

MOORE COLLEGE OF ART & DESIGN
FACULTY HANDBOOK

2011-12

May 13, 2011-August 15, 2012

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Introduction

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

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

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

BFA and Graduate Academic Calendars

[Academic Calendars](#) for the current and for upcoming academic years are available on Moore’s website under Faculty & Staff and are printed in the BFA or Graduate Student Handbooks which are distributed in hard copy at the start of the academic year and available on Moore’s website. Electronic copies of the calendar for the next academic year are sent to faculty by the BFA Commencement in May. In addition, electronic copies of the current academic calendar are sent to all continuing faculty prior to the start of each term. New faculty are sent a hardcopy of the current academic calendar prior to their first term of teaching as part of a packet of new hire materials and for all subsequent semesters sent the calendar via email.

Purpose, Organization and Governance

MISSION

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

As a cultural leader, Moore promotes access to the arts throughout the broader community. The Galleries at Moore introduce the work of significant regional, national and international artists to the community through distinctive exhibitions and educational programs. The wide-ranging continuing education programs also serve the community by providing opportunities for men and women to learn new skills for personal and professional growth.

Through Moore's acclaimed Young Artists Workshop, founded in 1922, the lives of children and youth are enriched through creative arts education.

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

ACCREDITATION

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

CONSORTIUMS and PROFESSIONAL HIGHER EDUCATION AFFILIATIONS:

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

BOARD OF TRUSTEES/BOARD OF MANAGERS

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

ADMINISTRATIVE POSITIONS AND PURPOSE:

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

PRESIDENT

The President is appointed by the Board of Trustees/Managers for a term negotiated with the Board. S/he is responsible for administrative supervision of all aspects of the College and for supervision of external relations and fundraising. S/he reports to the Boards.

EXECUTIVE ASSISTANT to the PRESIDENT and ADMINISTRATIVE SECRETARY to the BOARD

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

ADMISSIONS OFFICE

DIRECTOR OF ADMISSIONS and ENROLLMENT MANAGEMENT

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

COMMUNICATIONS OFFICE

DIRECTOR OF COMMUNICATIONS

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

CONTINUING EDUCATION

CO-DIRECTORS OF CONTINUING EDUCATION

Co-Directors of Continuing Education are appointed by the President to develop and direct all non-degree instructional programming of the College, including the Young Artists Workshop, Summer Art & Design Institute, Teachers Summer Institute and Adult Certificate and Non-Certificate programs. They participate in the Senior Managers meetings and are non-voting members of Academic Council. They report to the President.

DEVELOPMENT and ALUMNAE AFFAIRS

DIRECTOR OF DEVELOPMENT

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

DIRECTOR OF ALUMNAE AFFAIRS

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

GALLERIES

DIRECTOR AND CHIEF CURATOR OF THE GALLERIES

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

ACADEMIC DEAN'S OFFICE

ACADEMIC DEAN

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

EXECUTIVE ASSISTANT to the ACADEMIC DEAN

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

DEPARTMENT CHAIRS

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

DIRECTOR OF CAREER SERVICES

The Director of the Locks Career Center provides Moore's students and alumnae with a full range of professional development services including: resume advice and career coaching; support in internship preparation; help with networking skills; and assistance in job searches. S/he develops contacts among

prospective employers and manages the electronic job bank, Career Opportunities On-Line (“COOL”). S/he works in partnership with staff, Department Chairs, Graduate Program Managers and faculty to facilitate support for students across all four years of the BFA curriculum; in Post-Baccalaureate and Continuing Education programs; and in programs at the Masters level. S/he cultivates a strong network within the regional arts, business and educational communities on behalf of the College. S/he is a non-voting member of Academic and Graduate Council, oversees professional and student staff, and reports to the Academic Dean.

ASSOCIATE DEAN OF EDUCATIONAL SUPPORT SERVICES

The Associate Dean of Education Support Services is an administrator who supervises the Academic Advisor and the Writing Coordinator. The Associate Dean collects, collates, reports and files institutional data in response to requests from external agencies and in response to internal administrative and academic program needs. S/he supports and advises at-risk students including those on probation or those with documented learning differences. S/he is a non-voting member of Academic and Graduate Council and reports to the Academic Dean.

DIRECTOR OF GRADUATE STUDIES

The Director of Graduate Studies manages the low-residency graduate programs and assumes responsibility for graduate programs administration, recruitment and enrollment management, program planning, budgeting and marketing. Additionally, the Director may teach as noted in the MFT contract, VI.14 and VI.2.m, and is responsible for overseeing the planning and coordination of symposia and fundraising events throughout the year. S/he directly manages the Graduate Program Managers and is responsible for making hiring recommendations for graduate faculty to the Academic Dean. S/he reports to the Academic Dean and is a non-voting member of both Academic Council and Graduate Council.

GRADUATE PROGRAM MANAGERS

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

LIBRARY DIRECTOR

The Library Director is an administrator who supervises the collection, the systems, and the facilities of the library, including the slide and digital collections, the video collection and audio-visual equipment, and the College archives. S/he supervises all staff working in the library, archives, slide library, and audio-visual area and supervises client services. With library staff and in consultation with Academic Council and Graduate Council the Library Director sets policies regarding hours and use of library facilities. S/he is a non-voting member of Academic and Graduate Council and reports to the Academic Dean.

REGISTRAR

The Registrar's Office oversees all registration procedures, and maintains all undergraduate and Graduate student academic records and grades. The Registrar's Office processes College and course withdrawals, student schedule adjustments, transcript requests, enrollment certifications, and classroom reservations. In consultation with Department Chairs, Graduate Program Managers, Director of Graduate Studies and the Academic Dean, the Registrar maintains course schedules. The Registrar is a non-voting member of Academic and Graduate Council, serves on the Academic Standards Committee, and reports to the Academic Dean.

