# Table of Contents

College of Visual & Performing Arts
Faculty & Staff Manual
www.winthrop.edu/cvpa

1. Mission Statement ........................................................................................................... 4

2. Organizational Structure
   College of Visual & Performing Arts Organizational Chart ............................................. 5
   A. Departments and Units ........................................................ ........................................... 6
      1. Design, Department of .......................................................................................... 6
      2. Fine Arts, Department of ...................................................................................... 6
      3. Music, Department of ............................................................................................ 6
      4. Theatre & Dance, Department of ......................................................................... 7
      5. Arts in Basic Curriculum (ABC) Project ............................................................. 7
      6. Communications and Community Engagement .................................................. 8
      7. Student Services, CVPA ....................................................................................... 8
      8. Winthrop University Galleries ............................................................................. 8
   B. Faculty Roles and Responsibilities .............................................................................. 9
      1. Faculty Duties and Responsibilities ........................................................................ 9
      2. Credit Hours and Teaching Load Policies ............................................................ 11
         a. Fine Arts .............................................................................................................. 14
         b. Design ............................................................................................................... 15
         c. Theatre and Dance ............................................................................................. 15
         d. Music ................................................................................................................. 18
      3. Faculty Office Hours .............................................................................................. 19
      4. Faculty Participation in Recruitment and Orientation ........................................... 19
      5 CVPA Faculty Parting Obligations ............................................................................ 19
   C. Roles and Responsibilities of Department Chairs .................................................. 21
   D. Roles and Responsibilities of Academic Program Coordinators ............................. 22
   E. Roles and Responsibilities of Academic Program Directors .................................... 23
   F. CVPA Administrative Job Descriptions .................................................................... 24
      1. Dean ....................................................................................................................... 24
      2. Assistant Dean .................................................................................................... 24
      3. Director of Graduate Studies ............................................................................... 26
      4. Director of Student Services ............................................................................... 26
      5. Financial Analyst ................................................................................................. 26
      6. Winthrop University Galleries Director ............................................................... 26
      7. Director of Communications and Community Engagement ............................ 27
      8. Director of the Arts in Basic Curriculum (ABC) Project ......................................... 27

CVPA Faculty/Staff Manual 2017-2018
8. Executive Assistant to the Dean………………………… 27
9. Administrative Assistant, Student Services……………… 28

3. Faculty Evaluation and Development…………………… 29
   A. Preamble………………………………………………………………… 29
   B. Definitions of “Faculty” and “Ranks” within CVPA…………… 29
   C. Procedures and Guidelines for Promotion………………… 29
       1. Faculty Member Responsibilities………………………………… 30
       2. Department Chair Responsibilities…………………………… 30
       3. Dean’s Responsibilities……………………………………………… 31
   D. Procedures and Guidelines for Tenure…………………… 31
       1. Pre-tenure Review……………………………………………………… 32
       2. Faculty Responsibilities……………………………………………… 32
   E. Post-Tenure Review……………………………………………… 32
   F. Evaluation of Faculty Performance………………………… 33
       1. Annual Report………………………………………………………… 33
       2. Procedures for Assessment of Teaching………………………… 33
   G. Faculty Professional Development………………………… 34
       1. CVPA Travel Guidelines……………………………………………… 34
       2. Research and Inquiry Grant Programs…………………………… 37

4. General Course Information……………………………………… 38
   A. Cancellation of Classes……………………………………… 38
   B. Final Examinations………………………………………… 38
   C. Grades and Grading Policies………………………………. 38
   D. Course Syllabi………………………………………………………… 38

5. Student Recruitment, Retention and Advisement……………… 39
   A. Recruitment and Retention……………………………………… 39
       1. Recruitment…………………………………………………………… 39
       2. Retention…………………………………………………………….. 39
   B. Advising………………………………………………………………… 39
       1. General Considerations……………………………………………… 39
       2. Role of CVPA Student Services………………………………… 40
       3. Role of Faculty Advisor…………………………………………….. 41
       4. Privacy of Educational Records…………………………………… 42
       5. Student Appeal and Complaint Procedures………………… 42
       6. Withdrawal from University……………………………………….. 42
   C. Procedures for Curriculum Action………………………. 43

6. Special Policies and Procedures…………………………………. 44
   CVPA Faculty/Staff Manual 2017-2018
| A. Blackboard Course Management System                      | 44 |
| B. Business Cards                                           | 44 |
| C. Center for Career and Civic Engagement                    | 44 |
| D. Computer Usage                                           | 44 |
| E. Copyright                                                | 44 |
| F. Counseling Services                                      | 44 |
| G. Dacus Library                                            | 44 |
| H. E-mail                                                   | 44 |
| I. Food and Drinks in Classroom                             | 45 |
| J. Grants                                                   | 45 |
| K. Health and Safety                                        | 45 |
| L. Identification (ID) Cards                                | 46 |
| M. Keys                                                     | 46 |
| N. Leave                                                    | 46 |
| O. Parking                                                  | 47 |
| P. Purchases                                                | 47 |
| Q. Recreational Facilities                                  | 47 |
| R. Space Usage                                              | 47 |
| S. Telephone and Mail                                       | 47 |
| T. Travel Procedures                                        | 48 |
| U. University Communications & Marketing                     | 48 |
| V. Winthrop Credit Union                                    | 48 |
| W. Workplace Injuries & Worker’s Compensation for Employees | 48 |
| X. Non-Discrimination & Anti-Harassment Policy              | 50 |
| Y. Workplace Violence Policies Policy                       | 50 |
| Z. Consulting & Outside Employment                          | 51 |

7. Search Committee Policy and Procedures                    | 51 |

8. Faculty Mentoring Program Policy and Procedures            | 51 |
| A. CVPA Mentor/Protégé Program                               | 51 |

9. Current Committees 2017-18                                  | 52 |
| A. CVPA Committees                                           | 52 |
| B. University-Wide Committees                                | 54 |
| 1. CVPA Representatives on University-Wide Committees        | 54 |

10. College of Visual & Performing Arts (CVPA) Bylaws         | 57 |

11. Winthrop University Galleries Exhibition Policies         | 85 |
| A. Approval of Temporary Public Art Form                     | 90 |
Mission Statement

College of Visual & Performing Arts

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.
2. CVPA Organizational Structure

2A. Department and Units

2A1. Department of Design
The Department of Design has programs in Interior Design and Visual Communication Design. The department offers BFA, and contributes to a BS degree, within the design disciplines that are accredited by the Council for Interior Design Accreditation (CIDA) and the National Association of Schools of Art and Design (NASAD). For more information about the Department of Design: www.winthrop.edu/cvpa/design

2A2. Department of Fine Arts
The degree programs within the Department of Fine Arts place a high value on students’ learning how to work creatively and collaboratively within their communities. The Department of Fine Arts recognizes the need to understand the ever changing global environment in the context of our immediate surroundings.

Fine Arts degree programs include the following areas of study:

- Art Education
- Art History
- Ceramics
- General Studio
- Jewelry and Metals
- Painting
- Photography
- Printmaking
- Sculpture

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).

For more information about the Department of Fine Arts: www.winthrop.edu/cvpa/finearts/

2A3. Department of Music
The Department is housed in the Conservatory of Music – an effective environment for study, practice, and performance. The Department of Music offers professional degree programs in a liberal arts setting. Our music programs are accredited nationally by the National Association of Schools of Music (since 1940), the Council for the Accreditation of Education Preparation (CAEP), and the Southern Association of Colleges and Schools (SACS).

For more information about the Department of Music: www.winthrop.edu/cvpa/music
2A4. Department of Theatre & Dance
The Department of Theatre and Dance fosters individual students’ aesthetic, intellectual, and creative development within the context of a liberal arts education as they pursue a Bachelor of Arts in theatre, theatre education, dance, and dance education. The department also offers a minor in theatre or dance and welcomes all students to enroll in courses and audition for productions. The department presents four main stage productions (three in theatre, one in dance), two student choreography showcases, and five studio dance/theatre productions and other informal performances each year. The department also regularly hosts festivals, and students join faculty in travel to professional conferences.

Winthrop University is accredited by the National Association of Schools of Theatre (NAST) and by the National Association of Schools of Dance (NASD) and the Council for the Accreditation of Education Preparation (CAEP). Accreditation through these organizations means that the Winthrop University theatre, dance and education programs meet the highest standards of excellence for faculty expertise, for quality of facilities, for curricular offerings, and for quality of artistic work.

For more information about the Department of Theatre and Dance:
www.winthrop.edu/cvpa/theatredance

2A5. The Arts in Basic Curriculum Project
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

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.

For more information about the Arts in Basic Curriculum Project: www.abcprojectsc.com

2A6. 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.

For more information about the CVPA Office of Communications and Community Engagement: www.winthrop.edu/arts

2A7. 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.
For more information about the CVPA Student Services Office: www.winthrop.edu/cvpa/studentservices

2A8. 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 Derksen, 126 McLaurin Hall, 803-323-2493 derksenk@winthrop.edu

For information on current and upcoming exhibits, lectures, and other activities, go to: www.winthrop.edu/galleries

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**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 **WU syllabus policy**. An electronic .pdf copy 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.

- Faculty are responsible for submitting an updated vita 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. (The schedule of office hours is subject to the approval of the Department Chair and is posted outside the faculty offices.) Winthrop’s policy on office hours: [www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=78](http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=78) (Also, see 2B3 on p. 17.) CVPA Faculty Class & Office Schedule form: [www.winthrop.edu/uploadedFiles/vpa/FacultyClassOfficeSchedEdit.pdf](http://www.winthrop.edu/uploadedFiles/vpa/FacultyClassOfficeSchedEdit.pdf)

- 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 (Appendix A) - www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf (page 8)

• 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.

• Keep course grades for a minimum of five years.
2B2. Credit Hour Policies and Faculty Load Policies

Credit Hour and Time Formula Policies
Winthrop employs sound and acceptable practices for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. These policies and procedures conform to Federal policy and best practices for determining the amount and level of credit awarded.

Federal Definition of Credit Hour
For purposes of the implementation of this policy and in accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Nationally Accepted Standards for Credit Hours and Semester Length (From Winthrop’s 2010 Compliance Report for SACS):

Every Winthrop course requires the equivalent of 50 minutes of instruction per week (and a minimum of two hours of out-of-class time per credit hour based on the Integrated Postsecondary Education Data System’s (IPEDS) definition for credit hour, which states that a credit hour is “a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. ‘ The University also follows the semester system as defined by IPEDS: “a calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session.” Thus a three credit course meets for 150 minutes or three hours each week for a total of 45 hours per semester. Out of class time would total a minimum of 90 hours per semester for a three credit course.

Courses offered in shortened summer sessions are adjusted to require equivalent instructional time. For example, Summer Session B lasts for nine weeks, and each three-credit course meets for 260 minutes or four hours each week for a minimum of 45 hours, as well. Out-of-class time would also be equivalent to a course taught during a regular semester.

Winthrop University’s policy on teaching loads is as follows:
“Teaching loads at Winthrop University vary among departments and within departments depending upon the nature of the courses being taught. Reduction in load may be made because of added
administrative responsibilities or involvement in research, and appropriate teaching load reductions are made when conditions warrant. “

“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.

Because of the significant differences between traditional lecture courses, applied music courses, studio art and design classes, and other courses taught by CVPA faculty, there is no “one size fits all” approach to assigning course loads. Generally, full-time faculty are expected to teach the equivalent of 12 credit hours each semester. Department chairs assign faculty loads based on individual assignments and responsibilities. This work can include teaching, advising, supervision of students in field placements, committee work, scholarship, creative activity, sponsored research, extraordinary service responsibilities, teaching for other departments or programs, grant and resource development, student recruitment, and community service related to the faculty member's area of professional expertise.

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

Teaching loads for department chairs are determined by the dean and approved by the VPAA and are calculated in proportion to the administrative load of the department.

**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 may take on no more than one additional course per semester (3 credit hours). This does not include independent study classes or graduate thesis/project supervision.
Overloads must be documented and approved prior to beginning the overload assignment. Instructional overloads are documented by completion of Winthrop’s Dual Employment form which includes the courses to be taught and the amount of compensation to be received for the overload. Dual employment forms are approved by the chair of the department and by the Dean before being sent to the Vice President for Academic Affairs. Note: Dual employment forms must be completed and approved PRIOR to submitting Personnel Action Forms. Non-instructional overloads must be justified by the faculty member and approved by the chair of the department and by the Dean also using the Dual Employment form. This request form must be signed by the Dean prior to beginning the overload assignment.

Class Size:
Due to the nature of the various arts disciplines, some courses require lower enrollment than other courses. Enrollment of introductory courses (often taken by non-majors for general education credit; example Music Appreciation – normally should not exceed 60. Upper division course enrollments normally should not exceed 30. Graduate course enrollments should not exceed 20.

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. This is not always possible, however.

Graduate Thesis/Project Supervision:
Recognizing the work necessary to complete graduate theses and projects, faculty will receive load credit or stipends for supervision of theses or projects when students are enrolled in thesis/project courses for credit. Department chairs will determine the amount of credit given for this work after
consulting with the faculty member(s) involved. 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.

Faculty members whose regular contracts are not renewed, including retiring faculty, are not eligible to teach during the summer session following their last academic year of employment at Winthrop, except in extraordinary circumstances.

**2B2a. CREDIT HOUR & TEACHING LOAD POLICIES, DEPARTMENT OF FINE ARTS**

The Department is in compliance with NASAD standards and guidelines. The normal teaching load for Winthrop full-time faculty is 12 semester credit hours, or four three-hour courses. The NASAD standard for academic disciplines is 9-12 credit hours involving 9-12 contact hours and the standard for studio disciplines is 9 credit hours involving a maximum of 18 contact hours. For faculty members with mixed assignments of academic, studio, and/or semi-studio (i.e. some art education courses), consideration is given for such factors as student enrollment numbers, type or level of courses in certain disciplines, varying lecture vs. contact hours.

1. Lecture and seminar classes are the same for all Winthrop classes of this type: one credit hour constitutes 50 minutes of class time and a minimum of two hours of out-of-class time per credit hour.

2. Studio classes require at least an equivalent amount of out-of-class work as lecture and seminar classes and normally meet for 6 hours per week.

Studio describes a class in which all students are engaged in creative problems or artistic activities, which are foundational, collaborative, or individually unique, and not formulated in a strict lecture setting. Every student in the studio environment is performing a creative activity to obtain a specific outcome. Because it is not lecture-based, but a combination of instructional demonstration, group
critique and faculty have the minute-to-minute responsibility to engage the group and individual students towards their goals, studio classes have more “seat time” than lecture and seminar classes.

A full-time load for studio art faculty is 3 courses (18 contact hours). Since beginning, intermediate, and advanced studio classes may be “piggy-backed” and meet at the same day and time, these classes do not count as separate classes in a faculty member’s teaching load.

