

ART DEPARTMENT, ALLEGHENY COLLEGE POLICIES AND PRACTICES

These practices are those that govern the Art Department as of Spring 2012. Policies that govern all faculty are listed in the Faculty *Handbook* or on the Dean's website. This document is intended to evolve and reflect current practice, so any department faculty or staff is invited to contribute new items to the list by sending them to the Chair.

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I. COURSES AND TEACHING

A. General Procedure.

The Art Department course schedule is drafted in the Fall Semester by asking each faculty member to submit a desired teaching schedule (with course numbers and times) to the Chair. It is expected that in these schedules, faculty members will see that courses in their areas of teaching focus are offered on a regular basis, and that there is a range of entry-level courses, upper-level media courses, and those required to fulfill the major and minor. The Department chair will also see that courses are spread out over a reasonable range of times and scheduled in appropriate rooms. The course schedule is then to be discussed in a department meeting so that details can be ironed out and conflicting requests resolved. Assignments for departmental courses that are staffed by all faculty in rotation will be discussed in a departmental meeting so that the burden and privileges of teaching them are understood and shared equally by all faculty.

B. Policies on Specific Courses

1. *FS Courses.* After the first year, all faculty are expected to teach FS courses on a regular basis. In assigning FS101, because this course involves up to two years of follow-up advising, preference will be given to those experienced faculty who otherwise carry a lighter burden in department advising.
2. *Introduction to Studio Art.* Each studio faculty is expected to teach a section of Art 155/Art 156 Introduction to Studio Art annually if needed. From time to time, the studio faculty have met together to consider the basic description and purposes of studio art courses and to devise a common set of learning outcomes and student assignments (see Appendix I, Summer 2000). However, this course has a flexible format and faculty are expected to tailor the syllabus to suit their individual pedagogical approaches. This course is considered an introduction, but is not a pre-requisite to other entry-level courses, so it is not always the first course taken by incoming students. In order to encourage students to take it in a timely way, registration is normally restricted to FR/SO/JRs. If necessary, however, faculty teaching this course may have to sign in senior art majors and minors for whom it is required.
3. *Advanced Media Courses.* Because of Department enrollment numbers, advanced media courses cannot be regularly offered as independent courses. In order to accommodate upper level courses, advanced courses may be scheduled with lower-level courses, i.e. they meet at the same time but follow a different syllabus (for example Art 361, Sculpture II; Art 381 Painting II; or Art 375 Printmaking II). In other cases, advanced courses are offered every other year, to allow sufficient enrollment to accumulate (Art 265 Ceramics II). Students who cannot otherwise schedule an advanced course to complete their required media sequence may enroll in Art 583 Advanced Studio Projects to do the work.
4. *Art 580 and Art 583.* The Art 580 Junior Studio Seminar and Art 583 Advanced Studio Projects are rotated regularly among the tenured and tenure-track faculty so that each faculty has a chance to teach our advanced students. If possible, faculty will teach a course two years in a

row in order to take advantage of their experiences the first time and solidify their understanding of the course. Art 583 is always taught in the Fall Semester and the Junior Seminar is always taught in the Spring Semester. It is department policy that all minors will enroll in Art 583 as their culminating experience and that only majors will enroll in Art 580. However, student schedules (particularly their study off-campus) can make this policy difficult to enforce. Student requests to substitute Art 583 for Art 580 or to take Art 580 in lieu of Art 583 will be brought to the Department for discussion and approval. It has been the practice of the Department to let the faculty member actually teaching the seminar in question to make the final decision about allowing the substitution.

5. *Art History Survey*. Art 110 Survey of Art History I is offered every Fall semester. Art 111 Survey of Art History II is offered every Spring Semester.

6. *Art History Requirement for Studio Majors*. Because one of either Art 247 or Art 249 is required for studio art majors, one of these courses will be scheduled annually. When possible, one of these courses will be offered every semester.

