

Winthrop University

**College of Visual & Performing Arts
Faculty & Staff Manual**

Academic Year 2021-2022

(updated August 2021)

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College of Visual & Performing Arts Faculty & Staff Manual

www.winthrop.edu/cvpa

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College of Visual & Performing Arts Mission Statement

The College of Visual and Performing Arts at Winthrop University offers nationally accredited programs in art, design, theatre, dance, and music, and provides academically challenging instruction in an interdisciplinary environment that inspires and prepares the next generation of artists, educators, scholars, and audiences. We promote intellectual inquiry and collaborative opportunities that encourage each student to develop a uniquely creative vision cultivated through artistry, teaching, scholarship, public performance, and community engagement.

Approved by the College of Visual & Performing Arts Faculty Assembly on January 28, 2011.

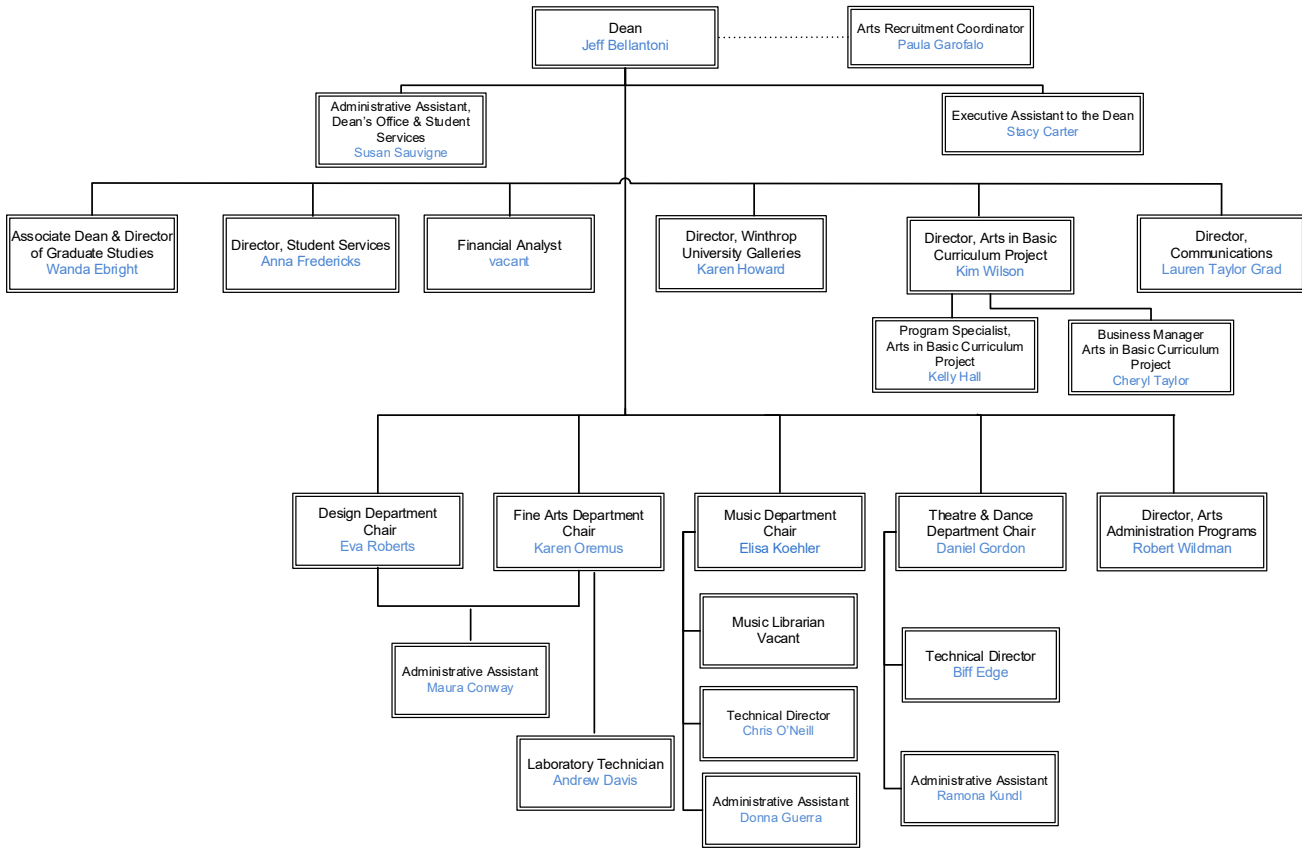
College of Visual & Performing Arts Manifesto

We are ArtsWinthrop. We are an impassioned and experienced faculty of professionals and scholars committed to challenging you to become the artist you want to be. We offer nationally accredited programs in the visual arts, dance, design, theatre, and music, providing demanding instruction in an interdisciplinary environment that inspires and prepares the next generation of responsible citizens of the creative class — the makers, performers, designers, educators, and influencers. We believe that the arts are an expression of our culture’s values; are a driver of innovation and a catalyst for the economy; and have an obligation to positively affect social change by contributing to our cultural and political discourse. We recognize the inherent responsibility of the artist as a leader in defining culture and lifestyle—what we see and hear, the products we use, the environments we inhabit, and how we communicate. We are certain that there is no greater profession – no greater calling in life – than this. We are ArtsWinthrop.

College of Visual & Performing Arts Diversity, Equity, and Inclusion Statement

The College of Visual and Performing Arts is committed to providing a learning environment that is inclusive and respectful of diverse communities. As creators, we have the power to raise awareness, create meaningful change, and impact social justice—empowering students to become informed, responsible citizens. We are dedicated to being a community of creatives who promote and advance students independent of gender identity, race, ethnicity, national origin, religious affiliation, sexual orientation, socioeconomic background, political beliefs, age, and other social identities and life experiences. The ArtsWinthrop community encourages and appreciates expressions of different ideas, opinions, and beliefs. Listening to and respecting individual differences is critical in transforming a collection of diverse individuals into an inclusive, collaborative, and creative learning community, where we take responsibility for our actions and treat everyone with dignity.

Winthrop University
College of Visual and Performing Arts
Organizational Chart
2019-2020



2. CVPA Organizational Structure

2A. Department and Units

2A1. Department of Design

- Bachelor of Design in Interior Design
- Bachelor of Design in Graphic Design
- Bachelor of Design in Experience Design
- Bachelor of Design in Illustration
- Bachelor of Science in Digital Information Design
 - with concentration in interactive media (College of Business)

Winthrop University is accredited by the [Council for Interior Design Accreditation \(CIDA\)](#) and the [National Association of Schools of Art and Design \(NASAD\)](#).

2A2. Department of Fine Arts

- Bachelor of Arts in Art
- Bachelor of Arts in Art Education (K-12 teacher certification)
- Bachelor of Arts in Art History
- Bachelor of Fine Arts (BFA) in Studio Arts
 - single discipline concentration (15 credits)
 - dual discipline concentration (30 credits)
 - ceramics, drawing, jewelry and metals, painting, photography, printmaking, or sculpture
 - additional subject areas available: interdisciplinary studio and video
- Master of Fine Arts in Studio Art

Winthrop University is accredited by the [National Association of Schools of Art and Design \(NASAD\)](#) and the [Council for the Accreditation of Education Preparation \(CAEP\)](#).

2A3. Department of Music

- Bachelor of Arts in Music
 - with concentration in music technology
- Bachelor of Music Education (K-12 teacher certification)
 - with concentrations in choral or instrumental
- Bachelor of Music
 - with concentrations in composition or performance
- Master of Music in Music (Performance, Conducting, Music Education)

Winthrop University is accredited by the [National Association of Schools of Music](#) (since 1940), and the [Council for the Accreditation of Education Preparation \(CAEP\)](#).

2A4. Department of Theatre & Dance

- Bachelor of Arts in Dance
- Bachelor of Arts in Dance Education (K-12 teacher certification)
- Bachelor of Arts in Theatre
 - with concentrations in performance, design/technical, musical theatre, or K-12 teacher certification

Winthrop University is accredited by the [National Association of Schools of Theatre \(NAST\)](#), the [National Association of Schools of Dance \(NASD\)](#), and the [Council for the Accreditation of Education Preparation \(CAEP\)](#).

2A5. Arts Administration Programs, including the Master of Arts in Arts Administration

- Master of Arts in Arts Administration
- Minor in Arts Management

2A6. The Arts in Basic Curriculum Institute

The ABC Project provides leadership to achieve quality, comprehensive arts education (dance, music, theatre, visual arts and creative writing) for all students in South Carolina.

ABC Project Mission

The ABC Project is a statewide collaborative initiative begun in 1987, whose goal is to ensure that every child in South Carolina, from pre-school through college levels, has access to a quality, comprehensive education in the arts, including dance, drama, music, visual arts and creative writing. The Arts in Basic Curriculum (ABC) Project is cooperatively directed by the South Carolina Arts Commission, the South Carolina Department of Education and the College of Visual and Performing Arts at Winthrop University.

The ABC Steering Committee, which includes the S.C. Arts Commission, the S.C. Department of Education, schools and school districts, colleges and universities, artists, educators, arts organizations, government and business leaders, forms the nucleus of a strong statewide coalition committed to achieving the Project's goal. Now comprised of more than 80 members, the committee meets three times each year to review Project initiatives and make recommendations for carrying out initiatives. The project sponsors a model sites program that provides grant funds for the development of innovative arts programs.

