

FACULTY HANDBOOK



VERMONT COLLEGE OF FINE ARTS
36 College Street
Montpelier, VT 05602
www.vcfa.edu

Fall 2014

CONTENTS

PART I: COLLEGE-WIDE POLICIES

VCFA MISSION STATEMENT
ACADEMIC FREEDOM
ACADEMIC AND ADMINISTRATIVE STRUCTURE OF THE PROGRAM
FACULTY GOVERNANCE
FACULTY STATUS/HIRING
FACULTY REVIEW AND RETENTION
PERSONNEL RECORDS
RESIDENCY: FACULTY PARTICIPATION, REIMBURSEMENT
CONFLICT OF INTEREST, CONDUCT AND CONFIDENTIALITY
FACULTY-STUDENT CONFLICT OF INTEREST
AMERICANS WITH DISABILITIES (ADA)
VERMONT COLLEGE OF FINE ARTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
(FERPA)
IT POLICY
EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT
DRUG FREE SCHOOLS AND COMMUNITY ACT
SMOKING POLICY
WORK-RELATED INJURIES
WORKER'S COMPENSATION
EMERGENCY POLICY
KEY SECURITY INFORMATION
WORKPLACE HAZARDS
ORGANIZATION CHART
CAMPUS MAP

INTRODUCTION: COLLEGE-WIDE POLICIES AND INFORMATION

The following information applies to all Vermont College of Fine Arts programs. Program specific policies follow in Section II of this Handbook. All faculty must be familiar with and abide by all policies outlined in the [Vermont College of Fine Arts Student Handbook](#), a separate document posted on the VCFA website, in addition to VCFA policies housed on the VCFA website and referred to within this document. The College Policy Library is located at www.vcfa.edu/about/administration.

MISSION STATEMENT

Vermont College of Fine Arts is a national center for education in the arts, fostering the excellence of emerging and established artists and advancing the arts to create a more humane world.

ACADEMIC FREEDOM

VCFA protects the right of faculty members to freedom of inquiry, thought, expression, publication and peaceable assembly. Faculty may not be penalized by VCFA for expressions of opinion or associations in their private or civic capacity. They should, however, remember that the public may judge VCFA by their words and make a reasonable effort to indicate that they are not speaking for the institution.

Furthermore, VCFA ensures that individual faculty members retain ownership rights to the creative and scholarly material they present at residencies. VCFA is entitled, with permission of the faculty member, to reproduce and distribute such material only to its faculty, alumni, current students, and potential students.

ACADEMIC AND ADMINISTRATIVE STRUCTURE OF THE PROGRAM

The structure of academic programs at VCFA is designed so that the leadership responsibilities for each program are shared by the Faculty Chair or Co-Chairs and the Program Director. It is important that all faculty and staff understand, acknowledge, and honor the distinct roles of these positions and the spirit in which they are intended to collaborate.

As is the case with all faculty positions at VCFA, a Faculty Chair is a part-time employee of the College. The Faculty Chair position is designed to rotate every two or three years, depending on program, in order to provide a variety of faculty leaders with the opportunity to serve. The Chair's responsibilities lie primarily within the concerns of his or her specific academic program, whereas the Program Director's responsibilities include the concerns of the College as a whole.

Program Directors are full-time employees of the College. As these positions are neither rotating nor temporary, the Program Directors provide a strong and necessary element of

continuity for the specific program and an ongoing link between that program and staff and administration at the College. Program Director responsibilities include being aware of, complying with, and contributing to the establishment and enforcement of policies, practices, and concerns of the College, in addition to those of their particular program.

Both the Faculty Chair and the Program Director report to the Academic Dean, who shall be consulted regarding program issues as needed. In addition to the Faculty Chair(s) and the Program Director, each program has a governance structure involving faculty. In an effort to achieve the highest possible degree of understanding and communication between all involved parties, job descriptions for the Faculty Chair and the Program Director are included in the program-specific sections of the Faculty Handbook. Policy and procedure for program faculty governance is in each Program-specific section of the Handbook.

FACULTY GOVERNANCE

Faculty are involved in program and college governance in various ways. The VCFA Academic Council has representation by faculty from each program along with the Program Directors. The Academic Council is chaired by the Academic Dean. Faculty may also be asked to participate in ad hoc program or college committees and initiatives as needed.

The Academic Council meets periodically with the Academic Dean and/or President to assure cross-program input and recommendations on academic and administrative matters, including the creation, substantial modification or termination of academic programs or any substantial matter of college-wide academic policy. Faculty members of the Academic Council will serve as representatives of their program faculty as a whole. ([See VCFA Governance policy.](#))

FACULTY STATUS/HIRING

All faculty at VCFA are hired part-time on a semester to semester basis. Faculty are generally hired to teach between 4-6 students per semester, depending on individual program needs. Additional details about faculty status are covered in the individual programs sections of this Handbook.

