Unpaid Family Care Leave*	Yes	Yes, see Family and Medical Leave	No
Personal Leave	Yes	No	No
Military Leave*	Yes	Yes	Yes
Vacation	Yes	No	No
Holidays	Yes	No	No

\* In some cases, employees may use vacation and/or sick leave during this unpaid leave time. Please see appropriate section for more details.

## INSURANCES

### Health & Dental Insurance

The College currently offers health and dental coverage to qualified employees. The College pays a portion of individual coverage for all full-time employees.

Enrollment takes place on the first of the month, on or after date of hire. Open enrollment and coverage changes take place on December 1 of each year. DCAD employees may purchase additional coverage at their own expense (See plan manager for description of current benefits).

When terminating employment, please consult with the executive assistant to determine your eligibility to remain on the plan.

### Workers' Compensation Insurance

Employee safety is very important to the College, and all employees are expected to comply with all safety and health standards whether established by the College, or by federal or state law.

However, if an employee is injured in the course of employment, either on or off College property, they

are covered by Worker's Compensation insurance under the College's commercial policy.

It is important that the executive assistant is notified within 24 hours of a work-related injury that has occurred to any staff member so that an accident report can document the incident while it is current. Medical bills are processed through this insurance company and not DCAD's employee health insurance benefit plan. All employees are covered by this benefit.

### **Long Term Disability Insurance**

This policy is offered to all full-time employees. Enrollment takes place on the first of the month, on or after date of hire. There are no conversion privileges on termination (see Long Term Leaves of Absence). Consult the executive assistant for policy details.

### **Life Insurance**

This term insurance policy is currently offered to all full-time employees, and pays as a death benefit, one (1) times the employee's annual salary. Enrollment takes place on the first of the month on or after date of hire.

### **Social Security Insurance**

This is a federally mandated benefit. Both the employee and employer share the cost. Its purpose is to provide retirement income for the employee and survivor's benefits to the employee's dependents. Information is obtained by calling the Social Security Administration. The Social Security Administration administers this plan and all forms and information must be processed through their office. All employees are covered by Social Security.

### **Group Retirement Annuity**

All full-time employees are eligible for this benefit. Enrollment in the College's group retirement annuity, through TIAA CREF, takes place on the first day of the month following date of hire. The College may contribute the equivalent of 5% of the employee's gross earnings on a monthly basis into the employee's group retirement annuity, dependent upon the College's budget. Employees may contribute additional funds to this account, and may also use a group supplemental retirement annuity to save additional pre-tax dollars (see below). This plan is 100% vested from the first day of eligibility. Upon termination, the employee has the option of leaving the funds with TIAA CREF until retirement or closing the account and rolling over the proceeds into an IRA or other eligible plan. A lump sum distribution may be taken if the balance of the account is under a specified limit, but will be fully taxed and charged a penalty for early withdrawal (call TIAA CREF for more details). It is very important to notify TIAA CREF or the College of any address changes, since statements will be sent regularly to the employee's home.

### **Group Supplemental Retirement Annuity**

This voluntary form of pre-tax retirement savings is available to all employees of the College. The amount to be withheld each month from pay is determined by the employee and withheld from pay by a salary reduction agreement. The amount withheld is not subject to federal or state income tax.

### **Tuition Benefit**

To provide staff, faculty, and their immediate families the opportunity to take DCAD classes, DCAD has adopted the following policy:

#### **Staff**

Full-time staff are entitled to take classes for credit, up to 6 credits in an academic year (Sept.-Aug.), taking no more than 4 credits in any one semester, so long as classes do not conflict with scheduled working hours, job performance, and available seats. Part-time staff (working at least 20 hours per week) are entitled to take up to 3 credits in an academic year.

Employees are also entitled to take continuing education courses at no tuition cost based on availability.

## Family

Immediate family members (spouse, domestic partner, child, and parent) are entitled to a full tuition remission for degree programs upon acceptance or continuing education programs depending upon availability. This benefit does not apply to fees charged or room and board charges.

## LEAVES OF ABSENCE

### Vacation (updated 7.2023)

Unless otherwise agreed upon, all full-time staff employees accrue paid vacation time based upon the number of years of continuous employment. Vacation time is awarded as it is accrued. Accrual begins the day an employee begins work at the College.

During the first three (3) years of service, vacation will accrue at the rate of five (5) hours of leave for each semi-monthly pay period (for a total accrual of 15 days of vacation per year).

During the fourth (4) and following years of service, vacation will accrue at the rate of 7.33 hours of leave for each semi-monthly pay period (for a total accrual of 22 days of vacation per year).

Temporary employees do not receive paid leave.

It is the responsibility of supervisors to schedule leave in cooperation with their staff to allow each employee the opportunity to use accrued leave while ensuring adequate work coverage. Employee requests for vacation will be granted subject to the staffing needs of the College. In order to take time off, an employee must obtain the approval of their supervisor. New employees are not eligible to use their accrued leave until after the introductory period is completed. (See Introductory Period)

Employees will not be granted paid leave before days of paid leave have been accrued. Employees are encouraged to take vacation within the year in which it is awarded. At the end of the fiscal year (6/30), employees may carry forward no more than one-half (1/2) of the leave awarded during the past year.

If a College-observed holiday or emergency closing (i.e. snow day) falls within an employee's scheduled time off, an additional day of leave is granted. If bereavement leave must be taken during scheduled vacation, additional day(s) may be granted. If an employee gets sick while on vacation, they must present a doctor's statement verifying dates of illness and diagnosis, in order to be able to substitute sick leave.

Accrued, unused vacation will be paid out upon resignation only if the employee has complied with the notice requirement set forth in the [Separation from Employment](#) policy.

### College Observed Holidays

The Delaware College of Art and Design observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Labor Day
- Juneteenth
- Independence Day
- Memorial Day
- Wednesday before Thanksgiving
- Thanksgiving Day
- Friday after Thanksgiving
- December 24th through January 1

A holiday calendar with dates is published once a year. Please see the executive assistant for a copy of the current year's calendar.

Ordinarily, holidays that fall on Saturday are observed on the preceding Friday; those that fall on Sunday are observed on the following Monday. If a College-observed holiday falls within or on an employee's scheduled vacation, they is entitled to an alternative paid day.

### Short-term Leaves of Absence

It is the policy of the College to permit employees to be absent from work on an authorized short-term basis for a variety of reasons, including sickness or injury.

For short-term absences to be considered authorized and potentially eligible for compensation, employees must obtain approval for the absence from their supervisor. Employees should give their supervisor one (1) week's advance notice of an anticipated absence or as much advance notice as is practicable under the circumstances.

Employees will not be granted paid leave before days of paid absence (sick leave or vacation) have been accrued. In addition, authorized days off for short-term absences will not be considered as working time for calculating weekly overtime compensation.

An authorized short-term absence may include any of the following:

#### Sick Leave

Sick leave is to be used for illness, injury, or routine medical appointments of the employee or a member of the employee's immediate family (spouse or life partner, parent, child, stepchild, sibling, or any person with whom the employee shares or has shared a residence within the last year and with whom the employee maintains a committed relationship) who is unable to care for him/herself.

Ordinarily, unless other arrangements have been made, employees must notify their supervisor of sick leave on a daily basis. Written certification from the health care provider of the ill or injured employee or family member verifying the need for leave is required if the absence exceeds three consecutive days, and also may be required for certain shorter absences.

Sick leave is accrued by full-time staff at the rate of .83 days per monthly pay period (or ten (10) workdays per year). Sick leave is accrued by all part-time staff, working at least twenty (20) hours per week on a regular schedule, on a pro-rated basis. Employees working less than twenty (20) hours per week are not entitled to sick leave. Minimum sick leave charge is 1/4 day (2 hours), usually used for medical or dental appointments for the employee or immediate family.

Sick leave may accumulate to a maximum of sixty (60) days. Employees are not paid for unused sick leave upon separation from employment.

Employees who have an extended absence and must use all of their accrued maximum sick leave should consult the executive assistant to determine their eligibility for Long-term Disability coverage.

#### Personal Days

Each full-time employee is eligible for four (4) paid personal days per fiscal year (July-June). These days are to be used for situations that may arise which cannot be dealt with outside of normal work hours.

Personal days cannot be carried over to the next fiscal year.

#### Bereavement Leave

Employees are granted up to a maximum of three (3) days paid leave for a death in the immediate family (see definition of "immediate family" under Sick Leave). Part-time and hourly employees using bereavement leave will be paid for the hours they are regularly scheduled to work on those days.

In the case of absence in the event of death other than in the immediate family, days absent will be deducted from accrued vacation. Additional time off in these circumstances may be discussed with the



supervisor.

### Jury Duty

An employee should notify their supervisor as soon as a jury notice (or subpoena to testify as a witness) is received. Regular full-time and part-time employees will be granted leave with pay while serving on any federal or state court jury. Employees may retain any compensation paid by the Court, in order to cover expenses such as parking, meals, childcare, etc.

Employees should report for work on days and during hours when they have been relieved from jury service. Employees are not required to use personal time for jury duty and must submit proof of service with their leave form.

If it appears that there is the possibility they will be required for jury duty for more than one (1) days' time, employees should consult their supervisor. Anticipated absence for any other court-required activity should be discussed with the supervisor as early as practicable. Accrued vacation should be used for personal court appearances.

### Religious Observances

The College makes reasonable accommodations for employees whose religion may include observances, practices, and beliefs (such as Sabbath observance) which may conflict with the schedules, programs, and terms and conditions of employment of the College. The College may require that any such employee provide the College with advance notice, in writing, of their intent to keep such observance during a specific calendar period.

Employees taking time off for religious observances can use accrued vacation or personal days.

### Emergency Closings

The College may be required to close for emergency situations such as inclement weather or a utility failure. In these cases, the president will make the decision whether to close the College, delay the opening, or close early. Official announcement of school closing will be listed on the College's website, [www.dcad.edu](http://www.dcad.edu), as early in the morning as possible. All employees will receive a copy of the Emergency Procedure Policy during their orientation and/or from their supervisor.

Employees who are paid on an hourly basis will not be paid for hours missed.

### Long-term Leaves of Absence

It is the policy of the College to grant employees extended leaves of absence under certain circumstances.

The granting and duration of each leave of absence and the compensation received by the employee, if any, during the leave of absence will be determined by the College in conjunction with applicable federal and state laws.

Requests for a leave of absence or any extension of a leave ordinarily should be submitted in writing to the employee's supervisor at least thirty (30) days before the start of the leave or extension period. When the need for leave or an extension is not foreseeable, employees should give as much notice as is practicable. The supervisor will forward the request to the president who will make the final decision. All employees on approved leave are expected to report to the executive assistant any change of status in their need for a leave or in their intention to return to work.

Benefits that accrue according to length of service, such as vacation, holidays, personal days and sick leave, do not accrue during periods of unpaid leave or during periods in which the employee receives workers' compensation or disability benefits.