BUSINESS OFFICE & FINANCIAL AID

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

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

ACADEMIC COMPUTING ADMINISTRATORS

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

CONTROLLER

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

DIRECTOR OF FINANCIAL AID

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

HUMAN RESOURCES

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

OPERATIONS

DIRECTOR OF OPERATIONS

The Director of Operations supervises maintenance staff, auxiliary services, facilities, subcontractors, and security for the College. S/he reports to the Vice President for Finance and Administration.

STUDENT SERVICES

DEAN OF STUDENTS

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

DIRECTOR OF HEALTH SERVICES

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

PSYCHOLOGICAL COUNSELOR

The Director of Counseling Services is on campus 20 hours per week. The Counselor is available to discuss appropriate responses to students who seem to have psychological difficulties that are affecting

their behavior and performance in class. In addition, faculty may consult with him/her for their own concerns for a maximum of three sessions per academic year. S/he reports to the Dean of Students.

ASSOCIATE DEAN FOR RESIDENCE LIFE AND HOUSING

The Associate Dean for Residence Life and Housing administers the housing of students, trains and supervises Residence Life staff, implements general policies for residence halls, and works with any programs or departments involving housing. S/he is in charge of the Emerging Leaders in the Arts program and advises Student Government. S/he reports to the Dean of Students.

DIRECTORY OF ADMINISTRATIVE SERVICES

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

Academic Dean's Office

Academic Dean	ext. 4012
Director of Graduate Studies	ext. 8569
Graduate Program Managers (see Graduate Programs)	
Library Director	ext. 8582
Director, Locks Career Center	ext. 4010
Executive Assistant to the Academic Dean	ext. 4012
Registrar	ext. 4028
Associate Dean for Educational Support	ext. 4061
Academic Advisor (Undergraduate and Post Bacc students)	ext. 4063
Educational Support Writing Coordinator	ext. 4062
Model Coordinator	ext. 8587

Admissions Office

Director of Admissions & Enrollment Management	ext. 4017
Asst. Director of Admissions	ext. 4020
Admissions Operations Manager	ext. 4013
Admissions Counselor & Graduate Admissions Coordinator	ext. 4016
Senior Admissions Counselor	ext. 4019
Assistant to the Director of Admissions	ext. 4015
Asst. to the Director of Admissions/Recruitment Coordinator	ext. 4015

The Art Shop

Director	ext. 8586
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College Counselor

ext. 4002

Communications

Director of Communications	ext. 4068
Assistant Director of Communications	ext. 4065
Website Manager	ext. 4066

Computer Services

Academic Computing Manager	ext. 4073
Administrative Computing	ext. 4004
Academic Computing Administrator	ext. 6802

Continuing Education

Co-Director of CE- Adult Programs	ext. 4059
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Co-Director of CE – Youth Programs	ext. 4039
Admissions Service Coordinator	ext. 4033
Admin Coordinator for Academic Support	ext. 8573
General Information	ext. 4030
Dean of Students	ext. 4038
Development	
Director of Development	ext. 4037
Director of Alumnae Affairs	ext. 4051
Coordinator of Annual Giving & Development Systems	ext. 4066
Assistant Director for Grants & Development Events	ext. 4069
Educational Support Services	
Associate Dean of Educational Support Services	ext. 4061
Academic Advisor	ext. 4063
Educational Support Writing Coordinator	ext. 4062
Facilities Rental	
Director of Facility Rentals	ext. 4097
Faculty Department Chairs (BFA)	
Foundation Chair	ext. 4093
Fine Arts/Textiles/Photography & Digital Arts Chair	ext. 4086
Fashion Design Chair	ext. 4083
Interior/Illustration/Graphic Design Chair	ext. 4078
Liberal Arts/Art History/Curatorial Studies/Art Education Chair	ext. 4071
Director of Curatorial Studies	ext. 4076
Individual faculty members may be contacted through the Directory located on Moore’s website	
Financial Services:	
a. Business Office	
Vice President for Finance and Administration	ext. 4022
Controller	ext. 8559
Accounts Payable Coordinator	ext. 4024
Accounts Receivable Coordinator	ext. 4098
Human Resources Manager	ext. 4025
Staff Accountant	ext. 4023
Assistant to VP of Finance	ext. 4022
b. Financial Aid	
Director of Financial Aid	ext. 4042
Financial Aid Counselor	ext. 4041
Food Service	
Food Service Director	ext. 4049 Executive Chef
Galleries at Moore	
Director and Chief Curator	ext. 4044
Outreach and Public Programs Coordinator	ext. 4045
Gallery Manager	ext. 4027
General Information	ext. 4027
Graduate Program	
Director of Graduate Studies	ext. 8569
MFA Studio Art Graduate Program Manager	ext. 6812

MFA Interior Design Graduate Program Manager ext. 6814
MA Art Education Graduate Program Manager ext. 6811

Health Services

R.N., Director of Health Services ext. 4032

Library

Library Director ext. 8582
Circulation Supervisor ext. 4054
Audio-Visual Specialist ext. 4060
Catalog and Metadata Librarian ext. 4055
Senior Library Assistant ext. 4054
Graduate Research Assistant ext. 4054

Locks Career Center

Director ext. 4010
Assistant Director ext. 4064

Operations and Facilities

Director of Operations ext. 4007
Maintenance Supervisor ext. 4001
Maintenance Mechanic ext. 4001
Maintenance Coordinator ext. 4001
Maintenance Coordinator ext. 4001