Art history, theory, and survey instructors typically have a 12 credit/semester load. This load may be reduced if the class size exceeds 60.

2B2b. CREDIT HOUR & TEACHING LOAD POLICIES, DEPARTMENT OF DESIGN

The Department is in compliance with NASAD standards and guidelines. The normal teaching load for Winthrop full-time faculty is 12 semester credit hours, or four three-hour courses. The NASAD standard for academic disciplines is 9-12 credit hours involving 9-12 contact hours and the standard for studio disciplines is 9 credit hours involving a maximum of 18 contact hours. For faculty members with mixed assignments of academic, studio, and/or semi-studio (i.e. some art education courses), consideration is given for such factors as student enrollment numbers, type or level of courses in certain disciplines, varying lecture vs. contact hours

1. Lecture and seminar classes are the same for all Winthrop classes of this type: one credit hour constitutes 50 minutes of class time and a minimum of two hours of out-of-class time per credit hour.

2. Studio classes require at least an equivalent amount of out-of-class work as lecture and seminar classes and normally meet for 5-6 hours per week.

Studio describes a class in which all students are engaged in creative problems or artistic activities, which are foundational, collaborative, or individually unique, and not formulated in a strict lecture setting. Every student in the studio environment is performing a creative activity to obtain a specific outcome. Because it is not lecture-based, but a combination of instructional demonstration, group critique and faculty have the minute-to-minute responsibility to engage the group and individual students towards their goals, studio classes have more “seat time” than lecture and seminar classes.

A full-time load for design faculty is normally 3 courses.

2B2c. CREDIT HOUR & TEACHING LOAD POLICIES, DEPARTMENT OF THEATRE AND DANCE

The Department is in compliance with NAST and NASD standards and guidelines. The normal teaching load for Winthrop full-time faculty is 12 semester credit hours, or four three-hour courses. Faculty doing creative work for the department (directing, choreography, etc.) may have this work
count as re-assigned time during the semester that the work is done. The amount of re-assigned time counting towards a faculty member’s teaching load will be determined by the department chair with approval of the dean.

Additional dance unit procedures regarding the assignment of credit hours for certain dance courses are as follows:

1. Non-Studio Courses (lecture and seminar classes) are the same for all Winthrop classes of this type: one credit hour constitutes 50 minutes of class time and a minimum of two hours of out-of-class time per credit hour.

Studio Courses: Studio technique courses at Winthrop engage students in creative problems or artistic activities that are foundational, collaborative, or individually unique and are not formulated in a strict lecture setting. Every student in the studio environment is performing a creative activity to obtain a specific outcome. Because it is not lecture-based, but a combination of instructional demonstration, group corrections, individual corrections, and minute-to-minute responsibility for the faculty member to engage the group and individual students towards their goals, a typical 1 credit hour studio technique course meets for 3 hours (150 minutes) per week and require at least an equivalent amount of out-of-class work as lecture and seminar classes: two hours of out-of-class time per credit hour.

Additional theatre unit procedures regarding the assignment of credit hours for certain theatre courses are as follows:

1. Non-Studio Courses (lecture and seminar classes) are the same for all Winthrop classes of this type: one credit hour constitutes 50 minutes of class time and a minimum of two hours of out-of-class time per credit hour.

2. Dance Studio Courses: Some students who pursue a dance minor and all Musical Theatre concentration majors will enroll in some of these courses. Dance studio technique courses at Winthrop engage students in creative problems or artistic activities that are foundational, collaborative, or individually unique and are not formulated in a strict lecture setting. Every student in the studio environment is performing a creative activity to obtain a specific outcome. Because it is not lecture-based, but a combination of instructional demonstration, group corrections, individual corrections, and minute-to-minute responsibility for the faculty member to engage the group and individual students towards their goals, a typical 1 credit hour studio technique course meets for 3 hours (150 minutes) per week.

   a. Studio technique courses for non-majors: These courses meet 150 minutes per week for one credit. This aligns with the university definition of a credit for a studio-based course.

   b. Studio technique courses for dance majors: These courses meet 160 minutes per week. A NASD recommendation to the dance unit after the last reaffirmation visit motivated...
this policy to extend contact time by 10 minutes per week.

3. Music Studio Courses: Students electing the Musical Theatre concentration will enroll in some studio lessons and vocal ensemble courses in the Music Department. That Department’s policies concerning credit hours are in compliance with NASM standards and guidelines.
   a. Studio lessons are offered for one or two credits for Musical Theatre majors (and any student who is not majoring in Music). The expectation is that students practice one hour per day for each credit taken. The instructor is responsible for teaching weekly lessons of 30 minutes for one credit hour or 50 minutes for two credit hours. In addition to these privately arranged lessons, students who register for individual lessons are also expected to attend weekly “repertory” sessions (50 minutes) taught by the instructor where all of his/her students are in attendance.
   b. Vocal Ensembles carry 1 credit hour and meet for either 2 hours or 3 contact hours per week. (Ensembles require at least an equivalent amount of out-of-class work as lecture and seminar classes: two hours of out-of-class time per credit hour.)

4. Theatre Practicum Courses: Practicum courses at Winthrop engage students in creative problems or artistic activities that culminate in a public performance and are not formulated in a strict lecture setting. Every student in the studio environment is performing a creative activity to achieve a specific performance outcome. It is not lecture-based, but a combination of instructional demonstration, rehearsal, critique, discussion, and minute-to-minute responsibility for the faculty member to engage the group and individual students towards the performance goal.
   a. A 1 credit hour production or rehearsal practicum course meets 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 at least 90 contact hours during the semester.
   b. A 1 credit technical theatre practicum course meets for the equivalent of 4 hours per week. The number of hours dedicated to technical theatre activity in the studio consumes at least 60 contact hours during the semester.

5. Zero Credit Courses: The theatre unit’s curriculum includes one zero-credit course, THRA 180: Technical Theatre Practicum: Running Crew. As a degree requirement, the theatre unit requires all theatre majors to serve on at least one running-crew. This zero-credit course serves as the curricular “marker” for this requirement. THRA 180 is a co-requisite with THRT 110: Introduction to Design. The instructor collaborates with the technical director to assign students to crews during that semester. The students meet for the equivalent of 24 hours for THRA 180.
6. Hybrid Courses: There is one theatre unit course that combine traditional lecture with studio activity. This course is THRA 220: Voice & Movement for the Actor. Because of that blend of the two types of course formats, this course meets for more than 50 minutes per credit, but less than 150 minutes per week per credit. Faculty members teaching this course may have some of these extra clock hours count towards their 12 hour “normal” duties with approval by the department chair and dean.

2B2d. CREDIT HOUR & TEACHING LOAD POLICIES, DEPARTMENT OF MUSIC

The Department is in compliance with NASM standards and guidelines. The normal teaching load for Winthrop full-time faculty is 12 semester credit hours, or four three-hour courses.

Non-Studio/Ensemble/Practica courses (lecture and seminar classes) are the same for all Winthrop classes of this type: one credit hour constitutes 50 minutes of class time and a minimum of two hours of out-of-class time per credit hour.

Studio lessons are offered for one to three credits (undergraduate music majors) and one to four credits (graduate students). The instructor is responsible for teaching weekly lessons of 30 minutes for one credit hour, 50 minutes for two or three credit hours, and one 50-minute lessons for four credit hours (graduate students). In addition to these privately arranged lessons, students who register for individual lessons are also expected to attend weekly “repertory” sessions (50 minutes) taught by the instructor where all of his/her students are in attendance. Studio lessons require at least an equivalent amount of out-of-class work as lecture and seminar classes: two hours of out-of-class time per credit hour.

Non-majors are limited to 2 credit hours per lesson. Majors may enroll in a maximum of 2 hours credit (BA MUSC and BME undergraduate students) or 3 hours credit (BM performance undergraduate students), or 4 hours credit (graduate performance majors). The expectation is that students practice one hour per day for each credit taken. Applied requirements may vary among music degrees.

Teaching loads for faculty teaching applied lessons are calculated at two thirds equated hour for every one student contact hour. Ex: 6 students at 1 credit hour [30-minute lesson], 6 students at 2 credit hours [50-minute lessons] and 2 students at 3 credit hours [50-minute lessons] = 11 contact hours = 7.3 equated load hours.

Ensembles carry 1 credit hour and meet for either 2 hours or 3 hours per week. (Ensembles require at least an equivalent amount of out-of-class work as lecture and seminar classes: two hours of out-of-class time per credit hour.

Teaching loads for faculty teaching ensembles are given load credit equated to the contact hours: 1 credit; 3 contact hours/week = 3.0 equated load hours; 1 credit; 2 contact hours/week = 2.0 equated load hours.
For faculty members with mixed assignments of academic, ensemble and/or studio consideration is given for such factors as student enrollment numbers, type or level of courses, varying lecture vs. contact hours.

2B3. Office Hours
Faculty members are required to maintain office hours and post the hours on their respective office doors. While the number of office hours is not fixed, it is assumed that each faculty member will maintain office hours each day, which will be 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:
www.winthrop.edu/uploadedFiles/vpa/FacultyClassOfficeSchedEdit.pdf

2B4. Faculty Participation in Student Recruitment and Orientation
Student recruitment and orientation activities fall under the category of “academic responsibility” of all faculty members. Faculty members have the responsibility to assist with student recruitment and orientation initiatives. Although these activities (Preview Days, Phone-a-thons, and Orientations) are coordinated by the University Admissions Office and the Dean of Students, 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).

2B5 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 by 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;
- Report all grades to the Registrar. [File grades for all incompletes and/or inform dept. chair of incompletes still outstanding & work students need to complete & deadline);
- File all 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 chair and leave his/her forwarding address with the 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. Retiring/emeriti faculty may have access to their Winthrop e-mail or their Winthrop e-mail forwarded to another e-mail address indefinitely. Faculty members should contact Technology Services – helpdesk@winthrop.edu or 803-323-2400 to confirm continued access to their Winthrop e-mail address.

Admins 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, acceptd.com and other departmental, college, and committee digital access).

Retirees are entitled to get a free retiree ID card to maintain certain employee privileges such as access to the Dacus Library or some athletics facilities. A retiree ID card looks exactly like a faculty/staff card. The only difference is that it states ‘Retiree’ instead of ‘Faculty/Staff’. In addition, Emeritus retirees may request that their ID card title states ‘Emeritus’ instead of ‘Retiree.’” - see: www.winthrop.edu/uploadedFiles/technology/FSITHandbook.pdf

Faculty members ending employment at the University should complete all appropriate parting obligations within 30 days of 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 have been appointed by the President, based upon a recommendation from the Dean and the Vice President for Academic Affairs. Their appointment is reviewed annually based upon performance as evaluated by the Dean. Like all faculty members, Department Chairs are expected to maintain professional and current competence in their academic disciplines through on-going development and by pursuing continued learning, scholarship, consulting, and public service. The primary role of the Department Chair is to foster a quality educational program for students by creating a climate in which the faculty member is able to teach, engage in scholarship, and perform effectively. 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 Coordinators

The faculty as a whole is responsible for curriculum and new program development; however, program coordination may be assigned to specific individuals. Major degree programs are coordinated either by the major area department chair or by a full-time faculty member with credentials in the respective field. Currently, program coordinators within the College of Visual and Performing Arts work with the following degree programs:

BA, Art
BA, Art w/ Teacher Certification, K-12
BA, Art History
BA, Theatre w/ Teacher Certification, K-12
BA, Music
BFA, Art (All concentrations)
BM, Music Performance
BM, Music Composition
MFA, Studio Art
MM, Music Conducting
MM, Music Performance
MME, Music Education

Program coordinators have different responsibilities, depending upon the program and department. Some of those responsibilities may include:

• Provide oversight to ensure program quality
• Conduct program meetings
• Act as a liaison to program faculty
• Propose changes in the curriculum, degree requirements, etc. to the chair or dean after approval of faculty
• 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
• Evaluate transcripts and application materials and makes recommendations regarding graduate programs (when serving as graduate program director)
• Develop, review, and report program student learning outcomes and assessment data
• Meet regularly with department chair or dean on status of program
• Review program information for accuracy and consistency, both in print and in electronic format
Department chairs have the most current information on the duties of program coordinators within their departments.

2E. Roles and Responsibilities of Academic Program Directors

The faculty as a whole is responsible for curriculum and new program development; however, program direction is assigned to specific individuals. Major degree programs are directed either by the major area department chair or by a full-time faculty member with credentials in the respective field. In cases where a full-time faculty member serves as the undergraduate program coordinator, 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 or dean after approval of faculty
- 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, both in print and in electronic formats. This includes catalog and web site content.
- Coordinates undergraduate advising for the program.

For degree programs where the department chair also serves as the program coordinator (current: BA, Theatre, BFA, Visual Communication Design (All concentrations), the following responsibilities for coordination are assigned:

- Provides oversight to ensure quality of all undergraduate and graduate programs in the department, including coordination and evaluation of faculty and staff
- Meets regularly with the dean on status of program
- Conducts program/department meetings
- Acts as liaison between dean and program faculty
- Proposes changes in the curriculum, degree requirements, etc. to the college after approval of program/department faculty
- Schedules yearly course offerings and course rotations based on input from faculty
• Schedules class times based on input from faculty
• Prepares program/department reports and assists with external accreditation activities and/or academic program reviews
• Participates in recruitment and marketing activities
• Evaluates transcripts and application materials and makes recommendations regarding graduate programs (when serving as graduate program director)
• Reviews program assessment data
• Reviews program information for accuracy and consistency, both in print and in electronic formats

Depending on the nature of the program, additional responsibilities may be assigned.

*In general, a director manages a full degree program or undergraduate major. In this capacity, a director position carries more responsibilities for curricula, scheduling, and budgeting than a coordinator.

**Terms of release time and other methods of compensation for the duties listed above are negotiated between the individual and his or her primary academic department and/or college.

BA, Dance and BA, Dance w/ Teacher Certification, K-12
BFA, Interior Design
BME, Choral, w/ Teacher Certification, K-12, BME, Instrumental, w/ Teacher Certification, K-12
MA, Arts Administration

2F. CVPA Administrative Job Descriptions

Dean
The dean provides administrative and academic leadership to the college’s faculty, staff, and students. 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 Dean**

- 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 of 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. The CVPA Student Services office is committed to helping students live, learn, and lead.

Financial Analyst
The CVPA Financial Analyst develops, maintains, and monitors CVPA budgets, provides training for CVPA faculty and staff on fiscal procedures; initiates budget and accounting paperwork and reports (including Electronic Personnel Action Forms); evaluates and recommends approval of financial requests and reports; advises department chairs, and program/project directors regarding fiscal policy/administration; represents the dean in meetings with department chairs and administrators (primarily purchasing and budget) in relation to budgetary/fiscal matters; prepares annual college and department working budgets and personnel rosters and submits budgets and rosters to dean for final approval; assists offices with grant-related budget paperwork and maintains records of CVPA Foundation fund expenses and revenue. He/she provides purchasing assistance to the college and its departments; monitors all requests for purchases from college departments and, if applicable, recommends alternatives that can be considered before final purchase is made; trains and assists department assistants on budget procedures.