These ABC Sites, along with sites funded each year by the South Carolina Department of Education's Arts Curricular Grant program, have received over \$1.5 million annually since 1990. The ABC Project has developed collaborative efforts leading to a certification program for dance teachers; establishment of the South Carolina Center for Dance Education at Columbia College, development of South Carolina Visual and Performing Arts Framework, and the South Carolina Visual and Performing Arts Curriculum Standards.

The project "blueprint" for arts education was completed in 1988 with funds from the National Endowment for the Arts (NEA). The ABC blueprint outlines a curriculum to be taught by qualified arts teachers and reinforced by other subject area teachers, administrators, professional artists, arts organizations and community resources. The blueprint is founded on the premise that the arts are an indispensable part of a complete education because quality education in the arts significantly adds to the learning potential of our students. Arts education complements learning in other disciplines and establishes a foundation for success in school and lifelong learning. The ABC blueprint also provides a forum for the development of strategic arts initiatives, and serves as the foundation for a broad advocacy coalition for arts education reform in South Carolina.

Website for more information: [Arts in Basic Curriculum Project](#).

2A7. CVPA Office of Communications and Community Engagement

The Office of Communications and Community Engagement's purpose is to act as a link between the College of Visual and Performing Arts (CVPA) and local and regional communities by supporting and promoting CVPA events and projects, facilitating and coordinating several outreach programs resulting in a strengthening of the College's public relations, visibility and mission.

Website for more information: www.winthrop.edu/arts

2A8. CVPA Office of Student Services

The CVPA Student Services office is dedicated to helping students accomplish academic goals by providing Winthrop's College of Visual & Performing Arts undergraduates with information and advisement related to course and program requirements; curricular offerings; and college/university procedures, regulations, and policies. Students and faculty can review the opportunities and services available to Winthrop students provided by our various departments by following the links listed on the CVPA Student Services homepage. Many answers to general questions may be found on this website at your convenience, but faculty and student with questions are encouraged to visit the Student Services office for additional assistance.

Website for more information: www.winthrop.edu/cvpa/studentservices

2A9. Winthrop University Galleries

The mission of the Winthrop University Galleries is to inform and enrich the lives of Winthrop students, faculty, and staff, as well as regional audiences, through the presentation of exhibitions and educational programs that celebrate artistic achievement. WUG promotes academic excellence and human understanding through visual art and design within the learning environment of a distinctive public comprehensive university.

The Rutledge Gallery and the Elizabeth Dunlap Patrick Galleries are located in the historic Rutledge Building and the Edmund D. Lewandowski Student Gallery is located in McLaurin Hall on the campus of Winthrop University in Rock Hill, South Carolina.

For more information on the Winthrop University Galleries, contact Karen Howard, 126 McLaurin Hall, 803-323-2493, howardk@winthrop.edu.

Website: [Winthrop University Galleries](#)

2B. Faculty Roles and Responsibilities

2B1. Faculty Duties and Responsibilities

Faculty members are expected to maintain professional competence and currency in their academic disciplines through on-going development and by pursuing continued learning, scholarship, consulting, and public service. Responsibilities of the College of Visual & Performing Arts (CVPA) faculty are to:

- Meet faithfully all assigned classes or to make appropriate alternative arrangements for the class when an absence is unavoidable. (Such arrangements must be approved by the Department Chair.)
- Distribute to each student, within the first week of class, a written course syllabus, adhering to the [CVPA Syllabus Policy](#). An electronic PDF of the syllabus must be submitted to the Department Chair at the start of each semester. Syllabi naming conventions are available in the Dean's office.
- Submit an updated CV annually as instructed by their Department Chair in a PDF format.
- Be available to students for advising.
- Establish and keep a regular schedule of office hours. Faculty office hours are subject to the approval of the Department Chair and is posted outside the faculty offices. Winthrop University policy on [Faculty Office Hours](#). (Also, see 2B4, p. 15)
 - [CVPA Faculty Class & Office Schedule form](#) *(for editable version, use Google Chrome)*.
- Award academic credit based on the professional evaluation of students' academic performance.
- Present the subject matter in the course as announced to students and as approved by the faculty.
- Engage in continuous learning and scholarship as defined by the College of Visual & Performing Arts Statement on Scholarship in the CVPA Bylaws.
- Evaluate or comment fairly and objectively on the performance of colleagues when peer evaluation is required for the purpose of tenure and promotion decisions.
- Participate in committee work and other channels of shared governance in accordance with department, College, and University procedures.
- Provide service to the profession and the general public.
- Participate in student recruitment and orientation activities.
- Participate in the development and evaluation of curricula through the approved shared governance structures.
- Comply with the laws and policies governing conflict of interest, dual employment, and outside consulting.
- Observe the policies and procedures of the College and the University.

2B2. Credit Hour Policies and Faculty Load Policies

Credit Hour and Time Load Policies

“Load” is normally defined here as the number of primary organized course sections taught in an academic year – in fall and spring terms or semesters combined. Independent instruction is not normally included in the load measure, although direct supervision of graduate theses/projects can be counted in

faculty loads if approved by the department chair and dean. Teaching loads for department chairs are approved by the dean and are calculated in proportion to the administrative load of the department.

The determination of load can also take into account class size and number of preparations. Deviations from the normal departmental teaching load must be negotiated in advance with the department chair/director and approved by the dean. Reductions in teaching loads should not entail financial loss to the college and, where possible, should provide the college with financial support. Faculty must obtain approval of the department chair and dean before applying for external funding. Such proposals should be discussed with the department chair and dean well in advance of the proposal deadline.

Overload Policy:

To ensure that quality in our courses remains high and that faculty have time to remain current in both their subject area and technology, adequate time to meet with individual students, and time to grade substantive written and creative work, the College has an interest in making sure that faculty do not take on excessive amounts of work. Full-time faculty appointments require a full commitment of working time and effort and full-time faculty are expected to complete their primary assignments regardless of the time required. This work is to be accomplished without overload compensation. However, teaching overload compensation may be offered in limited and restricted situations of special need, with each case approved on an individual basis.

Full-time faculty all have regular teaching loads designated by their department chairs. These loads differ depending their responsibilities and disciplines. Whatever a faculty member's basic load, a faculty member should take on no more than one additional course per semester (up to 3 credit hours). This does not include independent study classes or graduate thesis/project supervision. Overloads must be documented and approved by the chair and dean prior to beginning the overload assignment.

Class Size:

Due to the nature of the various arts disciplines, studio courses typically allow lower enrollment than lecture and seminar courses. Enrollment of introductory lecture and seminar courses (i.e. those often taken by non-majors for general education credit such as Music Appreciation or Art History) should typically not exceed 60. Upper division course enrollments for lecture and seminar courses would typically cap at 30. Graduate course enrollments should typically not exceed 20. Online Course enrollments typically should not exceed 25.

Course Caps:

In setting course caps, the chair will consult the faculty responsible for teaching the course and will consider student academic needs. Course caps will be set by the Department Chair, with approval of the Dean. Generally, courses must meet minimum enrollments of: lower division courses - **15**; upper division courses - **10**; graduate courses - **8**. These minimums may be adjusted by the Dean in order to accommodate students who need certain courses in order to graduate. Should students need to enroll in a closed section, the chair will make the decision and notify the faculty member. Enrollment limits may also be determined by classroom size and safety considerations.

Teaching schedules:

The Chair will consult with the faculty member before the teaching schedule is set. The Chair, with approval of the Dean, will set the teaching schedule to accommodate the learning needs of students. In cases of emergency, the Chair and/or Dean may make assignments without prior consultation, but this should happen in rare circumstances. Faculty will receive a written teaching schedule no later than six

weeks before the start of the semester, except in cases of an emergency. Note: Department chairs may make teaching schedule changes at any time due to class cancellations, re-assignments, and other circumstances.

Preparations:

In most departments, every effort is generally made so that faculty will have no more than two new course preparations each semester.

Graduate Thesis/Project Supervision:

Recognizing the work necessary to complete graduate theses and projects, faculty with permission from the Dean may receive load credit or a stipend for supervision of theses or projects when students are enrolled in thesis/project courses for credit. Thesis/Project committee members or readers do not receive load credit or stipends.

Independent Studies:

Normally, no load credit or compensation will be provided to faculty supervising undergraduate independent studies. Department chairs, with approval of the Dean, may assign load credit in unusual circumstances. Load credit or stipends may be provided to faculty teaching graduate independent studies classes with recommendation of the department chair and approval of the dean.

Summer Teaching Load:

In general, faculty will teach no more than six hours during the summer session. Exceptions to this policy will be made only under unusual circumstances and under the following conditions:

1. One of the courses is taught during Maymester;
2. The appointment has the approval of the Department Chair and the Dean.

2B3. CVPA COURSE LOADS FOR FULL-TIME FACULTY

Generally, full-time faculty are expected to teach the equivalent of a minimum of 12 credit hours each semester, or maximum of 18 contact hours, whichever is met first. Because studio courses, practicum courses, and ensembles require more contact hours than lecture or seminar per credit, the load for faculty teaching a combination of these types of course may result in less than 12 credits and/or 18 contact hours, but should not ordinarily result in less than 15 contact hours. All courses regardless of type (lecture, studio, practicum, etc.) expect a minimum of two (2) hours of out-of-class time per credit hour by the students. Contact hours are rounded up from scheduled class meeting times. One credit hour constitutes 50 minutes of class time per week, but is rounded up to 1 contact hour.

