



Faculty Handbook

of the

New Hampshire Institute of Art (NHIA)
148 Concord Street, Manchester
New Hampshire 03104

**NEW HAMPSHIRE INSTITUTE OF ART
FACULTY HANDBOOK
2010 ~ 2011**

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SECTION 1 INTRODUCTION

This Handbook for faculty provides information on the resources, policies and procedures of the New Hampshire Institute of Art (NHIA). It focuses on academic activities and faculty members' employment relationship with the Institute and does not include many administrative policies and procedures that are less germane to the Institute's educational mission.

The NHIA's mission is realized and upheld primarily through the work of the faculty. The faculty's dedication to Institute students and to high standards of teaching and creative work, as well as the continual strengthening of the educational program give character and quality to the Institute as a place of learning. This Handbook is intended to assist faculty in fulfilling their responsibilities and achieving the best for our students.

The Board of Trustees has approved the contents of this Handbook. The Institute's policies comply with Federal and New Hampshire employment law, and the policies in this Handbook may be interpreted consistent with those obligations. Policies and procedures may change from time to time. We will do our best to communicate with you as soon as changes do occur.

Open communication is the key to maintaining good working relationships among faculty and administrators. If you have questions or concerns about any part of this Handbook or any aspect of your employment at the Institute, please speak with your department chairperson or the appropriate administrator. Wide availability of information and candid discussion of problems will make the Institute a better place in which to work and to learn.

About This Handbook

This Handbook supersedes any previous faculty handbook or other written statement of policy that may have been previously issued by the Institute. The provisions of this Handbook are not contractual, but are intended solely for your information and guidance and may be unilaterally changed by the Institute at any time. Every covered employee will be subject to any change, addition or deletion in the Handbook regardless of the date of hire.

Neither the text of this Handbook, nor that of any policy or procedure statement of the Institute is intended to, nor should it be construed as a contract of employment or as a contract guaranteeing continued employment. All employees except those employed pursuant to a written employment contract or for a specified term, are employees "at will." This means that either the Institute or the employee may terminate the employment relationship at any time, for any reason.

1.1 History of the New Hampshire Institute of Art

The original stated purpose of the Manchester Institute of Arts and Sciences was “to promote the cultivation of arts and sciences, to give a more general impulse and systematic direction to scientific research, and encourage and stimulate the study of history, literature, and industrial institutions.” On December 31, 1898, this broad mission statement created a new organization and officially brought to an end the life of two disparate organizations, the Manchester Art Association and the Manchester Electric Club.

Founded in September 1871, the objective of the Manchester Art Association was to disseminate knowledge of art, to preserve its works, and to gather information related to it by collecting art publications and specimens. The organization held meetings for its first 21 years in the furnished rooms of the Supreme Court Building and in 1893 relocated to the Pickering Building in downtown Manchester.

On March 19, 1898, the Manchester Electric Club resolved to join forces with the Art Association in the use of rooms for meetings at the Pickering Building. Each member of the Electric Club resolved to join the Art Association, agreeing to pay “\$1.00 as an entrance fee, which is to include this year’s dues. We will also pay \$1.00 a night for the use of the rooms for our regular meeting a month, with the privilege of having it two nights in the month, if desired.”

At its inception in 1898, the Institute provided educational opportunities intended to enrich audiences through cultural experiences as well as to advance an understanding of the arts, humanities, and sciences through the presentation of course work and workshops. In 1900 there were six sections of formal activity provided by the Institute: physical science, entomology, botany, ornithology, fine arts, and mineralogy. In 1901, zoology was added and in 1906, entomology, ornithology, and zoology sections were combined into one zoology section.

In 1916, the beaux-arts granite structure, the Institute’s “Main Building”, was built at the corner of Concord and Pine Streets in downtown Manchester through a gift from Mrs. Emma Blood French. By the time the Main Building was opened to the public on October 6, 1916, the Institute’s fine arts section had greatly expanded, and a generous gift from Emeline Balch in 1901 encouraged even greater emphasis on the fine arts. The Institute began to provide learning opportunities in the traditional European Academy, marked by Neo-Classicism and English Arts and Crafts influences, and in American Handicrafts, courses in tailoring, weaving millinery arts, woodwork, and decorative painting. In light of the Institute’s origins and the stated intentions of the founders, these programs grew out of a sense of mission and interest in bringing pragmatic personal skills to a population whose communal history was tied to an industrial textile manufacturing base.

