

*Ernest G. Welch School of*

# **ART & DESIGN**

## Faculty Guidelines

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# Getting Started

## *Administrative Faculty and Staff*

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The following list includes all administrative personnel who work in the School of Art & Design, their titles and brief job description as needed.

Director..... Joseph Peragine  
Associate Director.....Susan Richmond  
Graduate Coordinator.....Wesley Harvey  
Undergraduate Coordinator.....Timothy Flowers



Krithian Thomas  
Business Manager III  
404-413-5226  
[kthomas08@gsu.edu](mailto:kthomas08@gsu.edu)

Krithian manages the financial affairs of the department and supervises all staff. She monitors departmental expenditures and reimbursements; coordinates timesheets and paycheck disbursements; prepares financial reports; and generally oversees Art & Design's facilities. She monitors compliance with University policies and procedures; maintains departmental records including personnel records for staff and faculty and she develops and implements office procedures.



Torie Zoph  
Administrative Coordinator  
404-413-5226  
[vzoph@gsu.edu](mailto:vzoph@gsu.edu)

Torie is our office manager. She coordinates all of the functions of the Art Office in room 117, is our liaison with other administrative units such as the Dean's Office, Human Resources, etc., and processes faculty hiring paperwork. She assists the director, supervises student assistants in the office, processes models' timesheets and secures their parking, maintains office records, oversees inventories and supplies, and helps plan departmental events.



Adam Wagner  
Administrative Specialist – Academic  
404-413-5225  
[awagner@gsu.edu](mailto:awagner@gsu.edu)

Adam collaborates with discipline area coordinators to manage all production studios including maintenance of related equipment, technology and physical studio spaces in the Arts & Humanities Building. He provides art studio oversight, materials handling, safety protocol development and enforcement, and resource management for four (4) Art & Design instructional and art production areas, including: Ceramics and 3D Studies (hand building, wheels, bronze foundry); Textiles (studios, production spaces, rinse and laundry rooms); Photography (darkrooms, shooting studios, and production spaces); Drawing, Painting, and Printmaking (studios and spray rooms).

In addition, Adam coordinates the assignment, training, and oversight of all graduate lab assistants. He coordinates assistantship assignments and work schedules each semester and ensures all safety protocols and maintenance duties are performed and documented for the school.



Ann England  
Visual Resource Librarian and Artwork Loan Program  
Coordinator  
404-413-5233  
[aengland@gsu.edu](mailto:aengland@gsu.edu)

Ann manages the Visual Resource Center (VRC) on the 5<sup>th</sup> floor, maintains our image collection, and is our liaison with ArtStor, an online image database. She assists faculty with images and oversees and checks out visual projection equipment to faculty. Ann coordinates all aspects of the school's Artwork Loan Program and is that program's staff liaison with faculty and other units within the university. Ann also assists the Associate Director with course scheduling and all faculty with registration documentation, system input functions (overflows, pre-requisite waivers, etc.), and reports. Ann also hires and supervises the student workers for the Creative Media Center's Cage and Lab space.



Jac Kuntz

Public Relations Coordinator  
404-413-5225  
[jkuntz@gsu.edu](mailto:jkuntz@gsu.edu)

Our public relations coordinator serves as the school's primary public relations liaison to the Atlanta arts community, including local and regional arts institutions such as museums, galleries, and secondary and higher education institutions. She oversees marketing campaigns and advertising, social media accounts, and is our events coordinator and website manager. She coordinates the calendar and creates, designs, and distributes press/media materials and announcements, including faculty/student/visiting artist/art gallery exhibitions and events, as well as other special events, public lectures, and fundraisers.

Jac also promotes the accomplishments of Welch students, alumni, and faculty within the University and externally through appropriate media outlets; attends and documents exhibitions, lectures, and events; and assists with special events and initiatives including the annual MFA exhibition and catalog; biennial Artist-and-Scholar-in-Residence program; the biennial Welch Symposium; and the Welch Visiting Artist and Scholar Series.



Cynthia Farnell  
Gallery Director and Senior Academic Professional  
404-413-5230  
[cfarnell@gsu.edu](mailto:cfarnell@gsu.edu)

As Gallery Director, Cynthia manages the day to day operations of the Welch School Galleries located off of the lobby of the Arts & Humanities Building. She works closely with the faculty gallery committee to coordinate events and run the gallery programming. She curates exhibitions of regional, national and international artists' works for our gallery as well as oversees all of our student exhibitions. She is in charge of all gallery related events and is a resource to all faculty on gallery issues related to curriculum and student exhibitions.



**Nimer Aleck**  
Administrative Faculty  
Sculpture Studio Manager  
Academic Professional  
9-404-413-8765  
[naleck1@gsu.edu](mailto:naleck1@gsu.edu)

Nimer's main responsibility is to oversee the safe operation of the Sculpture Studios at 246 Edgewood. He maintains the sculpture studio equipment and budget, with the goal of providing and improving a safe working environment for the faculty and students using the facility. He works closely with the Lab Safety committees on campus to coordinate lab/studio safety protocols for the school. As Administrative Faculty, Nimer also teaches up to 50% full-time effort.

### ***Resources***

All new employees should see Adrienne Gonzalez for required hire paperwork.

1. Newly hired faculty, staff, graduate students and undergraduate assistant workers will need to bring:

- A voided check for direct deposit, or other printed banking information showing your account and routing numbers.
- I-9 identification
- Official transcripts (instructors only)

2. Benefits-eligible employees must sign up for a Benefits Orientation. For more information on benefits, go to: <http://employees.hr.gsu.edu/benefits/>

Note: It may take 5 to 10 business days for your paperwork to be processed and your record to become active in the GSU systems.