Winthrop University Galleries Director
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 Arts Exhibition and Performance Policy.

Director, Communications and Community Engagement
Reporting to the dean of the College of Visual and Performing Arts, serves as the coordinator of communications and marketing for various co-curricular educational programs, special events and community engagement for CVPA. Responsibilities include 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. Responsible for producing accurate and on-time media information, including social media, printed materials, press releases, calendars, e-blasts; promoting strong attendance and media coverage for all CVPA events; generating and encouraging projects and activities that involved active collaboration between CVPA and local, state and regional cultural, civic and business communities; promoting and coordinating Winthrop participation in specifically identified community events; ensuring quality of CVPA activities and projects through a variety of assessment methods; seeking external funding (grants, earned income possibilities) for programs and activities; working with the CVPA Dean’s Office to compile, maintain and analyze necessary data from multiple media and data sources; assisting in the development and maintenance of college webpages; working closely with college administrators and faculty on various students recruitment activities. Acts as CVPA representative for the Cultural Events Committee by attending Come-See-Me Festival meetings. Performs other duties as assigned.

**Director of the Arts in Basic Curriculum (ABC) Project**
Reporting to the dean of the College of Visual and Performing Arts, the Executive Director of the SC Arts Commission and the Visual and Performing Arts Consultant at the SC Department of Education (SCDE), (the ABC Coordinating Committee) the ABC Project director directly works with any school or district across the state to assist in the expansion of quality arts education (dance, music, theatre, visual arts, creative writing and media arts) and arts integrated learning though professional development and arts education strategic planning. He/she is responsible for monitoring, assisting and evaluating ABC Model School and District Sites. He/she organizes and maintains the ABC Steering Committee, the ABC Model Sites Network, the SC Principals’ Peer to Peer Arts Schools Network, and the Council of Arts Education Presidents roundtable. He/she worked in conjunction with the SC Department of Education to organize and manage 14 SCDE summer professional development institutes for teachers. He/she works with the SC Arts Alliance to design arts education advocacy strategies that support the implementation of the SC 2010 SC Academic Standards for the Visual and Performing Arts and creates, directs and supervises task forces on key arts education issues such as the Arts and Literacy task force, the STEM to STEAM task force and the Local Arts Education Advocacy task force. He/she also develops and maintains a wide array of partnerships and collaborations with state and local arts education groups, government agencies, businesses and community leaders to promote learning in and through the arts.

**Executive Assistant to the Dean**
Reporting to the Dean of the College of Visual and Performing Arts, the Executive Support Specialist in the CVPA Dean’s office serves as the initial point of contact for the Dean’s suite as well as receptionist; receives and directs phone inquiries; greets and assists visitors, guests, students, faculty and staff with routine inquiries; sorts and distributes daily mail; delivers correspondence to other areas of campus; files and maintains confidential material; maintains office supplies and serves as the liaison
with printing services for copier maintenance and printed materials as needed.; maintain files and builds new faculty files.

He/she provides administrative support to the dean of the College of Visual and Performing Arts. Composes daily correspondence; maintains calendar; schedules appointments for dean; schedules meetings; assists with coordination of CVPA committee and faculty assembly meetings; advises dean and other appropriate individuals of college and university deadlines and procedures; provides word processing and proofreading; and prepares reports.

Serves as recording secretary for CVPA chairs and administrative council meetings; distributes minutes from the meetings to CVPA faculty and staff. Serves as recording secretary for CVPA faculty assembly meetings; posts CVPA faculty assembly meeting agendas and minutes on CVPA webpage; assists committee election process with nominations, preparation of ballots, tallying of ballots, and reporting of election results.

Maintains web pages for Winthrop University Galleries; CVPA administrative web pages; and CVPA Faculty Directory. Maintains and distributes MAAA student registration guidelines and handles MAAA registration concerns. Assists other CVPA offices/programs as needed (CVPA Office of Student Services, Office of Special Projects, Winthrop University Galleries, Master of Arts in Arts Administration Program, Design, Fine Arts, Theatre and Dance, and Music). She/he coordinates scheduling of space requests for the 116 McLaurin conference room as well as the Johnson Hall Dunlap Roddey room. She/he serves as the liaison for the Dean’s suite to initiate and complete service with Aramark for catering events, Facilities Management for routine building work orders, and the Help Desk for office computer problems or needs.

Performs other related duties as required.

**Administrative Assistant, Student Services**

She/he helps provides secretarial and administrative support for CVPA Student Services Director, prints and collates reports and manuals; photocopies handouts and other materials; assists co-workers in the Dean’s Office as needed.

She/he requests semester class and office schedules while maintaining an office copy as well as on an office share drive. She/he is responsible for imputing and updating vitae into the PICS database system. She/he requests semester student evaluation labels and distributes to departments. She/he assists CVPA student services office with routine tasks including but not limited to, graduate and undergraduate reception and invitations, also assists in the mailing of Dean’s and President’s list letters. She/he serves as support in the absence of the student services coordinator to guide and facilitate students with needed forms and signatures. She/he produces orientation handouts, distributes orientation and enrollment reports to departments, reviews all forms submitted by students, and sets up appointments and keeps the schedule for the Student Services Director. She/he serves as a critical incident monitor for the McLaurin 1st floor. She/he performs other related duties as required.
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 art, 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 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. These decisions should be based largely on information from the annual reviews.

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 (p.11): www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf

For additional information, please see the section entitled Promotions, Faculty located on the Winthrop University Policies website.

When interpreting and applying the criteria for promotion, the College of Visual and Performing Arts observes the following guidelines:

- The cumulative record of the faculty member under consideration for promotion is evaluated under four broad areas of performance: (a) academic responsibility; (b) student intellectual development;
(c) scholarship and creative activities; and (d) professional stewardship. Continuity in performance is expected.

While excellence in student intellectual development, scholarship, and creative activities are the most significant among the criteria in promotion decisions and in the evaluation of annual reports, a faculty member’s commitment to the continuing operation of Winthrop University and the College of Visual and Performing Arts and to the growth and progress of the wider community is also important and will be considered in promotion decisions.

For more detailed information on faculty personnel policies, procedures, and guidelines, consult the appropriate personnel policies within the Winthrop University Faculty Manual www.winthrop.edu/uploadedFiles/facultyconference/FacultyManual.pdf and the Winthrop University Policy Repository: www2.winthrop.edu/public/policy/aListing.aspx

3C1. Faculty Member Responsibilities (Promotion)
Faculty should be familiar with the following documents:
Winthrop University Policy on Promotions:
- www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=296
Winthrop University Roles document (particularly section IV. D.):
CVPA Tenure & Promotion Timelines:
- www.winthrop.edu/uploadedFiles/vpa/TenurePromotPreTenPostTenCalendar.pdf
CVPA Bylaws – Appendix A: CVPA Scholarship Statement (page 9):
- www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf
CVPA Bylaws – Appendix B: Procedures and Policies for Promotion Consideration (page 11):
- www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf

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 may arrange with his/her Chair for an in-class visit. Chairs routinely review of 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 following documents:

- Annual report
- Faculty workload report
- Student evaluations
- Other pertinent information, e.g.:
  1. Peer observations
  2. Participant evaluations of conference presentations
  3. Self-evaluations
  4. Information from external sources (awards, grants, honors, etc.)

This written evaluation is typically sent or given to the faculty member in August or September. Three copies of the final version of the evaluation are prepared, The faculty member signs all three copies indicating that he/she has seen (but not necessarily agrees with) the evaluation. A letter of disagreement may be written by the faculty member and included with the final evaluation. The faculty member keeps one copy of the evaluation, the other two are distributed to Dean, and Department Chair. When a faculty member is a candidate for promotion or tenure, the Department Chair must follow the policies and procedures outlined in the Winthrop Faculty Manual and the CVPA Bylaws.

3C3. Dean’s Responsibilities (Promotion)
See CVPA Bylaws Appendix B, Procedures and Policies for Promotion consideration: [www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf](http://www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf) (p. 11)

3D. Procedures and Guidelines for Tenure
For complete information, refer to *Tenure, Conditions and Procedures for Granting* located on the Winthrop University Policies website.

The descriptions of student intellectual development, scholarly and creative activities, and professional stewardship apply equally to considerations of tenure. These can be found at [www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=290](http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=290)

and in the CVPA Bylaws, Appendix C (p. 21):
[www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf](http://www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf)

3D1. Pre-Tenure Review
A pre-tenure review shall be conducted in the third year for faculty hired with no credit for prior service. For faculty hired with one or two years’ credit toward tenure, the review will take place in his/her second year of employment at Winthrop. If a faculty member is hired with three years’ credit toward tenure, a pre-tenure review will ordinarily not be conducted unless the review is requested by the faculty member. The pre-tenure review will be conducted by the appropriate committee as specified by the college or library. This review shall be completed and the results will be given to the faculty. Results of this review shall be discussed with the candidate in a conference with the department chair and the dean. A signed acknowledgment of the conference shall be maintained by the dean. Results of this review need not be included in the tenure portfolio unless the candidate chooses to include the results.

Following is the schedule for pre-tenure review:

09/05  Department chair notifies faculty member that pre-tenure review will be conducted. The dean and department personnel committee are informed of the faculty to be reviewed in that year

02/15  Documentation for the review submitted by the faculty member to the department chair, who shares it with the committee

03/15  Committee report due to the faculty member, the department chair, and dean.

04/22  Dean and Chair discuss review and recommendations with faculty member; faculty member signs acknowledgement of the conference.

3D2. Faculty Responsibilities (Tenure)
Faculty should be familiar with the following documents:
Winthrop University Policy on Tenure
Winthrop University Roles document (particularly section II and IV A.)
CVPA Tenure & Promotion Timelines
- [www.winthrop.edu/uploadedFiles/vpa/TenurePromotPreTenPostTenPostTenCalendar.pdf](http://www.winthrop.edu/uploadedFiles/vpa/TenurePromotPreTenPostTenPostTenCalendar.pdf)
CVPA Bylaws – Appendix A: CVPA Scholarship Statement (p. 9)
- [www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf](http://www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf)
CVPA Bylaws – Appendix C: Procedures and Policies for Tenure Consideration (p. 21)
- [www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf](http://www.winthrop.edu/uploadedFiles/vpa/CVPABylaws.pdf)

3E. Post-Tenure Review
At the beginning of the fall semester, faculty who will undergo post-tenure review during the academic year will be notified by the Dean’s Office. If you have any questions, please contact your Department Chair or the Dean.
Post-Tenure Review:
3F. Evaluation of Faculty Performance
Winthrop University Policy - www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=74

3F1. Annual Report
All faculty members, including adjunct faculty (part-time), are required to file an annual report each year. Beginning in 2017, CVPA utilizes ‘Faculty180’, a data collection software program, for all faculty annual reports. Information about ‘Faculty Annual Reports’ and ‘Faculty180’ is available on the CVPA Faculty Resources webpage under ‘CVPA Forms’: www.winthrop.edu/cvpa/default.aspx?id=25379. There is also a tutorial video available for Faculty180: www.youtube.com/watch?v=1rneuDXwzVw

The Faculty Annual Report uses data input by faculty into ‘Faculty 180’ and is designed to thoroughly describe the activities of the faculty member during just completed academic year (summer, fall, and spring semesters). The deadline for completing data input on ‘Faculty180’ is June 1st. Department chairs can then download the data into an annual report template for review and evaluation. When formulating faculty evaluations for the purposes of promotion and tenure and in preparing an annual evaluation, the department chair will use information in this report. The report is forwarded by the chair to the CVPA Dean's Office for comment and feedback and becomes a permanent part of the faculty member's electronic file in the Dean's Office. It will be made available, upon request, to the academic Vice-President and to the President. Faculty members are urged to input information as specific as possible to their ‘Faculty180’ database so as to reflect the manner in which they are fulfilling their obligations to the institution. Faculty members should understand the importance of providing such materials, particularly in the area of student intellectual development. It is important that faculty complete all relevant data fields within ‘Faculty180.’

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 Assistant Dean facilitates this college-wide survey process. This survey includes a standard set of objective and narrative prompts. (Individual departments, programs, and/or instructors may add additional prompts to collect more specific data.) In the final week 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.
Peer Reviews
Peer review of teaching is strongly encouraged. In this form of review, faculty members partner with respected colleagues to review their instruction. The Assistant Dean facilitates peer review activities for the college by inviting all colleagues to participate each semester. Faculty members who choose to participate are paired up by the Assistant Dean. Faculty pairs meet to plan the peer observation in advance. After the observation they meet again to discuss the observation. The reviewing faculty members record observations on the Class Observation Report form for the benefit of their colleagues whom they observed. Peer reviews are best done when the reviewer has access to the syllabi, tests, and samples of graded assignments. The written comments on the Class Observation Report remain confidential. Faculty members who have been reviewed may include this documentation of their teaching effectiveness in their personnel folders for promotion, tenure, or post-tenure review.

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.

3H1. CVPA Travel Guidelines
Funds to support faculty development in CVPA may come from a variety of sources including the CVPA Dean’s Office budget, grant funds, and the Development Office. Over the past decade, the college has been fortunate to receive discretionary funds from the Office of Academic Affairs to help supplement our regular travel budget. The exact amount of funds available this year has not been determined at the time of publication of this document, but it is anticipated that there will be no decrease in funding.

Twice a year, faculty will receive an e-mail with instructions on how to request travel funding and the deadlines for requests. The Dean’s Office travel funds for faculty are limited and not all trips can be funded. If additional funding is necessary, it is possible that a faculty member’s department may be able to assist with funding travel.

There are two deadlines for faculty to submit “Request for Approval of Travel” forms (one deadline is in the fall and the other in the spring.) The fall request is for travel funds for the time period of January 1 – June 30 the following calendar year. The spring request is for travel funds to be used July 1 – December 31 of the current calendar year.

The examples are illustrative and do not guarantee travel funds.
Priority Funding:

- Asked by the dean to represent the department, college, or university in an official capacity at a local, state, regional, national, or international meeting, conference, or event. This includes travel that relates to accreditation.
- Asked by the chair, dean, or other appropriate administrator to travel to a potential granting organization to discuss a departmental, college, or university grant or funding opportunity.
- Presenting a paper at a national, regional, or state professional conference, convention, or meeting.
- Conducting a workshop or serving on a panel as a respondent.
- Attending a conference, meeting or event as an officer of the organization –
- Traveling at the request of department - This can include travel which involves recruitment activities.