In 1924, the State Board of Education certified the Institute’s four-year program to prepare high school graduates to teach art. Shortly thereafter, a four-year program in Fine Arts was approved. The Institute, over the years, continued to focus on arts

education. The certified three- and four-year art course degrees offered from 1924 to the mid-1950's continued the study in the European Academy traditions melded with the distinctly American applied arts and craft skills education.

Dating back to the earliest part of the twentieth century, the Institute was offering lectures, exhibitions, concerts, courses, and publishing educational literature. The Institute had a distinct impact on the history of cultural education in Manchester and on the development of cultural institutions throughout the city. The Institute Orchestra became the New Hampshire Philharmonic Orchestra in 1952 and is still in operation today as one of the state's premiere orchestras. In 1921 the trustees of The Currier Gallery of Art began sponsoring entertainment and educational programs at the Institute. Today, the Currier is an internationally renowned fine art museum and has changed its name to the Currier Museum of Art.

During the 1963/64 schedule of events one could attend a dramatic reading, listen to a chamber music concert, be enlightened through a lecture, and attend a film showing. In that same year, you could have taken an annual membership out for \$8.00 and enrolled in college credit courses in conjunction with St. Anselm College in "design, drawing, painting, portraiture, anatomy and figure drawing and sculpture."

In 1996, the Institute's name was changed from the Manchester Institute of Arts & Sciences to the New Hampshire Institute of Art in recognition of its new and unique role in the New Hampshire community as a private, degree-granting art college. The Institute also maintains its long-lived continuing education program in the visual arts. In 1997, the New Hampshire Postsecondary Commission authorized the Institute to award the Bachelor of Fine Arts ("BFA") degree and the first Fine Arts students were enrolled, studying drawing, painting, ceramics, sculpture, printmaking, and photography.

In 1999, the Institute received a \$23 million bequest gift from the family of Margaret Fuller and the following year renovated the previously purchased building located at 156 Hanover Street, and named it Fuller Hall. The renovations to the Fuller Hall doubled the Institute's space. In November 2001, the New Hampshire Institute of Art received accreditation from the National Association of Schools of Art and Design and now is the only nationally accredited independent college of art in the states of Vermont and New Hampshire. In February 2002, the Institute became eligible to offer federal financial aid.

To meet the needs of the expansion of the BFA program, the Institute recently acquired two nearby buildings and completed leasehold improvements at a third. The Amherst Street Building is largely devoted to the studio and classroom requirements of its BFA students with space for the Institute's art supply store, gallery, and faculty offices. The Hampshire Building at 11 Walnut Street provides dormitory space for up to 37 female students. An agreement with the Greater Manchester Family YMCA on Mechanic Street provides co-ed dormitory space for 56 students on the third and fourth floors of the Y building, which is known as Institute Hall. In 2006, the Institute acquired and renovated two additional buildings to support growth: a 3-unit apartment building for housing up to 13 upper class BFA students and a building directly across from the Main Building for

senior studio space, administrative offices and storage. This eleven-building campus, scattered over several blocks in the heart of downtown Manchester, is helping to solidify a vibrant downtown arts community.

While the curriculum has remained focused on the visual arts, the Institute has experienced incredible growth in both the BFA and Continuing Education programs. Since 1997, the BFA enrollment has grown from seven students to 486 students, while the Continuing Education program has seen course enrollments grow steadily each semester with over 1,500 students participating in courses during the last academic year. The Institute remains committed to the original purpose of providing instruction in the fine arts to both degree-earning students and to those from all walks of life and with all levels of preparation for those who wish to take classes, courses, and workshops. The Institute's leadership, from the Board of Trustees to the adjunct faculty, remains committed to providing exceptional fine arts educational programs to the whole of the community. The goals are to make these opportunities widely available, easily affordable, and of the highest quality and value to the students who enroll.

1.2 Mission of the Institute

The mission of the NHIA is three-fold. First, to provide a Bachelor of Fine Arts degree program that emphasizes a traditional approach stressing the integration of creative, aesthetic, technical and critical skills in artistic expression. Second, to offer a Continuing Education program that serves the community in all the instructional areas of the Institute. And, finally, to provide an ongoing series of public exhibitions and lectures that supports all of the educational programs.