### ***Panther Card***

You may get your GSU ID card (i.e. Panther Card) once your record is established in the GSU personnel system. The Panther Card office is in Auxiliary Services on the 2nd floor of the University Bookstore Building. Before walking over, you may call 404-413-9508 to make certain that you are in the system. Visit the Panther Card website for additional information: <http://panthercard.gsu.edu/panthercard/>

You will need the card for 'After Hours' access to the Arts & Humanities building, entrance to the Library\*, Recreation Center\* and for security/identity related matters.

\*The Library and Recreation Center have instituted a bio-ID entry system. Please see those facilities to have your finger scanned.

### ***Faculty Offices***

All regular faculty will receive an office space, including limited-term lecturers. Torie Zoph can authorize you to pick-up a key to your office from Key Control at the GSU Police Station. She can also notify COTA Technology Support to set up your computer, and access to the School's I: Drive. If there are issues with your computer and network connection please contact [cotatech@gsu.edu](mailto:cotatech@gsu.edu).

If there are issues with your office furniture or telephone, please contact Torie or Adrienne. **Refer to Appendix A of this guide for instructions on how to set up and operate your voicemail.**

### ***Paychecks***

All faculty, graduate assistants, and exempt staff employees will receive payment once per month on the last business day of the month. Student assistants and non-exempt employees are paid on a biweekly schedule. Your first paycheck will come as a paper check to the mailing address listed on your hire packet. Subsequent paychecks will be deposited directly to your bank account. You can access your paystub through OneUSG: <http://OneUSGConnect.usg.edu> (once you are on the GSU site, Please make sure to click on the Georgia State logo - log in using your GSU credentials ( for example, campus ID and password).

### ***Campus ID***

You will use your Campus ID to access class rosters in PAWS/GoSolar, the online course schedule, and your grade rolls. To set up your Campus ID and update you Campus Profile, which includes your campus password, you will need to log into <https://campusid.gsu.edu/>.

## **Facilities**

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### ***Classrooms, Studios, and Faculty Offices***

Any issues with projection or instructional equipment within a classroom may be called into the Technology Help Desk. A work order or ticket will be created and assigned to the appropriate support unit.

- Art & Design dedicated classrooms, faculty & staff offices, and studios are supported by COTA Technology Support: [COTAttech@gsu.edu](mailto:COTAttech@gsu.edu).
- University classrooms, which are typically outfitted with Crestron systems, are supported by University Technology Support: [help@gsu.edu](mailto:help@gsu.edu), or 404-413-4357.

### ***General Cleaning and Maintenance***

Lighting (bulb) replacement requests, door lock issues, and cleaning requests for classrooms, studios, and faculty offices may be called into University Housekeeping

at 404-413-0700. A work order or ticket will be created and housekeeping staff will be dispatched according to the urgency and nature of the request.

Note: public spaces (bathrooms, lobbies, etc.) and corridors in our building are normally cleaned daily by university housekeeping. Classrooms, studios, faculty offices, and other spaces within the School of Art & Design are only cleaned by request and are scheduled when a ticket is created. Faculty are encouraged to submit cleaning requests as needs dictate since they are frequently the ones most familiar and aware of Art & Design classroom, studio, and office conditions.

### ***Bathrooms and Elevators***

Cleaning requests and requests for bathroom supplies (soap, toilet paper, etc.), including leaks, overflows, clogs, etc., and reports of elevator problems or outages should be called into University Housekeeping at 404-413-0700 for immediate attention.

You should also notify Torie in the main office so she may follow up with the appropriate teams assigned to remedy the problem(s).

### ***Facility Modification Requests and Repairs***

Funding of facility modifications (power outlets, lighting changes, data drops, door/window changes, etc.) and repairs are normally the responsibility of the school. The school has access to limited funding sources depending on the request, its objectives, and the population served.

Area-specific requests should be cleared through the Area Coordinator for your discipline before submission. Any facility modification request (FMR) must be submitted through the main office for budgetary clearance. FMRs are first approved by Adrienne Gonzalez and the Director, and then submitted by Torie Zoph for pricing and potential approval/scheduling.

## **Preparing for Your Classes**

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### ***The H: and I: Drives***

Every faculty member has space on the GSU server H: Drive. Please email [COTatech@gsu.edu](mailto:COTatech@gsu.edu) to find out how to access your H: Drive storage. This space should be used for backup storage of important class and research documents.

The I: Drive is a shared storage space to which all Art & Design faculty and staff have access. You will find our GSU Business Forms including Travel Request and Reimbursement Forms, Faculty/Staff meeting minutes, Art & Design Committee Lists, and other shared information including a copy of this New Faculty Guide on

our I: Drive. Please use it. You may access your H: and the I: Drives from off campus through the VPN system. Ask [COTAttech@gsu.edu](mailto:COTAttech@gsu.edu) for instructions about VPN.

### ***Photocopier***

There is one photocopier for the School of Art & Design and it is in the main art office, room117. This is a basic multi-function machine. It can print in black & white or color, collate, staple, hole punch, scan to e-mail, and serves as the departmental fax machine. The fax number is 404-413-5261. Please see one of the front office staff if you need assistance sending a fax.

For large print jobs (a mid-term exam, class syllabus, etc.), you are welcome to send a request to the Art & Design front desk. E-mail your documents to [art@gsu.edu](mailto:art@gsu.edu) with specific instructions on how you would like the job printed – quantity, double-sided, stapled, etc. Once complete we'll put the documents in your mailbox. \*Please note there are high-volume times, such as the beginning of the semester, the mid-point, and exam week, so please time your requests accordingly.

\*To the degree possible the School of Art & Design strives to be an eco-friendly department. Online platforms like iCollege allow faculty to upload readings, syllabi, and other assignments for students to access. Please be conscientious of the environment when using our paper and toner resources.