### Long-term Disability Leave

An employee who becomes totally disabled as defined below, and who qualifies for the College's Long-term Disability Plan, is considered to be on Long-term Disability Leave. Accrued sick and vacation may be

used to provide income during the elimination period. An employee is totally disabled under the plan definition when they are limited from performing the material and substantial duties of their regular occupation due to sickness or injury. Total disability does not mean permanent total disability.

In order to minimize any unpaid time, an employee should file a claim as soon as the employee thinks they are disabled. A claim can always be canceled if the disability ceases to exist before the elimination period is satisfied.

## Family and Medical Leave

### Who is Covered?

The Family and Medical Leave Act (FMLA) is intended to provide a means for employees to balance their work and family responsibilities by taking unpaid leave for certain reasons. The Act is intended to promote both the stability and economic security of families, and the national interests in preserving family integrity.

The FMLA is applicable to any employer in the private sector who is engaged in commerce or in any industry or activity affecting commerce, and who has 50 or more employees each working day during at least 20 calendar weeks or more in the current or preceding calendar year.

All public agencies (state and local government) and local education agencies (schools) are covered. These employers do not need to meet the 50 employee test. Most federal employees are covered by Title II of FMLA and are subject to regulations issued by the Office of Personnel Management. In order to be "eligible" for FMLA leave, an employee must be employed by a covered employer and work at a worksite within 75 miles of which that employer employs at least 50 employees; must have worked at least 12 months (which do not have to be consecutive) for the employer; and, must have worked at least 1,250 hours during the 12 months immediately preceding the date of commencement of FMLA leave.

### Basic Provisions/Requirements

The FMLA provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12 months for the following reasons:

- Birth and care of the employee's child or placement for adoption or foster care of a child with the employee;
- To care for an immediate family member (spouse, child, parent) who has a serious health condition; or
- For the employee's own serious health condition.

An employer must maintain group health benefits that an employee was receiving at the time leave began during periods of FMLA leave at the same level and in the same manner as if the employee had continued to work. Arrangements will be made with eligible employee to pay for continual health benefits. Under most circumstances, an employee may elect or the employer may require the use of any accrued paid leave (vacation, sick, personal, etc.) for periods of unpaid FMLA leave. FMLA leave may be taken in blocks of time less than the full 12 weeks on an intermittent or reduced leave basis. Taking intermittent leave for the placement for adoption, or foster care of a child is subject to approval by the employer. Intermittent leave taken for the birth and care of a child is also subject to the employer's approval except for leave relating to the pregnancy, which would be leave for a serious health condition.

When leave is foreseeable, an employee must provide the employer with at least 30 days' notice of the need for leave or as much notice as is practicable. If the leave is not foreseeable, then notice must be given as soon as practicable. An employer may require medical certification of a serious health condition from the employee's health care provider, and may require periodic reports during the period of leave of the employee's status and intent to return to work, as well as "fitness-for-duty" certification upon return to work in appropriate situations.

When the employee returns from FMLA leave, the employee is entitled to be restored to the same or an equivalent job. An equivalent job is one with equivalent pay, benefits, responsibilities, etc. The employee is not entitled to accrue benefits during periods of unpaid FMLA leave, but must be returned to employment with the same benefits at the same levels as existed when leave commenced.

Employers are required to post a notice for employees that outline the basic provisions of FMLA and are subject to a civil money penalty for willfully failing to post such notice. Employers are prohibited from discriminating against or interfering with employees who take FMLA leave.

#### [Assistance Available](#)

FMLA is administered by the Employment Standards Administration's Wage and Hour Division. More detailed information, including copies of explanatory brochures, may be obtained by contacting the local Wage and Hour offices. In addition, Wage and Hour has developed the Family and Medical leave Act Advisor, which is an Internet online system that answers a variety of commonly asked questions about FMLA including employee eligibility, valid reasons for leave, employee/employer notification responsibilities, and employee rights/benefits.

#### [Penalties](#)

Employees or any person may file complaints with the Employment Standards Administration, U.S. Department of Labor (usually through the nearest office of the Wage and Hour Division). The Secretary may file suit to insure compliance and recover damages if a complaint cannot be resolved administratively. Employees also have private rights of action without involvement of the Department to correct violations and recover damages through the courts.

#### [Relation to State, Local, and Other Federal Laws](#)

A number of states have family leave statutes. Nothing in the FMLA supersedes a provision of state law that is more beneficial to the employee, and employers must comply with the more beneficial provision. Under some circumstances, an employee with a disability may also have rights under the Americans with Disabilities Act (enforced by the U.S. Equal Employment Opportunity Commission).

## PAY PRACTICES

### PAYROLL PERIODS

Bi-monthly pay periods run from the 1st through the 15th and the 16th through the end of the month. For all employees, payday is the 15th and the last day of each month unless this falls on a non-working day; then, payday is the last working day before either the 15th or the last day of the month. Paychecks or direct deposit notices are delivered to the employee's mailbox.

Part-time employees are paid only for the time sheets that have been submitted to the payroll administrator. Timesheets for part-time employees must be approved by the supervisor and turned in to the payroll administrator every Friday or at least four (4) working days before a payday. Timesheets are required of all non-exempt employees.

### Payroll Deductions

The deductions made from an employee's paycheck are those which the employee has authorized (such as health insurance or TIAA CREF contributions), and those which the College is required to make by law.

### Social Security Taxes

Employee and employer contributions are required by the Social Security Act to provide retirement, disability, and survivor benefits for the employee and their dependents.

### Federal, State, and Local Income Taxes

The College is required by law to withhold from each employee's earnings an amount which represents their approximate tax on those earnings and to forward the withholdings to the appropriate federal, state, and local agencies. Tax withholding is based on the information provided by each employee on the federal Form W-4. Each employee is responsible for the accuracy of that form and for updating the information when necessary. The executive assistant will provide W-4 forms for this purpose and answer any employee questions regarding withholding.

### **Health, Dental, and Vision Insurance**

The College subsidizes the cost of an employee's basic individual health coverage. Dental insurance is covered 100% by the College; vision insurance is offered but is paid entirely by the employee. If an employee obtains additional coverage, the additional cost is deducted from the employee's paycheck on a regular basis.

### **Deduction for Retirement Annuities**

Employees who wish to make regular contributions to a pre-tax retirement annuity (TIAA CREF) may do so by payroll deduction. A salary reduction agreement form must be completed and filed with the executive assistant.

### **Health Savings Accounts**

Employees who are covered by the College's high-deductible medical insurance and wish to make regular contributions to a pre-tax health savings account may do so by payroll deduction. executive assistant.

### **Direct Deposit**

All employees can use Direct Deposit.

Under this system, an employee's net pay is directly deposited into their personal bank account(s). Instead of paychecks, informational pay stubs are provided on payday. Please see the payroll administrator to make any changes to your direct deposit information.

## **ADMINISTRATIVE PROCEDURES**

### **FACULTY & STAFF MEETINGS**

Meetings are generally held once each month, with other meetings held as needed. The Director's meetings are held semi-monthly. Each employee has the opportunity to announce information about their area. Employees who wish to bring up special topics may do so at any time. Internal departmental meetings are held at the supervisor's discretion.

### **COMMUNICATION AND USE OF DCAD PROPERTY**

DCAD has provided computer and communications systems to support the conduct of the College's business activities. These systems include any personal computers provided to employees and all associated software; cloud storage, telephone, and electronic mail systems; all centralized computer equipment; and local networks and security systems. Although limited personal use of the College's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary business purpose for which they have been provided, with DCAD's ethical responsibilities, or with applicable laws and regulations. Each user is personally responsible for ensuring that these guidelines are followed.

### **Computers and Network Systems**

The Delaware College of Art and Design is committed to using innovations to provide educational benefits to its students, faculty, and staff and to introduce them to this expanding global community.

Staff members are issued an Office 365 account and should use their DCAD issued accounts for college

related communications. Records of departments offices and committees is generally conducted in Office 365 SharePoint or Microsoft Teams. In some cases, departments use specialized software. The College also uses Populi as a Course management system and an integrated Student Information System. DCAD also provides Zoom, Teams, or other virtual access for classroom and Departmental work. All these systems are cloud based and backed-up.

The College also maintains a network with servers to manage permanent storage of relevant documents and to manage printing and other networked services. These shared drives (cloud or otherwise) are to be considered private and accessed only for business purposes.

## Security and Acceptable Use Policy

### Overview

The intentions for publishing a security awareness and acceptable use policy are not to impose restrictions that are contrary to the established culture of openness, trust and integrity. The Delaware College of Art and Design (DCAD) is committed to protecting all employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

All work-related software and hardware systems are the property of DCAD. These systems are to be used for business purposes in serving the interests of the college during normal operations.

### Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at the DCAD. These rules are in place to protect the employees and DCAD. Inappropriate use exposes the DCAD to risks including virus attacks, compromise of network systems and services, and legal issues.

### Scope

This policy applies to employees, contractors, consultants, temporary employees, and all other workers at DCAD, including all personnel affiliated with third parties. This policy applies to all equipment and systems that is owned or leased by the Delaware College of Art and Design.

### General Use and Ownership

While network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the college systems remains the property of DCAD. Because of the need to protect the network, management cannot guarantee the confidentiality of employee's personal information stored on any network device belonging to DCAD.

DCAD uses MedicTek as its Information Technology vendor.

Multi-Factor Authentication for systems such as Office 365 and Populi are required for employee use.

Any off-site use of a DCAD computer by any employee with sensitive data requires the use of MedicTek installed VPN.

CrowdStrike is used on all machines that may have sensitive data.

DCAD reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

## Staff Hardware, Software, and Documents

### Hardware

Items of Delaware College of Art and Design hardware (CPU, laptops, monitors, printers, scanners, and other peripherals) represent an investment of college funds and provide the student body, faculty, and staff with an extensive array of tools for computer work. An equipment malfunction is costly to repair and makes the item unavailable to other users. Users should treat all equipment with respect, mindful that the user is part of the larger community.

Respecting the physical integrity of the hardware means that no one shall tamper with, use improperly, treat roughly, or remove any piece or part of a piece of hardware or its cabling from its proper location. All users must comply with use guidelines and restrictions posted or distributed by the system administrator.

Malfunctions or suspected malfunctions should be reported to [helpdesk@medictek.com](mailto:helpdesk@medictek.com).

### Systems And Applications

All installation of software is the responsibility of MedicTek or designated person(s). No one may install executable programs (.exe) or applications (.app) without authorization from MedicTek. All users of College computers are expected to observe the terms of software license agreements and federal and state laws pertaining to software copyrights.

### Printing

Printing is a costly resource. Only documents required for College use should be printed and must follow copyright laws. Only College approved paper or transparencies may be used in the printers.