Contact hours are rounded up from scheduled class meeting times. One credit hour constitutes 50 minutes of class time per week, but is rounded up to 1 contact hour.

Fine Arts

Lecture / Seminar courses	1:1 – 1 credit hour / 1 contact hour
Studio courses (6 hrs/wk)	1:2 – 1 credit hour / 2 contact hours
Studio courses (4.5 hrs/wk)	1:1.5 – 1 credit hour / 1.5 contact hours

** 3-credit studio courses that meet for 4.5 hours per week instead of 6, require that the students participate in an additional 1.5 hours of studio time each week.*

Design

Lecture / Seminar courses	1:1 – 1 credit hour / 1 contact hour
Studio courses	1:2 – 1 credit hour / 2 contact hours
Studio courses (6 hrs/wk)	1:2 – 1 credit hour / 2 contact hours
Studio courses (4.5 hrs/wk)	1:1.5 – 1 credit hour / 1.5 contact hours

** 3-credit studio courses that meet for 4.5 hours per week instead of 6, require that the students participate in an additional 1.5 hours of studio time each week.*

Theatre and Dance

Lecture / Seminar courses	1:1 – 1 credit hour / 1 contact hour
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** Faculty doing creative work for the department (directing, choreography, etc.) may have this work count as re-assigned time ... amount to be determined by the chair with approval of the dean.*

Dance

Studio Technique courses	1:3 – 1 credit hour / 3 contact hours
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** Dance Studio Technique majors meet for an additional 10 minutes/week*

Theatre

Practicum (technical) courses	1:4 – 1 credit hour / 4 contact hours
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Practicum (production / rehearsal)	1:6 – 1 credit hour / 6 contact hours *
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** 1 credit production / rehearsal courses are typically held for 6 weeks, and meet for the equivalent of 15 hours per week. The number of hours dedicated to rehearsal, technical rehearsals, dress rehearsals, performances, and post-performance assessment consume a minimum of 90 contact hours during the semester (6 weeks x 15 hrs per week). This is equivalent to 6 contact hours per week in a typical 15-week semester, therefore faculty are loaded 6 contact hours.*

Music

Lecture / Seminar courses	1:1 – 1 credit hour / 1 contact hour
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Studio	1:1 – 1 credit hour / 1 contact hour
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Ensembles (2 hours per/wk)	1:2 – 1 credit hour / 2 contact hours
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Ensembles (3 hours per/wk)	1:3 – 1 credit hour / 3 contact hours
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Large Ensembles (2 or 3 hours/wk)	1:4 – 1 credit hour / 4 contact hours
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**Contact hours for large ensembles are calculated using class meeting time, class prep time, performances, and tours.*

Applied Lessons	1:.75 – 1 credit hours / .75 contact hours
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**Load is calculated at $\frac{3}{4}$ equated hour for 1 contact hour*

Educator Preparation Program Internship Supervision

1:1 – 1 student / 1 contact hour

Total supervision for the semester for each intern supervised = 15 hours

Example: 3 students = 45 hours = 3 contact hours

(Based on the Educator Preparation Program guidelines adopted 2016): “The average time required to supervise an Internship I student is approximately 14 hours. For Internship II, the time commitment is closer to 17 hours. This includes all work involved in supervision (attending meetings, reviewing lesson plans, conducting observations, etc.) with an average travel distance of 20 miles one-way. When equating these hours to the model for course preparation and delivery (3-hour course = 45 semester contact hours x 3 additional preparation hours) and taking into account that each intern presents individual needs ... “

Stacked courses

Since beginning, intermediate, and advanced studio classes may sometimes be “piggybacked” or “stacked” and meet at the same day and time, these classes do **not** count as separate classes in a faculty member’s teaching load. Per accreditation guidelines, graduate students enrolled in a single course that carries a separate undergraduate and graduate designation or number (but are considered stacked) must complete specific published requirements that are at a graduate level. Distinctions between undergraduate and graduate expectations must be delineated for such courses.

Online Courses

Online and hybrid courses are viewed as lecture or seminar courses and faculty are loaded accordingly. In cases where a FT faculty member is developing an online course in addition to delivering it, additional load may be granted with chair and dean approval.

Turn teaching / Team Teaching

“Turn teaching” involves two or more faculty teaching a single course, which may or may not be cross-referenced, with each faculty member having responsibility for some but not all of the class content and scheduled meetings. When turn teaching, assigned faculty receive an appropriate portion of the load depending on the number of credits or contact hours.

Example: 3 credit course / 6 contact hours “turn taught” by two faculty would allot 1.5 credits / 3 contact hours to each faculty member, assuming responsibility was evenly split.

“Team teaching” involves two or more faculty teaching a single course, which may or may not be cross-referenced, with each faculty member sharing equal responsibility for all of the class content and scheduled meetings. When team teaching, assigned faculty receive two-thirds of the load depending on the number of credits or contact hours.

Example: 3 credit course / 6 contact hours “team taught” by two faculty would allot 2 credits / 4 contact hours to each faculty member. Upon recommendation from the chair, the dean may approve a full load for faculty when team teaching if warranted.

Overload pay for team and turn teaching is not guaranteed and should be approved by the chair and dean before a faculty member takes the assignment.

2B4. Office Hours

Faculty members are required to maintain office hours and post the hours on their respective office doors and include on course syllabi. While the number of office hours is not fixed, it is assumed that each faculty member will maintain office hours that are convenient and adequate for the students to arrange conferences pertaining to their work. The schedule of office hours must be submitted to the Department Chair at the beginning of each semester.

[CVPA Faculty Class & Office Schedule form](#) (for editable version, use Google Chrome)

2B5. Faculty Participation in Student Recruitment and Orientation

Student recruitment and orientation activities fall under the categories of “academic responsibility” and “professional Stewardship” for all faculty members. Faculty members have the responsibility to assist with student recruitment and orientation initiatives. Although these activities (Preview Days, Orientations, etc.) are typically coordinated by the Admissions Office and Student Affairs, faculty

members are needed at each event. Regardless of what faculty teach, all faculty members have knowledge and enthusiasm that can assist students in making a decision to attend Winthrop University (recruitment) or assist them in becoming acclimated upon arrival to campus (orientation).

2B6. CVPA Faculty Parting Obligations

There is no mandated retirement age for Winthrop faculty. Faculty planning to resign their appointments or retire should give written notice at the earliest opportunity in order to permit the institution adequate time to select replacements. Professional courtesy dictates that notification of resignation or retirement be given no later than March 1st. At the conclusion of his/her employment at the University, each faculty member is expected to:

- Insure that all financial obligations to the university are satisfactorily resolved (the University Library, Parking, Cashier's Office, etc.);
- Return all library books;
- Return Purchasing Card to Departmental Liaison;
- Return all university-owned equipment (including computers, tablets, cameras, etc.) and supplies;
- Submit all grades. [File grades for all incompletes and/or inform dept. chair of incompletes still outstanding & work students need to complete & deadline];
- File all online grades and electronic grade sheets/hard copy grade books and departmental material with the department chair;
- Remove all personal effects from his/her office and building;
- Clean office computer of all personal files and special passwords;
- Return keys to the department office;
- Leave his/her forwarding address with the department and CVPA Dean's Office.

Other information:

Faculty members who resign or whose contracts are not renewed will not have access to their Winthrop e-mail after their employment ends.

Administrative Assistants are instructed to process the removal of faculty member's name/log-in information from all digital security systems at the University (including Banner, wingspan, CUI, shared drives, Dropbox, and other departmental, college, and committee digital access).

Faculty members ending employment at the University should complete all appropriate parting obligations by the final day of their appointment period. If circumstances prevent adherence to this deadline, faculty should contact their department chairs or the dean.

2C. Roles and Responsibilities of Department Chairs

Department chairs are faculty members who are appointed by the Chief Academic Officer, based upon a recommendation from the dean. [The Department Chair Policy - Appointment, Roles, Evaluation, and Compensation, can be viewed here.](#) Their appointment is reviewed annually based upon performance as evaluated by the dean, with feedback from faculty in the department. Specifically, Department Chairs in the College of Visual & Performing Arts have a duty and responsibility to:

- Ensure that faculty evaluations are conducted in accordance with the policies and procedures of the College and University;
- Review the member's performance at least once a year;
- Attempt to solve faculty and student problems;
- Conduct departmental meetings;
- Act as a liaison with other units and administrators;
- Set a professional example for faculty members;
- Propose changes in the curriculum, degree requirements, and noncurricular programs after approval by the departmental faculty;
- Ensure coordination of curricula within the department and with other College and University departments;
- Recommend to the Dean yearly course offerings and summer school offerings;
- Recommend to the Dean class time schedules;
- Assign course schedules to faculty and recommend to the Dean appropriate class size;
- Approve faculty assignments for dual employment, continuing education, and other extra duties;
- Coordinate the Department's role with registration, recruitment, and orientation activities;
- Teach on a reduced basis as approved by the Dean;
- Prepare and submit to the Dean yearly budgets and budget reports;
- Allocate and monitor the departmental budget;
- Supervise all routine office functions, including the supervision of office staff, graduate assistants, and work-study students;
- Recommend to the Dean faculty recruitment procedures and processes, and take a central role in the recruitment of faculty and staff for the department;
- Assist with the continuing development of departmental faculty and staff;
- Assist with student recruitment, including evaluation of transcripts and application materials;
- Provide oversight to ensure the quality of all undergraduate and graduate programs in the Department;
- Assist with all external accreditation activities;
- Promote and encourage the obtaining of grants, attendance at professional meetings, creative activities, research, publication, and other scholarly activities; and
- Perform other leadership duties as required by the department or assigned by the Dean.