### ***Visual Resource Center***

Located on the 5<sup>th</sup> floor, the VRC is the Slide/ Digital Image Library and houses the projection equipment you will need to show images in classrooms not already set up for image projection. Ann England manages the VRC and will orient you, explain the procedures for using the VRC and set up an account for you in ARTStor, our digital image library subscription service.

### ***Textbook Adoptions***

E-mail notification about textbook order deadlines is sent out each semester. The University Bookstore will order an appropriate number of books based on your course enrollment. They anticipate many students will also order books on their own.

To order textbooks, first check with your Area Coordinator to see if there are any recommended selections. Send the below book order information to Torie Zoph, [vzoph@gsu.edu](mailto:vzoph@gsu.edu).

### **Required Information**

Semester

Course #

CRN

Instructor - Full Name

Book Title

Author

ISBN-13

Is it Required or Suggested?

**How to review your book orders:**

If you wish to double-check your book order, view your course listing on GoSolar. Click on the open book icon under the CRN for your course. Any books adopted for your class will be listed there.

**Copyright and Fair Use**

There are restrictions on the amount of a text that can be shared with students for instructional purposes. Instructors are responsible for following the University System of Georgia copyright and fair use policies. The USG website is:

<http://www.usg.edu/copyright/>.

The University attorney's office has created Fair Use Basics and Fair Use Checklist documents. Both are found on the I: Drive.

***Lab Fees***

Lab Fees are assessed to students when they register for classes. Faculty do not collect lab fees from students. You may look up the description of your course in GoSolar to see the appropriate lab fee amount. Multiply the number of students in your class by the lab fee amount to know how much money you may spend for that class. Student lab fees are to be spent on materials, small equipment, museum entry fees, etc. that directly benefit the students in the class. All lab fee expenditure requests must be approved by your Area Coordinator.

***Pullen Library***

Consult the GSU website to learn about general services available to faculty through Pullen Library. You may put books on reserve for your course and can arrange an appointment to bring your class to the library for instructions on library research. To do this, please contact Arts Liaison Librarian **Nedda Ahmed** at 404-413-2868. Nedda can set up a website specifically for your class needs as well as take library acquisition requests for books, periodicals, films, and other media.

***Syllabi***

All syllabi in the School of Art & Design are to be created utilizing a standard syllabus template available to you on the I: Drive. You may also get a copy of the template from Torie Zoph in the main art office. The template includes pre-populated university, college, and departmental policies required on every syllabus. Course specific information can be added as required.

Syllabi must be distributed digitally via iCollege. (see more iCollege information below)

At the beginning of each semester, each instructor MUST send a digital copy of the syllabus for each class you are teaching to Administrative Coordinator, Torie Zoph

at [vzoph.gsu.edu](http://vzoph.gsu.edu). Please write "Syllabus – course name and number" in the subject heading.

#### **Recommendations and Resources:**

1. It is recommended that you schedule one exam or grade to be given before the final withdrawal date (mid-point) of the semester. Consult with your Area Coordinator (see committee list in appendix) for policies specific to your discipline.
2. Each term, all instructors shall provide at or before the first meeting of the class, a copy of a course syllabus to each student in their classes. The syllabus must be distributed electronically.
3. Course objectives specify measurable and/or observable student learning outcomes (SLO). These learning outcomes should state course objectives in language that makes explicit the knowledge and skills students should have after completing the course. Consequently, these objectives may be quantitative or qualitative, as appropriate for the learning outcomes. The learning outcomes for general education courses are available at <http://oie.gsu.edu/assessment-and-review-academic-and-administrative/academic-assessment-and-review/assessment-manual/writing-meaningful-student-learning-outcomes-slos/>
4. In cross-listed undergraduate and graduate classes, the course requirements must specify any projects and/or other activities required specifically of graduate students taking the course and the criteria by which student work will be judged that differentiate graduate-level from undergraduate-level work.
5. You may want to include on your syllabus the last day to withdraw with a "W," and reference your policy on the assignment of a grade of incomplete.

#### ***Uniform Student Attendance Policy in Art and Design***

Class attendance is required. Excused absences amounting to no more than 15% of the course meeting days are allowed. (For a class meeting twice a week that is approximately 4 absences; for a class meeting once a week it is 2 absences). If you know ahead of time that you must miss class due to a legitimate reason please plan accordingly. For **each** unexcused absence after the allocated number your final grade will be reduced by one full grade (e.g. an A- would be lowered to B -). Partial attendance at a class (late arrival, early departure, overlong breaks) equals 1/2 of an absence. For example, arriving late to class twice during the term will be recorded as one absence. It is possible for you to pass all projects, tests, and assignments and still fail the class due to absences. Information missed due to

tardiness or absence will be the responsibility of the student. Absences may be excused due to illness, religious holidays or other extreme circumstances, but it is the student's responsibility to notify the instructor and to provide a written documentation as required by the University.

***Refer to the Georgia State University Student Code of Conduct and Administrative Policies/Attendance pg. 29 for other relevant information regarding absences.***

### ***Security Statement***

The School of Art & Design strives to maintain a safe and secure environment for students, faculty, and staff. There are punch-code and swipe-card locks on many lab and classroom areas. Faculty should encourage students to always have their Panther Cards while on campus, to never share it with another person, to always report suspicious persons or activity to the GSU Police Department, and to never "piggy-back" on someone else's access to a locked lab or classroom space.

Required language on security and lab access for students is in the Art & Design syllabus template found on the I: Drive. Faculty should familiarize themselves with this policy.