### E-mail Policy

In Outlook, users must set encryption on any email containing sensitive information.

Staff members should apply the same guidelines to electronic mail as they do in their correspondence and interoffice memorandums. E-mail is difficult to delete, and what is written can become a permanent record, open to scrutiny of third parties. Note that electronic mail is not guaranteed to be private. The College reserves the right to monitor and review all e-mail and other system use to protect the integrity of the system and the safety of its users. Staff members must exercise care that no personal e-mail correspondence or messages and comments posted to newsgroups and list-serves appear to be an official communication of the Delaware College of Art and Design or disclose the College's proprietary information.

It is strictly forbidden to open any executable files (.exe) or applications (.app) that are attached to an e-mail message. These files should be deleted immediately, as they may contain viruses.

Faculty and staff must use the following approved DCAD signature in all correspondence:

Name (pronouns) | Title  
DCAD DELAWARE COLLEGE OF ART AND DESIGN  
600 N Market Street  
Wilmington, DE 19801  
(302) 622-8000 xYOUR EXTENSION  
(St)ART here: [www.dcad.edu](http://www.dcad.edu)

CONFIDENTIALITY NOTICE: The materials in this electronic mail transmission (including all attachments) are private and confidential and are the property of the sender. The information contained in the material is privileged and is intended only for the use of the named addressee(s). If you are not the intended addressee, be advised that any unauthorized disclosure, copying, distribution or the taking of any action in reliance on the contents of this material is strictly prohibited. If you have received this e-mail in error, please immediately notify the sender by replying to the e-mail and then destroy it immediately. Thank you.

### General Guidelines for Computer Use

The use of your computer and/or account must be in support of education and research and consistent with the educational objectives of the Delaware College of Art and Design. Use of another organization's network must comply with the rules appropriate for that network. Transmission of any material in violation of any local, state, or federal regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, chain letters and pyramid scheme messages and material protected by trade secret. Use for commercial activities is prohibited, as well as use of product endorsement, political lobbying, and illegal activities.

The Delaware College of Art and Design makes no warranties of any kind, whether expressed or implied, for the service it is providing. The College is not responsible for any monetary or emotional damage you suffer as a result of system failure. This includes loss of data, system delays, non- or mis-deliveries, or service interruptions caused by the College, errors, or omissions, or others not affiliated with the College.

### [Multi Factor Authentication Policy](#)

The purpose of this policy is to define the security provided by multi-factor authentication which will be required to access DCAD systems. This policy applies to all faculty, staff, and students.

#### Scope

This policy applies to both on-campus and off-campus access to college resources whether the access is through college -owned or personally owned devices. Examples of cloud-based systems are Populi or Office 365

This policy applies to any system that contains confidential or restricted data or that requires an additional layer of protection as determined by MedicTek or DCAD Administration.

#### Policy

All users who have access to confidential and/or restricted data will be required to use Multi-Factor Authentication on their DCAD system accounts

DCAD requires staff or faculty to use an Android/IOS mobile device compatible with the authentication app.

Users should contact MedicTek Services to report suspicious activity or a compromised account.

#### Definitions

User: Any person or entity accessing, logging into, or attempting to access or log into, a college hardware or software system; or connecting to a college network, whether by hardware or software or both, from any location. The term "User" includes faculty, staff, visitors, vendors, contractors, service providers, automated software programs/agents (and their developers), and any other individuals or agents who access and use DCAD information technology.

Multi-Factor Authentication (MFA): MFA is an extra layer of security for your DCAD accounts designed to ensure that you are the only person who can access your account, even if someone knows your password.

#### Policy Compliance

When a user is found to be in violation of this policy, access to DCAD owned information technology resources may be revoked and disciplinary process will be followed as outlined in the staff/faculty handbooks. If the matter involves illegal action, law enforcement agencies may also become involved, as would occur for matters that do not involve information technologies or the Internet.

The College reserves the right to all material produced during an employee's or student's affiliation with the College, or other materials produced using technologies supplied by the College. Release of copyright may be obtained through written contractual agreement signed by a designated College authority.

Violations of this policy may result in the loss of user privilege and/or disciplinary action.

### [Social Media Guidelines](#)

Social media is defined as any set of accessible technologies and channels targeted at forming and enabling a community of participants to interact and collaborate. Facebook, Twitter, YouTube, Tumblr, and LinkedIn are all examples of social media.

Social media allows DCAD to connect and engage with the College's current and future students, their families, alumni, faculty/staff, and the greater community. Communication on social media helps keep the

various DCAD audiences informed, aware, and presents an opportunity to begin meaningful dialogue.

The following policy is applicable for any DCAD staff, faculty, students, or alumni who use social media for and/or on behalf of the College.

DCAD reserves the right to update this policy at any time.

### Creating Social Media Accounts

Before creating or setting up any DCAD-affiliated social media accounts, please consult with the director of communications. ([social@dcad.edu](mailto:social@dcad.edu)).

### Adhere to Brand Standards

Do not use DCAD's wordmark or lettermark on any personal social media profiles. Do not use DCAD imagery in any way that would violate our Brand Standards. [Insert Link] Do not use the college's name to promote a product, cause, political party, or candidate.

### Respect Copyright and Fair Use

When posting, be mindful of the copyright and intellectual property rights of others and of the university.

### Protect Confidential and Proprietary Information

Respect the privacy of others. Do not post anything that would be considered private, restricted, or sensitive about either the college, its students, staff, faculty, or alumni. This includes any FERPA-protected student information, and anything that would be considered personal-identifiable information.

### Act Appropriately

Remember, using social media on behalf of the college is a privilege, not a right. The college asks that you maintain the same standards of conduct expected of DCAD staff/faculty and students. The college reserves the right to delete any comments. Comments that include any of the following will be subject to automatic deletion:

- Harassment, hate speech, bullying, or personal attacks toward specific individuals or groups
- Profanity and vulgar or abusive language
- Threats of physical or bodily harm
- Sensitive information

### Terms of Service

Obey the terms of service of any social media platform employed.

## Telephones

### Voice Mail

Each employee is assigned a voice mailbox. Generally, an employee's telephone extension number is the voice mailbox number. If an employee does not have a specific telephone extension, the chief financial officer and operations will assign a separate voice mailbox number.

Instructions for voice mail and the telephone will be provided to each employee. Please contact the chief financial officer and operations if further assistance is required. Because this telephone equipment is so costly, care should be taken when eating or drinking around the equipment.

In order to eliminate unnecessary calls to the main number, please give out the automated number 302.622.8000 and include your extension.



### Fax Machine

The College's fax machine is located in the main DCAD mailroom. The fax number is 302.622.8870. If the fax machine is not working, please contact the chief financial officer and operations.

Because of confidentiality, employees should use discretion when sorting other employees' mail and faxes.

The fax machine is not intended for use by students.

### Copy Machines

There are two copy machines in the College. The primary copier is in the main DCAD mailroom. This copier is intended for business use only by staff and faculty. Any personal copies should be kept to a minimum or made on the coin-operated copier in the Library.

All employees are responsible for taking care of the copiers, refilling paper, removing jammed paper, and keeping the machine clean. If any copier is not working, please inform the business office.

There is a copier in the Writer's Studio on the third floor. These are available for employee and student use with a copy card. Copy cards can be obtained from the business office.

### Tools, Supplies, Equipment

College tools are to be used on College projects only. Please obtain permission from a department before borrowing tools, and make sure to return them to the department immediately after use. It is not appropriate to enter a department area and borrow tools while no one is present. The College's tools, supplies, or equipment are not for personal use and are not to be removed from the premises.

### Vending Machines

Vending machines are located in the student lounge on the fourth floor. Machines are refilled weekly by the vending machine contractor. If the machine malfunctions, please contact the chief financial officer.

### Mail

Mailboxes are assigned to students, faculty, and staff, and are clearly labeled for easy distribution of mailings. The faculty/staff mailroom is located on the first floor. The student mailboxes are located on the fourth floor in the student lounge. U.S. Mail is delivered once a day and distributed to faculty/staff mailboxes.

The College's postage meter is located in the mailroom. The postage meter is explicitly intended for business use only. Postage meter supplies are located next to the machine. Please check the date and postage amount before running mail through. Any mistakes should be placed in the CFO's mailbox for a refund from the post office. If the postage meter is not working, please contact the chief financial officer.

A postage meter and scale are available for college-related mailings up to 5 lbs. in weight. Outgoing mail should be taken to the security desk for pick up by the postal carrier.

For mailings over 5 lbs., or special deliveries, please take directly to the post office.

FedEx will pick up outgoing deliveries from the College upon request. All FedEx packaging materials and directions for use are located in the mailroom. Forward all FedEx mailing receipts to the chief financial officer and operations.

All shipments are delivered to the security desk. Every effort is made to deliver oversized shipments and boxes to the appropriate area. It is the responsibility of the individual staff member to arrange for the receipt and pick-up of all material shipped to them. All such material should bear the name of the individual. Every effort will be made to notify employees when such material is delivered; deliveries with no individual name will be stored in the mailroom.

Students may leave mail for faculty and staff that comfortably fits in the faculty/staff mailbox. Under no circumstance should large objects be left in the mailroom for faculty or staff.

### Bulletin Boards

In order to facilitate the responsible distribution of information and to minimize visual clutter in our building, the following posting policy has been implemented: notices, flyers, or posters may only be placed in posting areas (designated homosote panels on the first floor, bulletin boards, first-floor kiosks, and elevators), or on mailboxes with the prior permission of the president. This does not apply to mailbox distribution of administrative memos or notices, or curricular-related material from faculty. Posting privileges also require removal of the item upon the activity's expiration.

The faculty and staff bulletin board is located in the mail room and is open to all staff and faculty for personal and professional postings. Periodically this board will be cleaned off and outdated information removed.

The homosote panels in the basement, third, fourth and fifth floor hallways are for displaying student work only, under supervision of the faculty. The homosote panels in the classrooms are for classroom use only, and the posting of curricular material by faculty. No notices, flyers, or posters may be taped or pinned to walls anywhere else in the building, including the stairwells.

Solicitation materials and literature of a personal nature can be left in the mailroom for employees to pick up at will.

## PURCHASING OF EQUIPMENT AND SUPPLIES

### BUDGET DEVELOPMENT AND IMPLEMENTATION

Departmental budgets are established for each fiscal year (July 1 to June 30). Employees submit budget proposals for both capital expenditures and annual operating expenses in accordance with the scheduled dates issued annually by the chief financial officer to each department.

Budget requests are compiled and submitted to the chief financial officer. The College budget is submitted to the Board of Trustees for review and approval. Approved budgets are distributed to each employee through the chief financial officer.

The chief financial officer sends periodic budget reports to each employee. All employees receive purchasing and budgeting guidelines at the beginning of each fiscal year.

The College uses Bill.com to pay all invoices, including employee reimbursements.