President's Office

President ext. 1100
Executive Assistant to the President ext. 1100

Reception Desk and Security ext. 0

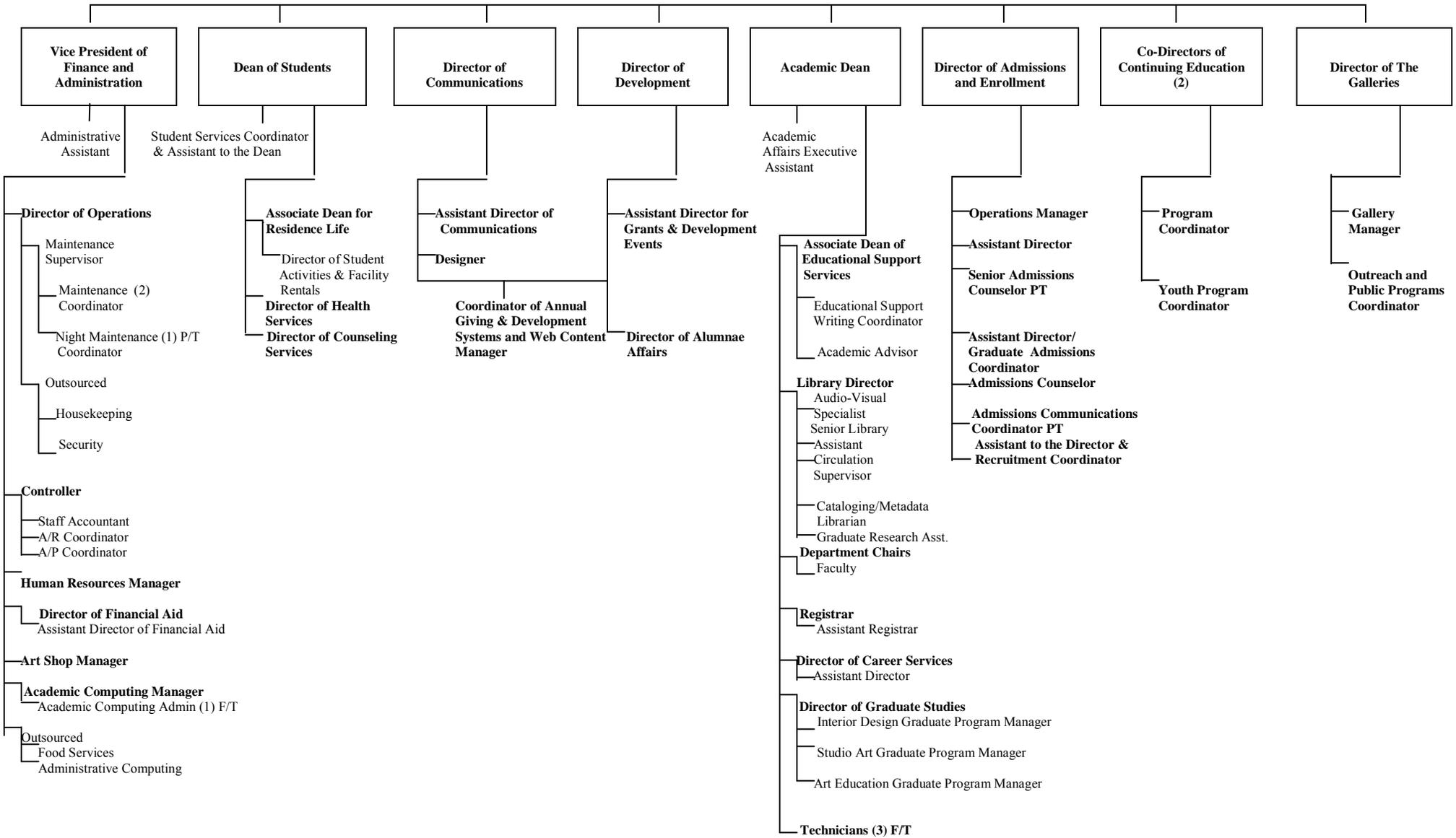
Registrar's Office

Registrar ext. 4028
Assistant Registrar ext. 4031

Student Services

Dean of Students ext. 4038
Associate Dean for Residence Life & Housing ext. 4035
Director of Health Services ext. 4032
Director of Counseling Services ext. 4002
Assistant to the Dean & Student Services Coordinator ext. 4040
Facilities Rental Coordinator ext. 4097

Executive Assistant — **PRESIDENT**



GOVERNANCE STRUCTURE

ACADEMIC COUNCIL

Academic Council is the governance body concerned with all aspects of the BFA academic programs. Academic Council is responsible for reviewing and approving all new courses and academic policies related to the BFA programs. BFA-related curricular or academic policies must be approved by Academic Council before implementation. Academic Council consists of Department Chairs (voting members) and academic support staff (non-voting members) including directors of ESS, Library, Academic Computing, Continuing Education, the Registrar, Career Center, the Academic Advisor and Director of Graduate Studies. Academic Council is presided over by the Academic Dean, who does not vote. Any member, including the Academic Dean, may bring issues to Council, and all members participate in discussion, but only Department Chairs vote with the exception that all members excluding the Academic Dean can vote to approve the meeting minutes. Academic Council meets generally every two weeks during the fall and spring semesters, and minutes of the meetings are electronically distributed to all faculty after approval by Council. Minutes are also on file in the Library, posted on the faculty bulletin board by the mailboxes, and electronically emailed to all faculty.

GRADUATE COUNCIL

Graduate Council is the governance body concerned with aspects of the Graduate academic programs and is chaired by the Academic Dean or h/her designee and comprised of: the Director of Graduate Studies; the Graduate Program Managers (voting members); the Registrar; the Library Director; the Director of the Career Center and the Associate Dean of Education Support Services, who oversees the College's outcomes assessment process and procedures. The Council meets at least monthly throughout the calendar year and is responsible for reviewing and approving all academic policies related to the graduate programs, including approval of new courses, changes in credits required for a program and/or any other programmatic changes. The Graduate Council reviews from an institutional perspective the program effectiveness of each program based on the discipline-specific internal assessment reports, retention rates, placement of graduates and review of Advisory Board assessment reports. Minutes are on file in the Library, posted on the faculty bulletin board by the mailboxes and electronically emailed to all faculty.