### ***Teaching Support and Resources***

For confidential support and help with your teaching: Georgia State has a Center for Excellence in Teaching and Learning for faculty support. You may schedule an appointment to talk with the Center Director for assistance with teaching issues, style, effectiveness, resources or you may check the Center schedule and attend the seminars/workshops offered. More information is available at: <http://cetl.gsu.edu> The Center is located in Library South, Room 100, Phone Number: 404-413-4700, E-mail: [cetl@gsu.edu](mailto:cetl@gsu.edu)  
Monday - Friday: 8:30 a.m. - 5:15 p.m.

For help with Disruptive Students: Please notify Melody Milbrandt, Welch School of Art and Design, Associate Director ([milbrandt@gsu.edu](mailto:milbrandt@gsu.edu)). If disruption warrants, please make sure to file a Disruptive Student Report with the Dean of Students Office. The form is found in a link on the *Georgia State University Student Code of Conduct and Administrative Policies* at <http://codeofconduct@gsu.edu> Should disruption escalate, call the Police (404-413-3333) immediately and then call the Dean of Students Office (404-413-1515).

### ***Online Class Management System, iCollege***

GSU provides an online class management system called iCollege. You may access iCollege through the Faculty and Staff portal on the GSU home page and login with your campus id and password. For iCollege student and faculty Support, visit the IIT Technology Service Desk or call 404-413-HELP(4357). For additional support, please contact the GeorgiaVIEW D2L Help Center.

# Class Organization and Procedures

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## *Class Rolls*

*GoSolar and PAWS – accessed through the Faculty and Staff portal on the GSU homepage.*

During the first week of classes each term, faculty members can see initial class rolls from the Office of the Registrar through the GoSolar or the PAWS websites. Late registrants will be added to these rolls only if they pay the appropriate fees. Following the late registration period, faculty members will see post-registration class rolls.

Approximately two weeks prior to the mid-point of the term, faculty are asked to Verify Rolls for Financial Aid. Many of our students receive federal financial aid. As a guard against students who might misuse federal funding, the Department of Education requires that instructors report students who stop attending or participating in class assignments and students who never attended or never participated in class assignments. It is important that you verify attendance during this time to avoid any issues later in the term. If it is not done at this time and a student remains on the roll to earn a grade of F, the Department of Education requires the instructor to list the date on which the student last participated at that point. This rule places added importance on completing roll verification. To verify the class roll access PAWS ([paws.gsu.edu](http://paws.gsu.edu)) using your campus ID and password; select the Faculty Menu; select Verify Roll for Federal Financial Aid and follow the directions. You will receive an email from the Registrar each semester with a deadline date and specific directions for roll verification and directions for submitting a Registration Adjustment Request on PAWS if a student needs to be added to your roll.

Final grade rolls are produced by the last day of class. You will receive email notification. Faculty are required to record grades through GoSolar in time for them to be submitted to the Office of Registrar. The Registrar's Office sends out email notifications of the deadline. It is best to enter grades within 24 to 36 hours after your final exam. Faculty who fail to meet the Registrar's deadline must enter each grade manually through the PAWS website. Doing your grades manually takes a great deal of your time as well as staff time. Please comply with the deadlines.

## *Examinations*

A final examination is defined as an examination to be given during the scheduled time and on the assigned day after the end of classes for the term. The standard in-class final examination length is two hours. It is expected that a final examination will be given in each course as part of the requirements for the course as stated in the syllabus, unless one of the following conditions apply:

- A. departmental/college policy governs final examinations for the course;

- B. the academic nature of the course does not warrant a final examination in the opinion of the instructor;
- C. an alternative form of examination to be completed after the end of classes for the term is being given (for example, a "take home" final examination to be completed by students off campus after the end of classes for the term).

The schedule of times and days during which such final examinations are to be given is in the online Registration Guide on the GoSolar homepage. Those examinations designated on the course syllabus as in-class final examinations must be given at the designated time during the final examination schedule.

Scantron sheets for computer graded exams are available in the Art Office. If you are unable to do so, the Art Office can deliver completed packets of exam sheets to the University's Counseling & Testing Center. Please review their instructions when submitting forms for scanning: <http://counselingcenter.gsu.edu/testing/scanning-scoring/>

Counseling & Testing Center contact info:  
75 Piedmont Avenue, NE (Citizens Trust Building)  
Suite 200A  
Atlanta, GA 30303  
Phone: 404-413-1640

### ***Overflows – During Normal Registration***

Please give BFA Art Majors first preference when agreeing to overflows requests. All classes have an enrollment limit and instructors are not obligated to let students into a course beyond the posted limit. However, you may be approached by students asking to join the class. If you allow a student(s) to overflow a class the student must complete an overflow form (obtained in the main Art Office). Once the instructor has signed the overflow form the student should return the form to the Art Office. Instructors are encouraged to limit the number of overflows to their class to no more than 10% of the original cap.

### ***Adding Students to Your Class- After Late Registration***

After late registration ends: If a student has been attending your class but his/her name does not appear on your roll, as the teacher of record you may submit a request to add a student's name via PAWS. Login to PAWS and follow the prompts to Add a Student.

### ***Grading Policy in Art & Design/Student Appeals/Complaints***

Grades: All projects will be evaluated on a variety of factors appropriate for the course and graded promptly with student feedback throughout the semester. During the term, grades will be determined using a +/- scale to help provide students greater clarity regarding their performance. Points are earned for the different assignment categories and then averaged to determine a student's final grade for the project.

## Grading Scale

Grade	Suggested Numerical Range	Quality Points	Grade	Suggested Numerical Range	Quality Points
A +	98-100	4.30	C+	77-79	2.30
A	93-97	4.00	C	73-76	2.00
A-	90-92	3.70	C-	70-72	1.70
B+	87-89	3.30	D	60-69	1.00
B	83-86	3.00	F	below 60	0.00
B-	80-82	2.70	WF,IP		0.00

A grade of C- or higher is required for all Studio and Art History courses in Area G. BA Studio Majors must satisfy the world language requirement to the 1002 level with a passing grade of D or higher. For Art Education a grade of B- and a GPA of 3.0 or higher is required in all art content courses.