### Purchasing (updated 7.2023)

The Purchasing process has been simplified and improved at DCAD with the migration towards Bill.com – an online portal to process and pay all vendor invoices and expense reimbursements.

All invoices and expense reimbursements are received and emailed into the [dcadbills@bill.com](mailto:dcadbills@bill.com) email address.

Before expense reimbursements can be entered into Bill.com, they must be approved by the employee's supervisor.

Critical information such as: vendor name, address, amount, invoice number, due date, GL account number, transaction description, and department ID are entered into the Bill.com template to create a bill.

The CFO assigns an approver for every bill based on vendor ownership and annually distributes an update on the Invoice Approval Checklist to every approver. This requires every approver to perform a series of due-diligence checks and validations (on an invoice) before they can approve an invoice in Bill.com.

Once a bill has been approved, it comes back into the CFO queue to be reviewed and paid. The CFO carefully monitors the cash balance in the operating account before payments are made.

If a payment is being requested whose amount is questionable, it will trigger a conversation between the CFO and Director, and sometimes, the President.

### Check Requests

Check requests are also handled through Bill.com. The check request is completed by the employee and is submitted to [dcadbills@bill.com](mailto:dcadbills@bill.com). The CFO then creates a bill and requests approval from the supervisor; once approved, the request is submitted for payment.

### Receiving Orders

All in-coming shipments will be directed to the mailroom area for pick-up by the person responsible for the order. They will be notified if the package is not picked up within a few days.

After receiving an order, check to see that all items were received as stated on the packing slip. Sign and forward ALL packing slips to the chief financial officer.

### Invoicing

Vendors may send invoices to the department head who ordered the goods or services or submit an invoice directly to [dcadbills@bill.com](mailto:dcadbills@bill.com). When invoices are received, the department head should match them to the packing slips or purchase orders. If there is a discrepancy in the amount(s) charged, the department head should contact the vendor to resolve the difference. Once it is confirmed that the goods or services have been received, the department head should authorize the payment of the invoice by signing, dating, and coding to the appropriate account number. The invoice should then be delivered sent to [dcadbills@bill.com](mailto:dcadbills@bill.com).

### Employee Business Expenses

Necessary expenses of traveling on College business are provided and/or reimbursed with prior approval of the employee's supervisor.

### Mileage Reimbursement

An employee is reimbursed at the IRS allowance for using their automobile on behalf of the College, provided that the employee's supervisor authorized the trip. The employee must submit a check request (authorized by their supervisor) to the chief financial officer.

### Reimbursement of Travel and Business Expenses

An employee may be reimbursed for certain travel expenses, business entertaining, etc., which have not been addressed above, provided that the employee's supervisor authorizes the expense, with prior approval.

For reimbursement, the employee must submit a check request form (approved by their supervisor) to the chief financial officer and operations, along with a detailed listing of expenses and account numbers to be charged. Receipts must be attached.

### Memberships in Trade and Professional Associations, Clubs, and Civic Organizations

College funding for membership fees or participation in professional associations, is available on a case-by-case basis, according to budgetary planning within the department and/or authorization by the president.

### Security and Safety Procedures

#### Visitors and Guests

Employees must inform the security officer (ext. 200) of any visitors that are expected. The guard must be told in advance where to send the visitor when they arrive. All visitors will be required to sign in at the security desk.

If the guard has not been informed of a visitor, they will make every effort to find the contact employee by phone. The visitor must remain at the security desk until the contact is reached.

## Pets

Pets are not allowed in the school or in housing under any circumstances. The approved use of service animals must be requested beforehand.

## Food and Drink

For extensive health reasons, eating and drinking are not allowed in studio classes, photography areas, or computer labs.

## Keys and Access to the Building

There is an institutional commitment to faculty and staff to have convenient access, when needed, to all work areas with as little restriction as possible, while at the same time maintaining key security, institutional security, and preventing unauthorized access to rooms within the building.

Keys will be issued to an individual and are nontransferable. They are only issued upon authorization of the director of academic and facility operations and must be signed for by the recipient. When the period of authorization is over or the individual is no longer an employee of the College, the keys are to be returned to the chief financial officer.

## Building Hours

When classes are in session, the building generally opens at 8:00 am and closes at 8:00 pm Monday - Friday, Saturday noon – 5 pm, and Sunday noon – 7 pm. Specific building hours are published each semester. The Administrative Offices are open Monday through Friday 9am to 5pm.

Only authorized employees should enter the building during closed hours, and should notify the security monitoring company and possess the security code.

All employees who have been issued keys are responsible for those keys and must report any stolen or missing keys immediately to the director of academic and facilities operations.

## Parking Policy

Parking in the DCAD King St. lot between the hours of 8 am and 5 pm is only available to limited staff and faculty. This exclusion also applies to all visitors and repair persons. Please inform anyone who will be visiting you that there is metered parking available on the street. After 5 pm, the lot is open to all staff and faculty on a first-come-first-served basis. Students are not allowed to park in the lot. Unauthorized cars are subject to towing.

The Delaware College of Art and Design is not responsible for lost or stolen articles from employee's vehicles. It is recommended that car doors be kept locked at all times and all items of value stowed out of sight.

## Lost and Found

All unclaimed articles found on College property should be immediately turned in to the Security Officer. If the owner can be identified, every effort will be made to return the item. If the owner is not known, the item will be held at the Security desk for a limit of six (6) months, at which time, it will be discarded.

## Cash and Credit Card Handling

It is critical that only authorized employees handle cash. Faculty are not authorized to handle cash and should send students to the Business Office for any payments to the school. Authorized employees who handle cash must be constantly aware of the security of the funds. Any cash received should be taken immediately or on a daily basis to the Bursar's Office to be placed for processing.

All departments that accept credit cards must do so in compliance with credit card industry standards, and in accordance with DCAD's Security Information Policy. Credit card payments may only be accepted for

goods, services, degree program tuition and fees, continuing education tuition and fees, exhibition sales, gifts to the College, and library fees.

### Security of Personal Belongings

Employees are expected to exercise reasonable care to safeguard personal items brought to work. The College is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

### Reporting Accidents

Within twenty-four hours of an emergency situation an accident report form will be completed by the security guard in charge. Any employee who has witnessed an emergency may also be asked to complete an accident report form.

Employees who suffer any work-related injury, no matter how minor, must report it within 24 hours to their supervisor, or to the security guard who will complete an accident report form recording the incident.

For more detailed instructions in case of an emergency, refer to the College Emergency Procedures handbook, a copy of which is located in each area of the College.

### Maintenance of Work Areas

In order for College employees to perform their duties properly and efficiently, they are expected to set an example for each other in maintaining a safe workplace:

- Report all unsafe conditions or acts.
- Obey all warning signs and encourage others to do so.
- Make sure that all aisles and exits are clear at all times.
- Approach corners, doorways, and aisles cautiously.
- Report loose floor tiles and torn carpeting.
- Pick up items that may cause someone to trip.
- Do not extend electrical cords across walkways.
- See that spills are cleaned up promptly. If further attention is needed, block off the area until the area can be cleaned up or repaired.
- Report electrical troubles immediately. Small shocks, overheating of equipment, switches sparking, or noise are all urgent warnings.

### Occupational Safety and Health

Employees will be using a variety of materials in their work. They are encouraged to become familiar with the properties of these materials, the health and safety hazards of their use, and any safety precaution that will ensure safe use. Employees are encouraged to use all recommended personal safety devices when working with hazardous materials. Chemical manufacturers provide Safety Data Sheet (SDS), which provide necessary information.

All full-time employees are required to take OSHA training. Any hazardous condition must be reported to the chief financial officer and operations immediately in order to maintain a safe and healthy environment.

## RESOURCES

### FIELD TRIPS

Employees may participate in College-sponsored field trips with the permission of their supervisor and at the request of a faculty member. Room permitting, employees are permitted a guest with the submission of an appropriate "Liability Waiver Form." Guests under the age of 18 must have the approval of the president.

### LIBRARY

The Edgar A. Thronson Library is a specialized art and design library supporting the research needs of DCAD's students and faculty. The library houses a collection of more than 18,000 books, Technology such as MacBook Pros, Tripods, Studio lights, videos, digital images, electronic resources, as well as subscriptions to art and design periodicals. The collection of art and design resources supports and supplements DCAD's intellectual and artistic goals, with particularly strong collections in animation, art history, fine arts, graphic design, illustration, and photography. Search the library's collection by accessing the online catalog in Populi or by visiting the library in person. In addition to both the library's physical holding and electronic resources the library participates in an interlibrary loan network, which allows patrons to borrow materials from libraries across the U.S. In addition, DCAD students can visit nearby library collections at the Wilmington Public Library, Delaware Art Museum, and the University of Delaware.

### GALLERIES

The Delaware College of Art and Design presents changing exhibitions of student, alumni, and visiting artists works in the Toni & Stuart B. Young gallery located on the first floor of the College. The 2<sup>nd</sup> Floor gallery features works by Valetta, a nationally recognized artist. DCAD participates in the monthly, First Friday downtown Art Loop that attracts visitors and residents alike to explore the cultural resources of the city. Both galleries are open to the public and are an important part of the College's mission to serve the Wilmington community and beyond. The Student Gallery Exhibition Club has the opportunity to exhibit work in various locations throughout the College including the first-floor space adjacent to the administrative offices.

## FACULTY EMPLOYMENT

### TERMS OF EMPLOYMENT

#### Faculty Qualifications

##### Studio Areas

Generally, for teaching in studio areas, the College seeks faculty who are practicing artists or designers as well as successful teachers. They should possess the terminal degree in their field, usually a Master of Fine Arts; in some cases, a record of substantial professional experience and achievement may be considered in lieu of the terminal degree.

##### Liberal Arts Areas

Faculty in the liberal arts areas should have demonstrated effective teaching ability and possess at least one graduate degree in the subject they are assigned to teach; the terminal degree, usually a Doctor of

Philosophy, is preferred for full-time faculty.

### **Faculty Tenure**

All faculty members are non-tenured and have no claim on future employment with the College beyond the life of their individual employment agreements. Should the College choose not to offer any employment beyond the term of an existing employment agreement, the College may so choose without any obligation to provide any explanation or review of the College's decision not to offer a new employment agreement. Once the employment agreement has been fulfilled, either party has the unfettered right to decline a further contractual or employment relationship, without prejudice or stigma to either party.

### **Appointment Process**

Faculty appointments are made on the basis of curricular and scheduling needs, class availability, faculty expertise, enrollment management and other general factors by the president, in consultation with the dean and the Program Chairs.

The letter of appointment, issued by the dean or president and signed by the faculty member, is a contract between the faculty member and the Delaware College of Art and Design, and is the only method by which faculty may be employed.

As specified in the letter of appointment, the contractual obligation between the faculty member and the Delaware College of Art and Design is effective for a specific period. A faculty appointment carries with it no assurance of future employment beyond the terms of the letter.