ACADEMIC DEPARTMENTS

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

SENIOR MANAGEMENT

The Senior Managers report directly to the President and consist of the Vice President for Finance and Administration, the Academic Dean, the Dean of Students, the Director of Admissions, the Co-Directors of Continuing Studies, the Director of Development, the Director of Communications and the Director of the Galleries. Senior Managers meet twice a month with the President. Minutes of managers' meetings are circulated to members and are in file in the Library.

STAFF COUNCIL

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

STUDENT GOVERNMENT

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

BOARD COMMITTEES

The Board of Managers has the following committees:

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

COLLEGE COMMITTEES (STANDING)

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

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

Academic Standards

Academic Standards is responsible for reviewing cases of all students who are subject to dismissal and all BFA students who receive less than a 2.0 GPA in their first semester at the College, and graduate students on departmental or academic probation for whom it is deemed necessary to meet before Standards, hearing the students and their faculty, and making decisions regarding dismissal of other resolutions to these cases. At the end of the semester reports are sent to the Admissions Director and other relevant administrators when issues arise in Standards that need discussion beyond the committee itself.

College Judiciary

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

Faculty Development

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

Health and Safety

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

Promotion

When an eligible faculty member notifies the Dean that he/she wishes to stand for promotion, the Dean will form a Promotions Committee. The Committee consists of two faculty members from the candidate's department and two members from the faculty of the College. If two members are not available from the

candidate's department, substitutions will be made by the Academic Dean. Faculty members are appointed to this committee. The process for promotion is outlined in the MFT Contract, Article V.3, and Addendum C.

Retention

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

Honorary Degree Nominating Committee

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

Technology

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

Library Advisory

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

Environmental Taskforce

This taskforce reviews the practices of the College with respect to sustainability issues.

Board of Managers

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

Art Shop Advisory

This committee makes recommendations and provides guidance for marketing efforts and general operations. Faculty members are appointed to this committee.

Gallery Committee

This committee meets ideally four times during the year, at minimum twice per year. Its members include up to five faculty, six students and five administrative staff, of which two are from the Gallery, and an alumnae representative. The Committee provides input on how to create and maximize opportunities for collaborations between the Galleries and various majors and departments, including but not limited to: sharing advance program and exhibition schedules; collaborating on upcoming exhibitions and public programs, visiting artists, designers, curators and scholars; and collaborating on projects with area arts organizations' exhibition and events. Committee members serve as liaisons between Moore Community and Galleries communicating information about upcoming programming to their constituents and vice versa. To maximize opportunities for visually articulating aspects of the College's academic program in public gallery spaces, the group submits and reviews suggestions for exhibitions of student, faculty and alumnae work in the Diamond Windows, Wilson Gallery, Graham Gallery, Atrium, and the Philadelphia Wall as well as in offsite auxiliary spaces at the Kimmel Center for the Performing Arts.

Faculty Personnel Policies

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

MOORE FEDERATION OF TEACHERS:

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

DEFINITIONS OF FACULTY STATUS, TYPES OF CONTRACT

RANKED FACULTY

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

Tenured Faculty

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

Part-time Tenured Faculty

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

Term Contract Faculty

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

Visiting Faculty

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

ADJUNCT FACULTY

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

SPECIAL APPOINTMENT FACULTY

Emerita/Emeritus Faculty

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

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

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

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

Continuing Education Faculty

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

Staff with Teaching Assignments

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

QUALIFICATIONS FOR APPOINTMENT TO RANK AND PROMOTION

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

EXPECTATIONS OF FACULTY

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

Faculty Absences

Faculty who find it necessary to be absent from any class are required to notify the Academic Dean's office, ext. 4012 and their Department Chair or Graduate Program Manager. The Dean's office will then post a sign at the classroom for the cancelled classes. In the event of an unexpected absence after 5:00 p.m. for an evening, weekend or 8:30 a.m. class, faculty are to call the front desk first and then contact their Department Chair or Graduate Program Manager. The front desk will post a sign and notify the Dean's office.

After the Dean's office has been notified of the absence, a [Faculty Absence form](#) will be placed in the faculty member's mailbox. Completed forms should be returned to the Academic Dean's office. Additional forms are available in the second floor copier room of Wilson Hall, the Academic Dean's office, and on Moore's website under Faculty and Staff. Faculty members, in consultation with the Department Chair or Graduate Program Manager, are responsible for finding a substitute to teach the uncovered class when an absence can be anticipated. When a substitute cannot be arranged, the class and/or content should be made up at a later time. Current BFA faculty may be used as substitutes for full-time and adjunct faculty. Adjunct faculty who are unable to make up the missed class and/or content may have their salary adjusted accordingly. For faculty who serve as a substitute, please see the MFT contract VI.9.

FACULTY RECORDS/EVALUATION

FACULTY PERSONNEL RECORDS

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

PROMOTION FILES

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

FACULTY EVALUATION

In the interest of maintaining excellence in the academic programs, all faculty are reviewed periodically by peers, and every semester through student evaluations. For information regarding faculty performance evaluations, please refer to the MFT Contract, Article V.2.

STUDENT EVALUATIONS OF COURSES AND FACULTY

Students evaluate all faculty and courses at the end of each semester on a standard form distributed by the Academic Dean's Office; please refer to the MFT contract, Article XXI.