Discretionary Funding

- Attend a workshop or participate in a workshop or seminar
- Attend a professional conference, meeting or event.
- Travel to an activity in which you are receiving an honorarium for service rendered

To request that a trip be fully or partially funded by the CVPA Dean’s Office the Request for Approval of Travel and the Absence from Duties forms must be completed by the traveler and given to Department Chair for approval signature. These forms are due twice a year, once in the fall for the time period of January 1 – June 30 of the following calendar year. The spring request is for travel funds to be used July 1 – December 31 of the current calendar year (these due dates will be communicated to faculty by the CVPA Dean's Office). The Chair then forwards Request form to the CVPA Dean’s Office for review. This form is available is on the following CVPA website under ‘CVPA Forms’: www.winthrop.edu/cvpa/default.aspx?id=15534

Once a travel request is approved, the faculty member will be notified. The faculty member must then complete a Travel Authorization form and turn it into the CVPA’s Financial Analyst, (129 McLaurin Hall). Travel Authorization forms can be found on-line at: www.winthrop.edu/controllersoffice/default.aspx?id=4975

Upon return from a CVPA Dean’s Office funded trip, the faculty member must be complete a Travel Reimbursement form, attach original receipts, a copy of the conference/workshop Agenda, and deliver the form, receipts, and agenda to the CVPA Financial Analyst (129 McLaurin Hall). Receipts should be turned in for lodging, parking, taxis, registration, airline, etc. It is not necessary to attach meal receipts as meals are reimbursed using a state mandated per diem amount. Travel Reimbursement forms can be found on-line at: www.winthrop.edu/controllersoffice/default.aspx?id=4761.

Faculty must file travel reimbursement forms with receipts within 60 days of their return or else they will not be reimbursed.
Faculty who have not completed their previous year’s annual report are not eligible for college travel support.

Decisions on travel requests are made by the CVPA Deans/Chairs Council. Department chairs prioritize the travel requests within their departments and bring these lists to a special Council meeting in which final allocations are determined.

In recent years, reimbursement for faculty travel has generally been limited to 40-80% of actual expenses, whichever is lower. This means that budgets for travel requests should be realistic because reimbursement is based on what is actually spent rather than what may have been originally allocated.

Other policies:

- All applicants must secure approval signatures from department chairpersons
- All activities involving travel must adhere to state travel regulations
- All grant recipients must complete their proposed activities within a specified time. (Time limits may be specified when the grant is awarded)
- Travel settlement forms must be submitted along with receipts

Note: The demand for travel funds always exceeds the supply. Faculty are encouraged to plan their development activities as far ahead as possible in order to improve the chances for available. It is quite possible that more partial grants will be made in the upcoming year and that faculty will be expected to contribute more towards their professional development activities.

**Travel Rental Car Vendor** Rental cars and passenger vans for official university business are contracted with U-Save of Rock Hill or Enterprise Rent-a-Car (U-Save tends to be more affordable). More information and instructions on how to rent a vehicle for Winthrop business can be found on the Winthrop University Procurement website: [www.winthrop.edu/procurement/default.aspx?id=37776](http://www.winthrop.edu/procurement/default.aspx?id=37776). Faculty should contact both U-Save and Enterprise for quotes and choose the one that is most affordable based on departure/return times. Also, vehicle rentals for personal use by Winthrop employees are available at discounted rates through Winthrop’s affiliation with Enterprise.

**Travel Reimbursement Guidelines** State regulations pertaining to reimbursement for meals and mileage can be found on this webpage: [www.winthrop.edu/controllersoffice/default.aspx?id=4974](http://www.winthrop.edu/controllersoffice/default.aspx?id=4974).

**3H2. Research and Inquiry Grant Programs** (from Sponsored Programs & Research webpage)
Winthrop University Research Council Mission Statement
Given that learning is at the heart of the life and mission of Winthrop University, the Research Council supports the creation and sharing of knowledge by faculty, involvement of students in the creation and sharing of knowledge and the development of faculty as professional educators. To these ends, the Research Council invites thoughtful, well written proposals from faculty who are members of faculty conference, across all disciplines and faculty ranks. The Council welcomes proposals in three categories: 1) Individual Faculty Research, 2) Faculty Research with Student as Co-Investigator, and 3) Curriculum Enhancement/Instructional Improvement.
Links to applications, guidelines, and forms: [www.winthrop.edu/spar](http://www.winthrop.edu/spar).

Faculty should also be aware of the guidelines and regulations of the Institutional Research Board (IRB) - for example, research involving human subjects, etc.: [www.winthrop.edu/SPAR/default.aspx?id=36661](http://www.winthrop.edu/SPAR/default.aspx?id=36661)
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 or dean. 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.

For Hazardous Weather and Inclement Weather conditions, familiarize yourself with the policies located on the Winthrop website.

4B. Final Examinations

Faculty should be familiar with the ‘Final Examinations’ section located on the Winthrop University Policies website - [www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=77](http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=77)

4C. Grades and Grading Policies

Faculty should be familiar with the ‘Grade Reports’ section located on the Winthrop University Policies website: [www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=96](http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=96)

And faculty should be trained on submitting grades using the Wingspan system located at: [https://ssb.winthrop.edu/prod/twbkwbis.P_WWWLogin](https://ssb.winthrop.edu/prod/twbkwbis.P_WWWLogin)

Records & Registration’s instructions for grading in Wingspan can be found here: [www.winthrop.edu/uploadedFiles/recandreg/Services/Wingspan-Grading-Instructions.pdf](http://www.winthrop.edu/uploadedFiles/recandreg/Services/Wingspan-Grading-Instructions.pdf)

4D. Course Syllabi

Faculty should be familiar with both CVPA’s ‘Syllabus Policy’ and the ‘Syllabus’ section located on the Winthrop University Policies website.

CVPA Syllabi Policy: [www.winthrop.edu/uploadedFiles/vpa/SyllabusPolicy.pdf](http://www.winthrop.edu/uploadedFiles/vpa/SyllabusPolicy.pdf)

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 (p.10).

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. www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=68

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 VPA 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. [www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=68](http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=68)

At Winthrop University, faculty members advise all students who have declared a major. Advising is also done by the Student Services Coordinator 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 catalog which is located on the Records and Registration website: [www.winthrop.edu/recandreg/default.aspx?id=7378](http://www.winthrop.edu/recandreg/default.aspx?id=7378).

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
Faculty should be familiar with the *Privacy of Educational Records* portion on the Winthrop University Policies website: [www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=79](http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=79)

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 ‘*Student Complaint Procedures Policy*’ portion on the Winthrop University Policies website. Complaints concerning sexual harassment/discrimination are immediately referred to the Office of Human Resources.

Winthrop University maintains a comprehensive array of processes and procedures to promptly address student complaints. The *University Student Complaint Procedures* provide 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
Faculty should be familiar with the ‘Withdrawal from Courses’ portion on the Winthrop University Policies website: [www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=42](http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=42)
5C. Procedures for Curriculum Action

Documents concerning the processes of and resources for curriculum actions can be found at: www.winthrop.edu/cvpa/default.aspx?id=25378

When initiating new or modified programs or terminating programs, it is important that faculty follow the Winthrop University Criteria and Procedures for Proposals on New and Revised Degree Programs, Options, and Off-Site Offering of Existing Degrees located on the Academic Program Approval Procedures website. Internal curriculum approval process must be completed prior to submission of the program to the Commission on Higher Education (SC CHE).

New Programs
Programs are offerings which lead to the conferral of a degree or the establishment of any administrative unit such as an institute or research center engaged in research, public service or instruction. www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=179

Program Modifications
After Board of Trustees approval, the CHE expects to review program modifications such as the addition of new concentrations within a major, the elimination of majors or concentrations, consolidation of majors, and substantive modifications of majors or concentrations.

In planning program modifications or new programs, faculty must follow the Winthrop University Substantive Change Policy (www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=269).

The annual timetable (updated) for approval of programs can be found at the following website: www.winthrop.edu/recandreg/default.aspx?id=7352

Please note that most program changes that involve sustentative changes must be approved by the appropriate content area accrediting agency (NAST, NASM, etc.) and, in some cases, by SACS.
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. To request business cards, contact your Departmental office.

6C. Center for Career and Civic Engagement
Career Development Services for students is located in the Center for Career and Civic Engagement.

6D. Computer Usage
Complete policies and guidelines are located on the Computer 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
For complete information, review the Winthrop University Counseling website.

6G. Dacus Library
For complete information, review the Winthrop University Dacus Library website.

6G. E-mail
When you receive your user account, a mailbox is automatically created on the e-mail server. Your e-mail address is simply your username followed by “@winthrop.edu”. (Example: smithj@winthrop.edu.)

You can access your Winthrop e-mail account from anywhere in the world if you can get on the Internet. Point your browser to 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 at: www.winthrop.edu/uploadedFiles/technology/FSITHandbook.pdf

**6I. Food and Drinks in Classroom**
For complete information review the *Food and Drinks 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 149 McLaurin, will provide editing services, assist in budget preparation, inform proper administration officials, and obtain necessary signatures.

CVPA requires submission of a “Concept Paper” that details the program planning and grant proposal prior to submission of a final grant proposal. The format for the concept paper is on the CVPA “Faculty Resources” website and can be accessed at: www.winthrop.edu/uploadedFiles/vpa/GrantConceptForm.pdf

Following approval of the Concept Paper, final proposals should be submitted to the *Dean’s Office* ten days before the submission deadline as the *Sponsored Programs and Research Office* must have the proposal one week before the deadline. (Note: These deadlines may be in the process of being revised – contact the Dean’s Office or the SPAR Office for updates.)

Initial proposal drafts should be submitted to the SPAR Office for input early in the process. Additional information and forms are located on the *Sponsored Programs and Research* office website. Also, faculty may need to review the information on the Institutional Review Board (IRB) webpage: www.winthrop.edu/SPAR/default.aspx?id=36661

**6K. Health & Safety** *(see also Workplace Injuries & Worker’s Compensation – 6W)*
It is the policy of the College of Visual and Performing Arts that students enrolled in all VPA 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:**
Undergraduate:
[www.winthrop.edu/uploadedFiles/cvpa/music/STUDENTHANDBOOKUG20142015ORI(1).pdf](http://www.winthrop.edu/uploadedFiles/cvpa/music/STUDENTHANDBOOKUG20142015ORI(1).pdf) (p. 10)
Graduate:
[www.winthrop.edu/uploadedFiles/cvpa/music/STUDENTHANDBOOKG20142015GRA.pdf](http://www.winthrop.edu/uploadedFiles/cvpa/music/STUDENTHANDBOOKG20142015GRA.pdf) (p. 12)

**Department of Theatre and Dance:**

**6L. Identification (ID) Cards**
Identification (ID) cards are created in the *Technology Services Office* located in 15 Tillman. 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, please see the *Faculty/Staff IT Handbook* at: [www.winthrop.edu/uploadedFiles/technology/FSITHandbook.pdf](http://www.winthrop.edu/uploadedFiles/technology/FSITHandbook.pdf)

**6M. Keys**
All full-time faculty members are entitled to office space and keys can be requested through the Department Chair. Keys will open the faculty member’s office, as well as the department’s office door. A sub-master key is located in each department office, enabling faculty to 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**
Leave policies are located in the *Leave with Pay* and *Personal Leave Without Pay* section of the Winthrop University Policies website.

When possible, faculty should complete the *Request for Leave Form* 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 webpage: www.winthrop.edu/payroll/default.aspx?id=18036
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 and other useful information can be found in the Traffic and Parking section of the Winthrop University Policies website. www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=162

6P. Purchases
For Purchasing and policy information, review the Procurement Services website. www.winthrop.edu/procurement/

6Q. Recreational Facilities
Complete information on Recreational Facilities can be found on the Visitors Center section of the Winthrop University website.

6R. Space Usage
For complete information on space usage refer to the Space Use Policy located on the Winthrop University Policies website (link above).

Space is available for faculty and staff to schedule special events. Note, some areas have specific regulations. An application for Space Request should be completed online (follow link).
To reserve the Lewandowski Conference Room (116 McLaurin Hall) or the Dunlap-Roddey Room in Johnson Hall, contact Susan Currence or Jamilyn Larsen in the CVPA Dean’s Office (803-323-2323).

For Classroom Reservations 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. For security reasons, all computer labs must be reserved in advance.

6S. Telephone and Mail
Telephone
When appropriate, faculty and staff are issued individual long distance dialing codes for use (on campus) with the approval from the Department Chair and Dean. Long-distance calling cards are issued to individual faculty members for use off-campus. Since the cost is charged to the departmental budget, all long distance calls are restricted to official business calls only. Long distance calls must be held to a minimum. Faculty needing to make personal long distance calls from campus should use their personal calling cards. For information about how to receive a personal calling card through Winthrop University, contact the HelpDesk at 803-323-2400.

Mail
The University maintains a mail service, with daily pick-up and delivery. Inter-campus mail, official U.S. mail, inter-agency mail, and personal mail may be sent and received through the campus mail services. All personal mail must be properly stamped, whether sent through the campus mail or deposited at the Post Office (located in the DiGiorgio Student Center). Postage for all official University business is charged to departments.

6T. Travel Procedures
See the earlier section on Faculty Development (pages 30-32) in this manual.

6U. University Communications and Marketing
For complete information, regarding university publications, web services, media, etc. visit the University Communications and Marketing website: www.winthrop.edu/ucm/default.aspx?id=42375. Winthrop University’s ‘Visual Identity Manual’ can be found here: www.winthrop.edu/ucm/default.aspx?id=42379

6V. Winthrop Credit Union
Founders Federal Credit Union may be joined by Winthrop University employees.

6W. Workplace Injuries & Worker’s Compensation for Employees
All employees should be familiar with the Winthrop University employee workplace injury policy: www.winthrop.edu/facilitymgmt/default.aspx?id=38374

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

Winthrop University’s OSHA Compliance Officer, Thadd Bridges, should be notified as soon as possible after any injury - 803/323-2392 (office), 803/371-0220 (cell), 803/323-2426 (FAX) / bridgesg@winthrop.edu. Back up: Mitzi Stewart – stewartm@winthrop.edu.

For non-emergency injuries, Winthrop OSHA Officer Thadd Bridges should be called so he can file a Worker’s Compensation claim to get authorization for treatment. 803/323-2392 (office), 803/371-0220 (cell), 803/323-2426 (FAX) / bridgesg@winthrop.edu. Back up: Mitzi Stewart – stewartm@winthrop.edu.
<table>
<thead>
<tr>
<th>TYPE OF INJURY</th>
<th>9-1-1</th>
<th>Campus Police – 803/323-3333</th>
<th>Supervisor/Department or Dean</th>
<th>Winthrop OSHA Compliance Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life-Threatening</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Serious</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Minor - needs medical attention</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Minor – no medical attention needed</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>803-323-3333</td>
<td></td>
<td>Thad Bridges - 803/323-2392 (office), 803/371-0220 (cell), and 803/323-2426 (FAX) / <a href="mailto:bridgesg@winthrop.edu">bridgesg@winthrop.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CVPA Dean’s Office – 803/323-2323, <a href="mailto:bellantonij@winthrop.edu">bellantonij@winthrop.edu</a>, or <a href="mailto:larsenj@winthrop.edu">larsenj@winthrop.edu</a></td>
<td></td>
<td><a href="mailto:stewartm@winthrop.edu">stewartm@winthrop.edu</a></td>
</tr>
</tbody>
</table>

**Life-threatening**, the employee/witnesses should call 911. Campus Police should also be called (803/323-3333). After the emergency is over, Winthrop’s OSHA Compliance Officer, Thadd Bridges, should be contacted - 803/323-2392 (office), 803/371-0220 (cell), and 803/323-2426 (FAX) / bridgesg@winthrop.edu.