The terms and conditions of each appointment to the faculty are confidential.

### **Initial Full-Time Appointment**

Initial full-time faculty appointments are generally made for one year, are probationary and expire at the end of the year. No promise is made or implied for further employment.

### **Reappointment of Full-Time Faculty**

A full-time faculty member who has successfully completed one year's appointment and met the criteria for reappointment described herein may be reappointed for an additional year.

Full-time faculty reappointments are generally made for one year, are probationary and expire at the end of the appointment. No promise is made or implied for further employment.

### **Long-Term Appointments**

A full-time faculty member who has successfully completed three continuous years' appointment and meets the criteria for reappointment described herein may, at the sole discretion of the College, be offered reappointment for a period of three years.

A full-time faculty member who has successfully completed a three-year appointment and met the criteria for reappointment described herein may be offered a long-term appointment by the dean in consultation with the President. Long-term appointments can range from three to five years.

A full-time faculty member who has successfully completed a long-term appointment based on the criteria described herein may request to have their long-term appointment renewed during their formal evaluation with the dean.

The College reserves the right to offer or not offer a long-term employment agreement without redress or explanation, and the faculty member reserves the right to refuse a long-term employment agreement without redress or explanation.

### **Issuance of Full-Time Reappointments**

Except when extraordinary circumstances are present, the Delaware College of Art and Design will notify all full-time faculty members of the College's intent regarding their employment for the following academic year by June 1 of the current academic year.

Any expression of the College's intention to offer a faculty member appointment for the following year is non-binding; it is subject to the faculty member's satisfactory completion of his or her employment obligations for the current academic year and to the College's decision to budget that faculty member's position for the following academic year. The budgeting process for the following academic year will be completed by July 1 of the current academic year and written agreements will be forwarded by May except for positions designated after that time.

### Teaching Assignments

Prior to the midpoint of each semester, the registrar prepares a schedule of classes for the following semester, keeping in mind student needs, course of study, sequence of courses and availability of resources. Classes are assigned with special attention to the faculty member's area of expertise, demonstrated ability to successfully teach the course and preference to fulfill teaching and professional responsibilities. Final scheduling of courses depends on enrollment and student need. Whenever possible, every effort is made to limit the number of preparations without compromising the needs of the students. Faculty may be assigned to teach classes in more than one area if qualified.

### Appointment Contingency

#### Full-Time Faculty

Teaching assignments in any given semester are contingent upon obtaining minimum class enrollments necessary for the effective operation of the College. Should these minimums not be reached, at the discretion of the dean, classes assigned to adjunct faculty members may be reassigned to full-time faculty in order that they may fulfill the terms of their appointments.

If a full-time faculty member cannot be reassigned to the appropriate classes that semester, the dean may apply part of that semester's assignment to a future semester, provided that semester falls within the faculty member's term of appointment, or the faculty member may be assigned other duties within the College, provided it is deemed appropriate by the dean and agreeable to the faculty member.

#### Adjunct Faculty

If enrollment is insufficient, or a class needs to be reassigned to a full-time faculty member, adjunct faculty members' appointments may be adjusted by the dean.

### Position Description

A position description is prepared for each faculty member by the dean. It outlines the major daily and long-range responsibilities of the position, the qualifications required and the supervisor to whom the employee reports.

Since an employee's responsibilities may change for a variety of reasons, the annual performance review includes an evaluation of the description by both the employee and the employee's supervisor. When a job description is updated, it must be approved by the president, one copy must be given to the employee, and one placed in the employee's file.

## KINDS OF EMPLOYMENT

### Full-Time Faculty/Program Chairs

A faculty member serves as coordinator for each area concentration, namely Animation, Fine Arts/ Foundations, Game Art, Graphic Design, Illustration, and Photography & Video. A Program Chair is also appointed for Liberal Arts.



The Program Chairs work closely with the dean to establish faculty, curriculum, and educational services for the area that reflect the educational policy of the school as a whole and fulfill the needs and interests of the student body. As representatives of their areas and as leaders within the College community, the Program Chairs fulfill an important role as decision-makers, consensus-builders, and communicators.

A full-time studio faculty member is normally responsible for teaching 12 credits of course work per semester, or 24 credits per academic year. Generally, a studio class meets for one and one half hours per week per course credit (3 credit class = 4.5 hrs. class time); liberal arts classes generally meet one hour per week per course credit (3 credit class = 3 hrs. class time). Thus, a full-time studio faculty member teaches 18 contact hours per week, and a full-time liberal arts faculty member teaches 12 contact hours per week.

A full-time faculty member's course load may be reduced in exchange for administrative or other service to the College; such a reduction in course load is determined by the dean and faculty member and be given final approval by the president, and the service is specified in the faculty member's appointment letter.

Prior to each semester, a full-time faculty member receives his or her teaching assignment for that semester indicating the specific courses and sections he or she will be responsible for teaching. This assignment is considered part of the faculty member's letter of appointment.

A full-time appointment, and its related compensation, however, presupposes a full-time commitment beyond the scheduled class time. This commitment involves course and program assessment, student progress reports, mid-semester evaluations, planning, preparing and implementing instruction, motivating students, attending recruitment events on campus, and evaluating learning. In addition to their teaching responsibilities, full-time faculty are expected to advise students, mount student work, serve on committees, attend meetings, and actively participate in the academic life of the College.

### Adjunct Faculty

Adjunct faculty members are hired to teach on an as-needed basis, and are employed on a semester basis. Adjunct faculty members are expected to attend area committee meetings, to participate in assessment and collection of data for assessment, student progress reports and mid semester evaluation and to participate in the academic life of the College as necessary for the effective performance of their teaching responsibilities. Adjunct faculty members are compensated on a per credit basis, based on the courses they are contracted to teach.

Federal requirements limit the number of credit hours that can be taught by an individual (part-time) adjunct to less than eleven. In accordance with those standards, adjuncts are limited to a maximum course load of eleven (11) credits.

### Minimum Course Enrollment Policy

Delaware College of Art and Design designates the minimum enrollment for a course to be 6 students. If a course does not meet minimum enrollment, the dean or president may grant an exception to the minimum enrollment policy for reasons such as:

- There is no suitable course substitution that would meet a student's major and/or graduation requirements.
- Cancellation of the course will prevent students from completing course(s) required for their major and/or graduation requirements.
- The course is new or is part of a new degree program being offered for the first time.
- If a low-enrollment course is approved, compensation is calculated on a pro-rated that accounts for the number of students enrolled and the faculty member's compensation tier. If a low-

enrollment course is approved as a part of a full-time faculty member's overload, compensation is calculated in the same manner.

- If an approved low-enrollment course is a part of a full-time faculty member's assignment load, and the course is not designated as overload, the faculty member is considered to have taught less than their contractual assignment load. The college reserves the right to assign an additional course assignment to be applied to the current semester or a future semester, provided that semester falls within the faculty member's term of appointment. If there is not a reasonable opportunity for the faculty member to teach another course to fulfill their contractual assignment load, they may be assigned other duties within the College, provided it is deemed appropriate by the dean and agreeable to the faculty member.

## NEW FACULTY RECRUITMENT

### Full-Time Faculty

Full-time faculty positions or vacancies may be created as a result of several factors including increased student enrollment, new programs, recommendations by accrediting agencies, retirement, resignation or death. The final determination of the necessity for and authorization of, recruitment of full-time faculty members is made by the dean in consultation with the president.

When the decision has been made to recruit a full-time faculty member, the procedure is as follows:

The dean, with assistance from the appropriate Program Chairs and other faculty members, coordinates the preparation of a job description, including the course or courses to be taught and specific skills or qualifications required by the position if appropriate. The job description is submitted to the president for final approval before circulation.

Notice of the position is advertised in professional journals and/or through their online job listings, such as the College Art Association, the Chronicle of Higher Education, and/or any other listing service deemed suitable. The notice of the position is also circulated among current adjunct faculty by posting via email and on the college website.

A Search Committee of at least three individuals is appointed by the president, made up of the dean, the Program Chair for the area in which the appointment is to be made, selected faculty, and member of the administrative staff; the president is an ex-officio member of the Faculty Search Committee. The dean serves as chair of the Faculty Search Committee. The Full-Time Faculty Search Committee reviews letters of inquiry, resumes, transcripts, and supporting materials and, based on credentials and experience, arrives at a complete list of qualified candidates to invite for first round virtual interview. The Committee conducts an on-site second round interview which includes the president, appropriate staff and faculty and a tour of the College. Interviews may be conducted off-site in exceptional circumstances.

After conducting the interviews and substantiating references, the Full-Time Faculty Search Committee gives the president a final written recommendation with preferences and evaluative annotations for each candidate interviewed. With due consideration for the preference of the Full-Time Faculty Search Committee, the president shall recommend that a final candidate be appointed, and conduct negotiations on salary and other conditions of employment. If the president does not agree to the first choice of the Full-Time Faculty Search Committee, a written explanation for his or her choice will be provided to the committee. If the Full-Time Faculty Search Committee finds, or the president determines, that none of the candidates is suitable for appointment, the president may dissolve and reconstitute the Full-Time Faculty Search Committee, which initiates a new search.

The president, with approval of the Board of Trustees, determines salary ranges for employees. The president makes the final decision on salary rates for new employees. No prospective employee is to be notified of his/her salary without approval from the president.

## Adjunct Faculty

The need for additional adjunct faculty is determined after the schedule for each semester is complete. The dean, in consultation with the Program Chairs, determines there is need for a search for adjunct faculty, and develops a job description for the position, if it does not already exist. Such a search is generally local and is conducted the Program Chair for the area in which the appointment is to be made.

The search consists of placing ads, reviewing the materials submitted by the candidates, and interviewing selected candidates, after which the program chair presents a recommendation for appointment listing the final candidates in order of preference to the dean. With due consideration for the preference of the program chair, the dean may offer appointment to one of the candidates recommended. Appointments to the Delaware College of Art and Design faculty are made by the president. The terms and conditions of each appointment to the faculty are confidential.

## New Faculty Orientation

After an offer of employment is made and accepted, the registrar designates them as a user in the LMS system, creates an Office 365 account, and assigns them to any course instance as directed by the program chair or dean. The faculty member shall also make an appointment with the executive assistant and director of special projects to become informed regarding human resources and payroll matters.

New faculty members receive the Faculty Handbook and are informed of their classrooms, office assignment, and other academic matters.

The faculty member should survey the learning environment and make appropriate recommendations about needed adjustments, improvements, or additions of furniture, equipment, learning aids, etc. to the program chair and director of academic and facilities operations.

The Program Chair serves as a mentor and takes special time with new faculty members, guiding them in the preparation of course materials and meeting individually with them to monitor their progress and provide advice and assistance as needed.