1.3 Accreditation

The Institute is an accredited institutional member of the National Association of Schools of Art and Design (NASAD) with accreditation valid through 2011. The Institute is currently seeking accreditation with the New England Association of Schools and Colleges (NEASC).

SECTION 2 NEW HAMPSHIRE INSTITUTE OF ART – ORGANIZATION

2.1 Legal Organization

The Institute is a New Hampshire corporation and is an educational institution as described in section 501(c)(3) of the Internal Revenue code. It is authorized by the New Hampshire State Department of Education to grant undergraduate degrees.

2.2 Table of Organization

A table depicting the organizational structure of the Institute may be found at Appendix A.

2.3 Board of Trustees

The Board of Trustees is the legal governing body of the Institute and its final institutional authority. The Board's responsibilities include policy-making, stewardship of the institution's financial and physical resources, appointment and supervision of the institution's chief executive officer, long-range planning, and representation of the institution within external communities. It delegates day-to-day management of the institution to the President.

The full Board ordinarily meets five times a year. Much of the Board's work is conducted through its committees, which include the Executive, Development/External Affairs, Academic Affairs, Facility/Technology, Finance, and Nominating/Bylaw Committees. The Executive Committee meets about five times a year, and the other committees meet four to twelve times each year.

2.4 Administration

2.4.1 President

As chief executive officer of the institution, the President is responsible for carrying out the mission and goals of the Institute. The President supervises and directs the affairs of the Institute through its staff, and assures that the standards and procedures used by the institution conform to the policies established by the Board of Trustees. The President is responsible for the preservation of existing institutional resources and the creation of new resources and is the chief spokesperson and representative of the Institute, working for public understanding and recognition. The Institute's major organizational divisions report to the President: Academic Affairs, Enrollment and Student Services, Finance and Facilities.

2.4.2 Executive Vice President

The Institute's Development Office, Human Resources, Information Technology and Library report to the Executive Vice President.

2.4.3 Academic Dean

The Academic Dean is the chief academic officer of the Institute responsible for the conduct, supervision and development of all educational programs, and for ensuring quality academic standards and compliance with accreditation guidelines and standards. The following areas report to the Dean: Office of Academic Affairs, Academic Departments, Academic Advising, Registration, Galleries, and Continuing Education. The Dean convenes regular meetings with the academic department chairpersons and directors of academic support services. The Dean also chairs the Faculty Meeting. Throughout this Handbook, the word “Dean” refers to the Academic Dean.

2.4.4 Vice President of Finance

The Vice President of Finance is responsible for the day-to-day financial and administrative operation of the Institute and oversees the offices of Business Services, Financial Aid, Food Services and Facilities. The Vice President oversees the preparation of the annual budget, working closely with the chairpersons of academic departments and other administrative department directors in the development of the budget. The Vice President is also responsible for ensuring that all departments follow, and are in compliance with, the budget approved by the Board of Trustees. This responsibility includes approving purchase requisitions before purchases may be made by any budget director (academic or administrative) within the Institute, reviewing appropriate approvals from the President, Dean or Executive Vice President, and generally providing explanations for various financial and administrative questions.

2.4.5 Vice President of Development

The Vice President of Development is responsible for augmenting the Institute’s financial resources and promoting awareness and understanding of the Institute in the wider community. The Vice President of Development reports directly to the Executive Vice President and also works closely with the Board of Trustees and the President as well as other senior administration and faculty. The Vice President of Development is responsible for fund raising activities such as annual giving, corporate and foundation relations, government grants, capital and endowment fund raising, publications, public relations and alumni relations.

2.4.6 Director of Enrollment and Student Affairs

The Director of Enrollment and Student Affairs is responsible for the Institute’s efforts to recruit, enroll, and retain matriculated students. The Director supervises the offices of Admissions, and Student Affairs which includes student activities, housing and counseling.

2.5 Committee of Department Chairpersons

The Committee of Department Chairpersons consists of the chairperson of each instructional department, and the librarian. The Academic Dean presides at the meetings, and the Academic Affairs Administrator takes meeting minutes. The President is an ex-officio member. Through discussion and action, the committee coordinates instructional

activities and academic policies. The Chairpersons Committee's concerns range from short-term issues to long-range planning.