- When able, the employee should notify their direct supervisor/department office or the CVPA Dean’s Office (803-323-2323, bellantonij@winthrop.edu, or larsenj@winthrop.edu).

**Serious but not life-threatening** – the employee should call Campus Police (803/323-2333) and Winthrop’s OSHA Compliance Officer, Thadd Bridges - 803/323-2392 (office), 803/371-0220 (cell), and 803/323-2426 (FAX) / bridgesg@winthrop.edu. Back up: Mitzi Stewart – stewartm@winthrop.edu.
- When able, the employee should notify their supervisor/department office or the CVPA Dean’s Office (803-323-2323, bellantonij@winthrop.edu, or larsenj@winthrop.edu).

**Minor but requires medical attention** – refer to the Workplace Injuries policy - www.winthrop.edu/facilitymgmt/default.aspx?id=38374
- For authorization of treatment and for a Worker’s Compensation file to be claimed, the employee should contact Winthrop’s OSHA Compliance Officer, Thadd Bridges - 803/323-2392 (office), 803/371-0220 (cell), and 803/323-2426 (FAX) / bridgesg@winthrop.edu. Backup: Mitzi Stewart – stewartm@winthrop.edu
- The employee should notify their supervisor/department or the CVPA Dean’s Office (803-323-2323, bellantonij@winthrop.edu or larsenj@winthrop.edu).

**Minor but does not require medical attention** – refer to the Workplace Injuries policy - www.winthrop.edu/facilitymgmt/default.aspx?id=38374
- The employee should notify their supervisor/department or the CVPA Dean’s Office (803-323-2323, bellantonij@winthrop.edu or larsenj@winthrop.edu) for an incident report to be completed.
- A copy of the accident report should go to Thadd Bridges, Winthrop’s OSHA Compliance Officer-803/323-2392 (office), 803/371-0220 (cell), and 803/323-2426 (FAX) / bridgesg@winthrop.edu. Backup: Mitzi Stewart – stewartm@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, Thadd Bridges.

Mr. Bridges will also follow up with an investigation to see if a safety discrepancy needs to be corrected.

**Student Interns who are injured** while at their internships should follow the instructions at this link: https://www.winthrop.edu/facilitymgmt/default.aspx?id=38375

Each CVPA Department also has a health and safety manuals. Faculty should be familiar with the manual for their department:
- Design
- Fine Arts
- Music
  - Undergraduate Handbook (page 10)
  - Graduate Handbook (page 12)
- Theatre & Dance

**OTHER ITEMS OF INTEREST**

**6X. Non-Discrimination & Anti-Harassment Policy**
All Winthrop employees must be familiar with this policy on the Winthrop Policies website:
Non-Discrimination and Anti-Harassment Policy -
www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=143

6Y. Workplace Violence Policy
All Winthrop employees must be familiar with this policy on the Winthrop Policies website:
Workplace Violence Policy - www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=152

6Z. Consulting and Outside Employment
Faculty should be familiar with the policy located in the Outside Employment section of the Winthrop University Policies website: www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=262
Form - www.winthrop.edu/uploadedfiles/academics/consultingoutsideemployment.pdf
Staff should follow the information located on this webpage:
www.winthrop.edu/uploadedFiles/hr/policies/OutsideEmploymentPolicyNonFaculty.pdf

7. Search Committee Policy and Procedures
CVPA adheres to the Winthrop University Policies and Procedures for Recruitment and Hiring of Unclassified Personnel guidelines when conducting searches for faculty.

For questions concerning faculty or staff searches, faculty should first contact their departmental chair and then, if necessary, CVPA’s Financial Analyst, ____________ (803-323-___ or _____@winthrop.edu).

8. Faculty Mentoring Program Policy & Procedures

8A. CVPA Mentor/Protégé Program
The CVPA Dean’s Office works with department chairs to identify respected senior faculty members in the college to serve as mentors to probationary faculty members. Once faculty members are paired into mentor/mentee dyads, they meet regularly to discuss the mentee’s professional development. The CVPA Dean’s Office supports this activity with regular mentoring sessions throughout the year. All probationary faculty members are invited to attend these mentoring sessions, where the topic might include advice for assembling a tenure portfolio, or guidance about research funding opportunities.

9A. CVPA Committees

## CVPA Committees 2017-2018

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>ELECTED BY</th>
<th>TERM</th>
<th>TERM ENDS AFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CVPA Curriculum</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Tselentis</td>
<td>At-Large - CVPA</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Meg Schriffen</td>
<td>Theatre &amp; Dance</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Anne Fiala</td>
<td>Fine Arts</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Chad Dresbach</td>
<td>Design</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Mark Lewis</td>
<td>Music</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Andrew Vorder Bruegge</td>
<td>Ex-officio and Chair (\textit{no vote})</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CVPA Personnel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janet Gray</td>
<td>Theatre &amp; Dance</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Sangwon Sohn</td>
<td>At Large - CVPA</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Laura Gardner</td>
<td>Fine Arts</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Jason Tselentis</td>
<td>Design</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Ian Pearson</td>
<td>Music</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td><strong>CVPA Faculty Advisory</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephen Gundersheim</td>
<td>Theatre &amp; Dance</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Emily Morgan</td>
<td>At-Large - CVPA</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Laura Dufresne</td>
<td>Fine Arts</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Gerry Derksen</td>
<td>Design</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Tomoko Deguchi</td>
<td>Music</td>
<td>2 years</td>
<td>Spring 2019</td>
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<tr>
<td><strong>CVPA Petitions</strong></td>
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<tr>
<td>L.H. Dickert</td>
<td>Music</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Tomoko Deguchi</td>
<td>At-Large - CVPA</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Janet Gray</td>
<td>Theatre &amp; Dance</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Laura Gardner</td>
<td>Fine Arts</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>David Brown</td>
<td>Design</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Anna Fredericks</td>
<td>ex-officio and Chair (\textit{no vote})</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CVPA Graduate Committee</strong></td>
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<tr>
<td>Shaun Cassidy</td>
<td>CVPA - At Large</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Jeff McEvoy</td>
<td>Music</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Daniel Gordon</td>
<td>Theatre &amp; Dance</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>COMMITTEE</td>
<td>ELECTED BY</td>
<td>TERM</td>
<td>TERM ENDS AFTER</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------</td>
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<td>-----------------</td>
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<tr>
<td>CVPA International Arts Committee</td>
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<td></td>
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</tr>
<tr>
<td>Mark Lewis</td>
<td>Music</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Anna Sartin</td>
<td>CVPA - At Large</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Clara Paulino</td>
<td>Fine Arts</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Sangwon Sohn</td>
<td>Design</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Meg Schriffen</td>
<td>Theatre &amp; Dance</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>CVPA Exhibition Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seth Rouser</td>
<td>Fine Arts</td>
<td>3 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Sangwon Sohn</td>
<td>Design</td>
<td>3 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Emily Morgan</td>
<td>CVPA Faculty (M or T&amp;D)</td>
<td>3 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Dustin Hoffman, English</td>
<td>non-CVPA faculty member (appointed by CVPA Dean)</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Kristen Rowell</td>
<td>Fine Arts student (appointed by FA Chair)</td>
<td>1 year</td>
<td>Spring 2018</td>
</tr>
<tr>
<td></td>
<td>Design student (appointed by Design Chair)</td>
<td>1 year</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Kristin Rowell, Chair and ex-officio (votes)</td>
<td></td>
<td></td>
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<tr>
<td>Karen Derksen, Director of the WU Galleries</td>
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<tr>
<td>CVPA Bylaws Committee</td>
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<tr>
<td>Sangwon Sohn ^</td>
<td>Design</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Alice Burmeister</td>
<td>Fine Arts</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Tracy Patterson</td>
<td>Music</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Daniel Gordon</td>
<td>Theatre &amp; Dance</td>
<td>2 years</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Ian Pearson</td>
<td>At-Large - CVPA</td>
<td>2 years</td>
<td>Spring 2019</td>
</tr>
<tr>
<td><strong>as of 6/5/17</strong></td>
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9B. University-wide Committees & Representatives – waiting for list to be updated:
www.winthrop.edu/uploadedFiles/academics/Committees.pdf

9B1. CVPA Representatives on University-Wide Committees – waiting for list to be updated

University Marshals
Anna Sartin Theatre & Dance May 2021
<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>DEPARTMENT</th>
<th>SERVICE BY</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Council</td>
<td>Fine Arts</td>
<td>College Faculty Assembly</td>
<td>2018</td>
</tr>
<tr>
<td>Alice Burmeister</td>
<td>Fine Arts</td>
<td>College Faculty Assembly</td>
<td>2018</td>
</tr>
<tr>
<td>Chad Dresbach</td>
<td>Design</td>
<td>Faculty Conference</td>
<td>2018</td>
</tr>
<tr>
<td>Ron Parks</td>
<td>Music</td>
<td>College Faculty Assembly</td>
<td>2017</td>
</tr>
<tr>
<td>Academic Freedom and Tenure</td>
<td>Theatre &amp; Dance</td>
<td>College Faculty Assembly</td>
<td>2017</td>
</tr>
<tr>
<td>Stephen Gundersheim</td>
<td>Theatre &amp; Dance</td>
<td>College Faculty Assembly</td>
<td>2017</td>
</tr>
<tr>
<td>Board of Student Publications</td>
<td>Design</td>
<td>Appointed</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Jason Tselentis</td>
<td>Design</td>
<td>Appointed</td>
<td>2017</td>
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<tr>
<td>Cultural Events</td>
<td>Theatre &amp; Dance</td>
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<td>Emily Morgan</td>
<td>Theatre &amp; Dance</td>
<td>Appointed</td>
<td>2017</td>
</tr>
<tr>
<td>Jennifer McDaniel-Milliken</td>
<td>Music</td>
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<td>2018</td>
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<tr>
<td>DiGiorgio Student Union Advisory Board</td>
<td>Music</td>
<td>Faculty Conference</td>
<td>2018</td>
</tr>
<tr>
<td>Kristen Wonderlich</td>
<td>Music</td>
<td>Faculty Conference</td>
<td>2018</td>
</tr>
<tr>
<td>Faculty Advisory Committee on Intercollegiate Athletics</td>
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<td>2017</td>
</tr>
<tr>
<td>Sangwon Sohn</td>
<td>Design</td>
<td>Appointed</td>
<td>2017</td>
</tr>
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<td>Faculty Committee on University Life</td>
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<td>2018</td>
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<tr>
<td>Mark Lewis</td>
<td>Music</td>
<td>College Faculty Assembly</td>
<td>2018</td>
</tr>
<tr>
<td>Kristen Wonderlich</td>
<td>Music</td>
<td>College Faculty Assembly</td>
<td>2019</td>
</tr>
<tr>
<td>Faculty Committee on University Priorities</td>
<td>Music</td>
<td>College Faculty Assembly</td>
<td>2017</td>
</tr>
<tr>
<td>Ron Parks, Chair</td>
<td>Music</td>
<td>College Faculty Assembly</td>
<td>2017</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>DEPARTMENT</th>
<th>SERVICE BY</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Leadership Committee</td>
<td>Music</td>
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<td>BOT Rep – Finance Comm = Chair of Fac Comm on Univ Priorit</td>
</tr>
<tr>
<td>Ron Parks</td>
<td>Music</td>
<td>Appointed</td>
<td>2018</td>
</tr>
<tr>
<td>Faculty Personnel</td>
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<td>College Faculty Assembly</td>
<td>2018</td>
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<tr>
<td><strong>Financial Exigency</strong></td>
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<tr>
<td>Alice Burmeister</td>
<td>Fine Arts</td>
<td>College Faculty Assembly</td>
<td>2018</td>
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<tr>
<td>Chad Dresbach</td>
<td>Design</td>
<td>Faculty Conference</td>
<td>2018</td>
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<td>Ron Parks (Chair, FCUP)</td>
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<td>2017</td>
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<thead>
<tr>
<th><strong>General Education Curriculum</strong></th>
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<tr>
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<tr>
<th><strong>Graduate Council</strong></th>
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<tbody>
<tr>
<td>Don Rogers</td>
</tr>
<tr>
<td>Kristen Wonderlich</td>
</tr>
<tr>
<td>Kathy Kinsey</td>
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<tr>
<th><strong>Honors</strong></th>
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</thead>
<tbody>
<tr>
<td>Clara Paulino</td>
</tr>
<tr>
<td>Seth Rouser</td>
</tr>
</tbody>
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<thead>
<tr>
<th><strong>Institutional Animal Care and Use</strong></th>
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</thead>
<tbody>
<tr>
<td>Tomoko Deguchi</td>
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<table>
<thead>
<tr>
<th><strong>International Review Board</strong></th>
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</thead>
<tbody>
<tr>
<td>Sandra Neels</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>International Advisory</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clara Paulino</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>Judicial Council</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorrie Crochet</td>
</tr>
<tr>
<td>Karen Stock</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Library</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Seth Rouser</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Research Council</strong></th>
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<tr>
<td>Jeff McEvoy</td>
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<th><strong>Student Electronic Media Board</strong></th>
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<td>Daniel Gordon</td>
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<th><strong>Teacher Education Committee</strong></th>
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<tr>
<td>Laura Gardner</td>
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<td>Stephen Gundersheim</td>
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<td>David Wohl</td>
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### Undergraduate Petitions

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<tr>
<td>Lorrie Crochet</td>
<td>Music</td>
<td>College Faculty Assembly</td>
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### University Curriculum

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<td>Tracy Patterson</td>
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<tr>
<td>Kristen Wonderlich</td>
<td>Music</td>
<td>Graduate Faculty Assembly</td>
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### Writing Intensive Committee

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<th>Status</th>
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<tr>
<td>Meg Schriffen, Chair</td>
<td>Theatre &amp; Dance</td>
<td>Appointed</td>
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10. College of Visual & Performing Arts Bylaws

College of Visual & Performing Arts
As amended, August 18, 2016

BYLAWS
OF THE FACULTY ASSEMBLY OF THE
COLLEGE OF VISUAL AND PERFORMING ARTS

Article I - NAME

The name of this organization shall be the Faculty Assembly of the College of Visual and Performing Arts.