Student policies allow for students to appeal a grade. The Student Appeal process can be on pg. 32 of the Student Code of Conduct (<http://codeofconduct.gsu.edu> )

Please note that the first step in a student complaint is that the student must meet with the faculty member in person to discuss the problem. You are required to meet in person with a student who has a complaint or grievance to see if you and the student can resolve the problem without going further with appeal process. Please contact the Associate Director, Melody Milbrandt, for additional guidance about the process.

### Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA rights are provided only to university applicants upon actual acceptance to and subsequent enrollment for classes at the University. Under FERPA, students attending an institution of postsecondary education may:

- A. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such disclosures are authorized without consent;
- B. Choose to suppress (i.e., keep from being disclosed) their directory information per the process identified;
- C. Inspect and review their education records;
- D. Seek amendment of those education records believed to be inaccurate, misleading or otherwise in violation of their privacy rights; and
- E. File complaints with the Department of Education about alleged failures by

the  
university to comply with the requirements of FERPA.

The full text of Georgia State University's Procedure on Student Records/Family Educational Rights and Privacy Act may be found at  
<http://registrar.gsu.edu/academic-records/records-management/ferpa/>.

The University considers student grades to be private information and prohibits the posting of grades by name or social security number on bulletin boards or classroom or office doors. A faculty member may permit a student to provide a self-addressed stamped postcard or envelope for early receipt of a grade.

### **Disruptive Students**

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class\* behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, text messages or pages during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class. See the *GSU Student Code of Conduct and Administrative Policies* (2018) pg. 24 for additional information on this policy and a form to document Disruptive Student Conduct in the Classroom at: <http://codeofconduct.gsu.edu/>

### **Faculty Mentor Program and the GSU Faculty Handbook**

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The GSU Faculty Handbook will serve as a resource for answers to many of your questions. Find it at: <http://faculty.gsu.edu/policies-procedures-resources/>  
Upon appointment and for the first two years, each new regular full-time faculty is assigned a faculty mentor colleague in an effort to orient the new faculty to University and School procedures and policies. The mentor program is an informal collegial exchange between an experienced faculty member and a new full-time regular faculty member. The program is designed to ease the transition for the new faculty. Valuable information about teaching, faculty evaluation processes, the School of Art & Design and promotion or promotion and tenure are clarified. Please endeavor to meet with your mentor at least one time a month.

### **Faculty Evaluation Process**

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The School endorses the principles of faculty evaluations as required by the Board of Regents of the University System of Georgia and by Georgia State University. Faculty evaluations are intended to assist faculty in assessing their progress in

professional and scholarly activities, instruction and service in relation to GSU criteria.

All faculty members in the School undergo multiple evaluation processes during their time with the institution. All reviews include assessments of instruction and service. Tenure-track/tenured faculty are also evaluated on professional development or research. Refer to the appropriate Faculty Promotion Guidelines for the School, College and University for details. <http://thearts.gsu.edu/faculty-staff-resources/forms/>

All faculty are required to have students complete online Student Teaching Evaluations. Visiting Lecturers, Visiting Instructors and Part Time Instructors do not participate in any other aspect of the Faculty Evaluation process.

### ***Annual Reports and Teaching Portfolios***

At the end of each calendar year, all permanent faculty submit an annual report (in narrative letter form) and teaching portfolio to the Director documenting the previous year's activities in professional development, teaching, and service. Teaching Portfolio guidelines can be found on the I: Drive under Annual Review Forms. Faculty may also meet with their faculty mentor or the Director to review annual report objectives.

The School's Executive Committee is tasked with the review and evaluation of all faculty. These reviews occur over a very short timeframe in early spring and are based on the submitted CV, Annual Report and Teaching Evaluation from each faculty member. Failure to submit these documents by the due date may result in an incomplete and inaccurate evaluation. Faculty must complete and submit this documentation by the deadline to insure a timely and accurate annual evaluation.

The Director will issue an annual evaluation to each faculty member by the end of the spring semester. It will include ratings in three categories based on the materials submitted, the recommended ratings from the Executive Committee, and the Director's personal knowledge of each faculty member's professional development, teaching and service. This report influences all merit evaluations when they occur.

### ***Contract Renewal Reviews*** (annual)

This review is based upon an evaluation of your annual report, current curriculum vitae and your Teaching Portfolio. This is for all non-tenured faculty, lecturers, academic professionals, and professors of practice.

### ***Pre-tenure Review*** (during 3<sup>rd</sup> year of service)

The School reviews new faculty during their third year of employment to assess their accomplishments in professional development, instruction, and service over the first 3 years. The purpose is to provide faculty with a candid and constructive evaluation so they will have a strong promotion or promotion and tenure application in the 5<sup>th</sup> year. Faculty should be familiar with the School's Faculty

Promotion Guidelines for the relevant position title and use them as guidelines for this review. <http://thearts.gsu.edu/faculty-staff-resources/forms/>

### ***Promotion or Promotion and Tenure Evaluation***

Promotion or Promotion and Tenure Application and Evaluation normally begins in the spring of the 5<sup>th</sup> year of service and takes place during year six. Please refer to the College's Faculty Policies site: <http://thearts.gsu.edu/faculty-staff-resources/forms/> to access the correct guidelines. You will find the School of Art & Design guidelines on this site and posted on the I Drive. These guidelines do not supersede university criteria for evaluation and promotion or promotion and tenure.