2.6 Faculty Meeting

The faculty of the Institute participate in the governance of the Institute through the Faculty Meeting and its committees. The faculty plays a central role in developing curriculum and academic policies, in setting standards of excellence, and in maintaining a quality education. The Faculty Meeting is the principal vehicle through which the faculty fulfills this role. The Faculty Meeting cannot by its decisions, bind the administration or Board of Trustees; however, faculty committees make recommendations to the Dean that are considered for implementation. The administration and Board accord great respect to the faculty and seek to cooperate with it in all areas affecting the well being of the Institute. The standing committees are: curriculum, assessment, art education, library, health and safety, and exhibition.

2.7 Whistleblower Policy

2.7.1 Policy Statement

New Hampshire Institute of Art strives to provide an ethical and productive work environment in which employees are encouraged to report issues and concerns about Institute operations. It is the policy of New Hampshire Institute of Art that all employees shall be free to report activity occurring in Institute operations that the reporting person believes in good faith to be illegal, dishonest, unethical, fraudulent, or not in compliance with Institute policy without fear of retaliation.

Reported allegations will be investigated promptly. The Institute will keep information confidential to the extent possible, but witnesses and management personnel needed for participation in the investigation may be contacted and thereby learn of the complaint. Neither the Institute nor any of its employees will take adverse employment or other action in retaliation against a person who reports information under this policy.

2.7.2 Protected Reports

This policy protects the reporting of, knowledge of, or information about activity occurring in Institute operations that the reporting person believes in good faith to be illegal, dishonest, unethical, fraudulent, or not in compliance with Institute policy (collectively referred to in this policy as "misconduct in Institute operations"). Examples of misconduct in Institute operations include, but are not limited to, violations of federal, state, or local laws; misappropriation or misuse of Institute resources; bribery; forgery or alteration of documents; fraudulent financial reporting; and authorizing or receiving compensation for goods not received, services not performed, or hours not worked.

2.7.3 Good Faith

A reporting person who acts in good faith will be protected from retaliation under this policy. Good faith means that the person has reasonable grounds to believe that the

reported allegations are substantially true. A person who intentionally makes a false report may be subject to disciplinary or other action. The failure of a report to result in a finding of misconduct is not alone evidence that the report was intentionally false.

2.7.4 Reporting Process

Employees who have knowledge of or information about misconduct in Institute operations should report the misconduct to William Scimone (HR Director), Patrick McCay (Academic Dean), or Tanya Popoloski (Counselor). If the reporting person desires anonymity, the report should be in writing and delivered via regular mail or by hand, rather than via e-mail.

Non-employee members of the Institute community who have knowledge of or information about misconduct in Institute operations are also encouraged to report their concerns to William Scimone (HR Director) or Rick Strawbridge (Executive Vice President).

2.7.5 Addressing Reports of Misconduct

Persons reporting misconduct in Institute operations should not attempt to investigate the matter independently, as doing so may compromise the integrity of an official investigation and adversely impact both the reporting person and the Institute.

The Institute will promptly and discreetly investigate any report of misconduct in Institute operations, with the assistance of other Institute officials as appropriate. If the investigation reveals that an employee has engaged in inappropriate conduct, the employee will be subject to disciplinary action, up to and including termination.

2.7.6 Protection Against Retaliation

The Institute and its employees are prohibited from engaging in retaliation against, or any form of harassment of, a person who reports a concern in good faith. This includes, but is not limited to, retaliation in the form of an adverse employment action, harassing behavior, or threats of physical or mental harm. Any reporting person who believes he or she is being retaliated against must contact William Scimone (HR Director), Patrick McCay (Academic Dean), or Tanya Popoloski (Counselor) immediately so that the Institute may take timely and appropriate action.

Any employee who engages in retaliation or harassment against a reporting person may be subject to disciplinary action, up to and including termination. The right of a reporting person to protection against retaliation does not include immunity for any personal wrongdoing of the reporting person that is found to exist following an investigation.

2.7.7 Policy Questions

Any questions or concerns regarding this policy should be directed to William Scimone (HR Director).