Article II - RESPONSIBILITIES

Section 1.

The Faculty Assembly shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the academic programs, policies and regulations of the College of Visual and Performing Arts, within limitations prescribed by the Faculty Conference of Winthrop University; (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University, the Dean of the College of Visual and Performing Arts, or by appropriate administrative officers of Winthrop University.

Section 2.

The Faculty Assembly shall create and instruct subordinate committees, standing and select, and shall periodically review their major decisions.

Section 3.

The Faculty Assembly shall be the principal legislative body of the College of Visual and Performing Arts. The minutes of its meetings shall be filed in the office of the Dean and copies shall be circulated to all members of the Faculty Assembly, to the Secretary of the Faculty Conference, and to the Rules Committee of the Faculty Conference. All actions of the Faculty Assembly are subject to review by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in accordance with the Bylaws of the Faculty Conference of Winthrop University.
CVPA Bylaws. Article III - MEMBERSHIP

All faculty members of the College of Visual and Performing Arts who hold membership in the Faculty Conference shall be members of the Faculty Assembly. Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University, with the following exceptions: lecturers, adjunct faculty, and visiting faculty are not members of Faculty Conference. The eligibility of an individual who does not hold membership in the Faculty Conference shall be determined by the Faculty Assembly.

CVPA Bylaws. Article IV - OFFICERS

Section 1.

The Dean of the College of Visual and Performing Arts shall be the presiding officer of the Faculty Assembly.

Section 2.

The Vice Chair of the Faculty Assembly shall be appointed annually by the presiding officer.

Section 3.

The Secretary of the Faculty Assembly shall be appointed annually by the presiding officer.

Section 4.

The Parliamentarian of the Faculty Assembly shall be appointed annually by the presiding officer.

CVPA Bylaws. Article V - MEETINGS

Section 1.

The Faculty Assembly shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester; special meetings may be called by the Dean or by twenty-five percent of the members of the Faculty Assembly.

Section 2.

A quorum shall consist of a simple majority of the members of the Faculty Assembly.
Section 3.

The agenda of scheduled meetings shall be prepared by the office of the Dean and distributed to the membership at least one week prior to each meeting. Agendas of special meetings shall be prepared by the official or group of faculty calling for the meeting and distributed to the membership at least one week prior to special meeting. (8/16)

CVPA Bylaws. Article VI - CONSTITUENT COMMITTEES

Section 1. Faculty Advisory Committee

a. The Faculty Advisory Committee shall be responsible to the Dean and to the Faculty Assembly for appropriate reports and recommendations concerning all matters referred to them by the Dean or by the Faculty Assembly. Matters related to specific curriculum items or personnel issues may not be referred to the Faculty Advisory Committee. The committee shall meet at the call of its Chair. Responses to matters referred to the Advisory Committee by the Faculty Assembly shall be reported to the Assembly. Responses to matters referred to the Advisory Committee by the Dean shall be reported to the Dean and may be reported to the Assembly as deemed appropriate.

b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly, and shall elect its own chair. Term of office shall be two years. Terms shall be staggered.

Section 2. Curriculum Committee

a. The Curriculum Committee of the College of Visual and Performing Arts shall be responsible to the Faculty Assembly for appropriate reports and recommendations concerning academic programs, policies, regulations, and instruction and curricula within the College, exclusive of strictly graduate matters.

b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly. Term of office shall be two years. Terms shall be staggered. The Assistant/Associate Dean shall serve as chair of the committee without vote.

Section 3. Petitions Committee

a. The Petitions Committee of the College of Visual and Performing Arts shall be responsible to the Faculty Assembly for appropriate reports and recommendations
concerning all undergraduate petitions within the College, exclusive of graduate petitions. The petitions committee acts on petitions from individual undergraduate students for variations from departmental and College degree program requirements. All actions on petitions shall be reported to the dean's office.

b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly elected by the Faculty Assembly. Term of office shall be two years. Terms shall be staggered. The CVPA Student Services Coordinator shall serve as chair of the committee without vote.

c. Committee action will be communicated in writing to the student, to the appropriate department chair(s), and to the Office of Records and Registration. If a petition is denied, the student may choose to resubmit an amended version of the original petition to the Petitions Committee or appeal the denial to the Dean of the College of Visual and Performing Arts.

Section 4. Personnel Committee

a. The Personnel Committee shall be responsible for recommendations to the Faculty Assembly concerning membership in the Faculty Assembly and for advice to the dean concerning promotions in academic rank and the granting of tenure in accord with procedures described elsewhere in these bylaws. The committee shall be responsible for recommendations regarding procedures and conditions of elections, the staggering of terms of office, and the nominating of at least two (2) qualified persons for each office subject to election by the Faculty Assembly, except as elsewhere provided. The committee shall poll the faculty two weeks prior to presenting its slate of nominees in order to receive expressions of interest in committee service.

b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly, and shall elect its own chair. Membership shall be limited to faculty members holding tenure. No one in an administrative position (including department chairs) may serve on the CVPA Personnel Committee. If a department does not have any eligible members available to represent their department on the CVPA Personnel Committee then the vacancy shall become a CVPA at-large position for the remainder of term. Term of office shall be two years. Terms shall be staggered.

Section 5. International Arts Committee

a. The International Arts Committee shall serve as a liaison with the Dean and the Faculty to foster increased international activities for the students, CVPA faculty and Winthrop
community. The committee shall meet at the call of its Chair. Responses to matters referred to the International Arts Committee by the Dean shall be reported to the Dean and may be reported to the Faculty Assembly as deemed appropriate.

b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly elected by the Faculty Assembly, and the CVPA Coordinator of Student Services and CVPA Associate Dean. Term of office shall be two years. Terms of the faculty representatives shall be staggered. The CVPA Associate Dean shall serve as chair of the committee.

Section 6. CVPA Exhibition Committee.

a. The CVPA Exhibition Committee will work with the Director to oversee the implementation of the College and the Fine Arts - Design departmental exhibition policies, and to foster the Galleries Programs as an integral component of the University Mission.

b. The committee shall consist of eight (8)* voting members including six (6)* faculty and two (2) student members. The composition of the CVPA Exhibition Committee will consist of 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; and one (1) Design student for a one-year term to be appointed by the Design Chair.

* 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.

Section 7. Bylaws Committee (8/16)

a. The Bylaws Committee shall be responsible to the Dean and to the Faculty Assembly for an annual review of these Bylaws and for reviewing recommendations concerning all matters referred to them by the Dean or by the Faculty Assembly.

b. The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly elected by the Faculty Assembly. Term of office shall be two years. Terms shall be staggered.
CVPA Bylaws. Article VII - GRADUATE FACULTY BOARD

Section 1.

The Graduate Faculty Board shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the exclusively graduate academic programs, policies and regulations of the College of Visual and Performing Arts, within limitations prescribed by the Graduate Faculty Assembly of Winthrop University; (3) such additional matters as shall be referred to it by the Graduate Faculty Assembly of Winthrop University, the Dean of the College of Visual and Performing Arts, or by appropriate administrative officers of Winthrop University.

Section 2.

The Graduate Faculty Board shall create and instruct subordinate committees, standing and select, and shall periodically review their major decisions.

Section 3.

The Graduate Faculty Board shall be the principal legislative body for graduate programs in the College of Visual and Performing Arts. The minutes of its meetings shall be filed in the office of the Dean and copies shall be circulated to all members of the Faculty Assembly, to the chair of the Graduate Council, and to the chair of the Faculty Conference. All actions of the Graduate Faculty Board are subject to review by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in accordance with the Bylaws of the Faculty Conference of Winthrop University.

Section 4.

All faculty members of the College of Visual and Performing Arts who hold membership in the Winthrop University Graduate Faculty Assembly shall be members of the Graduate Faculty Board. The eligibility of an individual who does not hold membership in the Graduate Faculty Assembly shall be determined by the Graduate Faculty Board.

CVPA Bylaws. ARTICLE VIII - Graduate Committee

Section 1.

The Graduate Committee shall be responsible to the Graduate Faculty Board of the College of Visual and Performing Arts and shall serve as the curriculum and petitions committee for the
College's graduate program. The committee will make recommendations to the Graduate Faculty Board regarding exclusively graduate curriculum and petitions matters.

Section 2.

The committee shall consist of five faculty members, including at least one member elected by each department (Design, Fine Arts, Theatre & Dance, Music) and one member elected by the Faculty Assembly elected by the Faculty Assembly. Membership shall be limited to graduate faculty. Term of office shall be two years. Terms shall be staggered. The CVPA Director of Graduate Studies shall serve as chair of the committee without vote.

CVPA Bylaws. Article IX - PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised shall govern the Faculty Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all faculty members of the College.

CVPA Bylaws. Article X - AMENDMENTS

These bylaws can be amended at any regular meeting of the Faculty Assembly by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Assembly at the previous meeting. Such an amendment shall be become effective upon ratification by the Faculty Conference of Winthrop University.

CVPA Bylaws. Article XI - RATIFICATION

Section 1.

These bylaws shall be operative upon ratification by the Faculty Assembly and are subject to ratification by the Faculty Conference of Winthrop University.

Section 2.

These bylaws shall supersede all previous bylaws operative in the discipline areas included in the College of Visual and Performing Arts.
The College of Visual and Performing Arts defines scholarship as creative scholarly activity. This terminology appropriately recognizes the broad scope of activities undertaken by artist/scholars in an academic setting.

Examples of such work for tenure and/or promotion portfolio and annual report may include but not be limited to the following:

1. Creative endeavors
   - Performances
   - Compositions
   - Residencies
   - Exhibitions
   - Films/Videos/Multimedia
   - Commissions
   - Contracts
   - Competitions
   - Literary works
   - Showcases
   - Workshops
   - Recordings

2. Academic presentations
   - Conferences
   - Seminars
   - On-campus colloquia
   - Museums, Arts Centers etc.
   - Other college and university campuses
   - National, regional and local organizations, clubs etc.

3. Academic publications
   - Journals
   - Conference proceedings
   - Scholarly books
   - Scholarly texts

4. Grants and Awards

5. Demonstrated research resulting in change such as departmental, college, or university level procedures
6. Special Cases (See CVPA Bylaws, Appendix B & C for details – These activities may be considered Scholarly and Creative ONLY when an individual is reassigned and the activities have been pre-arranged with Department Chair AND Dean.)

The above listing implies no ordering of priority.

This statement recognizes that in a university environment characterized by academic freedom and individual autonomy, it is the responsibility of each faculty member to establish and maintain a program of creative scholarly activity. Activities that are related to the discipline identified in a faculty member's contract will be considered in making judgments related to individual welfare.

Accordingly, faculty are expected to maintain a program of creative scholarly activity that is consonant with these guidelines, the mission of Winthrop University, and the role of the College of Visual and Performing Arts. Consideration of creative scholarly activity will be part of all judgments related to promotion, tenure and the awarding of merit salary increases.
PROCEDURES AND POLICIES FOR PROMOTION CONSIDERATION

(Approved by CVPA Faculty Assembly, 3/25/12)

Policies relating to promotion follow the general regulations for promotion provided in the Winthrop University Faculty Manual. However, many of the details of those procedures are not specified in the manual. The following summarizes those procedures and policies as they apply to the College of Visual and Performing Arts.

Any policy or procedure stated herein that is in conflict with the policies and procedures of Winthrop University as stated in the Winthrop University Faculty Manual or subsequent interpretive documents is null and void and is superseded by the institution-wide policies.

INITIATION OF CONSIDERATION*

As stipulated in the Winthrop University Faculty Manual, a promotion review form will be made available to all faculty according to the review timeline established in Winthrop’s Annual Timeline for Review Procedures updated annually to reflect changes in the calendar. A faculty member requesting promotion review shall return the form to the Department Chair by the date stated on the form. In the absence of exceptional circumstances, failure to meet that deadline shall constitute waiver of promotion review. Any faculty member who believes that he/she is ready to be considered for promotion is encouraged to consult with the Department Chair concerning eligibility. However, any faculty member who wishes to be considered for promotion may prepare and submit materials for review.

Faculty should be especially mindful of deadlines related to the promotion process which are:
- June 1 - Faculty members return promotion review forms to their Department Chairs
- September 1 - Deadline for faculty submit promotion portfolios to the CVPA Dean’s Office

If the faculty member fails to meet either of these deadlines (submission of the promotion review form or submission of the promotion portfolio), the faculty member will not be allowed to apply for promotion that year.

When a faculty member is applying for tenure and for promotion concurrently, a single supporting portfolio for both processes will be used. The letters of application from the faculty member, recommendations from the chair and the dean, and all committee recommendations must be submitted separately, as the review processes for tenure and promotion will occur independently.

* Not included in this process is non-tenure track, multi-year, visiting, and adjunct faculty. For these faculty, the department chair recommends a change in status to the dean, who recommends to the Vice President for Academic Affairs who, if he/she concurs, recommends the status change to the President for approval.
DEPARTMENTAL PROMOTION COMMITTEE

For each faculty member being considered for promotion, a committee of no fewer than five tenured faculty, of whom a majority will be tenured within the faculty member's department or college (if possible), will be formed (as specified by the college) and convened at the request of the department chair to review the portfolio and to determine whether to recommend the faculty member for promotion.

If there are insufficient qualified faculty members within a department to constitute a committee, or, if for other reasons it seems desirable to the chair and/or candidate for promotion to have extra-departmental representation, the Department Chair, in consultation with the Dean, shall appoint an inter-departmental committee for this purpose. A majority of the members of this committee should, whenever possible, be members of the candidate's department.

When committee appointments are made, one member of the committee, preferably from the candidate's department, should be named acting chair by either the department chair or dean. The committee chair shall receive all materials submitted by candidates for promotion including materials submitted to and forwarded by the Department Chair.

When a Department Chair is to be considered for promotion as a faculty member, the Dean, in consultation with the chair of the College of Visual and Performing Arts Personnel Committee, shall appoint a special personnel committee. That committee shall meet the number and eligibility requirements stated above and shall ordinarily contain some faculty members outside the chair's department. At least one member (if eligible) from within the Chair's department shall be appointed to the committee.

PROMOTION COMMITTEE PROCEDURES

1) The committee shall consider all materials submitted by the faculty member and shall review the faculty member's three most recent annual reports and evaluations. Neither the candidate nor any other individual may appear in person before the committee.

2) It is the role of the committee to clarify any discipline-specific information concerning Scholarly and Creative Activities or Professional Stewardship that is provided in the faculty member’s portfolio for reviewers unfamiliar with the norms of the discipline.

3) The committee in its formal deliberations shall sit alone without the Department Chair present. The committee may request to meet with the Chair or Dean for clarification of information. Additional information, which the committee deems necessary, shall be requested through and by the committee chair.

4) All deliberations of the committee shall be confidential and shall not be revealed to the candidate or to outside agents except those persons who later participate in the evaluation process. No minutes of transactions or deliberations of the committee shall be kept.