***Post-Tenure Review*** takes place 5 years after the promotion or promotion and tenure review and every 5 years thereafter. See: <http://thearts.gsu.edu/faculty-staff-resources/forms/>

### ***Support for Professional Development***

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#### ***Within the School of Art & Design***

##### **1. Professional Development and Travel**

It is the policy of the College of the Arts and the School of Art & Design to support faculty professional development. Professional development funds are allotted to regular, full-time tenure track and non-tenure track faculty for professional development purposes. Typically, the funds are dispensed through receipt reimbursement using a Payment Request Form.

Payment Request forms can be found on the I: Drive in the Business folder and online using the Panther Mart system. The funds must be expended before the end of the fiscal year (the deadline is usually April 1<sup>st</sup>). Unused funding is returned to the department for general use. If you have any questions about professional development reimbursement, please ask Adrienne.

Travel requests must be approved in advance by the Director. Use a Travel Authorization form (also on the I: Drive and online in Panther Mart). Travel Authorizations are required when you travel during the regular academic year and any time you are representing Georgia State University. You must note on the form if you will be missing regularly scheduled class sessions during your trip. Your classes **MUST** be covered by another faculty member or a second- or third-year graduate student who has taken and passed the pedagogy course.

Incidents of faculty missing scheduled classes without approved Travel Authorization Forms on file will be reported to the Dean's Office.

##### **2. Summer Research –available to regular, tenure and non-tenure track faculty**

It is the intent of the College of the Arts to support faculty summer research if funds allow. A call for Summer Research applications will be announced each spring.

Awards vary in amount and in the past have not exceeded \$5,000. An Art & Design Policy, approved in 2008, states that senior faculty who receive awards are not be eligible to apply the following year. Junior faculty are eligible to apply every year until they receive tenure and promotion. An ad hoc faculty committee, comprised of faculty members who have not applied for Summer Research in the current cycle, reviews, selects, and recommends funding levels of selected proposals. Selections are based solely on the merit of proposals and the promise of furthering the faculty member's professional research. Discuss Summer Research with your faculty mentor. Proposals must be received by the deadline and should be submitted by email to the Administrative Coordinator.

Factors to consider for increased chance of success:

- Definite commitment in support of the research from an external institution, venue, journal, publisher, etc. for exhibition, execution or publication, etc.
- Funding history for the past 3 years (after being funded you will be asked to provide a final report on your project)
- Detailed proposal description and detailed and specific budget page
- Clear Aims and goals

### **3. Professional Leave**

Requests for professional leave are only considered if an external monetary award is received. Explanations of how your teaching load will be covered must be included. These require approval by the Director and COTA administration.

#### ***Within the College of the Arts and the University***

Opportunities for internal and external funding are numerous and explained on these websites. For further information please contact the University Research Services Office, <http://ursa.research.gsu.edu/>

## ***Art & Design Policies***

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Many Art & Design policies, forms and information are posted on the I: Drive. Please check there for updates to this guide and other important School business.

### **Advisement**

Undergraduate advisement at GSU occurs on three levels:

1. **University:** Students with less than 90 hours are advised at the University Advisement Center (UAC). The UAC uses advanced technology and professional advisers to keep undergraduates on track toward their goals. This advisement will cover basic questions on core classes and normal academic progress for all of our majors and concentrations. The UAC is located on the 4<sup>th</sup> and 5<sup>th</sup> floors of 25 Park Place.
2. **College:** All undergraduate students in the College of the Arts are assigned advisers in coordination with the University Advisement Center. Senior-level students, or those with 90 or more hours, should meet with Paige Breuers ([pbreuers@gsu.edu](mailto:pbreuers@gsu.edu)) if their last name begins with A-K and with Casey Smith ([csmith347@gsu.edu](mailto:csmith347@gsu.edu)) if their last name begins with L-Z in the College of the

Arts' [Office of Academic Assistance](#) (OAA) located on the 9th floor of 55 Park Place. Paige and Casey will process all graduation audits and work with faculty advisers in the school to insure prompt and effective student advancement through graduation.

3. **School:** All Art & Design faculty are expected to advise students in their discipline. Areas approach this aspect of service differently so you should confirm your specific student assignment(s) with your area coordinator. Faculty are encouraged to post and communicate to students and to also convey that information to Torie in the main art office each semester as students frequently visit the main art office for this information.

Graduate advisement at GSU occurs at the College and School levels:

1. **College:** Graduate students are advised by Tony Davis ([adavis169@gsu.edu](mailto:adavis169@gsu.edu)) in the College of the Arts' [Office of Academic Assistance](#) (OAA) located on the 9th floor of 25 Park Place. Tony can advise on graduation audits, thesis format, and required sign offs.
2. **School:** The Art & Design Graduate Office, in consultation with area faculty advisers assigned to each graduate student, will advise graduate students on most issues related to course requirements, registration, and progress. Please refer graduate students to the School of Art & Design's Graduate Student Handbook provided to them upon admission and available on the I Drive.

Note: All prerequisite waivers, course overflows, and other registration clearances are to be submitted by faculty (usually the course instructor or faculty adviser) to Ann England (Ann's mailbox is in the main art office near the copier). Ann will enter this information as quickly as possible to facilitate registration. **DO NOT SEND STUDENTS TO ANN.** Ann is not an adviser; her role is to simply enter the data and clearances to facilitate registration. Pre-requisite Waiver and Overflow forms, including group waiver forms, are available on the I Drive.

WELCOME TO THE  
**OFFICE OF  
ACADEMIC ASSISTANCE**

ADVISING FOR  
**UNDERGRADUATE STUDENTS  
WITH 90+ CREDIT HOURS  
AND GRADUATE STUDENTS**  
FROM



CONTACT US

☎ 404.413.5855

✉ [COTAdvise@gsu.edu](mailto:COTAdvise@gsu.edu)

SCHEDULE AN  
APPOINTMENT  
DURING OFFICE HOURS  
MONDAY - FRIDAY  
8:30 a.m. - 5:15 p.m.