7. *Advanced Art History*. One advanced level art-history course (Art 300-level or Art 490) is offered annually. The Art History Junior Seminar (Art 582) is offered every Spring semester.

C. Senior Projects

1. *Senior Project Supervision*. Faculty are normally expected to supervise senior projects beginning in their second year. However, they may serve as second readers during their first year if they would like. Faculty are not required to accept the requests of students to serve as First or Second Reader. Requests that adjunct faculty be allowed to serve on Senior Project Boards must be approved by the Department and are usually only approved in extraordinary circumstances.

2. *Senior Project Points*. The College compensates faculty for supervising senior projects. The general intent of the policy is to give faculty “points” for supervising senior projects (four total for each project, with three to be given to the first reader and one to the second reader, except in the case of double majors, in which both readers receive two.) When a faculty member accumulates 44 points, she or he earns a course release. The Department Chair has access to the total points at any given time, and the timing of course releases is negotiated between the faculty member, the Chair, and the Provost. The full senior project points policy can be found in the *Faculty Handbook*. Adjunct faculty receive no points for participation in Senior Projects.

3. *Studio Art or Art & Technology Advisors*. Students majoring in Studio Art or Art & Technology are free to select their Senior Project Advisor and their Second Reader from among the full-time studio faculty on whatever basis they see fit. However, advisors should encourage students to select a Board in such a way that at least one of the faculty has an expertise in the mediums involved so that students might receive expert advice on technical matters. Art Department faculty have always been willing to help students on technical matters whether or not they are a formal part of the Senior Project Board, but the Department would like to see that faculty who devote significant time to a senior project get credit for their work.

4. *Art History Advisors.* Students majoring in Art History must have as First Reader the art history faculty member whose teaching area most closely matches the subject of the thesis, normally decided on a roughly chronological basis. The other art history faculty member will serve as Second Reader. Exceptions to this arrangement will be decided on an individual basis by the art history faculty.

5. *Senior Project Guidelines.* Senior Project Guidelines are posted on the website (under Student Resources) and are available from full-time faculty members and in the Department Office. Documentation on the senior project is to be maintained by the Department Chair, including an updated list of senior projects, titles, and advisors. Currently, senior projects are archived in D-space. Archival hard copies of past senior projects are normally kept in the Seminar Room, although individual faculty might also keep an archive of projects they have personally advised.

6. *Senior Project Funds.* Each student completing a senior project in Studio Art or Art & Technology automatically receives funding from the Department, in an amount determined at the beginning of the academic year by equally dividing the budgeted funds available for the year among the eligible students. Each semester, the Chair will notify the eligible students of the money available and the proper procedures for reimbursement and reporting. The Department will also pay for the Print Shop to copy the Art History senior projects for the student and the Senior Project Board. Printing costs for extra copies or for art history majors not using the Allegheny Print Shop will not be reimbursed.

D. Transfer Credit

From time to time the Chair is asked by the Registrar to approve transfer credit in the Art Department for a particular student. The Chair may approve general departmental elective credit and specific departmental equivalencies when the course descriptions closely match those of existing courses, but only with the proviso that “If the student wishes to apply the credit toward a major or minor in the Art Department she or he must contact the Chair.” Requests to use transfer credit to fulfill a requirement of the major must be approved by the Department, brought either by the Chair in the case of minors, or with the support of the Advisor in the case of majors. The purpose here is not to discourage students from studying away from Allegheny, but to determine whether the coursework done fulfills the course’s function as a prerequisite for more advanced work in the context of departmental offerings. Transfer credit is rarely approved to fulfill the requirements of the Advanced Projects Seminar, Junior Seminar or Senior Project.

E. Independent Studies

Studio students interested in pursuing a project outside of the regular course offerings are encouraged to enroll in Art 583 Advanced Studio Projects. One of the reasons for establishing this course was to allow faculty to receive teaching credit and students to do independent studio work in a structured environment where regular feedback from a professor and other students can provide support. Independent Studies are not normally approved that duplicate the work of an

existing course. Currently, the College does not provide compensation for supervising independent studies.