5) Additional materials may include items from sources outside the Winthrop University community (such as external letters of support). These materials must appropriately
documented (on letterhead, with original signatures, etc.) and included in the candidate’s portfolio when submitted.

6) The committee shall evaluate the candidate in accord with the criteria in this document and in the Winthrop University Faculty Manual.

7) The committee shall, after deliberation, prepare a report and make a recommendation to the Department Chair (or Dean when considering the promotion of a Department Chair) for or against promotion for each faculty member under consideration. This report should outline reasons for the recommendation addressing all appropriate areas of review (Academic Responsibility, Student Intellectual Development, Scholarly and Creative Activities [as related to the College of Visual and Performing Arts scholarship statement], and Professional Stewardship) as appropriate for the rank held. A positive recommendation shall require a vote of a majority of the committee.

8) When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. If different members dissent in different ways, more than one minority report may be submitted. All committee members must sign either the primary report or minority report.

9) Note: No material may be added to the portfolio at any juncture during the review process without the approval of all prior review bodies.

**ACTIONS OF THE DEPARTMENT CHAIR**
The department chair reviews all materials and submits a report and recommendation, along with all of the materials, to the College of Visual and Performing Arts Personnel Committee. This review should outline reasons for the recommendation addressing all appropriate areas of review (Academic Responsibility, Student Intellectual Development, Scholarly Activity, and Professional Stewardship). The chair may clarify faculty member claims with regard to the discipline and department norms that may not be evident to a reviewer from another unit or discipline. After reviewing the recommendation of the department personnel committee, the Department Chair shall forward his/her recommendation, either positive or negative, to the College of Visual and Performing Arts Personnel Committee. The Chair's recommendation must contain a statement of justification and rationale for disagreement, if any, with the recommendation of the department personnel committee. A copy of the Chair's recommendation shall be placed in the candidate's folder.

**ACTIONS OF THE COLLEGE OF VISUAL AND PERFORMING ARTS PERSONNEL COMMITTEE**
The College of Visual and Performing Arts Personnel Committee shall follow the procedures specified above for departmental personnel committees, substituting "Dean" for "Department Chair." The committee response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies. The college committee recommendation can refer to previous recommendations and documents from the department committee and Chair. When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee
members, a minority report must be submitted along with the primary report. All committee members must sign either the primary report or minority report. In the case of academic units without department level review committees, the unit committee may clarify faculty member claims with regard to the discipline that may not be evident to a reviewer from another unit or discipline. The committee shall place a copy of its recommendation, including a statement of justification, in the candidate's folder and forward all materials to the Dean.

**ACTION BY THE DEAN**

The Dean shall review the recommendations of the departmental personnel committee, the Department Chair, and the College of Visual and Performing Arts Personnel Committee, and formulate a recommendation for or against promotion. Performing Arts Personnel Committee and formulate a recommendation for or against promotion. The Dean’s response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies. In most cases, a rationale pointing to previous reports is sufficient. In cases of disagreement within and among the review bodies, the dean must clarify and address the issues of disagreement.

The Dean shall privately notify the faculty member of all recommendations in accordance with the procedures specified in the Winthrop University Faculty Manual.

When the Dean's recommendation is positive, all materials are submitted to the Vice President for Academic Affairs.

When the Dean's recommendation is negative, no materials are submitted. Rather, the Dean discusses with the faculty member strengths and weaknesses identified in the review process. If the Dean disagrees with a positive College of Visual and Performing Arts Personnel Advisory Committee recommendation in two consecutive years, the promotion package is forwarded to the Vice President for Academic Affairs, unless the faculty member requests otherwise within thirty (30) days of notification.

**AREAS TO BE REVIEWED AND MATERIALS TO BE SUBMITTED FOR PROMOTION CONSIDERATION - DEFINITIONS AND EXAMPLES**

When applying for promotion, faculty members are encouraged to have a portfolio of work that demonstrates accomplishment in the areas of *Student Intellectual Development*, *Scholarly Activity*, and *Professional Stewardship*, as well as the fulfillment of academic responsibility.

The candidate requesting consideration for promotion shall prepare a folder containing the following items (a description of the required format is available in the Office of the Dean):

1) A current vita indicating creative activity/scholarship, service, and so forth. The vita should indicate the current status of all manuscripts and creative projects; i.e., in print, accepted for
publication, scheduled for performance or exhibition, etc. Verification of status should be included with supporting materials.

2) A statement by the faculty member requesting consideration for promotion, in which the faculty member may include any arguments which he or she thinks supportive of the case for promotion.

3) Copies of the annual reports of the faculty member for either (a) each year of the candidate's probationary period at Winthrop or (b) each year of the candidate’s tenure at Winthrop since his/her last promotion. These reports must include chair and dean evaluations/comments.

4) The faculty member should address all appropriate areas of review (Academic Responsibility, Student Intellectual Development, Scholarly Activity, Professional Stewardship, and academic responsibility) as appropriate for the rank held. Details and examples of activities in each of these categories are included below.

5) Copies of all publications and/or papers produced either (a) in the years of the candidate's probationary status at Winthrop or (b) since the candidate’s last promotion. In the case of scholarly or creative activity which is not developed in written form the candidate should submit materials appropriate to the medium of the scholarly or creative activity.

Additional materials that support the request for promotion (refer to section addressing promotion in the Winthrop University Manual). This material may include letters or comments from individuals outside the Winthrop University campus.

When applying for promotion, faculty members are encouraged to have a portfolio of work that demonstrates effectiveness and accomplishment in the areas of Academic Responsibility, Student Intellectual Development Creative and Scholarly Activity, and Professional Stewardship. This evidence and reflection should demonstrate their level of engagement, their achievements, and the impact of their efforts. Documentation of faculty accomplishments should be annually accumulated and reviewed through the annual report process. The examples below should not be viewed as the only means for participation or as a list of specific expectations.

**ACADEMIC RESPONSIBILITY**

Academic Responsibility is an area of responsibility that spans all the traditional areas of faculty evaluation, and includes involvement of faculty in ways that support the institutional mission, maintains the function of the University and sustains the faculty role in shared governance. All faculty members are expected to be academically responsible to their students and peers as a baseline for service in their academic departments.

In the area of academic responsibility, most documentation is explicit and objective and does not require extensive reflection. For example, faculty will be asked to document some activity through lists
(e.g., number of advisees, membership on committees). Likewise, direct supervisors will be expected to comment on faculty involvement in fulfilling their academic responsibility (e.g., participation in faculty governance through attendance at meetings, adherence to academic policies) in responses to annual reports.

Academic Responsibility includes but is not limited to activities such as: academic registration support, availability to students through multiple platforms (e.g., office hours, emails, assignment feedback), engagement in faculty meetings at all levels, participation in department and college events, participation in university commencements and convocations, professional development that supports improvements in practice (e.g., participation in peer observations, attendance at professional conferences to explore current research, engaging in sessions through the Teaching and Learning Center), recruitment and retention efforts, and service on committees. Chairs and deans should ensure equitable distribution of assignments among faculty; and faculty should be supported in ways that allow for free exchange of ideas, broad participation, and balanced work expectations.

In addition to activities related to academic responsibility, there are certain other professional responsibilities that are expected of faculty who hold full-time appointments, regardless of rank. These professional responsibilities are primarily documented through reviews by supervisors and are considered expectations of employment. These responsibilities include such things as adherence to academic policies (e.g., the privacy and confidentiality of student information, intellectual property and copyright, treatment of human subjects in research, final exam schedule, meeting classes at the appointed times, adhering to deadlines for grade submission, submission of midterm grades as requested) and active participation in the collection of assessment data associated with teaching and/or work assignments. Although faculty may not report on these expectations regularly, chairs and deans will address areas of concern through meetings with individual faculty and annual evaluations.

STUDENT INTELLECTUAL DEVELOPMENT

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Courses, Program, Curriculum
   - Development of course, curriculum, or program
   - Development of instructional materials (e.g., syllabi, assignments, software, original course supplements)
   - Instructional practices and assessment methods (e.g. lecture seminar, online (blackboard), rubrics etc.)
   - Effective use of class time
   - Connections made between instruction and program goals
   - Course updates to maintain relevance and enhance teaching methods
   - Curricular revision efforts
   - Engagement of students in service learning (e.g. performance at local schools, clubs, senior centers, etc.)
2. Evaluation and Assessment
   • Implementation of high expectations for students (e.g., course tasks that require thinking at various levels of cognition, demonstration of specific skills and/or techniques, course assessments that measure student learning at various levels of cognition, impact on student development associated with University Level Competencies, etc.)
   • Response and reflection on teaching methods and evaluations
   • Response and reflection on performance (individual or group), exhibition design, and/or other Student Intellectual Development activity from supervisors, peers etc.
   • Evidence of student progress toward learning outcomes for course and/or program
   • Participation in goal assessment for courses, students, and programs
3. Other
   • Leading student groups on field experiences or international experiences
   • Student mentoring activities (e.g., undergraduate and graduate research, career direction, information literacy)

SCHOLARLY AND CREATIVE ACTIVITY

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Creative endeavors
   • Performances
   • Compositions
   • Exhibitions
   • Commissions
   • Contracts
   • Competitions
   • Residencies
   • Recordings
   • Literary works
   • Showcases
   • Workshops

2. Academic presentations
   • Conferences
   • Seminars
   • On-campus colloquia
   • Museums, Arts Centers etc.
   • Other college and university campuses
   • National, regional and local organizations, clubs etc.

3. Academic publications
   • Journals
   • Conference proceedings
   • Scholarly books
• Scholarly texts
4. Grants and Awards
5. Demonstrated research resulting in change such as departmental, college, or university level procedures
6. Special Cases (the following may be considered as scholarly and creative activities ONLY when an individual is re-assigned and the work to be done has been pre-arranged with Department Chair AND Dean.)
   a. Scholarship of Integration (helping non-specialists make connections to a discipline or explorations that examine information in a new way)
      • Systems/reports that require synthesis of expertise and exploration of data
      • Integration of knowledge for the development of cross-disciplinary experiences, the creation of which required faculty to engage in significant study outside their area of expertise (e.g. development of new programs or courses, study needed to develop new research experiences for students)
   b. Scholarship of Application (use of knowledge to solve specific problems (e.g. new professional certifications resulting from significant exploration, design of assessment, etc.)
      • University processes, internal course materials used across sections
   c. Scholarship of Teaching (work that affects the students with whom they engage, expanding what is known of the discipline, its connections and related problems)
      • original curriculum and materials for professional development programs or continuing education programs

PROFESSIONAL STEWARDSHIP (Service)
Examples of such work for the promotion portfolio may include but not be limited to the following:
1. Service to the Profession
   a. Professional Organizations (Executive board positions, memberships, etc.)
   b. Adjudication, Consultation, and Advisory Roles
   c. Fostering education in area of expertise
      • Donation of expertise
2. Service to the Institution
   a. Committees (membership and/or chair)*
      • Departmental
      • College
      • University
   b. Service to Institution
      • Advisory Role

* Service on committees usually falls under the category of “academic responsibility.” However, there may be examples of committee service that exceed the basic minimum responsibilities of professional faculty. Faculty may wish to count this service as professional stewardship if there is clear evidence that their work and efforts went beyond these basic responsibilities.
- Consulting Role
- Special Assignment by Chair, Dean, etc.
- Program development
- Participation in any academic evaluation process
- Recruiting **
- Work for departmental, college, or university use
  - Performances
  - Photography
  - Recordings (sound or visual)
  - Digital (websites, power points, etc.)
  - Literature (Pamphlets, flyers, etc.)

3. Service to the Community
   a. Community committees and task forces
      - Membership
      - Advisory/consultation role
   b. Community organizations, churches, schools, etc.
      - Guest lectures
      - Presentations
      - Demonstrations
      - Workshops
      - Performances
      - Showcases
      - Fund raising
      - Pet rescue
   c. Donations to community organizations
      - Blood donations
      - Food (food drives, etc.)
      - Time (work in a soup kitchen, etc.)
      - Furniture, etc.
      - Original curriculum and materials for professional development programs or continuing education programs

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** Participation in some basic recruitment activities (Preview Day, First Look Friday, Winthrop Day, etc.) falls under the category of “academic responsibility.” However, there may be examples of recruitment activities that go beyond these minimal expectations. Faculty may wish to count activities as professional stewardship if there is clear evidence that their work and efforts exceed these types of minimal expectations.
PROCEDURES AND POLICIES FOR TENURE CONSIDERATION

(Approved by CVPA Faculty Assembly, 3/25/12)

Policies relating to tenure consideration follow the general regulations provided in the Winthrop University tenure statement. However, some of the details of those procedures are not specified in the manual. The following summarizes those procedures as they apply in the College of Visual and Performing Arts.

Any policy or procedure stated herein which is in conflict with policies and procedures of Winthrop University as stated in the Winthrop University Manual for Faculty Members or in subsequent interpretive documents is null and void and is superseded by the institution-wide policies.

INITIATION OF CONSIDERATION

Consideration of a faculty member for tenure normally occurs during the sixth year of probationary service, including years of previous service credited toward the seven years of probationary service at Winthrop University. Timelines for the review process are provided by the Office of the Vice President for Academic Affairs and are updated annually to reflect changes in the calendar. A faculty member standing for tenure submits to the department chair a tenure portfolio prepared according to the deadlines and guidelines of the University and those listed later in this document. When a faculty member is applying for tenure and for promotion concurrently, a single supporting portfolio for both processes will be used. The letters of application from the faculty member, recommendations from the Chair and the Dean, and all committee recommendations must be submitted separately, as the review processes for tenure and promotion will occur independently.

DEPARTMENTAL TENURE COMMITTEES

For each faculty member being considered for tenure, a committee of no fewer than five tenured faculty, of whom a majority will be tenured within the faculty member's department or college will be formed and convened at the request of the department chair to review the tenure portfolio and to determine whether to recommend the faculty member for tenure.

If there are insufficient faculty members within a department who meet the qualifications for the committee, the Chair, in consultation with the Dean, shall appoint a special interdepartmental committee for this purpose. The Chair shall ordinarily name mostly members of the department of the faculty member(s) to be evaluated.

If a Department Chair is to be considered for tenure (as a faculty member), the Dean shall appoint a special committee to consider the matter. This committee shall meet the number and eligibility requirements stated above and shall ordinarily include some faculty members outside the department of
the chair under consideration, provided that at least one member (if eligible) from within the department of the chair shall be appointed to the committee.

When the departmental committees referred to above are appointed, the person appointing them shall name one member of the committee as chair.

DEPARTMENT TENURE COMMITTEE PROCEDURES

1) The committee shall consider all materials submitted by the faculty member. Neither the candidate nor any other individual may appear in person before the committee.