Faculty letters of agreement are issued by individual programs each semester. Included with the letter are details of the Semester Responsibilities. Any human resources forms required by the Payroll office will be sent to faculty prior to the beginning of the semester and must be submitted to the Human Resources office before the first paycheck of the semester is issued.

Faculty are paid on a bi-weekly schedule of 13 paychecks per semester. Payroll dates can be found on the [policy library](#). Additional compensation for faculty services (e.g. reviewing applications or participating in an Admissions Open House) is included in regular paychecks and is subject to withholding. Reimbursement for faculty expenses is issued separately from paychecks and is not subject to withholding.

FACULTY REVIEW AND RETENTION:

All core or regular faculty are reviewed on a regular basis, typically on a three year cycle. Faculty evaluation guidelines for each program are detailed in the individual program sections of the Handbook. Completed evaluations will be retained by the program offices and shared with the Dean.

Faculty retention decisions will be made by the Faculty Chair and the Program Director in consultation with the Academic Dean and the Faculty Advisory Committee, where relevant and as necessary. As has traditionally been the case, seniority will be a factor in decisions to retain faculty. With this caveat, a balanced, holistic approach will be taken in making faculty retention decisions. Employment will ultimately be based upon what is best for the Program and the College. The three primary factors considered regarding faculty retention are teaching effectiveness, artistic and other professional activities, and seniority. Additionally, programs will also take into account their needs in terms of diversity of all kinds and programmatic needs. See individual program sections for “Determination of Seniority,” “Evaluation of Teaching Effectiveness,” and “Evaluation of Publications and Professional Activities” for criteria on which those factors will be evaluated.

PERSONNEL RECORDS

Personnel records are maintained in the Chief Financial Officer’s office and include your employment application/resume, offer letter, training/development applications, discipline/commendation letters, performance evaluations, payroll information, and other personnel-related correspondence or documents.

You should immediately report to the Human Resources Coordinator changes in any of the following:

- Name
- Address/phone (home or on-campus)
- Emergency contact information
- Immigration status
- Family status (marital or civil union status, dependents)

RESIDENCY: FACULTY PARTICIPATION, REIMBURSEMENT

All faculty must participate fully in every residency for which they are hired to teach. Specific expectations for faculty participation are included in each program section of the Handbook.

Expenses covered for residency attendance include travel to and from residency (see [VCFA Travel and Business Expense Policy](#)), on-campus room and board for the required residency dates, and a residency stipend to assist in covering additional travel, meals or housing expenses

not covered by normal VCFA policies.

Overnight guests are not permitted in faculty rooms without permission from the Program Director. Children are not permitted to stay in campus housing. Children on campus must be accompanied at all times by their parent or guardian.

EMPLOYEE CODE OF CONDUCT

All employees of VCFA, including faculty, are expected to be aware of and to abide by the Employee Code of Conduct policy. New faculty will be required to sign a form of agreement prior to employment.

FACULTY-STUDENT CONFLICT OF INTEREST

In order to avoid the potential for creating a conflict of interest and for compromising the educational process, faculty shall avoid any sexual relationship with a student if he/she is, or expects to be, supervising the student's academic work even when the student consents to or initiates such a relationship.

AMERICANS WITH DISABILITIES (ADA)

Faculty are expected to be familiar with the [ADA policies and related requirements](#). Any faculty member who is assigned to work with a student who has registered for ADA accommodations and has received accommodations must comply with those accommodations. The Disability Services Coordinator and relevant Program Director will work with faculty members to ensure understanding of and compliance with these requirements.

VERMONT COLLEGE OF FINE ARTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Faculty should acquaint themselves with [FERPA](#) policies so that all are aware of student rights and how such rights apply to educational records that may be handled by faculty.

INFORMATION TECHNOLOGY POLICY

Faculty should acquaint themselves with and abide by the VCFA [IT policy](#).

EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT

Vermont College of Fine Arts is committed to providing faculty, staff, students, artist-teachers, and invited visitors with an environment where they may pursue their careers or studies free from Discrimination and Harassment. The CFO/VP for Administration is ultimately responsible for administering the College's equal opportunity, anti-harassment, and accessibility (ADA) policies, and shares procedural responsibility with the program directors. The College pledges

itself to the broad application of the Civil Rights Act of 1964, as amended, in particular Titles VI and VII, Title IX of the Education Amendments of 1972, the Equal Pay Act of 1963, the Americans and Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and comparable state and local laws.

The CFO/VP for Administration is the College's Section 504 and Title IX Coordinator.