VISIT US DURING  
WALK-IN HOURS  
TUESDAY AND THURSDAY  
2:30 - 4:00 p.m.  
WEDNESDAY AND FRIDAY  
9:30 - 11:30 a.m.

VISIT US IN PERSON



55 PARK PLACE, SUITE 990

FOR MORE INFORMATION, VISIT  
[THEARTS.GSU.EDU](http://THEARTS.GSU.EDU)

### **After Hours Authorizations**

Students and faculty may have 'after hours' access to the Arts & Humanities and Edgewood 246 buildings. Faculty should provide our Administrative Coordinator with their Panther ID number. Allow at least 48 hours processing time for swipe-card access to be granted.

To provide your students with swipe card access submit an excel with the students name and Panther ID to [artafterhours@gsu.edu](mailto:artafterhours@gsu.edu). You can reach out to Torie Zoph for a template. Allow at least 48 hours processing time for swipe-card access to be granted.

\* GSU Police Officers patrolling the building retain the right to remove a student if their swipe-card access is not active.

### **Directories**

The Art Office maintains a faculty and staff directory of both residential and office information. Our Administrative Coordinator will request updates every semester. Directory updates are posted on the I: Drive. If your address, phone, etc. change during the year, please inform Torie to correct the directory.

### **Keys to Rooms in the Arts & Humanities Building**

The School of Art & Design has master keys to most offices and classrooms in the Arts & Humanities Building. The School does not maintain a bank of keys for check out. Authorized persons – students, faculty, and staff – can have keys to labs and offices issued to them by Key Control at the GSU Police Department. It is the responsibility of the key holder to maintain possession of keys issued to them. Key Control assesses fees for lost keys.

See the School's Administrative Coordinator or Business Manager for key authorizations.

### **Listservs**

Art & Design has two main Listservs

[ARTDESIGN@LISTSERV.GSU.EDU](mailto:ARTDESIGN@LISTSERV.GSU.EDU) - All A&D full Faculty and Staff members, COTA Staff, current Art & Design PTIs and GTAs

[ARTDESIGNFACULTYSTAFF@LISTSERV.GSU.EDU](mailto:ARTDESIGNFACULTYSTAFF@LISTSERV.GSU.EDU) - All A&D full Faculty and Staff members

The listserv is monitored by Torie Zoph & Adam Wagner, if you have any questions you can contact them.

### **Lockers**

The School of Art and Design rents lockers to students every semester. If a faculty member would like to make use of a locker, please inquire with the assistants at the

front desk. If a locker is available, it will be assigned at no cost to faculty. Faculty must complete a locker policy form for the sake of record keeping.

### **Mail & Deliveries**

All faculty, staff, PTIs, GTAs and the Art Student Union have assigned mailboxes in the main office. The Art Office picks up and delivers campus mail twice a day, at 11:00am and at 3:00pm. Items going through the U.S. Post will be delivered to the Campus Mail Room.

The Art Office can arrange postage for all School, business-related mail. Large mailings (10 pieces or more) require completion of a mailing statement that can be picked up at the front desk.

Interoffice mail originating from the School of Art & Design is hand-delivered to its destination. Interoffice envelopes may be found in the main office. You must provide your own postage for any personal, outgoing mail left at the front desk.

The Art Office receives packages for all areas in the School. As a courtesy, we can accept personal deliveries. We reserve the right to open any package to check for full receipt on orders. This is especially true for Lab Area orders and deliveries. If deliveries are too large to fit into a faculty mailbox the addressee will receive an e-mail notification that they have a package for pick-up. It is imperative that the packages be picked up in a timely manner. The Art Office reserves the right to dispose of any deliveries it deems “abandoned”.

Students often want to leave portfolios, etc. for their instructors or vice versa. If the materials will not fit in the faculty/staff person’s mailbox, then the office cannot take possession of the items. The student will need to make other arrangements with faculty.

### **Office Supplies**

The Art Office has a limited number of office and organizational supplies. Our Administrative Coordinator places regular orders and can add particular items to the regular replenishments. The supply closet is in the back of the copy room. Front desk student assistants can access items that are locked away – just ask.

### **Portfolio Review Day**

A Portfolio Review Day is scheduled in each BFA Studio discipline each semester, or each year, depending on the area. Area-specific guidelines and requirements for portfolio submission can be found on the school website:  
<http://artdesign.gsu.edu/undergraduate/programs/bachelor-of-fine-arts-in-studio-art/>

Studio faculty in each discipline review student portfolio applications to the studio art majors. Students apply to their majors after completing their foundation classes in Area F and at least 1-2 courses in their desired major. Learning Outcomes

Assessment documents, or LOAD, are completed by the evaluating faculty during these portfolio reviews in compliance with SACS and NASAD accreditation requirements.

Prior to Portfolio Review Day, a workshop is offered for students to explain how to prepare submissions. All details related to Portfolio Review Day are disseminated in advance to all faculty and students via the email listserv.

### **Registration Issues**

During registration, students will request Prerequisite Waivers/Overflows to get into closed classes and authorizations for restricted courses. It is at the instructor's discretion whether or not to allow additional students into a class. Forms are available at the front desk for this purpose. Students are generally advised to take an Overflow Authorization with them on the first day of classes and ask for an overflow then. It is recommended that faculty members wait until the first day of class before signing overflow waiver requests. These authorizations are completed by the student, signed by the instructor and returned to the main art office for processing. The student should allow at least 24 hours before trying to register for the class. Students MUST register themselves and pay any required fees.