2) It is the role of the departmental committee to clarify any discipline-specific information concerning Scholarly Activity or Professional Stewardship that is provided in the faculty member’s portfolio for reviewers unfamiliar with the norms of the discipline.

3) The committee in its formal deliberations shall sit alone without the Department Chair present. The committee may request to meet with the Chair or Dean for clarification of information. Individual members of the committee should not seek or receive information. Additional information that the committee deems necessary shall be sought through the committee chair.

4) All deliberations of the committee shall be confidential and shall not be revealed to the candidate or to outside agents except those persons who later participate in the evaluation process. No minutes of transactions or deliberations of the committee shall be kept.

5) Additional materials may include items from sources outside the Winthrop University community (such as external letters of support). These materials must appropriately documented (on letterhead, with original signatures, etc.

6) The committee shall evaluate the candidates in accord with the criteria in this document and in the Winthrop University Faculty Manual.

7) The committee shall, after deliberation, prepare a report and make a recommendation to the Department Chair (or Dean when considering the promotion of a Department Chair) for or against tenure for each faculty member under consideration. This report should outline reasons for the recommendation addressing all appropriate areas of review (Academic Responsibility, Student Intellectual Development, Scholarly and Creative Activities [as related to the College of Visual and Performing Arts scholarship statement], and Professional Stewardship) as appropriate for the rank held. At this juncture no material may be deleted from the portfolio. A positive recommendation shall require a vote of a majority of the committee.

8) When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members,
a minority report must be submitted along with the primary report. All committee members must sign either the primary report or minority report.

9) Note: No material may be added to the portfolio at any juncture during the review process without the approval of all prior review bodies.

**ACTIONS OF THE DEPARTMENT CHAIR**

The Department Chair reviews all materials and submits a report including a recommendation for or against tenure, along with all of the materials, to the College of Visual and Performing Arts Personnel Committee. The chair’s report should outline reasons for the recommendation addressing all appropriate areas of review (*Academic Responsibility, Student Intellectual Development, Scholarly Activity, and Professional Stewardship*). The Chair shall include the reasons for agreeing or disagreeing with the committee recommendation. The Chair may clarify a faculty member’s claims with regard to the discipline and department norms that may not be evident to a reviewer from another unit or discipline.

**ACTIONS OF THE COLLEGE OF VISUAL AND PERFORMING ARTS PERSONNEL COMMITTEE**

After the Department Chair has added the statement to the folder, the materials shall be submitted to the chair of the College Personnel Committee which shall meet to consider all candidates submitted by Chairs as well as those coming from special committees (if any) to consider applications from Department Chairs.

This committee shall then follow the procedures specified above for departmental committees. Where reference is made in those procedures to the Department Chair "the Dean" shall be substituted. The committee reviews all materials and submits to the dean a report including a recommendation, along with the portfolio and all previous reports. The college committee’s response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies. The college committee’s recommendation can refer to previous recommendations and documents from the department committee and chair. When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of committee members, a minority report must be submitted along with the primary report. All committee members must sign either the primary report or minority report. In the case of academic units without department level review committees, the college committee may clarify faculty member claims with regard to the discipline that may not be evident to a reviewer from another unit or discipline.

After completing its written evaluation(s) of the candidate(s) for tenure, the committee shall submit the folder(s) to the Dean.
ACTION BY THE DEAN

After receiving the folder(s) with recommendation(s) from the departmental committees, the Department Chairs and the College of Visual and Performing Arts Personnel Committee, the Dean reviews all materials, creates a written response, and forwards all materials to the Vice President for Academic Affairs. The dean’s response must include a clear statement indicating the recommendation for or against tenure and must highlight pertinent information or clarification for subsequent review bodies. In most cases, a rationale pointing to previous reports is sufficient. In cases of disagreement within and among the review bodies, the dean must clarify and address the issues of disagreement.

CONFIDENTIALITY OF THE PROCESS OF REVIEW

During the period of consideration of a faculty member for tenure, actions and recommendations of the various committees, the Department Chairman, and the Dean will be held in complete confidence.

AREAS TO BE REVIEWED AND MATERIALS TO BE SUBMITTED FOR TENURE CONSIDERATION - DEFINITIONS AND EXAMPLES

The candidate for tenure shall prepare a folder containing the following materials (a description of the required format is available in the Office of the Dean):

1) A current vita indicating creative activity/scholarship, service, and so forth. The vita should indicate the current status of all manuscripts and creative projects; i.e., in print, accepted for publication, scheduled for performance or exhibition, etc. Verification of status should be included with supporting materials.

2) A statement by the faculty member requesting consideration for tenure, in which the faculty member may include any arguments which he or she thinks supportive of the case for tenure.

3) Copies of the annual reports of the faculty member for each year of the candidate's probationary period at Winthrop. These reports must include chair and dean evaluations/comments.

4) The faculty member should address all appropriate areas of review (Academic Responsibility, Student Intellectual Development, Scholarly Activity, Professional Stewardship, and academic responsibility) as appropriate for the rank held. Details and examples of activities in each of these categories are included below.

5) Copies of all publications and/or papers produced in the years of the candidate's probationary status at Winthrop. In the case of scholarly or creative activity, which is not developed in written form, the candidate should submit materials appropriate to the medium of the scholarly or creative activity.
Additional materials that support the request for tenure (refer to section addressing tenure in the Winthrop University Manual). This material may include letters or comments from individuals outside the Winthrop University campus.

When applying for tenure, faculty members are encouraged to have a portfolio of work that demonstrates effectiveness and accomplishment in the areas of Academic Responsibility, Student Intellectual Development, Creative and Scholarly Activity, and Professional Stewardship. This evidence and reflection should demonstrate their level of engagement, their achievements, and the impact of their efforts. Documentation of faculty accomplishments should be annually accumulated and reviewed through the annual report process. The examples below should not be viewed as the only means for participation or as a list of specific expectations.

ACADEMIC RESPONSIBILITY

Academic Responsibility is an area of responsibility that spans all the traditional areas of faculty evaluations, and includes involvement of faculty in ways that support the institutional mission, maintain the function of the University and sustain the faculty role in shared governance. All faculty members are expected to be academically responsible to their students and peer as a baseline for service in their academic departments.

In the area of academic responsibility, most documentation is explicit and objective and does not require extensive reflection. For example, faculty will be asked to document some activity through lists (e.g., number of advisees, membership on committees). Likewise, direct supervisors will be expected to comment on faculty involvement in fulfilling their academic responsibility (e.g., participation in faculty governance through attendance at meetings, adherence to academic policies) in responses to annual reports.

Academic Responsibility includes but is not limited to activities such as: academic registration support, availability to students through multiple platforms (e.g., office hours, emails, assignment feedback), engagement in faculty meetings at all levels, participation in department and college events, participation in university commencements and convocations, professional development that supports improvements in practice (e.g., participation in peer observations, attendance at professional conferences to explore current research, engaging in sessions through the Teaching and Learning Center), recruitment and retention efforts, and service on committees. Chairs and deans should ensure equitable distribution of assignments among faculty; and faculty should be supported in ways that allow for free exchange of ideas, broad participation, and balanced work expectations.

In addition to activities related to academic responsibility, there are certain other professional responsibilities that are expected of faculty who hold full-time appointments, regardless of rank. These professional responsibilities are primarily documented through reviews by supervisors and are considered expectations of employment. These responsibilities include such things as adherence to academic policies (e.g., the privacy and confidentiality of student information, intellectual property and

CVPA Faculty/Staff Manual 2017-18
copyright, treatment of human subjects in research, final exam schedule, meeting classes at the appointed times, adhering to deadlines for grade submission, submission of midterm grades as requested) and active participation in the collection of assessment data associated with teaching and/or work assignments. Although faculty may not report on these expectations regularly, chairs and deans will address areas of concern through meetings with individual faculty and annual evaluations.

Student Intellectual Development (Teaching), Creative and Scholarly Activity, and Professional Stewardship (Service)

When applying for tenure, faculty members are encouraged to have a portfolio of work that demonstrates accomplishment in the areas of Student Intellectual Development, Creative and Scholarly Activity, and Professional Stewardship. This evidence and reflection should demonstrate their level of engagement, their achievements, and the impact of their efforts. Documentation of faculty accomplishments should be annually accumulated and reviewed through the annual report process.

Examples of Student Intellectual Development, Creative and Scholarly Activity, and Professional Stewardship are provided at the Department, College and University College levels (see below). These examples should not be viewed as the only means for participation or as a list of specific expectations.

STUDENT INTELLECTUAL DEVELOPMENT

Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Courses, Program, Curriculum
   - Development of course, curriculum, or program
   - Development of instructional materials (e.g., syllabi, assignments, software, original course supplements)
   - Instructional practices and assessment methods (e.g. lecture seminar, online (blackboard), rubrics etc.)
   - Effective use of class time
   - Connections made between instruction and program goals
   - Course updates to maintain relevance and enhance teaching methods
   - Curricular revision efforts
   - Engagement of students in service learning (e.g. performance at local schools, clubs, senior centers, etc.)

2. Evaluation and Assessment
   - Implementation of high expectations for students (e.g., course tasks that require thinking at various levels of cognition, demonstration of specific skills and/or techniques, course assessments that measure student learning at various levels of cognition, impact on student development associated with University Level Competencies, etc.)
   - Response and reflection on teaching methods and evaluations
• Response and reflection on performance (individual or group), exhibition design, and/or other Student Intellectual Development activity from supervisors, peers etc.
• Evidence of student progress toward learning outcomes for course and/or program
  Participation in goal assessment for courses, students, and programs

3. Other
• Leading student groups on field experiences or international experiences
• Student mentoring activities (e.g., undergraduate and graduate research, career direction, information literacy)

SCHOLARLY AND CREATIVE ACTIVITY
Examples of such work for the promotion portfolio may include but not be limited to the following:

1. Creative endeavors
• Performances
• Compositions
• Exhibitions
• Commissions
• Contracts
• Competitions
• Residencies
• Recordings
• Literary works
• Showcases
• Workshops

2. Academic presentations
• Conferences
• Seminars
• On-campus colloquia
• Museums, Arts Centers etc.
• Other college and university campuses
• National, regional and local organizations, clubs etc.

3. Academic publications
• Journals
• Conference proceedings
• Scholarly books
• Scholarly texts

4. Grants and Awards

5. Demonstrated research resulting in change such as Departmental, college, or university level procedures

6. Special Cases (the following may be considered as scholarly and creative activities ONLY when an individual is re-assigned and the work to be done has been pre-arranged with Department Chair AND Dean.)
d. Scholarship of Integration (helping non-specialists make connections to a discipline or explorations that examine information in a new way)
   • Systems/reports that require synthesis of expertise and exploration of data
   • Integration of knowledge for the development of cross-disciplinary experiences, the creation of which required faculty to engage in significant study outside their area of expertise (e.g. development of new programs or courses, study needed to develop new research experiences for students)

e. Scholarship of Application (use of knowledge to solve specific problems (e.g. new professional certifications resulting from significant exploration, design of assessment, etc.)
   • University processes, internal course materials used across sections

f. Scholarship of Teaching (work that affects the students with whom they engage, expanding what is known of the discipline, its connections and related problems)
   • original curriculum and materials for professional development programs or continuing education programs

PROFESSIONAL STEWARDSHIP
Examples of such work for the promotion portfolio may include but not be limited to the following:

5. Service to the Profession
   a. Professional Organizations (Executive board positions, memberships, etc.)
   b. Adjudication, Consultation, and Advisory Roles
   c. Fostering education in area of expertise
      • Donation of expertise

6. Service to the Institution
   a. Committees (membership and/or chair)*
      • Departmental
      • College
      • University
   a. Service to Institution
      • Advisory Role
      • Consulting Role
      • Special Assignment by Chair, Dean, etc.
      • Program development
      • Participation in any academic evaluation process
      • Recruiting **

* Service on committees usually falls under the category of “academic responsibility.” However, there may be examples of committee service that exceed the basic minimum responsibilities of professional faculty. Faculty may wish to count this service as professional stewardship if there is clear evidence that their work and efforts went beyond these basic responsibilities.

** Participation in some basic recruitment activities (Preview Day, First Look Friday, Winthrop Day, etc.) falls under the category of “academic responsibility.” However, there may be examples of recruitment activities that go beyond these
- Work for departmental, college, or university use
  1. Performances
  2. Photography
  3. Recordings (sound or visual)
  4. Digital (websites, power points, etc.)
  5. Literature (Pamphlets, flyers, etc.)

7. Service to the Community
   a. Community committees and task forces
      - Membership
      - Advisory/consultation role
   b. Community organizations, churches, schools, etc.
      - guest lectures
      - presentations
      - demonstrations
      - workshops
      - performances
      - showcases
      - fund raising
      - pet rescue
   c. Donations to community organizations
      - Blood donations
      - Food (food drives, etc.)
      - Time (work in a soup kitchen, etc.)
      - Furniture, etc.
      - Original curriculum and materials for professional development programs or continuing education programs

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minimal expectations. Faculty may wish to count activities as professional stewardship if there is clear evidence that their work and efforts exceed these types of minimal expectations.
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.

Assessment, Goals, and Objectives
The Winthrop University Galleries is an administrative unit of the College of Visual and Performing Arts and as such fully participates in the College’s planning process. Each year, the Director of the Galleries submits an online assessment plan that includes specific program goals, objectives, and outcomes, assessment methods, and the level of performance expected. Assessment plans are completed by October 15 of the following academic year to include the results from the previous year as well as comments, observations, and plans to make programmatic changes in light of those results. The focus of the assessment process is on quality of delivery of services or products, outcomes for constituents served, and/or effectiveness of new or improved procedures or initiatives.

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. As a ranked member of the Fine Arts faculty and instructor for the Department of Design, the Director attends 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, examination of actual work and/or appropriate documentation.
• 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.
• Artists, students or classes may request specific 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 of 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 will review all requests for exhibitions/installations and coordinate site selection on the basis of appropriateness and safety considerations as determined by authorizing agencies; e.g., Physical Plant and Public Safety.
• The Gallery Director, in consultation with the CVPA Exhibition Committee, will establish the exhibition schedule. 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. Proposals for College-sponsored exhibitions must be submitted at least six months in advance.
• At the time of submission all work must be ready for installation and appropriately identified.
• It is the responsibility of the Gallery Director to see that appropriate security devices and measures are used to ensure the safety and security of works and the gallery audience.
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.
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. Installation and dismantling of Department-sponsored public, site-specific works are the responsibility of the instructor/class in consultation with the Gallery Director and must be dismantled by commencement of the term in which the site-specific project was assigned.
The Gallery Director has the right to ask for removal of any piece that is not installed properly or is damaged.
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.

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 Public Art

Approval of Temporary Public Art 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 to the CVPA Exhibition Committee, the instructor, class or student proposing public art on the campus should meet with the Winthrop University Galleries 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 CVPA Exhibition Committee by mid-term of the semester of the proposed project. 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 ______________