SECTION 3 EMPLOYMENT INFORMATION

3.1 Policy on Equal Employment Opportunity and Employees with Disabilities

The Institute subscribes to the principle of equal opportunity in its employment, admissions and educational practices, and it prohibits discrimination based upon age, race, color, national origin, religion, sex, marital status, sexual orientation, physical or mental disability, veteran status, genetic information, or any other characteristic protected by law. This policy applies to the conduct of faculty, staff, and students – or others who may be in a working relationship with the Institute – while on Institute premises or away on Institute-sponsored activities. This policy also applies to decisions concerning admission, hiring, promotion, matriculation and any other decision affecting educational or employment opportunities.

An Institute employee or student who believes he or she has been subject to discrimination or harassment, or who is aware of an incident of discrimination must report the matter to the Director of Student Services or Human Resources. See also Harassment policy at Section 6. Complaints of harassment, discrimination or retaliation will be thoroughly and impartially investigated. Where warranted, appropriate remedial action will be taken and, depending on the circumstances, may include disciplinary action, discharge or expulsion. All students, staff and faculty have a responsibility to cooperate fully in any investigation, and the Institute prohibits retaliation against anyone who, in good faith, reports a violation of this policy or participates in an investigation of such reports.

As part of the Institute's nondiscrimination policy, the organization is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodation to qualified applicants to allow them to apply for a job vacancy and to qualified employees to allow them to perform essential job duties. In general, it is your responsibility to notify your supervisor of the need for an accommodation of any physical or mental disability which substantially limits a major life activity by requesting for an accommodation in writing. When appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals to document that you have a disability and to assist us in assessing any functional limitations for which a reasonable accommodation may be needed. All medical information will be treated as confidential in accordance with the Americans with Disabilities Act.

The Institute will take all requests for accommodations seriously and will promptly determine whether the employee is a qualified individual with a disability and whether a reasonable accommodation exists, which would allow the employee to perform the essential functions of the job without imposing an undue hardship on the Institute or other employees.

3.2 Updating Your Records

To ensure that your records are up-to-date at all times, you must notify Human Resources of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and other information you feel is relevant to your work with the Institute. Please use the Requisition / Payroll / Status Employee Change Form (R.E.C. form) found on our web for this important purpose.

Additionally, you must also contact our Development Department each year to update your list of academic achievements, awards and other notable accomplishments. See the Development Department or our web site for the proper document for this important purpose.

3.3 Definition of Faculty Categories and Exemption Status

Regular Full-time Employees: Non-faculty employees who are regularly scheduled to work at least 37.5 hours per week.

Regular Part-time Employees: Non-faculty employees who are regularly scheduled to work fewer than 37.5 hours per week.

Full-time Faculty: This category includes teaching professionals employed under contract for a term of at least one academic year and who may or may not be serving as a department chairperson.

Part-time Faculty: This category includes teaching professionals hired on a semester-by-semester basis under a separate letter of agreement.

Adjunct Faculty: Adjunct is a special designation for certain part-time faculty who also perform other specialized academic duties (e.g., advising, certain committee duties). The distinction between adjunct and part-time faculty will be communicated at the time of hire.

Exempt Employees: Those employees who qualify as executive, professional, administrative, outside sales persons, or other exempt category and are not required by law to be paid overtime for hours worked over forty per week. All faculty are exempt employees and are not eligible to receive overtime pay.

Non-Exempt Employees: Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours actually worked beyond forty (40) hours in a workweek, in accordance with applicable federal and state wage and hour laws.

See Section 7, Faculty Policies, for further detail about the duties and responsibilities of each faculty category.

3.4 Salary

Full-time faculty member salaries are determined annually, based on factors such as the faculty member's performance and other salary policies established each year by the Board of Trustees. Department Chairpersons do not make salary recommendations. Based on performance evaluations, the Dean compiles a set of salary recommendations that are submitted to the President for consideration and approval. The Institute is committed, within the constraints of its budget, to recognizing excellent faculty performance through salary adjustments. Poor performance may be recognized through low or, if appropriate, no salary increases (this may also include placing the individual who is performing poorly on probation for a limited time).

Part-time faculty are paid on a per course basis in accordance with a schedule of stipends determined by the Dean. The schedule is based on terminal degree(s) earned as well as years of service to Institute. The schedule is reviewed annually by the Vice President of Finance and Administration along with the Academic Dean and is subject to final approval by the Dean.