## TERMINATION OF EMPLOYMENT

Termination of appointment means the termination of the employment agreement for personal services and duties to the College and does not mean the reassignment from teaching duties to other professional services.

## Termination of Appointment Prior to the End of Term

Termination of any faculty member's employment prior to the end of the term of his or her appointment may occur for one or more of the following reasons:

- A breach of any term of the faculty member's employment agreement and/or the faculty handbook which is incorporated therein;
- Academic cause, which means service falling significantly below the standard that the College may reasonably expect of a person holding a faculty appointment;
- Failure to uphold the mission, philosophy, principles, or policies of the College;
- Personal conduct in conflict with the purpose of teaching and scholarship;
- Personal conduct detrimental to College morale or operations, including but not limited to inappropriate behavior with students, such as public humiliation, unprofessional remarks or conduct, use of abusive language when communicating with College students, or fraternization;
- Any discrimination against faculty, staff, or students based on race, color, national origin, religion, age, gender, sexual orientation, disability, marital or other basis that would be in violation of applicable federal, state or local law;
- Failure to follow administrative directives despite proper notification;

- Misrepresentation of professional credentials, qualifications, accomplishments, exhibitions, awards, published material, or experience;
- Conviction of a felony; and/or,
- Bona fide financial exigency of the College proclaimed by the Board of Trustees.

### Process for Termination Prior to End of Term

A Faculty Review Committee, consisting of up to three members of the academic and/or administrative staff of the College, shall make the initial determination to terminate.

Written notification of the decision to terminate will be delivered to the affected faculty member. In all cases, the faculty member shall have the right to a hearing for reconsideration by the Faculty Review Committee so long as the faculty member requests a hearing within five days of delivery of written notice of termination.

Upon timely receipt of a written notice of request for hearing and reconsideration, said committee shall convene within a reasonable time, and at that hearing the faculty member shall be given the right to present a defense personally to the committee.

Because this proceeding is an internal and administrative hearing, the faculty member shall not have the right to be represented by counsel and may not insist on the presence of his or her attorney or any other party. All the parties shall hold the fact and content of any such hearing confidential. Following the hearing, the committee shall notify the faculty member of its decision in writing. If the committee decides to affirm the termination, the faculty member shall have the right within five days of the date of delivery to appeal the decision to the president of the College.

The president will render a decision based on the record, without conducting a hearing. However, the president may meet with the affected faculty member and members of the Faculty Review Committee if he wishes. He or she will issue a decision whether or not to uphold the decision of the committee within five days of receiving the appeal. If the president decides not to terminate the faculty member's appointment, a written explanation for his or her decision must be provided to the Faculty Review Committee

The decision to offer to continue a faculty member's appointment will be made upon the following criteria.

### Teaching Effectiveness

- Classroom performance as evaluated by the Program Chair, dean, students and self
- Quality of student work (as evidenced by examples mounted in the halls, submitted for student exhibitions and or documentation
- Competitions and honors won by students with the professor's motivation and guidance)
- Regular and frequent maintenance of course work displayed in the halls
- Effective use of time in and out of class, especially during scheduled office hours
- Promptness in performing assigned duties, such as submission of course outlines, rosters, mid-semester evaluations and
- final grades
- Preparation of course outlines that are comprehensive and consistent with the College's guidelines
- Maintenance of College facilities as used by the area
- Availability to students outside of class, especially during office hours
- Successful advisement of students as measured by appropriate and constructive outcomes
- Variety of courses taught

### Service to the College

- Constructive participation in all faculty, program area, advisory, faculty search, and other committees
- Constructive participation in accreditation and other academic reviews
- Meeting with prospective students, participation in recruitment events, and portfolio reviews for prospective students
- Participation in co-curricular and extra-curricular activities such as orientation, exhibition openings, and guest lectures
- Contribution to the College of design or text for College publications and exhibits
- Sponsorship of student organizations and clubs
- Presentations to community groups and to high schools

### Professional Growth

- Exhibitions, publications, or presentations
- Professional honors, grants, fellowships, and residencies
- Membership in professional societies

### COMPONENTS OF FACULTY EVALUATIONS

The faculty evaluation process is conceived and conducted as an opportunity for constructive review to assist the faculty in improving its effectiveness, while at the same time providing a mechanism for the accumulation of supportive materials for the purposes of reappointment. The Program Chair is responsible for coordinating the evaluation of his or her area's faculty members' performance. Data collection for faculty evaluation is a continuous process throughout the year.

Appropriate forms and criteria are used to evaluate each faculty member teaching at The Delaware College of Art and Design. Adjunct and full-time faculty evaluations are generally conducted on a one to three-year basis. Classroom observations are conducted by the Program Chairs and/or dean, and the observer prepares a written assessment of the faculty member's performance based on his or her observations. Faculty who have been with the College for three consecutive years, a total of six semesters, are observed on a three-year rotation schedule.

Students complete course evaluations, generally within the last two weeks of classes; the course evaluations are circulated and collected by the Registrar's office. Course evaluations are understood to represent only one view of faculty performance and are only meaningful when used in conjunction with other evaluation components. The information contained in the student evaluations is confidential and available only to the faculty member, registrar, Program Chair, the dean, and the president. Faculty members use course evaluation data to inform their goals for the next academic year.

The above components are evaluated by the Program Chair or the dean, who then meets privately with individual faculty members to review results of the evaluation process, to identify areas of strength and those that need improvement, to develop specific goals to address areas that need improvement and to make a recommendation whether or not the faculty member's appointment should be continued.

The assembled data are presented to the dean for his or her review and decision.

After the evaluation meeting, the faculty member will receive a copy of the observation to sign and may attach comments within one week prior to it becoming a permanent part of his/her personnel file.

### Components of Program Chairs Evaluation

Program Chairs are evaluated based on their effectiveness as a teacher, service to the College, participation in assessment, and professional development. Data collection for Program Chairs evaluation

is a continuous process throughout the year. Data collected is evaluated by the dean then presented to the president for his or her review and any decision that notes a change in status or salary.

#### SABBATICAL LEAVE

The Delaware College of Art and Design is committed to insure that, when financially possible, its full-time faculty members have the opportunity to maintain and increase their professional standing, and that a coherent block of time, uninterrupted by teaching demands, will assist them in their professional growth, contributing to their effectiveness as teachers and the reputation of the College.

Requests for sabbatical leave shall be for the purpose of pursuing creative work, research, or professional advancement. Sabbatical leave shall not be for the purpose of taking remunerative employment of any sort without specific justification of such employment as an education program, and with prior approval of the president.

Full-time faculty members who have been successfully employed at the Delaware College of Art and Design for a continuous period of seven years may request a sabbatical leave, and may reapply after each continuous period of seven years' teaching.

A sabbatical leave may consist of a full academic year's leave at half salary, or a semester's leave at full salary. A faculty member's full-time benefits shall continue during the sabbatical leave. The sabbatical period is calculated within the faculty member's accumulated service.

Following the conclusion of the sabbatical leave, the faculty member must submit a written report to the president and/or a presentation of his or her activities during the leave to the College community and in professional venues and settings, e.g., gallery exhibitions, publications, or conference presentations.

When a sabbatical leave is granted, the faculty member must return to teach for at least one full academic year at the College. If he or she does not return to fulfill all or part of this year, the faculty member must remunerate the College for the amount of salary paid during the sabbatical leave.

#### Procedures for Sabbatical Leave

Upon determination that the financial circumstances of the Delaware College of Art and Design permit it, the dean may request applications for one sabbatical leave for the following academic year no later than November 30.

Faculty members who are eligible to apply for sabbatical leave may submit a formal proposal to the dean by January 15.

A Sabbatical Leave Committee consisting of the president and dean reviews the proposals and evaluates them with regard to the quality of the faculty member's teaching and years of service to the College, his or her potential for professional growth, and the appropriateness of his or her proposal to foster that growth.

The president makes the final decision and announces the sabbatical leave by March 15. The College reserves the right to cancel or postpone sabbatical leave for financial or other reasons.

### FACULTY PROCEDURES

#### FULL-TIME FACULTY MEETINGS

Program Chair (full-time faculty) meetings are generally held every Monday. The selected adjunct faculty representative is required to attend each of these meetings and record their own minutes to distribute to all faculty as a means of communication and transparency. Faculty who wish to bring up special topics at the meetings should inform the assistant dean before the meeting. Faculty meeting minutes are located in

the dean's SharePoint.

#### COURSE SYLLABI

DCAD has adopted a required format for all course syllabi. A template will be sent to your DCAD email address by your Program Chair or shared with you on the "syllabus" page of your course instance. While some course information will already be entered, you will need to add specific content and email a completed copy to your Program Chair for review and approval prior to final submission for the semester to the dean. Once approved, the course syllabi must be uploaded to the appropriate course instance in Populi before the start of the semester or as stated otherwise on the faculty member's contract. Faculty are advised to maintain copies of course outlines in their own files.

Faculty members are recommended to review the course outline with all students enrolled in each course during the first day of class. The course outline must follow the required format. Office hours, office location, and attendance policies must be clearly noted. Please note that there is no school-wide attendance policy, and it is each faculty member's responsibility to clearly define and communicate his or her policy to the students.

At least three opportunities for evaluating the assessment of student progress must be offered in each course. Academic Progress (SAP) is completed at week 4, 8, & 12 of each semester. Week 8 is the mid-semester evaluation in which faculty should review each student's progress individually with clear expectations for improvement as needed. Students should be informed of their performance (i.e., receive a grade) as soon as possible, generally during the next class session or within one week after submitting work or taking a test. End-of-the-semester projects that constitute 50% or more of the final grade should be avoided.

The right of an instructor to regulate the content and organization of his or her courses will not be abridged by this regulation as long as the necessary material and objectives for the course are covered.

#### ATTENDANCE

Students are expected to attend all scheduled classes, additional sessions deemed necessary by the professor, and field trips. Each faculty member is responsible for his or her own attendance policy, which should be clearly stated in the course outline and rigorously enforced. It is strongly suggested that no student be allowed to pass a class in which he or she has missed more than 20% of the class meetings. Class attendance must be updated in Populi every week. Faculty must communicate to the dean and registrar if a student has missed three consecutive class meetings.

#### STUDENT WORK LOAD

In liberal arts classes, a faculty member should expect students to invest a minimum of two hours of study time for every credit hour. In studio classes, faculty should expect students to invest an amount of time equivalent to the scheduled hours in additional studio work.

#### SUPPLIES AND BOOKS

Program Chairs must submit the program supply and book list needs to the dean by March 1. Additional supplies must not exceed the allotted cost published in the syllabi.

First-semester students are required to purchase a freshman supply package through the college that contains most of the supplies they will need for their first-year studio classes. Faculty teaching those classes should review the contents of the freshman supply package periodically in coordination with the Foundations Program Chair to ensure it contains most of the supplies they will require.