PROMOTION

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

SEPARATION

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

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

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

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

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

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

EARLY RETIREMENT

Please refer to the MFT contract VIII.10

LAYOFF PROCEDURES

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

DISCHARGE FOR CAUSE

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

DISCIPLINARY LEAVE

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

FACULTY RESPONSIBILITIES AND RIGHTS

TEACHING OBLIGATIONS

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

SERVICE OBLIGATIONS

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

ACADEMIC FREEDOM

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

PROFESSIONAL ETHICS

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

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

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

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

Examples of sexual harassment between students or between an employer or faculty member and a student include, but are not limited to, physical assault or direct propositions of a sexual nature; conduct (not legitimately related to the subject matter of a course) intended to discomfort or humiliate, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes or anecdotes; or conduct that would discomfort or humiliate a reasonable person, such as unnecessary touching, patting, hugging, or brushing against a person's body or remarks of a sexual nature about a person's clothing or body or remarks about past or future sexual activity.

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

Within the College amorous relationships between faculty or staff members--including the students serving as residence life staff members--and students are improper if the faculty or staff member has any type of professional responsibility for the student. Therefore, no faculty member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose work is being supervised or evaluated by that faculty member; no staff member shall have an amorous relationship (consensual or otherwise) with a student whose work is being supervised or evaluated by the staff member; no residence life staff member shall have an amorous relationship (consensual or otherwise) with a student living in the residence hall in which the staff member has a supervisory role. Consensual amorous relationships between faculty or staff and students occurring outside the instructional or work-related context are strongly discouraged; they may appear to be exploitative to others and may raise serious conflicts of interest. Such relationships are particularly problematic for faculty members who may be involved in supervising students or evaluating their work outside the context of a classroom situation. Therefore, any faculty member involved in such a relationship must withdraw from every professional decision or activity that might penalize or reward the student in question.

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

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

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

College policy prohibits the possession, use or sale of cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances, and the illicit use of prescription drugs in any form. In addition, the possession, use or sale of narcotics is in direct violation of state and federal law. Students found in violation of this policy will be referred to the Student Judiciary Committee, and faculty or staff found in violation of the policy, or found under the influence of such drugs or alcohol while working, will be referred to the President or other administrator for disciplinary action.

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

Smoking Policy

The College is smoke-free. Smoking is only permitted in rear courtyard behind the Dining Hall and in the smoking courtyard outside of Sartain Hall.

Plagiarism and Academic Dishonesty

Academic dishonesty, including the theft, destruction or defacement of the work of others, and plagiarism in daily work, studio projects, papers or examinations, is a violation of academic integrity. Examples of academic dishonesty include cheating, buying tests, taking a test for someone else, and copying from another student's test paper. Plagiarism is the act of using someone else's work, words, or ideas and

representing them as one's own. Whenever a student takes an idea from a publication or Internet or uses the exact words of another writer, the source must be specified and quotation marks appropriately used.

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

CONFLICT OF INTEREST

Faculty are expected to engage in professional activities outside the College. Examples include exhibitions, lectures, publications, conference presentations, professional commissions, professional design practice, guest artist invitations, service in professional associations and community service. To avoid any potential conflicts of interest faculty may contact the Academic Dean and/or the VP of Finance and Administration. Please refer to the MFT Contract, Addendum G for more information on conflicts of interest.

FACULTY DEVELOPMENT

Through Faculty Development Grants, Dean's Visibility grants, sabbatical leaves, release time, courses at the College, and support for attending conferences, Moore seeks to support the ongoing professional development of faculty. Neither the College nor the department, however, supports the ordinary ongoing professional expenses of individual faculty, such as books, art supplies or subscriptions.

FACULTY DEVELOPMENT GRANTS

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

SABBATICAL LEAVES

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

OTHER LEAVES

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

TRAVEL AND CONFERENCE ATTENDANCE FOR PROFESSIONAL LEAVES AND ABSENCES

Please refer to the MFT Contract, Article VII.9 for more information on professional leave.

TUITION WAIVER AT MOORE

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

WORKLOAD

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

FACULTY LOAD AND CONTACT/CREDIT HOURS

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

WORKING CONDITIONS

HEALTH AND SAFETY

The College provides safe and healthful working and teaching conditions, and all faculty and students are required to observe health and safety policies, and/or report violations to the Department Chair, Graduate Program Manager or Director of Facilities. Department Chairs (and/or staff workshop technicians) are responsible for posting health and safety policies in studios and workshops, and are responsible also for posting material safety data sheets (MSDS) for all chemical materials used, or delegating a department member to do so. MSDS sheets are obtainable from vendors, but may need to be requested. Purchased chemicals without MSDS should be returned to the supplier. Faculty are to instruct students on the safe use of equipment, tools, chemicals and other materials. Students are expected to follow these instructions and to handle the material/equipment with appropriate care and caution. See the Student Handbook on Studio Maintenance and Safety. Please see the MFT Contract Article VI.15.

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

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

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

OFFICES AND EQUIPMENT

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

TEXTBOOKS AND OFFICE COPIES

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

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

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

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

HEALTH AND WELFARE BENEFITS AND ELIGIBILITY

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

RETIREMENT PLAN

All full-time and tenured part-time faculty members, whose load is .600 or more at the completion of six months of employment at the College, are eligible to participate in the [TIAA-CREF Retirement Plan](#) on the first day of the month following the anniversary of six months of employment. See the MFT Contract, Article VIII.9 for more information on the TIAA-CREF Retirement Plan.

STATUTORY BENEFITS

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

FAMILY AND MEDICAL LEAVE ACT

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

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

Definitions:

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

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

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

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

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

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

Procedure:

1. Application for leave

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

2. Certification

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

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

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

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

3. Intermittent or Reduced Family and Medical Leave Options

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

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

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

4. Benefits during Family or Medical Leave of Absence

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

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

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

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

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

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

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

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

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

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

SICK LEAVE

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

FLEXIBLE SPENDING PLAN

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

completion of one full month of employment. Please see Human Resources for questions regarding eligibility and coverage.