3.5 Pay Periods and Paychecks

The workweek begins on a Sunday and ends on Saturday. All faculty positions are classified as salaried exempt. Full-time and part-time staff positions are paid in twenty-six (26) bi-weekly pay periods per year. Part-time adjunct faculty members are paid in roughly equal installments on a monthly basis throughout the duration of their appointment. All salaried, exempt positions are paid for the most recent completed pay period, with paychecks issued on the Thursday following the final Saturday of the pay period. The Institute's pay schedule is posted on our web site for everyone's convenience.

Every employee is encouraged to participate in electronic deposit of his or her paycheck.

Lost or destroyed paychecks must be reported to the Human Resources department immediately. If a paycheck is lost a "stop payment" order will be placed with the financial institution it is drawn upon. A replacement check will be processed upon receipt of the stop payment confirmation from the financial institution. This normally takes a minimum of twenty-four (24) hours. Should there be a fee associated with the "stop payment" transaction the employee who lost their check will incur the appropriate stop payment charge. If a paycheck has been destroyed and some portion of the check can be returned to the Human Resources department, a new check will be processed immediately with no fee associated with replacing the destroyed check.

3.6 Deductions

The Institute will withhold deductions required by law and voluntary deductions authorized by the employee. Deductions required by law are federal income tax, Social Security tax, and Medicare tax. These deductions are made automatically. In addition, the eligible employee may authorize voluntary deductions for health insurance, a tax deferred annuity plan, and flexible spending accounts.

The Institute prohibits improper deductions from your pay. Specifically, the Institute prohibits improper deductions from the salary of an exempt employee in violation of the Fair Labor Standards Act. If you believe that an improper deduction has been made from your pay or if there is any other error in your check, you should report it immediately to your supervisor or the Finance Office. Reports of pay errors will be investigated promptly. If it is determined that a pay error has occurred, the Institute will reimburse you in a timely manner. No one other than the employee to whom a check is written will be allowed to pick up a paycheck without an employee's written or verbal permission.

3.7 Holidays

The Institute and offices are closed to the public for the following holiday periods:

New Year's Day (& the day after)
Martin Luther King Day
Presidents' Day (classes held)
Memorial Day
Independence Day (& adjacent workday near weekend)
Labor Day
Columbus Day (classes held)
Veteran's Day (classes held)
Thanksgiving (& the day after)
Christmas Eve, Christmas Day and the workdays between Christmas and New Year's Day

National holidays designated by Congress, which fall on Monday, will be observed on that day. When a holiday falls on a Saturday, it will be observed on the preceding Friday, and when a holiday falls on a Sunday it will be observed on the following Monday.

The Camera Shop and Art Supplies at NHIA ("Institute Shop") may be open during certain holiday periods in order to serve the general public.

3.8 INCLEMENT WEATHER POLICY (Curtailment of Operations)

It is the policy of the New Hampshire Institute of Art (NHIA) to continue normal hours of operation whenever possible. However, severe weather and/or adverse working conditions may alter our working operations. Please use our "**First rule: Be safe**" for your personal decision-making. If you feel that reasonable attempts to come into work will jeopardize your personal safety, stay home and immediately notify your supervisor.

Institute Closing

If weather conditions are deemed to be severe, the Institute may decide to close. The decision to close NHIA will be made as far in advance as is prudent, but usually no later than 2 hours prior to the next scheduled class time so that faculty and students can be alerted and plan accordingly. NHIA may cancel all or part of a day's operations.

NHIA maintains an emergency phone tree for quickly disseminating the news of cancellation through the cooperation of staff and full-time faculty. Contacting adjunct and part-time faculty is the responsibility of each academic department's faculty Chairperson. In the case of Continuing Education instructors, the Continuing Education staff is responsible for alerting affected instructors.

Text Message Emergency Announcements

Our Information Technology department has instituted an efficient TEXT MESSAGING announcement for all emergencies including school closings. If you would like to be informed of these Closures and Emergency information, you may subscribe to the New Hampshire Institute of Art text service by texting the keyword NHINSTITUTE to 41411 and you are then automatically registered and will be notified with these announcements via your cell phone.

Other means of notification:

<http://www.nhia.edu/>

Local news and radio stations

Regular full-time and part-time/80% employees will be paid at their regular hourly rate of pay for the hours they were scheduled to work during an Institute closing.

Regular full-time and part-time/80% employees on paid leave (annual leave or sick leave) during an emergency closing will not be paid regular time during the closing, but will continue to utilize their annual or sick leave.