2D. Roles and Responsibilities of Academic Program Directors

Degree programs are directed by the chair of the department in which the program resides or an academic program director, a full-time faculty member with credentials in the respective discipline, when required by accreditation or determined by the dean as necessary. The chair retains the primary responsibility for the degree program even if a faculty member is designated as a director. When an academic program does not reside within a department or unit, a full-time faculty member with credentials in the respective discipline may be appointed as program director by the dean.

In cases where a full-time faculty member serves as an academic program director, the following duties are assigned:

- Provides oversight to ensure program quality
- Conducts program meetings
- Acts as a liaison to program faculty
- Proposes changes in the curriculum, degree requirements, etc. to the chair
- Recommends yearly course offerings and course rotations to the chair
- Recommends class times to the chair
- Prepares program reports and assists with external accreditation activities and/or academic program reviews
- Participates in recruitment and marketing activities, including new student orientations and admissions events
- Reviews and reports program assessment data; recommends programmatic changes; and documents program revisions resulting from assessment findings
- Meets regularly with department chair or dean on status of program
- Reviews program information for accuracy and consistency
- Coordinates advising for the program
- Evaluate transcripts and application materials and makes recommendations regarding graduate programs (when serving as graduate program director)
- Additional duties more aligned with a Chair's responsibilities may be assigned if the academic program does not reside within a department or unit.

2E. Roles and Responsibilities of Academic Program Coordinators and Area Coordinators

Program or area coordination may be assigned to specific individuals as determined necessary by the dean and chair of the department in which the program resides. Program and area coordinators must hold credentials in the respective discipline. An "area" is defined by areas of study (i.e. foundations), concentrations within a degree program, and minors. The chair retains the primary responsibility for the degree program or area even if a faculty member is designated as a coordinator.

Course reassign time and/or other methods of compensation for the duties of chairs, academic program directors, and academic program coordinators and area coordinators are determined by the dean.

In cases where a full-time faculty member serves as an academic program or area coordinator, the following duties are assigned:

- Provide oversight to ensure program quality
- Propose changes in the curriculum, degree requirements, etc. to the chair
- Recommend yearly course offerings and course rotations to the chair
- Recommend class times to the chair
- Prepare program reports and assists with external accreditation activities
- Participate in recruitment and marketing activities
- Develop, review, and report program student learning outcomes and assessment data
- Meet regularly with department chair on status of program
- Review program information for accuracy and consistency

2F. CVPA Organizational Structure

Departments with Chairs:

- Design
- Fine Arts
- Theatre and Dance
- Music

Academic Programs with Directors:

- Arts Administration (MA, graduate certificate, undergraduate minor)
- BA Dance
- BFA Interior Design

Academic Programs that may have assigned Coordinators:

- BA Theatre
- BA Theatre Education
- BA Dance Education
- BA Art
- BA Art Education
- BA Art History
- BFA Art
- MFA Art
- BFA Design
- BA Music
- BM / MM Music
- BME / MME Music Education

Areas that may have assigned Coordinators (Minors, Concentrations, Areas of Study):

- BA / BFA Art: Foundations
- BA Music: Music Technology

2G. CVPA Administrative Job Descriptions

Dean of the College

The dean is responsible for the effective leadership of the human, financial, and physical resources of the college and works collaboratively with decanal staff members, department chairs, program directors, and other academic and administrative leaders to develop, implement, and promote best practices in all aspects of the college. He/she develops, administers, and promotes the college's academic programs and academic support functions and articulates a vision for the college, consistent with the mission of the university. She/he develops recommendations for the nomination, retention, promotion, tenure, and compensation of faculty, department chairs, and staff members in departments and unit assigned to the college and extends offers for employment or initiates dismissals within the college in consultation with the chairs, provost and legal counsel. The dean coordinates and promotes academic proposals, changes, reviews, and other academic matters with the other deans of the university, and other institutions and groups; develops and coordinates educational policies, assists in accreditation processes, planning functions and physical facilities planning and utilization of the college, and facilitates creative/scholarly activities and professional development of the faculty. He she fosters multi-disciplinary teaching, research and performance in the arts and leads the effort to expand external support and enhance the recognition and standing of the college in South Carolina, the southeast region, and the Charlotte metropolitan area. The dean provides, conducts and implements strategic and operational planning and is responsible for managing and monitoring college budgets. She/he works closely with the Provost and Vice President for Academic Affairs and other Deans to provide academic leadership for the entire university.

Assistant / Associate Dean

The Assistant/Associate Dean serves as a member of the College of Visual and Performing Arts administrative leadership team reporting to the Dean of the College, and works collaboratively with department chairs and faculty, staff members, and other academic leaders to develop and implement strategic initiatives, curricula, and policies.

- Serving as the college's ombudsperson for student concerns.
- Assisting in supervising and directing CVPA's Office of Student Services and working with the director of that office in handling day-to-day routines. This includes monitoring student advisement, handling student petitions and grade appeals.
- Assisting the Student Services director with the Freshmen and Transfer Orientation programs.
- Assisting CVPA programs with academic quality and learning assessment measures to ensure compliance with university and SACS requirements (includes syllabi review).
- Coordinating the CVPA Mentor/Protégé Program; organizing sessions designed to assist full-time faculty in preparation for the pre-tenure, tenure, and promotion processes, as well as conducting informational sessions on professional development topics of interest to all faculty. Assisting individual faculty in preparing their portfolios for pre-tenure, tenure, and promotion, as requested, coordinating orientation programs for new and adjunct faculty and reviewing selected adjunct faculty performance.
- Participating in and helping to implement strategic planning and operations
- Coordinating academic policy development, oversight, and review.
- Establishing and maintaining effective professional relationships with a diverse group of faculty, staff, students, outside agencies, and the public.

- Providing oversight for the college's curriculum, including service as an *ex-officio* member and chair of the college's Curriculum Committee, guiding curriculum course and program actions from the departmental level through the CVPA Curriculum Committee to the vote at the CVPA Faculty Assembly.
- Serving as primary, coordinating liaison between the College of Education and all VPA undergraduate and graduate programs in K-12 teacher licensure.
- Representing CVPA on a variety of college and university-level committees.
 - College of Education Field Experience and Clinical Practice
 - College of Education Partnership Advisory Council
 - College of Education Teacher Education
 - Old English Consortium Learning Teams
 - University Scholarship
 - University Graduate Assessment Committee
- Analyzing data and developing reports as requested by the Dean.
- Developing and coordinating special projects as requested by the Dean.
- Performing other duties as assigned by the Dean.

Director of Graduate Studies

The Director of Graduate Studies provides assistance to graduate students, graduate faculty, and graduate programs across the CVPA departments. Duties include:

- *Ex-officio* representation and Chair of the CVPA Graduate Faculty Assembly meetings;
- *Ex officio* representation for CVPA on the university Graduate Council;
- Primary liaison between CVPA and the Graduate School on all matters of enrollment, recruiting, financial aid, curriculum revision, policy interpretation, and graduate program assessment.
- Review and recommendation of all CVPA thesis drafts for submission to the Graduate School.

Director, Student Services

The Director of CVPA Student Services office helps students accomplish academic goals by providing Winthrop's College of Visual & Performing Arts undergraduates with information and advisement related to course and program requirements; curricular offerings; and college/university procedures, regulations, and policies.

Director, Winthrop University Galleries

The Director is responsible for the supervision of daily operations of Winthrop University Galleries including budgets, staffing, promotion, fundraising and the development and implementation of programs and exhibitions. The Director is to establish and maintain strong relationships and representation of the Galleries within the university and community.

Director, Communications and Community Engagement

The Director of Communications and Community Engagement serves as the coordinator of communications and marketing for various co-curricular and educational programs, special events and community engagement for the College of Visual and Performing Arts. The Director is responsible for working with a variety of internal and external constituents to execute and promote projects, events, programs, data collection, and reports and encourage interest in the College from prospective students and various publics.

Financial Analyst

The Financial Analyst develops and maintains financial related records and reports. Develops and maintains statistical data, analyzes and prepares confidential/routine reports, purchasing patterns, student enrollment, credit hour production, staffing, and related matters. Serves as resource for the full-time faculty hiring process in CVPA; handles student, graduate assistant, and temporary employee paperwork and payroll; will also assist all College of Visual and Performing Arts offices, programs and departments

Director, Arts in Basic Curriculum (ABC) Institute

The Director of the grant-funded ABC Institute is the primary administrator for South Carolina's nationally recognized Arts in Basic Curriculum (ABC) Project, which provides leadership to achieve quality, comprehensive arts education (dance, music, media, arts, theatre, visual arts and creative writing) for all students in South Carolina.

Administrative Coordinator/ Executive Assistant to the Dean

Reporting to the Dean of the College of Visual and Performing Arts, the Administrative Coordinator serves as Assistant to the Dean, managing the daily operations, activities, and events of the dean's office; managing and analyzing data; managing the Creator Space technology lab; and providing administrative support.

3. Faculty Evaluation and Development

The College of Visual and Performing Arts strives to create an environment that promotes faculty productivity and creativity. Such an environment fosters academic freedom in both teaching and scholarship for all faculty members. In teaching, the College safeguards faculty members' rights to tell the truth as they discover it, to discuss controversial matters related to their disciplines, and to hold divergent views. Similarly, the College preserves faculty members' freedoms to engage in scholarly and creative activities and to publish their findings and perform and present their work, subject to the satisfactory performance of their other academic duties.