CHILDCARE REIMBURSEMENT

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

PARKING

All employees are eligible to park in the Franklin Institute parking garage for a reduced monthly fee, which is deducted directly from the paycheck. There are two plans available: for three days a week, and for five days a week. Application and current cost information is available on the Moore website.

MEDICAL EXPENSE REIMBURSEMENT

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

HEALTH SERVICES

The College maintains a well-equipped medical office under the supervision of the Director of Health Services. It is located on the first floor of Stahl Hall and is open from 9:00 am - 3:00 pm. M-F throughout the academic year. The office also provides a limited selection of over-the-counter medication in a self-service area adjacent to the office. The Director can help faculty locate physicians that will take the faculty member's insurance, if they so desire.

The Director of Counseling Services is on campus 20 hours per week: M-F 9:00 – 3:00. Her office is located on the first floor of Stahl Hall. She is available to discuss appropriate responses to students who seem to have psychological difficulties that are affecting their behavior and performance in class. In addition, faculty may consult with her for their own concerns for a maximum of three sessions per academic year.

MEAL TICKETS

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

FITNESS CENTER

The College contracts with Philadelphia Sports Clubs (PSC) to provide free access to Moore full-time faculty only at two of their facilities (1735 Market Street and 2000 Hamilton Street). These facilities offer complete body workouts, group exercise classes (such as yoga, cycling, boxing), cardio equipment, massage, free weights, circuit equipment, etc. To gain access, faculty need a valid Moore ID with a PSC sticker that can be obtained in Student Services. The Moore contact for PSC is the Associate Dean for Residence Life and Housing.

ROVER GUARD

A security guard is available to walk faculty to their cars at night. The guards' hours are: Sun., Mon., Wed., Fri., 5:30 PM – 2 AM; Tues., Thurs. 5:30 PM – 7 AM; Sat. 8 PM - 4 AM. The range extends west

as far as the west side of 23rd Street, east as far as the east side of 17th Street, south to the south side of Market Street, and north to the north side of Pennsylvania (Callowhill). Request service from the security guard at the front desk.

ID CARDS

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

COMPENSATION POLICIES

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

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

SCHEDULE AND PAYOUT PERIOD

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

DIRECT DEPOSIT AND DEDUCTIONS

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

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

EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

GRIEVANCE

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

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

Academic Policies and Services

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

CLASSROOM AND COURSE POLICIES

COURSE SYLLABUS

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

STUDENT RESPONSIBILITIES

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

STUDENT AND FACULTY ATTENDANCE

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

Faculty must fail a student who has missed 1/3 or more of the classes. Faculty may deny credit to a student who has missed ¼ or more of the classes. In addition to this, each faculty member will explain her/his own policies regarding punctuality and class conduct during the first week of class and by including their

policies on the syllabus, and deadlines and due dates will be announced well in advance. A faculty member's own policies regarding attendance and punctuation cannot violate the College's attendance policies listed in the Student Handbook.

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

STUDENT ABSENCE BECAUSE OF ILLNESS

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

COURSE AND FINAL EXAMS AND DEADLINES

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

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

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

GRADING

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

NOTICE OF UNSATISFACTORY PROGRESS (NUP)

If a student is having difficulties in classroom performance or attendance, the faculty member should send the student a Notice of Unsatisfactory Progress (NUP). This notice goes to the Associate Dean of Educational Support Services. A copy is sent to the student, and other copies go to the student's file, to the Department Chair or Graduate Program Manager, etc. NUPs help document specific problems and observable behavior. NUPs should be given for non-attendance, problematic grades on specific exams or papers, lack of preparation, or lack of satisfactory progress, but they do not take the place of ordinary faculty feedback in the studio or classroom. See the Educational Support Service Office or the Academic Dean's Office for forms. Faculty are urged to send NUPs as early as possible in the semester.

FINAL SEMESTER GRADES

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

INCOMPLETES

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

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

FAILURES, REPEATING COURSES

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

If a BFA student receives a C- or below twice in a required course, a final decision as to the student's options will be made by the Academic Standards Committee in consultation with the student's major chair, the chair of the department in which the failed course is located and the Academic Dean.

GRADE CHANGES

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

For information on:

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

Please refer to the BFA or Graduate Student Handbook.

OPEN LUNCH PERIOD

The common lunch period M-F is 11:30 to 12:30. The open lunch period on Saturdays for graduate classes is 12:30 – 1:30.

FIELD TRIPS

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

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

[Acknowledgement of Liability and Release Claims](#), which must be used for off-campus field trips involving vehicular transportation are available in the Academic Dean's Office or in the 2nd floor copier room of Wilson Hall. All signed forms must be submitted to the Academic Dean's Office or mailbox.

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

CITY AS CAMPUS

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

CULTURE IN THE CLASSROOM

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

REGISTRATION

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

CREATION OF THE SEMESTER COURSE SCHEDULE

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

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

REGISTRATION AND BUSINESS OFFICE CLEARANCE

Before the beginning of classes each semester, final registration and business office clearance takes place for all students. Students may not attend classes if they are not cleared by the Business Office or if they are not enrolled in the class. Faculty monitor their class list through Moodle and faculty must take attendance. Faculty should direct students to the Registrar's Office if their names do not appear on the class list, or the student does not have a signed copy of the drop/add form, which shows the class was added.

ADD/DROP AND WITHDRAWAL

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

Moore reserves the right to cancel classes within the add/drop period based on enrollment.

From the end of the add/drop period and until the end of the seventh week of the semester (or halfway through a class during the summer session), students may Withdraw from a course with the authorization of the Department Chair or the Academic Advisor. Please refer to the Student Handbook for more information.