### **Front Desk Assistants**

The front desk assistants provide administrative help to faculty and staff from time to time (primarily copying, printing and running errands) which are folded into their regular front desk duties. They can take on additional "work order" requests also.

Our Administrative Coordinator administers these requests and will determine when and by whom each task is to be completed. If the project is large, then the requestor will be asked to direct the assistant(s) in the project. Additional tasks are completed on a first come, first served basis. Please be mindful of making special requests at peak times – the beginnings and endings of semesters, midterms, and before and after long holiday breaks – Thanksgiving, Winter Break, Spring Break, etc.

## **University / COTA Policies**

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### ***LOAD- Learning Outcomes Assessment Documents***

Learning Outcomes Assessment Documents, or LOAD, are used by the University to assess the effectiveness of teaching in all departments and to comply with the assessment data requirements of accrediting institutions such as SACS and NASAD. Every semester LOAD is completed by faculty in each area for undergraduates entering their majors, undergraduates completing their majors and for graduate students completing their MA and MFA degrees. Each area then submits their LOAD

to the Associate Director for the School's WEAVEONLINE reporting to the University.

### ***Faculty Report of Absence or Illness***

Full-time faculty and staff members accrue 8 hours of sick leave per month worked. For 10-month faculty this does not include summer teaching or service. Staff and administrative faculty (12-month) accrue vacation in addition to sick time. 10-month faculty do not accrue vacation.

All employees, including all faculty, are required to report absences into the OneUSG system when absent from work.

The procedures for faculty who are absent from class are as follows:

1. Call Torie and report that you will be absent.
2. Specify if you have made arrangements for your class to be covered.
  - a. Your class can only be covered by another faculty member or a graduate student who has been approved to teach. This means only second and third year graduate students who have taken the pedagogy course.
3. Specify which classes you are teaching that day so a notice can be placed on the classroom door. If there is an assignment for the class in your absence please explain it to Torie so that information will be included on the sign.
4. Notify your class and tell them of your absence and requisite assignment.
5. Notify Torie when you have returned to meeting regularly with your class.

# Appendices

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[How to Use Your Voicemail](#) ..... A  
[Injury Report](#) ..... B

## ***Appendix A***

### ***Office Telephones & Voicemail***

All regular faculty will be issued a telephone for their desk/office. Any domestic calls, local and long-distance, are permitted from an office phone. To reach an outside line dial 9 then the number. To make a long-distance (or toll-free) call dial 9+1 then the number. Most phones are not set-up for international calling. If you will need to make business-related international calls from your office phone, please contact the Administrative Coordinator or Business Manager for authorization and instructions.

Phone numbers on the Atlanta-downtown campus follow this convention: 404-413-xxxx. The “extension” for these phones is 3-xxx. You must dial the “3” in front of the last four digits to dial within the campus telephone system.

#### **Initial Voice Mailbox Setup:**

Press the voicemail button on your device or dial extension 3-4800. Follow the prompts to set a new passcode and record your name and an outgoing message. The default passcode is 1-2-3-4-5-#

Your new passcode cannot begin with “0”, be consecutive digits, or be a single repeated digit. It must be at least 5 digits long.

#### **Accessing Voice Mail:**

On your office phone

1. Press the voicemail button or dial extension 3-4800.
2. Enter your passcode.
3. Follow the prompts.

On another phone

1. Dial the voicemail access number (404-413-4800).
2. When the voicemail system answers press #.
3. Enter your mailbox number (3-xxxx).
4. Enter your passcode.

#### **Listening Options:**

- |   |                      |
|---|----------------------|
| 1 | Rewind               |
| 2 | Pause/Resume         |
| 3 | Forward              |
| 4 | Slower               |
| 5 | Envelope (date/time) |
| 6 | Faster               |
| 7 | Quieter              |
| 8 | Reset Volume         |
| 9 | Louder               |
| 0 | Reset Speed          |
| # | Skip                 |
| * | Cancel               |

#### **After Listening Options:**

- |    |                                    |
|----|------------------------------------|
| 4  | Replay                             |
| 5  | Envelope (date/time/sender/length) |
| 55 | List all recipients                |
| 61 | Forward message (no comment)       |
| 62 | Forward message (with comment)     |
| 7  | Erase                              |
| 8  | Reply (internal only)              |
| 9  | Save                               |

Note: Press 11 to rewind to the beginning or 33 to fast forward to the end of a message while listening.

**GEORGIA STATE UNIVERSITY  
Incident/Accident Report Form**

If person **other than State employee** is injured or property of others is damaged (or alleged) as a result of the State's operations, whether negligent or not, report the claim within 24 hours directly to:

Department of Safety and Risk Management  
75 Piedmont Ave. NE Ste 506 Atlanta, GA 30303  
404-413-9457 (O) 404-413-9550 (F)

Time is of the essence. Do not delay reporting the claim because you do not have all the information regarding the incident/accident. Any additional information can be provided at a later date. Use multiple sheets for more than one Claimant.

<b>Incident/Accident Information</b>	
<b>Date of the incident:</b>	<b>Incident time:</b>
<b>Incident location:</b>	<b>City and County:</b>
<b>Description of the Incident</b>	
<b>Police authorities contacted:</b>	<b>If yes, Accident Report Number:</b>

<b>Claimant Information</b>	
<b>Name &amp; address of the Claimant:</b>	<b>Cell #</b>
	<b>Work Telephone:</b>
<b>Injured party date of birth:</b>	<b>Social Security No.</b>

<b>Injury Information</b>	
<b>Brief description of the claimant's injury:</b>	
<b>Fatality:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Was hospital treatment needed?</b>	<b>Which hospital?</b>

<b>Witness Information</b>	
<b>Were there any witnesses?</b>	

<b>Property Damage to Others Information</b>	

<b>Comments</b>

**Your Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_