Promotion recognizes the maturity of the faculty member as teacher, scholar, and working artist and designer and is awarded based upon merit. In providing for the long-term protection of its faculty, the College also offers the prospect of tenure to eligible faculty members who are viewed as valued colleagues by their peers. Tenure is a means of ensuring the continuous freedom to teach, study, and conduct extramural activities. It also provides a degree of economic security, making the profession attractive to persons of ability. Tenure is indispensable to the College's efforts to meet its obligations to students and to a democratic society where the free exchange of ideas are essential.

The faculty in the College of Visual and Performing Arts represent a diverse array of academic and creative talents, and accomplishments. Accordingly, the process for promotion or the awarding of tenure should be applied with sufficient flexibility to recognize and capitalize on diverse individual attributes.

3B. Definitions of “Faculty” and “Ranks” within CVPA

For complete information, visit the [Academic Rank](#) section located on the Winthrop University Policies website.

3C. Procedures and Guidelines for Promotion

Information on the promotion review process in the College of Visual and Performing Arts can be found in [Appendix B of the CVPA Bylaws](#). For additional information, please see the section entitled [Promotions, Faculty](#) located on the [Winthrop University Policies website](#).

3C1. Faculty Promotion in Rank

Faculty should be familiar with the following documents:

- [Winthrop University Policy on Promotions](#)
- [Winthrop University Roles document](#) (particularly section IV. D.)
- University policy on [General Standards for Evidence of Faculty Teaching Effectiveness, Scholarship, and Service](#)
- [Tenure and Promotion Timelines](#)
- [CVPA Bylaws – Appendix A: CVPA Scholarship Statement](#)
- [CVPA Bylaws – Appendix B: Procedures and Policies for Promotion Consideration](#)

3C2. Department Chair Responsibilities (Promotion)

The Department Chair is to communicate clearly to department faculty the policies of the College of Visual and Performing Arts concerning promotion and tenure.

It is the responsibility of the Department Chair to remain current with the progress of each faculty member and to provide that faculty member with timely evaluation and coaching, especially concerning promotion and tenure. The Chair's evaluation of the faculty member's annual report is integral to this process.

In offering guidance to and conducting reviews of the faculty member, the Department Chair should take note of teaching effectiveness and differences in faculty workloads in such areas as number of course preparations, complexity of courses taught, number of advisees, types of creative activities and scholarship undertaken, demands of university and community service obligations, and involvement with student activities outside the classroom.

Chairs will evaluate each member's teaching effectiveness as a part of the annual report. The faculty member should arrange with his/her Chair for an in-class visit. Chairs routinely review syllabi, assignments, examinations, and other class materials. The Department Chair must complete a written evaluation of each faculty member at the end of the academic year based on information from the annual report.

3D. Procedures and Guidelines for Tenure

Information on the tenure review process in the College of Visual and Performing Arts can be found in [Appendix C of the CVPA Bylaws](#). For additional information, please see the section entitled [Tenure, Conditions and Procedures](#) located on the [Winthrop University Policies website](#).

3D1-2.

Faculty Pre-tenure and Tenure Review

- Winthrop University Policy on [Tenure, Conditions and Procedures](#)
- [Winthrop University Roles document](#)
- University policy on [General Standards for Evidence of Faculty Teaching Effectiveness, Scholarship, and Service](#)
- [Tenure and Promotion Timelines](#)
- [CVPA Bylaws – Appendix A: CVPA Scholarship Statement](#)
- [CVPA Bylaws – Appendix C: Procedures and Policies for Promotion Consideration](#)

3E. Post-Tenure Review

Faculty who will undergo post-tenure review will be notified by the Dean’s Office at the end of the academic year prior to the review year. Post-tenure reviews occur in the Spring semester of the review year. If you have any questions, please contact your Department Chair or the Dean.

Winthrop University Policy on [Post-Tenure Review](#)

Winthrop University Policy on [Post-Tenure Review Committee](#)

Winthrop University [Post-tenure Review Timeline](#)

3F. Evaluation of Faculty Performance

Winthrop University Policy on [Evaluation of Faculty Performance](#)

3F1. Annual Report

Annual reports are submitted using Faculty180 and Interfolio. To access, log into [Wingspan](#), and select the “Faculty180 and Interfolio” link.

3F2. Procedures for Assessment of Teaching

The College of Visual and Performing Arts collects student perceptions of instructor and course effectiveness by administering a digital survey to students every semester. The Associate/Assistant Dean and/or Department Chair facilitates this college-wide survey process. This survey includes a standard set of objective and narrative prompts. At the end of every semester, all students who are enrolled in CVPA courses (or enrolled in any courses where CVPA faculty members are their instructors) receive email prompts to follow a link to the survey. Once the survey closes and grades are submitted, faculty members have digital access to the aggregated survey results for the courses they taught. Faculty members use this student perception data to inform their reflections on their contributions to student intellectual development.

3G. Faculty Professional Development

It is the policy of the College of Visual and Performing Arts to encourage and promote the professional development of its faculty. The following sections describe the resources available to faculty to support travel, research, and instructional improvement.

Faculty are encouraged to apply for resources from the College and the University to support their development as scholars, teachers and professionals in their disciplines. These grant categories are intended to invite proposals in a variety of areas. Faculty whose activities don’t readily “fit” within a particular grant program are encouraged to contact the Dean’s Office for assistance. Note: Faculty who do not complete annual reports are not eligible for travel support.

3G1. CVPA Travel and Professional Development Guidelines

Faculty can request funding for professional development travel from the CVPA dean's office. There will be a priority deadline announced each spring for funds to be used the following academic year. Requests can be submitted after that deadline and may be approved depending on funds remaining after the priority deadline distribution. Grant and travel funds may also be available through the [Grants and Sponsored Research Development Office](#).

4. General Course Information

4A. Cancellation of Classes

All faculty and staff teaching a course at Winthrop are expected to meet all their scheduled class engagements. Faculty who expect to be absent from any of their classes should obtain permission from their department chair. Emergency absences or absences because of illness should be reported immediately to the department chair or department administrative assistant, and students should be notified. Faculty who are absent because of illness are also required to submit their sick leave in Wingspan.

Review University Policies: [Hazardous Weather/Emergency Leave](#) and [Inclement Weather](#).

4B. Final Examinations

Review University Policy: [Final Examinations](#).

4C. Grades and Grading Policies

Review University Policy: [Grade Reports](#) and [Grade Changes](#).

Faculty should review Records & Registration's [instructions for grading in Wingspan](#).

4D. Course Syllabi

Faculty should be familiar with the [CVPA Syllabus Policy](#). An electronic PDF of the syllabus must be submitted to the Department Chair at the start of each semester.

5. Student Recruitment, Retention and Advisement

5A. Recruitment and Retention

5A1. Recruitment

The College of Visual and Performing Arts is committed to active recruitment of high quality students in all programs. To meet the contemporary needs of schools and agencies serving children, families, and the community, the CVPA is committed to recruitment of a student body that reflects the gender diversity and socioeconomic and ethnic/racial makeup of the regional population and who can rise to the challenge of our rigorous curriculum. Recruitment is a college-wide responsibility and is specifically a shared responsibility faculty, staff, and administrators. All faculty are required to participate in recruitment and/or orientation activities as outlined in the Faculty Roles and Responsibilities section of this manual.

5A2. Retention

The College of Visual and Performing Arts recognizes that retaining students involves creating an environment that expects, supports, and fosters the academic success of all students. In particular, the College values maintaining or increasing our pool of students, both male and female, from diverse socioeconomic and ethnic/racial groups. To that end, the College engages in continual efforts aimed at student retention. Retention is a college-wide responsibility which requires involvement at program, department, and unit levels. All CVPA faculty are responsible for assisting students to achieve their academic goals in a timely manner.

5B. Advising

Faculty should be familiar with the [Academic Advising](#) section of the Winthrop University Policies website and the [advising information](#) on the CVPA Student Services webpage.

5B1. General Considerations

- Neither Department Chairs nor the Dean should interfere with advisement unless there is evidence of a major conflict, violations of University policy, or the student asks for an appeal of an advisor's decision.
- All undergraduate students will be assigned a faculty advisor by their major Department.
- Faculty have a right to expect support to enhance the advising process.
- Faculty have a responsibility to remain current with all policies, procedures, and curricula of the College and University.
- Students are expected to come prepared for the advisement session.
- The College's Student Services Director is employed to: a) assist students and Departments with initial advisement of freshmen and transfer students; b) evaluate transfer credit; c) participate in student recruitment; d) process major changes; and e) help resolve problems related to the advisement process.
- Faculty in the College of Visual & Performing Arts share a number of basic skills and interests; therefore, faculty should be free to advise students across the different degree programs, using subject-expert faculty for support.
- Students should see the faculty advisors at least once each semester.
- To facilitate the advisement process, faculty should post a reasonable schedule of office hours and adhere to the posted schedule.

- The advisement process in CVPA should be evaluated annually by students and faculty members. Faculty advisors should incorporate the evaluation of advising within the annual reporting and goal setting process.