F. Summer Research.

The College currently offers funds through the office of the Dean of the College to support students if they do research with faculty during the summer. However, no compensation is available for faculty supervising such research. The Department has no expectations that faculty members will or will not conduct research with students over the summer.

G. New Courses

Faculty members in the Art Department are encouraged to develop new courses, particularly in connection with interdisciplinary majors or to take advantage of other College initiatives. Faculty are expected to discuss their plans with the Department Chair and to share their initiatives with the Department for feedback and discussion about feasibility and timing. The Department Chair is expected to sign off on new courses as long as any problems surrounding the offering of new courses can be resolved and as long as the regular departmental offerings that support the major and minor can still be maintained.

New courses, whether ongoing, special topics, or sections of FS, must be submitted to the Curriculum Committee (CC) according to deadlines and formats specified on their web site. It is the responsibility of the faculty member to submit any proposed descriptions to the Chair at least a week before the CC deadline.

H. Classroom Observation Policy

The Art Department has developed a Classroom Observation Policy. See Appendix II.

I. Departmental Mentoring Policy

The Department Chair is expected to support and mentor junior and adjunct faculty in the department.

J. Storage of Faculty Files

Faculty files are to be maintained by the Chair and made accessible to other tenured faculty as appropriate.

II. GOVERNANCE

A. Meetings

The Art Department meets regularly on Mondays from 12:15 – 1:15 pm. The Department Chair runs the meeting according to an agenda distributed in advance, if possible. Any faculty member may submit items for the agenda or raise issues as new business during the meeting, but it is expected that significant issues will be brought to the Chair ahead of the meeting. Department meetings are valued as a way to have regular, efficient, but face-to-face conversations among faculty. If appropriate or necessary because of the time factor, departmental business might be conducted by email, but it is expected that significant decisions will take place in departmental meetings after full discussion. Absences should be made known to the Chair ahead of time.

All full-time faculty members are expected to attend department meetings; adjunct faculty may attend the meetings but are neither required nor expected. It is hoped that departmental decisions are made by consensus, but in the case of a vote, only full-time faculty members in the department may vote. In the case of sensitive or personnel issues, or for the purposes of long-term planning, meetings of only full-time faculty, or only tenured faculty may be required.

Minutes of departmental meetings are written by the Building Coordinator and, after approval of the Chair, are distributed to all faculty, including adjunct faculty, in hard copy and electronic form. A complete file of all minutes and other documents made available in the meeting is kept in the Departmental Office.

B. Budget

Following College Policy, the Department Chair is responsible for planning and maintaining the department operations budget, and must approve all expenditures and represent departmental needs to the administration. Maintenance of the official budget records, establishing procedures for disbursement of funds, and coordinating paperwork with the Budget Office is the responsibility of the Building Coordinator under the supervision of the Department Chair. However, it is considered the business of the entire department to determine generally how departmental funds are distributed among various functions, especially when not all requests can be fulfilled and priorities must be determined.

The regular operations budget, particularly the Instructional Budget, is divided up among the individual faculty according to past usages. At the beginning of the fiscal year when the official budget is received (after July 1st), the Chair will affirm the amounts that each faculty member may control for his or her teaching area and notify the faculty. After that point, each faculty member may spend those funds as he or she sees fit. In some areas, spending must be coordinated between several faculty. Specific full-time faculty are designated to be in charge of the budget when adjunct faculty are teaching classes in the medium, for example in Photography and Drawing. Requests for additional and emergency funding must be made to the Chair.

Expenditures from the Departmental Equipment Budget and significant changes to the established disbursement of regular departmental funds are to be discussed and approved by the

Department as a whole. Currently, at the request of the Administration, the Art Department has developed a five-year plan for anticipated expenditures out of the Equipment Budget and larger expenditures that will be funded out of the College non-recurring Capital Budget. The Chair is expected to keep the Department updated about budget planning and decisions, which are now being made several years in advance. The long-term budget planning documents should be updated as needed, at least on an annual basis.