TRANSFER EVALUATION PROCEDURE FOR BFA STUDENTS

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

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

PRE-APPROVAL FOR TRANSFER CREDIT

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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

A student wishing to review her files must make a written statement to the Registrar listing the items of interest. Files covered by the Act will be made available within 45 days of the request. Students may challenge any information contained in their cumulative record that they believe to be inaccurate, misleading or inappropriate. This right does not extend to reviewing grades unless the grade assigned by a faculty was inaccurately recorded in the records. Students may also insert a statement in their records to explain any such material from their point of view. A student who wishes to challenge the information in her file must make a written request for a hearing to the Registrar. The request will be reviewed by the Academic Dean and the Dean of Students jointly. For more information about student records and transcripts please refer to the BFA or Graduate Student Handbook for more information.

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

- A. Academic, personal, and biographic information will be released to faculty, professional staff and administrative officers within the College on a need-to-know basis only.
- B. Access to a student's records may be provided to officials of other Colleges or universities in which the student seeks or intends to enroll, on the condition that the student requests the intended transfer of records, is given a copy of such records if desired, and is given the opportunity for a hearing to challenge the content of such records.
- C. Access shall be granted to authorized Federal officials auditing Federally-supported education programs and State officials to whom information from student records is required by statute to be disclosed.
- D. Persons processing student's financial aid applications shall have access.
- E. Access will be granted to organizations conducting studies for educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction, provided that the identity of students must not be revealed to anyone other than representatives of such organizations.
- F. Access will be granted to accrediting organizations carrying out their accrediting functions.
- G. Parents of a student shall have access if the student is dependent upon such parents for Federal Income Tax purposes, or if the student has signed a permission of access for parents during registration.
- H. In an emergency, appropriate persons may have access if the knowledge of information from a student's records is necessary to protect the health or safety of the student or other persons.

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

ACADEMIC PROGRAMS

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

DEGREE PROGRAMS

All BFA degree programs meet the guidelines of the National Association of Schools of Art and Design (NASAD), and are fully accredited by NASAD and Middle States (MSA). Graduation requirements of

each program are listed in the current BFA or Graduate Student Handbook. All graduate degree programs meet the guidelines of NASAD and the Pennsylvania Department of Education (PDE), and as new programs are accredited with plan approval.

INDEPENDENT STUDY

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

MINORS IN THE BFA PROGRAMS

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

CONTINUING EDUCATION

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

CONNELLY LIBRARY

The library provides access to materials and resources to assist Moore faculty in preparing course materials with resources to enhance teaching and scholarship. More information about [the Library](#) is available on the Moore website under Faculty and Staff.

BRIEF SUMMARY OF LIBRARY SERVICES

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

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

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

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

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

COLLECTION

Please refer to the Library website for full descriptions of the library collections.

ARCHIVES

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

EDUCATIONAL SUPPORT SERVICES

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

ACADEMIC ADVISING

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

DISABILITY SERVICES

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

ACADEMIC COMPUTING

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

SELF-SERVICE

Self-Service is an Internet-based system providing students with access to their academic and financial information. Students can view academic plans, register for courses, view grades, view unofficial transcripts, course schedules and degree requirements. Faculty can view their schedules including days, time and room. All students and faculty have access to Self-Service in the same way. Faculty should go to the Moore website, click on [Self-Service](#) and search.

MOODLE

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

CURRICULUM

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

Curriculum development is centered with the faculty, and most curricular change comes from departmental or program proposals. When curriculum touches BFA students outside a single major (such as first-year foundation

courses, or liberal arts courses) curricular discussion typically, and appropriately, is broader than one major or department. Curricular proposals can originate with a faculty member, a Department Chair, a Graduate Program Manager, the Director of Graduate Studies or the Academic Dean. All proposals must be brought to Academic or Graduate Council for discussion, and ultimately approved by a majority of voting members of Academic or Graduate Council before they are implemented. Formal proposals should not be presented to Academic or Graduate Council prior to faculty discussion and approval at the departmental or program level.

New programs and degrees must also be brought to the Board for approval, and must be approved by NASAD, MSA, PDE our accrediting agencies.

CURRICULUM REVISION

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

- A faculty member, a Department Chair, a Graduate Program Manager, the Director of Graduate Studies or the Academic Dean may initiate a proposal for curricular revision. A proposal must have support from the relevant department/programs, and will generally be submitted by the Department Chair or Graduate Program Manager. Interdisciplinary courses and programs and shared courses must be discussed and supported by all sponsoring departments/programs. A Department Chair or Graduate Program Manager must seek approval from the departmental faculty prior to submitting a proposal.
- The proposal is submitted in writing to the Academic Dean, in the format outlined below. The Dean will analyze budget concerns, accreditation and regulation guidelines, and faculty contractual issues. Graduate course proposals should also be submitted to the Director of Graduate Studies. The Dean will review the completeness and relevance of the proposal and may request revision before presentation to Academic or Graduate Council.
- The (revised) proposal must be submitted to the Academic Dean and the Director of Graduate Studies for graduate courses and the Academic Dean for BFA courses; and to the Academic or Graduate Council members prior to the Council meeting, where it will be placed on the agenda for discussion. A proposal is initially discussed however a formal vote cannot be taken until the following Council meeting in order to provide time for Chairs or Graduate Program Managers to discuss the proposal within their department. When a final vote is taken, the proposal must be supported by a majority of voting members of Academic or Graduate Council
- **Proposal format:**
 - Rationale:** How will this proposal support the mission of the College, the purpose of the department and/or the needs of the students?
 - Who:** What population of students will be affected?
 - How:** How does the proposal affect curriculum in other areas? Is the content duplicated in other course offerings? Does the course replace another course?
 - Effect on faculty:** How does the proposal impact on contract hours, or available faculty? Does the course require specific faculty or specific skills for which we must hire?
 - Financial impact:** Does the course require new equipment, space or other resources?
 - Course description:** Name of course, semester of offering, pre-requisites, number of credits, suggested class size, is it required vs an elective. Describe the concepts, competencies and learning objectives to be taught. Describe how a student will

demonstrate the acquired knowledge. Describe specific methods used to cover course content.