5B2. Role of CVPA Student Services

The CVPA Student Services office, located 124 McLaurin, is a major academic support office for students in College of Visual and Performing Arts. The Office is dedicated to helping students accomplish academic goals by providing CVPA undergraduates with information and advisement related to course and program requirements; curricular offerings; and college/university procedures, regulations, and policies. The Student Services office also serves as a resource for faculty, administration, and other University offices.

Responsibilities of CVPA Student Services include:

1. Provide overall direction for the advising process in CVPA;
2. Provide advising services for special populations such as international, exchange, readmits, and non-traditional students in CVPA;
3. Facilitate initial advising services for all students entering and exiting CVPA;
4. Process curriculum changes including major, minor, advisor, and catalog year;
5. Evaluate all CVPA transfer credit and process in Banner;
6. Advise and assist current students with Approval to Transfer Credit process;
7. Coordinate and conduct orientation sessions for freshman and transfer students;
8. Prepare Degree Audits when necessary and resolve degree audit issues for CVPA majors and advisors;
9. Work closely with Records and Registration in monitoring, communicating with, and clearing graduation applicants;
10. Serve as CVPA representative on the University-wide GRADE Group, Family Weekend Committee, Welcome Week Committee, and other University-wide committees as assigned;
11. Field initial questions and problems with registration, Degree Works, Wingspan, and Banner and seek solutions from Records & Registration when necessary;
12. Serve as initial contact for all prospective CVPA students;
13. Correspond with students via email and mailings regarding academic information, dates to remember, and actions to be taken. Send official probation and Dean's list letters;
14. Coordinate CVPA special events such as graduation reception, College Connections, Freshman Assemblies;
15. Monitor and facilitate updating CVPA catalog pages and CVPA information on web;
16. Disseminate enrollment data, reports, and other academic information to Chairs and Dean's Office on a regular basis;
17. Serve as a liaison between Departments, Colleges, and University Offices for catalog, student, and other related information;
18. Serve as information source for students, administration, faculty, and other University offices;
19. Prepare, maintain, and process necessary Student Services forms, records, and reports as needed

5B3. Role of Faculty Advisor

Faculty should be familiar with the [Academic Advising](#) section of the Winthrop University Policies website. At Winthrop University, faculty members advise all students who have declared a major. Advising is also done by the Student Services Director in the CVPA Student Services Office for new students or those changing majors. Academic advising at Winthrop is an integral part of the learning

process through which students are advised of degree requirements, course sequencing, career opportunities, and campus resources. The responsibilities of a faculty advisor are many. Two of the most valuable resources the advisor has are [Degree Works](#) and the [Winthrop University Catalog](#) located on the *Records and Registration* website.

Other responsibilities are summarized below:

- Provide a rationale for CVPA curriculum and benefits of required course work;
- Assist students in planning a program of study, which is consistent with their abilities and interests;
- Monitor each advisee's progress toward his/her career goals;
- Help students identify their own special needs and make appropriate referrals to campus resources;
- Keep informed of up-to-date academic information, monitor changes to academic regulations; and
- Be accessible and observe regular office hours.

Prior to registration, students at Winthrop are required to contact their faculty advisor to receive the appropriate registration form and to receive assistance in planning course work for the next term. Although this advising period is important to the student, advising is a continuous process. Good advisors seek out opportunities to provide their expertise on academics and career topics under conditions that are not forced or time constrained. The frequency and quality of contacts with advisors outside of class have been linked to student satisfaction with the institution and their advisor.

Academic advising requires a substantial amount of knowledge and energy to be successful and to support a continuous process of student growth. This process stimulates responsible decision-making by encouraging and advising developing young adults.

Ultimately, each student is responsible for understanding and completing all degree requirements and making career-oriented decisions.

5B4. Privacy of Educational Records

Review the Office of Records & Registration Policy: [Privacy of Educational Records](#)

5B5. Student Appeal and Complaint Procedures

The College of Visual & Performing Arts provides avenues for students' concerns to be addressed in a fair and expeditious manner. Following are the steps for submitting and addressing Student Appeals and Student Complaints in the College of Visual and Performing Arts.

Student Complaints

Faculty should be familiar with the Winthrop University [Student Complaint Procedures Policy](#). Complaints concerning sexual harassment/discrimination are immediately referred to the Office of Human Resources, Employee Diversity, and Wellness.

Winthrop University maintains a comprehensive array of processes and procedures to promptly address student complaints. The [Student Complaints](#) webpage provides guidance for student resolution of academic and non-academic complaints.

Complaints dealing with department, program, or college-level decisions are ideally handled through discussion with the faculty or staff member directly involved. Faculty and staff are encouraged to resolve the issue through informal means, whenever possible.

In a situation where the informal resolution process does not result in a satisfactory outcome for the student, he/she may submit a formal written complaint to the appropriate college administrator the Winthrop University Student Complaint Procedures

The complaint should be submitted no later than the end of the semester from which the matter in question arose. The administrator will provide a decision in writing to the student, normally 10 business days following the receipt of the complaint. The student has 10 business days to appeal the college administrator's decision in writing to the Dean of the College of Visual and Performing Arts. The dean may call together an advisory committee to review the appeal and examine the complaint. The dean will issue a statement in writing to the student normally within 10 business days of the receipt of the appeal. The student may appeal the dean's decision in writing to the Office of the Vice President for Academic Affairs who will inform the student and the dean in writing of the final decision. All decisions of the vice president are final.

5B6. Withdrawal from University

Review: University Policy: [Withdrawal from Courses](#)

5C. Procedures for Curriculum Action

Documents concerning the processes of and resources for curriculum actions can be found at:

<https://www.winthrop.edu/uploadedFiles/recandreg/Services/CurrActionSystemManual.pdf>

<https://www.winthrop.edu/uploadedFiles/recandreg/Services/curriculum-review-levels.pdf>

6. Special Policies and Procedures

6A. Blackboard Course Management System

The Winthrop University [Online Learning office](#) coordinates all electronic, digital, and distance learning on campus. Every semester, this office creates a Blackboard course “shell” for every course offered by the university. Faculty members are encouraged to use this online tool to support and enhance student learning. The Online Learning office provides technical support and training to faculty members. More information is available online on their [Instructor Information](#) webpage.

6B. Business Cards

Faculty may order Winthrop University business cards, printed by the University’s Printing Services office. To request business cards, contact your Department office.

6C. Center for Career Development and Internships

Career Development Services for students is located in the [Center for Career Development and Internships](#).

6D. Computer Usage

Complete policies and guidelines are located on the [Computing and Information Technology](#) website.

6E. Copyright

Complete information is located in the [Copyright Policy](#) section of the Winthrop University Policies website. Note that permission must be secured before putting material that is copyrighted on a website or Blackboard.

6F. Counseling Services

Winthrop University website: [Counseling Services](#)

6G. Dacus Library

Winthrop University [Dacus Library](#) website.

6H. E-mail

Every CVPA employee (full-time or part-time, faculty or staff) is required to have a Winthrop University email address. When you receive your user account, a mailbox is automatically created on the email server. Your email address is simply your username followed by “@winthrop.edu”. (Example: smithj@winthrop.edu.)

You can access your Winthrop e-mail account from anywhere on the Internet. The browser address is: eaglemail.winthrop.edu (no www). A box will appear where you enter your username and password. You can read and send e-mail, view your Contacts and Calendar, and do most of the same things that you can do with Outlook in your office. The Internet version is slightly different in some ways, but the Outlook bar, Folder List and many of the same buttons are all there.

For more information about Outlook e-mail application, accessing e-mail on mobile devices, distribution lists, and class lists serves, please see the [Faculty/Staff IT Handbook](#).

6I. Food and Drinks in Classroom

Review the [Food and Drink in Classroom](#) section of the Winthrop University Policies website.

6J. Grants

Grant proposals are generally faculty initiated in the College of Visual and Performing Arts. Any faculty member wishing to write and submit a grant proposal should work closely with the Department Chair and coordinate the grant preparation activities with the University's Sponsored Programs and Research (SPAR) Office (323-2398). The Sponsored Programs and Research Office, located in the Macfeat House, will provide editing services, assist in budget preparation, inform proper administration officials, and obtain necessary signatures.

Additional information and forms are located on the [Sponsored Programs and Research](#) office website. Also, faculty should review the information on the [Institutional Review Board \(IRB\) webpage](#).

6K. Health & Safety *(see also Workplace Injuries & Worker's Compensation – 6V)*

It is the policy of the College of Visual and Performing Arts that students enrolled in all CVPA programs and faculty and staff with employment status in the college are provided with basic information about the maintenance of health and safety within the contexts of their individual disciplines. Each department has its own health and safety policy or handbook that includes protocols and procedures applicable to their individual areas, including, but not limited to, the work that is done in laboratory, classroom, and studio practice, performances, rehearsals, and exhibitions. Each department publishes these policies in various formats, updates them annually, and makes them available to student, faculty, and staff. The current policies can be accessed at:

[Department of Design Health & Safety Manual](#)

[Department of Fine Arts](#)

[Department of Music](#) page 10.

[Department of Theatre and Dance](#)

6L. Identification (ID) Cards

Identification (ID) cards are created in the Technology Services Office (ID Office) located in the ground level of McBryde Hall. Every Winthrop employee receives one ID card for free. A \$10 replacement fee will be charged for subsequent lost or stolen cards. Damaged or defective cards are replaced for free but have to be turned in. For more information about ID cards for retirees or family members, see the [Faculty/Staff IT Handbook](#).