At the beginning of each year, the Department should affirm the expenditure of that year's funds, taking into consideration the planned expenses as well as any new requests that have arisen. In order to accommodate emergency needs and repairs, it is Department policy not to allocate all available funds until fairly late in the fiscal year. At the end of the fiscal year, if all money is not spent, the Chair will solicit ideas for spending the remaining funds, with unfunded requests from the 5-year plans taking priority, so that all funds available to the department are spent by the end of May, in accordance with the Budget Office timeline.

C. Departmental Honors and Prizes

1. *Kleeman Awards.* The Kleeman Fund is intended to support artistic or art historical projects that are ambitious, that are significant to the development of the student's work, and that could not be completed without the support of the Kleeman fund. At the beginning of each semester, the Art Department faculty makes awards to students out of the Kleeman Fund on the basis of proposals that have been submitted through a standardized application form. Currently, the amount of the largest award is informally set at \$350, although the application calls for the student to submit the entire project budget so that faculty might consider additional ways of supporting ambitious work. Applicants need not be art majors and there is no limit on the number of times that a student can receive Kleeman Awards.

2. *Doane Prizes.* Through the generosity of the late Foster B. Doane, a former Allegheny trustee, awards in art are given annually as a result of a competition held in conjunction with the Annual Student show. The awards are decided by the Art Department Faculty and an outside juror, usually one of the jurors of the Annual Student Art Show. A Doane Prize (\$150) and an Honorable Mention (\$100) are awarded in the categories of Painting and Drawing, Graphics, and Sculpture or Ceramics. The Student Art Show juror also awards a Best in Show (\$200). In addition to the cash award, all winners receive a book selected by the Art Department faculty. It is the decision of the faculty whether to split a prize between two students, or not award a prize at all.

3. *Purchase Prizes.* Several funds are available to support the purchase, framing, and maintenance of student art. The Art Department faculty may purchase artworks from the Annual Student Show that are announced as Purchase Prizes. In addition, faculty may recommend that works from Senior Projects be acquired for the Art Department Collection. All student art purchases are approved by the Art Department faculty. From time to time, the Art Department awards a Purchase Prize for art that is not accessioned into the collection.

4. *Senior Project Prize.* The Outstanding Senior Project Prize of \$50 is awarded for the best senior project, according to the evaluation of the Art Department faculty, in each of the Art

Department majors: Art History, Art & Technology, and Studio Art. When possible, these prizes are awarded at the Honors Convocation.

5. *Junior Major Prize* The Outstanding Junior Major Prize (\$50) is awarded for exceptional academic achievement, performance in the seminar, and contribution to the general life of the department. These prizes are determined by the evaluation of the Art Department faculty in each of the Art Department majors: Art History, Art & Technology, and Studio Art. These prizes are awarded at the Honors Convocation.

D. Conflict Resolution

Problems concerning conflicts with students and between departmental colleagues should be brought to the Chair. Issues that cannot be resolved in the department should be taken to the Provost.

III. DEPARTMENTAL SERVICE

A. Regular Departmental Service

General Expectations. All full-time faculty are expected to contribute to the life of the department by regular participation in activities in addition to the teaching of classes. Attendance at all departmental meetings is required. Although individual schedules and obligations might not permit attendance at every event, it is expected that faculty members will go to openings of art gallery exhibits and special lectures scheduled in connection with departmental projects and initiatives. After the first year, it is expected that faculty will participate in admissions events (usually once a year).

Extra Tasks. Performance of various extra jobs are needed to keep the Art Department running smoothly, and cooperation in these jobs is appreciated and understood to count as part of departmental service. However, it is not required that faculty take on this extra work, and caution should be exercised in becoming overloaded with these tasks. From time to time, the department should examine how these jobs are being filled so that the workload can be spread more evenly or jobs prioritized. These include:

1. Serving as advisor to student groups, including Student Art Society, Comix Club, arts residential houses, etc.
2. Assistance to the Building Coordinator in maintaining the Departmental Website,
3. Assistance to the Chair in maintaining the Art Department and College art collection, including framing and hanging of student purchases, repair of items, and work in cataloguing,
4. Maintenance of common spaces, including A209 Intro Studio classroom, A103 the Seminar Room, and A104 Lecture room.