Book orders should be cleared and submitted to the dean by May 1. Timely ordering is essential. Many publishers offer complimentary desk copies to faculty members when the text is adopted for course use. Faculty members who need a desk copy should request it directly from the publisher at the time of placing the order unless an eBook is utilized.

#### ADVISEMENT

Studio Program Chairs are the principle academic advisors for all students in their area. In addition, the Liberal Arts program chair advises students who are placed in Academic Writing Lab. Students meet with their Program Chairs at pre-registration to review completed courses, progress in current coursework, and discuss a program of study for the coming semester. The Program Chairs can identify scheduling problems, ensure proper credit load and help with the selection of electives, when appropriate. The Program Chair is the first person a faculty member should contact if he or she has questions about a student's performance. Some students may be required to meet with their advisor frequently throughout the semester. Arrangement of these scheduled advisement meetings is completed by the program chair and the student with consultation by the dean as needed.

#### CLASS ROSTERS

On the first day of class each semester, faculty members should direct students in class whose name is not on the course roster to report immediately to the registrar's office to resolve the discrepancy.

The faculty member must not allow any student not listed on the roster to attend the class without first seeing a copy of the registration form, drop-add form or student's current schedule of classes from the registrar's office. Every effort should be made to ensure that the student is attending the class and section for which he or she is registered. Faculty should contact the registrar's office to determine a student's enrollment status.

Faculty members are not authorized to allow students to switch sections. Occasionally, students may arrange to attend another section of the same class if emergency or illness prevents them from attending their regular class. The faculty member must grant permission and the registrar's office must be notified.

#### GUEST LECTURERS

Each Program Chair is encouraged to sponsor guest lectures in their program's discipline. The Program Chair is responsible for overseeing the selection and scheduling of the lecture series. The guest lecturers should be dynamic presenters and active professionals in their field with a national profile and/or substantial record of professional achievement. Guest lecturers should also be available to meet with students on both a formal and informal manner.

At various times during the year, additional guest lecturers or workshop leaders may be scheduled on a class or area basis; these are generally organized by an individual faculty member and must be approved by the coordinator of the area in which the activity is to be given.

#### MODELS

Faculty members who require figure models for classes should contact the Foundations Program Chair to get a list of current models. Faculty are responsible for making arrangements for studio models themselves

At the end of each session, the faculty member must sign the model's time sheet. It is the model's responsibility to submit the time sheet for payment.

#### DOCUMENTATION OF STUDENT WORK

Each year, faculty and staff members are responsible for documenting student work for institutional



needs. Faculty members may request additional images from the inventory taken by the communications department for their own use.

Digital images should be captured in RGB mode with a minimum file size of 3000 pixels on a given side and a minimum resolution of 300 dpi. RAW files are preferred. Preferred video file size and type: 1080 pixels @ 30 Frames Per Second (FPS).

#### REMOVAL OF WORK

All work must be removed from classrooms, mailboxes, and lockers by the last day of the semester. Work left behind by students who have graduated, withdrawn, been dismissed, or departed for vacation will be disposed of in the general clean-up following each semester. When necessary, students will be financially responsible for the disposal of such items. DCAD cannot be responsible for work and personal property left in lockers or classrooms during the school year.

#### TRANSCRIPTS

The registrar's office maintains the educational records for enrolled and formerly enrolled students. The Delaware College of Art and Design complies with the Family Educational Rights and Privacy Act of 1974 as amended. A copy of this federal regulation is available in the Registrar's Office.

Transcripts will be released only at the written request of the student for a fee of \$5. Transcript requests can be made online at:

[https://www.studentclearinghouse.org/secure\\_area/Transcript/login.asp?FICEcode=04139800](https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=04139800).

Delivery options include electronic PDF, mail, and hold for pick-up at DCAD's campus. Transcripts will not be issued to people with holds on their records. Holds must be cleared by contacting the Bursar at 302-622-8000 x218.

## FACULTY RIGHTS AND RESPONSIBILITIES

#### PROFFESIONAL ETHICS

The Delaware College of Art and Design believes that the "Statement of Professional Ethics," promulgated by the American Association of University Professors and reproduced here, may serve as a guide to the variety of obligations assumed by all members of the academic profession.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their College or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

All faculty members should strive to make these recognized standards of the profession an integral part of their personal and professional lives.

### **Additional Standards**

All faculty members are expected to uphold the mission, integrity, and reputation of the College. Faculty members shall not undertake any activity that impacts negatively on the Delaware College of Art and Design. Any concerns or complaints with regard to the College are to be communicated directly to the faculty member's superior or supervisor in accordance with the organizational chart. Any concerns that a faculty member feels have not been duly considered should be brought to the attention of the dean.

Faculty members should use discretion and exercise good judgment regarding personal business dealings of any kind with College community members. Faculty should avoid personal interactions that could in any way compromise the professional relationship with students or cause some students to feel that another student has a special relationship with the faculty member.

Faculty members should not invite individual students to their homes or studios. Classes or extra help sessions should never be held in the home or studio of a faculty member, or the home or studio of a student. Classroom space or other space on campus is provided for classes, conferences, and extra help sessions.

Consensual relationships between faculty and students or between supervisor and faculty member, while not expressly forbidden, are generally deemed very unwise. The professor-student is one where, by its nature, control and power are solely vested in the professor. A faculty member who engages in an apparently consensual sexual relationship with a student (or supervisor with a faculty member) will not be immune from a charge of sexual harassment or discrimination. Where a faculty member has engaged in a relationship with a student, or a supervisor has engaged in a relationship with a faculty member, a defense based upon consent will not be available.

### **Violations of Professional Ethics**

Faculty members are expected to act fairly and honestly in all transactions with DCAD and with others to

maintain the high ethical standards of the College. Violations of professional ethics may constitute grounds for dismissal. If a faculty member is unsure whether there may be a violation of professional ethics, they should contact the dean or the Chief financial officer.

Discovery of events of a questionable, fraudulent, or illegal nature, or which appear to be in violation of professional ethics, must be reported promptly to the dean. If such instances are identified with persons at the highest management levels within the College, the matter should be reported to the president of the Board of Trustees of the College.

#### ACADEMIC FREEDOM AND RESPONSIBILITY

Each faculty member has individual freedom of inquiry and expression in teaching, research, and publication. Academic freedom and responsibility are here defined as the liberty and obligation to study, to investigate, and to discuss facts and ideas concerning all branches and fields of learning. No limitations on such freedom are imposed other than those required by generally accepted standards of responsible scholarship and research.

When faculty members speak, write, or act as citizens, they are free from institutional censorship or discipline, and they should undertake to avoid any implication that they are representing all or part of the institution or that they are institutional spokespersons. In order to avoid confusion and possible unintentional duplication or contradiction, public statements about College matters are released only by official College spokespersons.

All faculty are expected to respect the academic freedom of individuals within the College community, and the College community as a whole, and the right of the College to determine overall enrollment, personnel, and content relevant to the educational program, based on the mission and philosophy of the College.

#### Academic Freedom and Professional Security

Institutional statement of purpose relevant to academic freedom: The Delaware College of Art and Design is a private, not-for-profit, degree-granting, accredited, co-educational College open to resident and non-resident students. The College's goal is to nurture and cultivate the unique qualities of each student through an effective and engaging curriculum, in an inspiring environment, with the help of involved teachers. The College offers the associate of fine arts degree and exists for the purpose of preparing talented students for transfer opportunities in art and design. The College emphasizes individual attention in a supportive environment.

All important decisions within the College relate to the College's mission statement. Providing a professionally-oriented, productive, well-rounded educational experience for students is the goal of curricular, co-curricular, and extracurricular programs of the College. Faculty are expected to support the overall mission and the more specific goals and objectives of the College.

#### Academic Research

All students and faculty are free to examine, question, and research any discipline; they are required and expected to examine, question, and research the disciplines actually taught at the College and assigned to them or chosen by them. In-depth study of the substance of these disciplines occurs inside and outside the classroom in structured and unstructured ways.

The Delaware College of Art and Design is primarily a teaching institution, not a research institution. With regard to faculty development and continuity, however, faculty members are expected to be working in their respective fields.

#### Faculty Development

Faculty members are expected to maintain knowledge of current trends in their fields and to participate in

professional activities other than teaching without infringing upon teaching responsibilities. Faculty members are expected to pursue creative work and research directed toward their teaching areas, as well as other subjects of interest.

The breaks between semesters provide the faculty with opportunities for pursuing their own work. A full-time teaching position involves at least 30 -33 weeks of the year, leaving 20 - 22 weeks or fewer for work outside of the instructional setting. A faculty member who is actively involved in creative work, research and professional growth brings a valuable added dimension to the classroom, and such development is expected but should not interfere with the faculty member's responsibilities to the school.

Faculty members are encouraged to attend professional conferences and represent the interests of the College, students, and graduates in their respective fields. Faculty members are also encouraged to seek membership in professional organizations or societies and to serve as liaisons between the College and the professional world.

### Support for Faculty Development

The Delaware College of Art and Design may reimburse faculty for dues in professional organizations where they serve as contact persons or coordinators for institutional membership. The College, however, does not pay for faculty member's individual membership in professional organizations.

Financial support for conferences and other professional activities may be sought through the Program Chair. Ideally, faculty members should inform their Program Chairs far enough in advance of conferences they wish to attend so that funds may be provided for in the area's budget.

Faculty must submit, in writing to the Program Chair at least 90 days before the conference, a request for support including copies of pertinent information: i.e., conference brochure, expected budget, supporting materials, and explanation of the request's benefit to the faculty member and to the College.

If the Program Chair approves the request, he or she must recommend a level of support based on the availability of funds and other anticipated requests, and forward the recommendation to the dean at least 60 days prior to the conference.

The dean may approve the request at the funding level recommended or revise the amount; College funds cannot be committed unless prior approval is given. Once the request has been approved, a copy will be forwarded to the Chief financial officer.

Upon return from the conference, the faculty member must submit a request for reimbursement to the Chief financial officer providing documentation of expenses. The faculty member must also submit a written report of the conference to the Program Chair who will notify the Chief financial officer that funds can be released. Support will be made based on anticipated demand and availability of funds, and may not constitute full reimbursement.

### Personal Expenses Reimbursement

Faculty members may be reimbursed for travel, mileage other personal expenses for off-campus travel on College business. Approval for such reimbursement must be obtained in writing from the Program Chair prior to incurring the expense.

### Faculty Exhibit

An exhibit of faculty work is held every two years. Faculty teaching studio courses are expected to participate in the exhibit, which opens at the College and may travel to other selected sites.

## FACULTY DUTIES AND RESPONSIBILITIES

### TEACHING RESPONSIBILITIES

The activities of a faculty member must assist in accomplishing the mission of the College to prepare students for careers in arts and design, and to create and maintain a positive atmosphere for learning among students, faculty and staff. It is the faculty member's responsibility to ascertain and fulfill his or her responsibilities and duties as well as to ascertain and abide by policies of the College.