VCFA is committed to a policy of equal employment and educational opportunity, in compliance with applicable provisions of state and federal law that prohibit discrimination in employment and education on the basis of race, color, sex, gender identity, genetic information, age, ancestry, national origin, place of birth, religion, sexual orientation, veteran or military service status, HIV-positive test result status, disability, or any other legally protected characteristic, as and to the extent that such characteristics and prohibitions are defined by applicable law. The College will not rely inappropriately on such characteristics, or upon related stereotypes or biases, in making employment-related or education-related decisions. Also, in accordance with applicable law, the College will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship or otherwise would not be required by applicable law.

Staff members or students should feel free to raise concerns or complaints relating to discrimination or perceived discrimination without fear of reprisal or retaliation from the College, students, faculty, supervisors, or co-workers. Violations of the College's nondiscrimination policy will likely result in disciplinary action or termination. Please refer to the Complaint Procedure for more information about how you should report any such concerns or complaints.

Faculty should be aware of additional definitions and procedures included in this policy at the following link: [\(link\)](#)

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The unlawful possession, use, or distribution of illicit drugs and alcohol by employees of the College is strictly prohibited. The College will impose disciplinary sanctions—including reprimand, suspension, or termination—for violation of this policy. As a condition for continued employment, VCFA may require a drug screening for identification of the use of illicit substances or participation in an appropriate rehabilitation program.

As employees of an educational institution, VCFA personnel have both a moral and legal obligation to meet the highest standards of ethical conduct as they serve as an example to all VCFA students. The purpose of this policy is to produce a workplace and campus environment that strongly discourages the unauthorized or illegal use of drugs and alcohol by both students and employees. The Drug-Free Schools and Communities Act requires that Vermont College of Fine Arts certify to the Secretary of Education that it has adopted and implemented an anti-drug and alcohol abuse policy for employees and students. The certification is a required

condition for receipt of funds or any other form of financial assistance under all federal programs. VCFA places great importance on eradicating drug and alcohol abuse. Our goal is to prevent alcohol abuse and maintain a drug-free campus and workplace. As part of our efforts, this notice is given to all staff members. Eradication of drug and alcohol abuse is a national priority. Legislation, including the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, requires education agencies that accept federal funds or grants to establish alcohol and drug policies consistent with federal guidelines. To continue receiving federal funds and grants, VCFA will implement and enforce these policies and programs.

SMOKING POLICY

Faculty should acquaint themselves with and abide by the VCFA [Smoking Policy](#).

WORK-RELATED INJURIES

If you are injured or think you have been injured while working on campus, no matter how slightly, you must report the injury immediately to your supervisor and the Human Resources Coordinator to protect your eligibility for compensation.

The [Incident Report Form](#) must be completed and returned to the Human Resources Coordinator immediately following any work-related accident or injury.

WORKER'S COMPENSATION

All VCFA staff members are protected under the State of Vermont Workers' Compensation Law. This benefit covers accidental injuries or occupational illnesses that are caused by, arise out of, or occur in the course of employment at VCFA, including medical expenses. Should a workers' compensation claim need to be filed, further explanation of the benefit will be discussed at that time.

The employee and their supervisor should jointly fill out an [Incident Report Form](#), which is available in our Online Policy Library, and return it to the Human Resources Coordinator. The College reserves the right to request satisfactory medical evidence to support

EMERGENCY POLICY

Faculty are expected to be aware of their responsibilities and expected protocol in the case of an emergency on campus during a residency. Detailed information is included in the [VCFA Emergency Procedures policy](#). Additional information about campus safety can be found on the [Campus Safety web page](#).

KEY SECURITY INFORMATION

- On-site Campus Safety phone extension (available weekdays 6:30 am–8 pm): x8888
- Non-Emergency Montpelier Police Department phone number: 223-3445
- Non-Emergency Montpelier Fire Department phone number: 229-4913
- Non-Emergency Montpelier Ambulance Rescue phone number: 229-4913
- Emergency calls: 911
- If there is an incident of any sort on campus, Campus Safety needs to be notified by dialing x8888 or externally by dialing 828-8888. Campus Safety is available Monday-Friday, 6:30 am to 8 pm; otherwise, a call will be returned the following business day.
- 24/7 security will be provided when residencies are in session.

WORKPLACE HAZARDS

In compliance with OSHA regulations, VCFA has determined that the following job categories have the potential for exposure to blood-borne pathogens: custodial personnel and certain maintenance personnel. Appropriate training and response materials will be provided to individuals in these jobs every year. Any staff members coming in contact with blood or other bodily fluids is to immediately contact his/her supervisor.

In addition, CPR training will be done on-site for key personnel every other year.

ORGANIZATION CHART

The VCFA Organization Chart can be found on page 13 of the Staff Handbook (see Handbook list at <http://www.vcfa.edu/about/administration>).

MAP OF THE CAMPUS