B. Job Searches

Because of the size and interdependence of various parts of the Art Department, in most cases, all full-time members of the Art Department are expected to serve as a Search Committee when departmental positions are being filled. The Chair of the Search Committee is determined by departmental agreement. In many cases, the Chair is the best choice, but expertise or workload might suggest that another faculty should serve. Once the Search Committee is established (including outside members, if required), its business no longer takes place in departmental meetings.

Candidate files are kept in the Department Office and used only in the Department with full disclosure about where they are (Candidate files will not be taken home). Depending on how many candidate files are received, a subcommittee of the Search Committee faculty (two or three, including the Chair of the Department) winnows the files to a reasonable number of qualified candidates. This list is discussed in a Search Committee meeting and the top candidates determined according to guidelines laid down by the Provost (usually in an unranked list of 3 to 6 names). Candidate visiting schedules should include opportunities to meet with all members of the Department, including adjunct faculty, staff, and students. Candidates are not normally asked to teach classes, but may observe them. Typically, candidates present their current work in a public lecture designed to address a mixed audience of students, Art Department faculty, and guests.

Opinions of students and adjunct faculty are solicited by the Chair of the Search Committee and taken into consideration, but only official members of the Search Committee vote in the final decision. In the case of a search for the temporary replacement of a continuing faculty member, that faculty member may participate fully in the search, and may even be considered the most qualified person to serve as Chair of the Search Committee. In the case of a search to replace a retiring or departing faculty member, that faculty member does not normally sit on the Search Committee or have a vote in the final decision. However, with the approval of the Search Committee, that faculty member might be a vital consultant to the process, and, if possible and appropriate, be available to assist the department to write the job description, evaluate files, meet with the candidates, and aid in the transition process.

IV. DEPARTMENTAL RESOURCES

A. Technology and Equipment

1. *Computers in offices.* Computing Services provides each faculty member with a desktop or laptop computer. Their current policy is that those machines will be replaced every five years. Faculty members who have been given start-up funds as a part of their contracts should coordinate their purchases with the Chair since the departmental budget might be affected and the Chair may be asked to approve the request. Faculty members typically will not have their own printers since it is much more expensive to maintain them than the common printers on each floor.

2. *Reserving Departmental Equipment.* Faculty wishing to borrow departmental equipment should consult with the faculty member who has primary responsibility for it.

3. *Photocopier protocols.* Faculty members are responsible for their own photocopying for classes and other professional purposes. If there are questions about operation or maintenance of the equipment, the Building Coordinator is available for assistance.

4. *Equipment failures:* If the photocopier, a printer, one of the classroom computer/projection systems, or a desktop computer malfunctions, the first person to consult is the Building Coordinator. She will then determine whether the equipment can be repaired immediately or whether Computing needs to be called in. Problems with equipment will eventually be channeled through the WebHelpDesk online ticketing system. (available on campus at webhelp.allegHENY.edu). All submissions are automatically copied to the Building Coordinator.

5. *Office Supplies:* Most office supplies for the department (pens, staples, etc.) are purchased by the Building Coordinator and stored in the department office. If a faculty member needs a low-cost item that we do not stock, he or she may purchase it and be reimbursed by the Building Coordinator. Normally, the department does not pay for course textbooks, rental of faculty regalia, personal professional memberships, or personal journal subscriptions.

6. *Departmental Subscriptions.* The Art Department belongs to a few organizations and subscribes to some journals as a department or as part of Instructional Support. Suggestions for changes or additions to this list can be made to the Chair. Current copies of publications received by the Department are available in the Departmental Office.

Departmental Memberships: College Arts Association (<http://www.collegeart.org/>) and Americans for Arts (<http://www.artsusa.org/>).