All faculty members are required to adhere to all procedures and deadlines relating to the submission of syllabi, student progress reports, assessment of student learning, student course evaluations, and final grades. All faculty are also required to participate in various department and College meetings and adhere to and enforce College policies and procedures.

In the event that a faculty member cannot meet with a class as scheduled, the faculty member must contact his or her supervisor (Program Chair or dean) as soon as possible to communicate arrangements for class coverage.

DCAD expects you to use your DCAD email (jdoe@dcad.edu) for all DCAD-related electronic communication. Full-time faculty members are expected to check their DCAD email daily; part-time faculty are expected to check their DCAD email at least twice a week.

Faculty members are responsible for meeting with all of their classes as scheduled, i.e., one and one half fifty-minute hours (not including breaks) per credit per week for studio classes, and one fifty-minute hour (not including breaks) per credit per week for academic classes. Faculty are responsible for actively teaching students for the entire class period through example, demonstration, experimentation, audiovisuals, role-play, and as many varied, student-centered learning strategies as possible. Faculty members should be aware of individualized styles of learning and should adapt teaching methodology to individual needs. When possible, faculty should utilize universal design to accommodate all learning needs.

Studio classes should incorporate demonstrations, lectures and note-taking as well as creative and analytical studio work. Lecture classes should include lectures, readings, visual resources, and other strategies that actively involve the learner in the academic process.

Faculty members are expected to arrive for class at least five minutes before the class is scheduled to begin and remain after class at least five minutes to ensure that the room is neat and ready for optimum learning, that all equipment and materials are in good order, and that they are available to meet with students who have particular concerns or questions. Faculty members are expected to be in the studio or classroom at all times during the scheduled class time.

Faculty members are responsible for maintaining a high standard of professionalism in the classroom at all times and for covering the maximum amount of material possible. Time constraints make it essential for class time to focus on meeting the course objectives, adhering to the course descriptions as stated in the College catalog and following the course outline.

Students perform best when expectations are clearly defined, and are motivated to excel when improvements are acknowledged and encouraged. Professors are to be positive in attitude, striving to maintain an energized classroom.

Students should be encouraged by praise whenever possible. Normally, students are prepared to succeed by moving from the simple to the complex and from the concrete to the abstract. Faculty members must explain to students why aspects of their work are weak and show them how to improve.

Expressing sarcasm or derision toward students, colleagues, or administrative staff is unacceptable. A

humane learning environment, in which expectations are clearly communicated and examples given, will result in optimal student outcomes.

Faculty members should counsel students who are not performing to capacity and guide those students toward success. If a learning problem is evident, faculty members should discuss the student's problem with the Program Chair/advisor and should direct the student to other avenues of assistance such as extra-help sessions or outside tutoring; if diagnostic testing or counseling is required, the faculty member should contact the dean's office.

Faculty members should learn each student's name and major area of concentration. Other pertinent information such as full-or part-time status, start semester, and academic status may be requested in writing on the first day of class.

### **Use of Class Time**

Each class session is important and should be planned to take advantage of all the instructional time available. All students should be assigned productive work to do throughout the entire time allotted to a class.

Faculty members are expected to express concern to students who have been absent and to discourage students from missing any part of any class. Faculty members should contact students who incur two consecutive absences and must immediately notify the student's Program Chair of chronic attendance problems (two absences in a row or three or more total absences).

### **Office Hours**

Faculty members must also schedule office hours consisting of 15 minutes per week for every credit they are assigned to teach that semester. Faculty should meet with students in the faculty offices they are assigned; however, in some circumstances it would be preferable to meet in an empty classrooms or studio. Students with questions or problems may use this time to meet individually with their professors. If no students seek attention, the faculty member may use the time to evaluate or plan course work, or otherwise prepare for the class. Faculty members must post office hours outside their office doors and/or syllabi.

### **Non-Teaching Responsibilities**

In addition to activities directly related to the classroom, each faculty member is expected to participate in all faculty meetings and committee meetings, department assessment meetings, attend and support other activities of the College, continue his or her professional growth, and lend his or her leadership, advice, and expertise to the College's programs and projects.

While instruction is the faculty member's primary responsibility, faculty members are leaders within the academic community and are expected to make contributions to the institution as a whole. Other than teaching effectiveness, as primarily measured by observable student outcomes of high quality, faculty are evaluated on their contributions to the collegial atmosphere of the College and on their service to the College.

Faculty are expected to attend school-wide events such as exhibition openings, guest lectures, new student orientation and graduation. Occasionally, other special events may be held which require faculty participation.

Faculty members are expected to actively support all non-instructional aspects of the College just as all staff members support and contribute to the instructional program. The Delaware College of Art and Design, like most other Colleges, highly values faculty service to the College and faculty public service, especially time dedicated to College-sponsored programs.

Faculty members are encouraged to propose their own ways of meeting the College's admissions,

fundraising, publicity, and/or other goals through service opportunities that makes use of their professional and personal strengths. These proposals may be submitted to the dean.

#### Recruitment, Admissions, and Retention

Leadership in recruiting, admitting and retaining excellent students is required of all full-time faculty members. Periodically, faculty may be called upon by the admissions department with the dean's approval to assist in admissions' related events.

#### Absences, Illness, and Emergencies

If a faculty member is unable to meet a scheduled class, he or she must contact their supervisor (Program Chair and dean) as soon as possible to communicate arrangements for class coverage, approval of asynchronous class structure for the day, or who may arrange for another faculty member to take over the class. Faculty members may ask fellow faculty members to substitute for them in teaching classes by completing and submitting the faculty substitution request form; however, the Program Chair must first approve such substitutions.

Faculty members must secure permission in advance from the Program Chair for all absences not related to unexpected emergencies or sudden illness and should provide alternate assignments to cover the missed session; under no circumstances should a faculty member plan to miss more than one week's class time.

If the faculty member must miss enough classes to substantially disrupt the effective conduct of the class, the Program Chair may recommend to the dean that the class be reassigned to cover the remaining classes in the most expeditious manner for the benefit of the enrolled students. This may require, but is not limited to, reassigning other faculty members to cover the classes with appropriate compensation to the substitute professors.

In the event of the extended absence of a faculty member from classes, the faculty member will make all necessary materials immediately available to the Program Chair including class roster, grades, syllabi, textbooks, slides or other materials deemed necessary to continue the course. Depending on the number of classes missed, the need to compensate substitute teachers and the amount of preparation supplied, a faculty member who is absent for more than one class session may have his or her salary adjusted on a pro-rated basis.

All faculty members are evaluated by their Program Chair and/or the dean.

## FACULTY COMMITTEES

### ACADEMIC ACTION COMMITTEE

The dean, Program Chairs, director of student life, director of financial aid, and the registrar form the Academic Action Committee. The dean serves as Chair of the Academic Action Committee.

The Academic Action Committee reviews extension of academic probation, academic dismissal, readmission, and final grade appeal. It meets once per semester. The group may meet more frequently if needed.

It is the responsibility of the Program Chairs to communicate appropriate matters covered in the meeting to other members of his or her area, and to bring ideas, suggestions, questions, or concerns from the members of his or her area to the meeting. Since communication cannot take place effectively if all or part of the meeting is missed, all Program Chairs are expected to attend all meetings, arrive on time, and be prepared to stay for the duration of the meeting.

### AREA DEPARTMENT MEETINGS

Area department meetings, consisting of all faculty within each area, are established for each of the areas

of concentration, for liberal arts and for the foundation curriculum. Area department meetings are chaired by the Program Chairs and occur twice a semester. Each faculty member contributes to the ongoing development of their department through discussion and assessment of curriculum and student performance by attending these meetings.

The Program Chair is responsible for compiling minutes of department meetings and submitting a semi-annual report to the dean on progress made toward achieving the goals listed above, which is submitted to the president for inclusion in his or her report to the Board of Trustees.

#### SEMESTER START MEETING AND FACULTY COUNCIL MEETINGS

All faculty members, full-time and part-time, deal with a broad range of issues and areas of the College including, but not limited to, the curriculum, the library, professional development, the exhibition program, and the lecture series.

All-faculty meetings are held once a year. All full-time and adjunct faculty are required to attend this meeting unless excused by the dean. The dean presides at the all-faculty meeting. A staff member acts as secretary at the all-faculty meeting and takes minutes. The minutes are distributed to all faculty members within one week of the meeting.

The presence at any meeting of one more than half the number of full-time members of the faculty constitutes a quorum for the transaction of business at that meeting.

The College convenes weekly or bi-monthly Program Chair (PC) and Curriculum Assessment Committee (CAC) faculty meeting, attended by the dean, Program Chairs, and an appointed Adjunct Faculty Representative, to engage all faculty and solicit input on decisions, facilitate College-wide communications, and encourage participation in self-study and assessment. The appointed Adjunct Faculty Representative's role is to represent adjunct faculty in shared governance at DCAD through PC and CAC or other meetings sanctioned by the president. The Adjunct Faculty Representative advises the dean and Program Chairs about needs, issues, and concerns of adjunct faculty at Delaware College of Art and Design; as well, as communicates the agendas of the PC/CAC meetings to adjunct faculty. The Adjunct Faculty Representative is responsible for conducting 1 to 2 all-adjunct faculty meetings per semester in addition to compiling and submitting a report of those meetings to the members of the CAC.

Special meetings of the faculty may be requested by any faculty member whenever there is necessary business to be transacted outside of the normally scheduled meetings and communicated to the dean. These faculty meetings must have an agenda that is distributed to all faculty two weeks prior to the scheduled meeting and submitted to the dean. All members of the faculty are eligible to vote in the faculty meetings. Questions before the faculty should be decided by a show of hands.

All discussions at faculty meetings are confidential and may not be reported or conveyed in any fashion to students or to other individuals who are not members of the faculty. Only the dean or the official College spokesperson should make public announcement of decisions made or business discussed at faculty meetings.

#### CURRICULUM ASSESSMENT COMMITTEE

The CAC is chaired by the dean. Membership includes all Program Chairs, the registrar, and the Adjunct Faculty Representative. The CAC conducts systematic reviews of the curriculum with respect to mission, goals, and student learning outcomes; advises and recommends proposed curricular revisions based on assessment; creates and disseminates rubrics for the assessment of course, program, and core competencies; provides guidance for the implementation of the *Education Assessment Plan* and the *Academic Program Review*; conducts the assessment of core competencies (Core Competencies Assessment Team, CCAT); and provides scholarship and best practices for teaching and learning.



## STUDENT CONDUCT

### CODE OF STUDENT CONDUCT

The Delaware College of Art and Design has a Student Conduct Handbook outlining all the college's policies for student behavior. Please refer to this handbook for a detailed description of all college policies, possible outcomes and sanctions for policy violations, procedures, and timelines for student conduct cases, as well as other student conduct related information.