6M. Keys

All full-time faculty members are entitled to an office. Keys to the office, department workroom, and exterior doors of the office building can be requested through the Department office. A key may be checked out to faculty allowing them to access enter other instructional space as needed. **For security, some CVPA classroom, studio, and laboratory doors should be locked by faculty at the end of class. Check with Department Chairs for specific information.**

When employment at the University ends, all keys must be turned in to the Department Chair. Keys are the property of the State of South Carolina and must not be duplicated. If key(s) are lost, contact the

Department Chair immediately.

6N. Leave

Review University Policies: [Leave with Pay](#) and [Personal Leave Without Pay](#).

When possible, faculty should complete the [Request for Leave Form](#) (use Google Chrome for editable version) prior to taking leave. Upon returning to work, employees should complete enter their leave taken on their personal Wingspan accounts.

More information on submitting leave time or hours worked can be found on this [Winthrop Payroll webpage](#).

Faculty members (classified as ‘exempt employees’) must complete their leave taken for illness, vacation, etc. on their Wingspan account. Many staff members are classified as ‘Non-exempt’ employees. A training video is available for both ‘exempt’ and ‘non-exempt’ staff near the bottom of the webpage listed above.

6O. Parking

Traffic and parking information can be found on the [Campus Police](#) website.

6P. Purchases

For Purchasing and policy information, review the [Procurement Services](#) website. All purchases must have Department Chair approval and many purchases should be routed through the Department Administrative Assistant. Check with your Department Office for additional information.

6Q. Recreational Facilities

University Website: [Recreational Facilities & Opportunities](#)

6R. Space Usage

For complete information on space usage refer to the [Space Use](#) webpage.

Space is available for faculty and staff to schedule events and meetings. **Note, some spaces have specific regulations.** A [Space Request Reservation](#) should be completed online at least 10 days before the event. Space Requests must be submitted for any event (meeting, performance, exhibition, guest lecture, etc.) in any space (classroom, gallery, recital hall, etc.) on campus. If you need assistance submitting a space request, contact your department assistant.

CVPA exceptions - To reserve the Lewandowski Conference Room (116 McLaurin Hall) or the Dunlap-Roddey Room in Johnson Hall, contact Stacy Carter or Susan Sauvigne in the CVPA Dean’s Office (803-323-2323).

For [Classroom Reservations](#) (academic spaces) contact the appropriate University Academic Space and Scheduling Coordinator as found on this list at this link.

To check availability for a Computer Lab check the [Academic Computer Lab](#) calendar found at this link.

Once availability has been confirmed, email accmanager@winthrop.edu to request a reservation for a lab. All computer labs must be reserved in advance.

6S. Telephone and Mail

Telephone

To make a long distance call or send a long-distance fax, contact your Department Administrative Assistant for a long-distance code and instructions.

Mail

The University maintains a mail service, with daily pick-up and delivery. Intercampus mail and official U.S. mail may be sent and received through the campus mail services. Postage for official University business is charged to departments. Check with your Department Administrative Assistant for the location of outgoing mail and your faculty mailbox. All personal mail must be properly stamped and taken to the Winthrop Post Office in the DiGiorgio Student Center). More information: [Winthrop University Post Office](#)

6T. Travel Procedures

See the earlier section on Faculty Professional Development in this manual (p. 26).

6U. University Communications and Marketing

For complete information, regarding university publications, web services, media, etc. visit the [University Communications and Marketing](#) website. To use the Winthrop University logo, online or in print, faculty must review Winthrop University's [Visual Identity Manual](#). Any CVPA promotional items (event flyers, brochures, news releases, etc.) must be reviewed by Whitney Hough, Director of the CVPA Office of Communications and Community Engagement prior to publication and distribution.

6V. Workplace Injuries & Worker's Compensation for Employees

Employees should be familiar with the Winthrop University [Work Place Injuries](#) guidelines.

9-1-1 and/or Campus Police (803/323-3333) should always be called in an emergency.

If you are injured while at work, follow these steps:

- If life threatening, call 911.
- Report the injury to your supervisor.
- The supervisor or Winthrop employee (if after hours) calls Compendium Services to make a first report of injury: **1-877-709-2667**
- Give your name and job title @ Winthrop University
- Calling to make a first report of injury
- Provide the following information:
 - Name of the injured worker (IW)
 - IW Job title
 - IW Social Security number (mandatory)
 - IW Address
 - IW Home phone number
 - IW Work Phone Number
- Compendium will notify Occumed

- Occurred at Riverview Medical Center
1393 Celanese Road / Rock Hill, SC 29732
803/327-0033
- Call the OSHA Compliance Officer, Katharyne Tedford:
 - Office - 803-323-2392
 - Cell - 803-207-1052

Winthrop University’s OSHA Compliance Officer, Katharyne Tedford, should be notified as soon as possible after any injury - 803/323-2392 (office), 803/207-2392 (cell), 803/323-2426 (FAX) /. Back up: Mitzi Stewart – stewartm@winthrop.edu.

TYPE OF INJURY	9-1-1	Campus Police – 803/323-3333	Supervisor/Department or Dean	Winthrop OSHA Compliance Officer
Life-Threatening	X	X	X	X
Serious	X	X	X	X
Minor - needs medical attention		X	X	X
Minor – no medical attention needed			X	X
		803-323-3333	CVPA Dean’s Office – 803/323-2323, bellantonij@winthrop.edu , or cartersa@winthrop.edu	(Katharyne Tedford office – 803-323-2392 cell – 803-207-1052) tedfordk@winthrop.edu

In the case of an injury, an incident report should always be completed either by Campus Police, the employee’s supervisor/department, or Winthrop’s OSHA Compliance Office, Katharyne Tedford.

Ms. Tedford will also follow up with an investigation to see if a safety problem needs to be corrected.

Student Injuries

- Call 9-1-1 if an emergency.
- Call Campus Police to have an accident report completed.
- Winthrop students are **NOT** covered under Worker’s Compensation unless they are employed by Winthrop University.

Student Interns injured while at their internships should follow [these instructions](#).

Each CVPA Department also has a health and safety manuals. Faculty should be familiar with the manual for their department:

- [Design](#)
- [Fine Arts](#)
- [Music](#)
- [Theatre & Dance](#)

OTHER ITEMS OF INTEREST

6W. Student Conduct Report

From Assistant Dean of Students, Anthony K. Davis (August 2018):

The Dean of Student's Office is happy to serve as campus resource when it comes to supporting students in crisis and resolving student behavioral issues. In an effort to become more efficient, our office will utilize a new software to intake reports and route them to the appropriate administrator. Using the online incident report, will allow us to track our referral sources, identify trends in student behavioral concerns, and provide a time-stamped, paper-trail of when an incident occurred and was reported. This is critical to our growth and continuous improvement efforts. Moving forward, should an incident arise, please use [this webpage](#) to report an incident.

6X. Non-Discrimination & Anti-Harassment Policy

All Winthrop employees must be familiar with [Non-Discrimination and Anti-Harassment Policy](#).

6Y. Workplace Violence Policy

All Winthrop employees must be familiar with [Workplace Violence](#) policy on the Human Resources website.

6Z. Consulting and Outside Employment

Review University policy: [Outside Employment for Faculty Members \(including Consulting\)](#)

Faculty Form - www.winthrop.edu/uploadedfiles/academics/consultingoutsideemployment.pdf (to edit use Google Chrome)

Full-time staff who work outside Winthrop should follow the information located on this Human Resources [webpage](#).

7. Winthrop University Galleries Exhibition Policies

Winthrop University Galleries Exhibition Policies

Mission

The mission of the Winthrop University Galleries (WUG) is to inform and enrich the lives of Winthrop students, faculty, and staff, as well as regional audiences, through the presentation of exhibitions and educational programs that celebrate artistic achievement. WUG promotes academic excellence and human understanding through visual art and design within the learning environment of a distinctive public comprehensive university.

Administrative

The Director of Winthrop University Galleries is designated by the University to supervise the operations of the Edmund D. Lewandowski Student Gallery (McLaurin Hall) and two professional galleries, Rutledge Gallery and the Elizabeth Dunlap Patrick Gallery (Rutledge Building). The Director reports to the Dean of the College of Visual and Performing Arts. The Director may request to attend Fine Arts faculty and Design faculty meetings to insure good communication and a good working relationship between Winthrop University Galleries and the Department of Fine Arts and Department of Design.

The Director is responsible for the planning and coordination of a continuous program of exhibitions, gallery educational programs, public relations, outreach and patron projects and gallery activities with the three galleries of the College. The Director develops the long range exhibition schedule, facilitates all agreements and necessary arrangements, assists in development initiatives, and organizes preparation and mounting of exhibitions in each gallery in accordance with the College of Visual and Performing Exhibition Policy.

College of Visual and Performing Exhibition Policy:

This policy is intended to govern all exhibitions supported by the College of Visual and Performing Arts and recognizes that the responsibility and authority for all exhibitions supported by the College of Visual and Performing Arts rests with the Dean (responsibility and authority for the Elizabeth Dunlap Gallery and the Rutledge Gallery are delegated by the Dean to the Gallery Director). These exhibitions include professionally curated, juried or faculty exhibitions housed in the Elizabeth Dunlap Patrick Gallery and the Rutledge Gallery or on the university grounds.

The Exhibition Policy of Winthrop University affirms the institution's commitment to free inquiry and discovery as essential ingredients of intellectual development and the educational process. Central to this mission is the establishment of a creative environment in which all students are challenged to develop aesthetic perception and understanding.