The following publications are received by the Department and are available in the Departmental Office: *Art Bulletin*, *Art in America*, *Art Journal*, *Art News*, *Art Papers*, and *Ceramics Monthly*. When a new issue is received, old copies are made available to the students in the second floor lounge.

7. *Office Equipment:* Requests for office furniture or significant pieces of new equipment deemed necessary for teaching, if approved by the department, can be funded out of the Equipment Budget. Additional furniture such as desks and file cabinets can often be obtained from Physical Plant by the Building Coordinator. There is a small refrigerator under the Building Coordinator's desk that faculty might share. Given the proximity of the department to the Campus Center food court, the Department does not make coffee available in its office.

8. *College equipment:* The Library has a large number of items that can be checked out for faculty use, including digital voice records, video recorders, netbooks, and laptops. These can be reserved through the Library web site.

B. Miscellaneous Work Policies.

1. *Common Spaces.* Due to limitations of space, areas in the classrooms, halls, niches, the second floor lounge, and other departmental common areas are commonly used as space for student studios, display of work in progress, class critiques, and class- or gallery-related exhibitions. Allotment of this space, particularly in finding studio space for advanced students, will be made in a general departmental meeting at the beginning of each semester. Sign-up sheets for the niches and hallway display areas are kept in the Department Office. It is our general policy that the common areas are reserved for critique and display, but that artwork is not to be made in those spaces, except as connected to installation for display. Faculty are expected to cooperate in sharing these spaces and keeping the hallways and stairwells in compliance with safety codes.

2. *Personal Art-Making:* The Department does not have enough space to provide faculty with individual personal studio spaces. However, the classroom equipment and spaces are available for the personal use of faculty, especially during vacations and summer when not being used by students. There is also an amount of money budgeted annually to each full-time tenure-track faculty member to cover the costs of personal art. Adjunct faculty and staff may also be eligible for support funding and should consult the Chair for more information.

3. *Non-Departmental Work.* It is understood that departmental resources, including secretarial time and work-study support, will be used by individual faculty to support research, committee work, and participation in various organizations supported by the College or related to professional activity. However, if the use of resources becomes a significant tax on the departmental budget or staff time, or seems disproportionate to the faculty member's fair share, the problem should be raised with the Chair and more equitable solutions devised.

4. *Art Store.* The Art Department maintains an Art Store so that supplies and materials needed for departmental courses can be conveniently and cheaply acquired by students. The Building Coordinator manages the Art Store, including ordering stock, hiring and supervising student workers, and maintaining the financial records. The Building Coordinator will consult regularly with the studio faculty to make sure that the Art Store meets their needs. Problems with Art Store management should be resolved by the Department Chair.

V. Art Galleries

The Art Galleries are an integral part of the Art Department and are expected to support the curricular initiatives of the Department and the College. The Mission of the Penelec-Bowman-Megahan Art Galleries of Allegheny College is to present exhibitions and other visual arts programming for diverse audiences including students, educators, emerging and established artists, and other residents of northwestern Pennsylvania. Sponsored by the College's Art Department, gallery programs are designed to promote active learning and interdisciplinary exploration of the visual arts and culture. All programs are offered free of charge.

Specific goals of the Art Galleries are:

- To encourage exchange between the campus and communities of Northwestern Pennsylvania;
- To expose underserved rural populations to contemporary scholarship by bringing prominent artists and other scholars to the region for free public programs;
- To serve established, mid-career, and emerging artists by providing professional and educational opportunities in an academic setting;
- To promote active use of the galleries by college community and Meadville community;
- To foster dialogue between academic disciplines; and
- To support Allegheny's unique role in local and regional cultural scenes

The Art Galleries are managed by the Gallery Director, in a position considered half time. Although the Gallery Director maintains a separate budget and a separate staff of work-study students, it is expected that Art Department faculty will have a role in planning the exhibition schedule and assist with the curation and mounting of exhibits.

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