Administrative and Financial Policies

TUITION AND FEES

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

LAB FEES

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

SECURITY

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

HOURS

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

EMERGENCY CLOSING

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

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

FACILITIES AND OPERATIONS

The Director of Operations is in charge of overall maintenance and repairs of the College and major equipment therein. Faculty should make requests through their Department Chair or Graduate Program Manager. Requests include: replacement of burnt out light bulbs, moving of furniture, special cleaning, painting of offices, etc., Chilling and heating equipment maintenance is handled by outside contractors. Problems should be reported to the Director of Operations.

KEYS

Faculty may request keys from their Department Chair or Graduate Program Manager. Forms and keys are issued through the Department of Operations, and a signature is required for release of the key.

IDENTIFICATION CARDS

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

ROOM RESERVATIONS

The Director of Student Activities and Facility Rentals is responsible for all public spaces reservations including Stewart auditorium, the Great Hall, the cafeteria, and Board Room. Classrooms are reserved through the Registrar. Reservation requests must be made via email to DSaridakis@moore.edu. Faculty should include day, date, time, room, building and purpose. Confirmation will be made in via email.

FOOD SERVICE HOURS

College food service is contracted out to [SAGE Dining Services](#). Cafeteria hours are as follows:

Breakfast	7:45 AM - 9 AM
Lunch	11:00 AM- 1:00 PM
Dinner	5:00 PM- 6:45 PM

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

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

BUDGETS AND PURCHASING

BUDGET PROCESS

Each spring, the annual academic department budget proposals are prepared by the Department Chair, Graduate Program Manager and presented to the Academic Dean and the Vice President for Finance and Administration; and for the graduate programs presented to the Director of Graduate Studies. The annual budget for the College, covering a fiscal year from July 1 – June 30, is determined by the President in consultation with the Vice President for Finance and Administration.

EXPENDITURE OF BUDGET, PURCHASING

All expenditures of budgeted funds (purchase orders, food service requests, or check requests) must have the approval and signature of the authorized Department Chair or Graduate Program Manager. Purchase order and reimbursement forms are available in the Business Office. Once filled out and properly signed, the forms should be clocked in (at counter just inside door of Business Office) and left in tray marked purchase orders. All invoices submitted to the Business Office for payment must be supported by a pre-approved purchase order.

Purchases of greater than \$1000 or for capital purchases require the signature of the Academic Dean. Purchases of greater than \$2000 require the approval of the Vice President for Finance and Administration and the President. Transfer of funds from one budget account to another must be done in writing on the appropriate transfer-of-funds memo form and require the approval and signature of the Department Chair, Graduate Program Manager or the Director of Graduate Studies. All check requests must be clocked into the Business Office no later than 3 PM on the Wednesday preceding the check issuance date requested. If requests come in after this deadline, they will be held until the next check issuance date. Check issuance dates are listed on the “Check Cycle” sheet available in the Business Office. Please refer to the [Financial Policies and Procedures Manual](#) found on the Moore website under Faculty and Staff for more information.

BUDGET REPORTING

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

Exhibition Policies

GALLERIES

With spaces throughout the ground floor of Moore's campus and beyond, The Galleries feature professionally installed exhibitions that provide visitors and students with insights and new perspectives into the work of established and emerging regional, national and international contemporary artists and designers. All exhibitions are open to the public and free of charge.

The Galleries organizes and/or curates approximately nine original exhibitions in the three main galleries including, the Goldie Paley Gallery featuring the work of national and international emerging and under-recognized artists and designers, the Levy Gallery for the Arts in Philadelphia highlighting the work of Philadelphia artists and designers and the Insights Gallery in the Window on Race Street featuring collaborations by emerging artists and designers. The exhibition schedule for these spaces is developed by the Gallery Director at least one year in advance.

In addition to annual alumnae and student exhibitions and triennial faculty exhibitions, the Galleries feature exhibitions of student, faculty and alumnae work in the Wilson and Graham Galleries as well as faculty-driven projects and site specific installations by Moore students on The Philadelphia Wall and in the Diamond Window Galleries. The Widener Memorial Foundation Gallery features several annual "Young at Art" exhibitions including: The Art of Student Teaching; Celebrating Creativity: Youth Art Month; Mordechai Anielewicz Creative Arts Competition and Exhibition as well as highlights from summer Young Artist Workshops. The Moore Galleries at the Kimmel Center feature rotating exhibitions of faculty, student and alumnae work.

Faculty are encouraged to submit suggestions for presenting student work on the Philadelphia Wall and the Diamond Display Windows directly to the galleries with at least three weeks advance notice. Four week slots are available first-come first-served basis. Faculty and alumnae wishing to be considered for exhibitions in the Wilson and Graham Gallery should submit formal exhibition proposals including images, checklist and a draft floor plan directly to the gallery for consideration.

Gallery Hours:

Monday – Friday	11:00 AM – 7:00 PM
Saturday	11:00 AM – 5:00 PM
Closed Sundays and all academic and legal holidays.	

OTHER EXHIBITION VENUES

Throughout the College there are exhibition cases used by individual departments and faculty for showcasing student work. The cafeteria walls are used for Foundation drawing displays. The Student Run Gallery is under the auspices of Student Government. Special projects and installations require advance notice via installation request forms and approval by Student Government, Department Chair, course faculty member and Director of Operations and Facilities.