The College of Visual and Performing Arts promotes the concept that art and design are a viable and integral part of the human experience and, accordingly, an important component of all Winthrop University students' educational experience. The role of art and design programs at Winthrop is to

promote creation that represents the discipline and craft associated with works of high quality. Thus, Winthrop fully accepts its role as a forum for public examination of issues as part of its educational mission. These concepts are supported by the guidelines set forth below and encourage opportunities to encounter art and design on campus. As the academic unit responsible for art and design education at Winthrop University, the College determines the conditions of exhibitions in accordance with established guidelines and practices.

Winthrop University and the College of Visual and Performing Arts reserve the right to remove any work from exhibition or presentation that may be in violation of the law or is hazardous to the health and safety of viewers or participants. It is the practice of the College of Visual and Performing Arts to place appropriate public notices regarding potentially controversial exhibits. The Dean of the College of Visual and Performing Arts is responsible for the implementation of this policy.

Department of Design and Department of Fine Arts Student Exhibition Policy:

This policy is intended to govern all exhibitions supported by the Departments of Design and Fine Arts and recognizes that the responsibility and authority for all exhibitions supported by the Departments is delegated by the Dean to the appropriate Department Chair responsible for the exhibition. These exhibitions include faculty or student proposed exhibitions housed in Edmund D. Lewandowski Student Gallery (McLaurin Hall), areas inside and around the grounds of Rutledge and McLaurin buildings, and sites off and on campus.

CVPA Exhibition Committee

The CVPA Exhibition Committee works with the Gallery Director to oversee the implementation of the College and Departmental exhibition policies, and to foster the Galleries programs as an integral component of the University mission.

The committee consists of eight (8)* voting members including six (6)* faculty and two (2) student members. Specifically:

- one (1) faculty member from the Department of Fine Arts for a three-year term to be elected by the Department of Fine Arts Faculty;
- one (1) faculty member from the Department of Design for a three year-term to be elected by the Department of Design Faculty;
- one (1) CVPA faculty member from Music or Theatre and Dance for a three-year term to be elected by the CVPA Faculty Assembly;
- one (1) faculty member from the College of Education, Business or Arts and Sciences for a two-year term to be appointed by the Dean of CVPA; the Gallery Director (serving as Chair, voting); the Assistant Gallery Director (serving as Vice-Chair, voting)*;
- one (1) Fine Arts student for a one-year term to be appointed by the Fine Arts Chair;
- one (1) Design student for a one-year term to be appointed by the Design Chair.
- the Gallery Director serves, ex-officio, as chair with voting privilege.

* When there is an Assistant Gallery Director. If there is not an Assistant Gallery Director, the committee shall consist of seven (7) voting members including five (5) faculty and no Vice-Chair.

Guidelines for Public Exhibitions

- All proposals for exhibitions will be submitted to the Gallery Director and reviewed by the CVPA Exhibition Committee.

- The CVPA Exhibition Committee shall review all College-sponsored exhibitions proposals and approve all Department-sponsored exhibition proposals for artistic merit on the basis of a curatorial concept statement, descriptive statement, and examination of actual work and/or appropriate documentation. Proposals for College-sponsored exhibitions must be submitted at least one year in advance.
- All proposals must be presented in a professional and appropriate manner. The CVPA Exhibition Committee and Gallery Director must be alerted to any special installation consideration at the time the exhibition proposal is submitted.
- The Gallery Director, in consultation with the CVPA Exhibition Committee, will establish the exhibition schedule.
- The Gallery Director is not responsible for works moved or reinstalled without the approval of the Gallery Director.
- The Gallery Director is not responsible for student works not picked up by a designated date after the exhibition has ended.
- The departments, College and/or Gallery Director will not be held responsible in the event of damage or loss to any work of art.
- It is the responsibility of the Gallery Director to see that appropriate security measures are used to ensure the safety and security of works and the gallery audience.
- The Gallery Director will establish the duration and hours of exhibitions in the Edmund D. Lewandowski Student Gallery, the Rutledge Gallery, the Elizabeth Dunlap Patrick Gallery and public site-specific works on the campus grounds.
- Installation and dismantling of College-sponsored exhibitions are the responsibility of the Gallery Director.
- Installation and dismantling of Department-sponsored exhibitions are the responsibility of the student or instructor/class in consultation with the Gallery Director.
- At the time of submission all work must be ready for installation and appropriately identified.
- Work may not be removed or altered until an exhibition closes unless so directed by the Gallery Director.
- Any change or exception to the above must be approved by the CVPA Exhibition Committee, Gallery Director, Chairs of the Department of Design and Department of Fine Arts, and Dean of the College of Visual and Performing Arts.

Guidelines for Public Installations (Temporary)

- Artists, students or classes may request specific temporary sites. However, such requests must be submitted in writing and with a rationale as part of the proposal. Public, site-specific work intended for the grounds, off or on campus, must be submitted with drawings and/or models of the proposed work.
- In the case of site-specific work outside of the gallery domain, the artist, student or class must have approval from the responsible university administrator(s) of a proposed site for an intended work prior to the installation of the work. See *Approval of Temporary Public Art form*.
 - The Gallery Director and Public Visual Art Committee (PVAC) will review all requests for installations outside the gallery domain and coordinate site selection on the basis of appropriateness and safety considerations as determined by authorizing agencies. (e.g., Physical Plant and Public Safety)
 - Department-sponsored student or class proposals must be submitted at least one month in advance. Department-sponsored site-specific works must be submitted by mid-term and removed by commencement of each term.

- Installation and dismantling of Department-sponsored public, site-specific works are the responsibility of the instructor/class in consultation with the appropriate Department Chair and must be dismantled by commencement of the term in which the site-specific project was assigned.
- The Gallery Director or members of the PVAC Committee has the right to ask for removal of any piece that is not installed properly or is damaged.
- Any change or exception to the above must be approved by the CVPA Exhibition Committee, Gallery Director, Chairs of the Department of Design and Department of Fine Arts, and Dean of the College of Visual and Performing Arts.

Guidelines for Public Installations (Permanent)

- Public, site-specific work intended for the grounds, off or on campus, must be submitted to the Gallery Director with drawings, images and/or models of the proposed work.
- In the case of site-specific work, the artist, student or class must have approval from the responsible university administrator(s) of a proposed site for an intended work prior to the installation of the work.
- The Gallery Director and Public Visual Art Committee (PVAC) will review all requests for installations outside the gallery domain and coordinate site selection on the basis of appropriateness and safety considerations as determined by authorizing agencies. (e.g., Physical Plant and Public Safety)
- Any change or exception to the above must be approved by the CVPA Exhibition Committee, Gallery Director, Chairs of the Department of Design and Department of Fine Arts, and Dean of the College of Visual and Performing Arts.

Departmental Non-Juried Class Review and Student Review Space

- As part of the educational process there will be a non-juried outdoor class review space bordered by McLaurin, Roddey and Rutledge. The need for and nature of the review will be at the discretion of the instructor. Works shall normally be exhibited for no longer than a three-week period. All work must be removed no later than the end of the semester in which it is installed. Each instructor has the responsibility for organizing the removal of his/her students' work.
- A non-juried student review space on the 3rd floor of McLaurin will be available to any student(s) currently enrolled as majors in the Department of Fine Arts and the Department of Design. Works shall normally be exhibited for no longer than a three-week period. Students are responsible for the installation, de-installation and maintenance of the space. Students must also work with the student coordinator of the spaces for in order to determine scheduling, appropriate installation and de-installation. Failure to comply with these guidelines eliminates students from future exhibition opportunities.
- If space is available, notification of intent to use the non-juried outdoor class review space or the third floor McLaurin student review space must be submitted one (1) month in advance to the Chair of the Department of Fine Arts or Design.
- Any exhibitions that seek publicity outside of the Departments of Fine Arts or Design must follow College and University Guidelines for Public Relations.
- Any change or exception to the above must be approved by the CVPA Exhibition Committee, Gallery Director, Chairs of the Department of Design and Department of Fine Arts, and Dean of the College of Visual and Performing Arts.

College of Visual & Performing Arts
Approval of Temporary Installations

Submit to seek approval for temporary class or site specific installations on campus grounds or in spaces other than: Lewandowski Student Gallery, Rutledge or Patrick Galleries, or Designated Areas for Non-Juried Class or Student Review.

Before this form is completed and submitted for approval, the instructor, class or student proposing public installation on the campus should meet with the Gallery Director for consultation and to review the procedure for submitting a proposal.

Please complete **Section I** of this form with appropriate drawings, photographs and/or models, list of materials, impact to existing grounds or structure, and budget. Submit to the *Gallery Director* one month prior for class projects or by mid-term of the semester for site specific projects. Approved projects must be de-installed by commencement.

Section I

Course Number /Name _____

Instructor (if a class project) _____ Student _____

Semester/Year _____ Proposed installation date _____ Dismantling date _____

Project Title _____

Proposed site _____

Signed by Instructor _____ Date _____

Section II Signed Approvals

Winthrop University Galleries Director _____ Date _____

* Chair, Dept. of Fine Arts _____ Date _____

* Chair, Dept. of Design _____ Date _____

The following additional approvals may be suggested by the Winthrop University Galleries Director or required by the Chair, Department of Fine Arts.

Facilities Management _____ Date _____

Campus Police _____ Date _____

Site or Building Supervisor Affected by Proposal _____ Date _____

VP for Business & Finance _____ Date _____