Since many employees live a distance from the Institute, and weather conditions differ throughout the state, if the Institute remains open and an employee does not report to work due to adverse weather conditions, regular full-time or part-time/80% employees may be paid for his/her scheduled hours for the day by utilizing accrued annual leave, or the employee may choose to go unpaid for the day. Regular part-time hourly employees may make up their missed hours if their supervisor approves and the hours are made up in the same work week.

It is very important that classes missed due to such curtailments be made up if at all possible prior to the completion of the semester. Scheduling make-up classes is the responsibility of the faculty member.

SECTION 4 BENEFITS

Full-time faculty members are entitled to participate in all the benefit programs, other than Paid Time Off, available to full-time employees. The institute may consider an employee who holds more than one part-time position for benefits eligibility based on the total amount of hours working in the combination of the total number of positions being held by that employee. The current programs are described below. You will be provided with a copy of each plan document upon enrollment, and all benefits are subject to the terms and conditions of the underlying insurance policies and plan documents, and the terms of the insurance policies control all decisions concerning eligibility and coverage. If any questions arise regarding the interpretation or operation of these plans, the answers will be determined by reference to the legal/formal plan documents rather than the summaries in this Handbook.

The Institute periodically reviews its benefit programs and reserves the right to amend or terminate any of these programs or require or change employee premium contributions toward any benefits at its discretion. If you have any questions about the benefit programs or if you need a copy of the plan documents, please contact Human Resources.

4.1 Health and Dental Insurance

Medical and dental insurance are available to all eligible full-time employees on the first day of the month coincidental with or the following month of employment whichever is sooner based on the hire date. Currently, Health Insurance is offered through Harvard Pilgrim Health Care and dental insurance is offered through Northeast Delta Dental. Employees may from time to time have a choice of plans. The employee will have his/her contribution taken on a pre-tax basis. Also, the Institute offers for eligible employees who choose the offered “low-option” health insurance plan a Health Reimbursement Account (HRA) to indemnify employees (and their dependants) covered under the “low option” plan the difference between the high plan deductible and the low plan deductible by the use of a Third Party Administrator (TPA) {the covered employee will be responsible for ensuring the timely processing and submission of all necessary documentation to the TPA to complete this process}. Refer to individual plan summaries available from Human Resources for details.

4.2 Flexible Spending Accounts

Eligible full-time faculty members may participate in the Institute’s Flexible Spending Account (“FSA”) program. Establishing an FSA allows for pre-tax salary/wage earnings to be set aside for certain un-reimbursed medical and related expenses, up to the Institute-defined limit (currently \$5,000 annually). A separate FSA is also available for Dependent Care expenses. Additional information may be obtained from Human Resources.

4.3 Tax Deferred Annuity and Defined Contribution Plan 403(b)

Because the Institute is a non-profit organization, the IRS allows employees to place a portion of their pay in a Tax Deferred Annuity (TDA) Plan without paying current federal income taxes on the amount contributed. Employees may choose to contribute a percentage of their pay on a pretax basis, up to IRS limitations. Eligible full-time employees, and part-time employees greater than 50% time (1000 hours per year) may, based on plan requirements, participate on the first of the month following their hire date. (Adjunct and part-time faculty generally do not exceed the 50% minimum basis for eligibility.) The Institute also funds a Defined Contribution (DC) retirement plan for employees who qualify (1000 hours per year minimum, 6 months of continuous service, and age 18 or older) and currently contributes five percent (5%) of employees' gross earnings per pay once plan requirements are met. See Summary Plan descriptions (SPDs) for each plan on our web page for further details. Students are not eligible to participate in either the TDA Plan or the DC Plan. For additional information on eligibility requirements and plan details, please refer to the SPDs on our web or see the Human Resources department.

4.4 Life Insurance, AD&D and Long-Term Disability

Eligible full-time employees may participate in the group life insurance plan on the first of the month following hire date. The Institute pays 100% of the premium. The amount of the insurance is two times the employees' annual salary, rounded to the next highest thousand. The same amount of coverage is applied to accidental death and dismemberment coverage. Employees have optional supplemental life insurance and dependent life insurance plans available. Please see Human Resources for additional plan details.

In conjunction with life insurance, eligible employees are enrolled in a long-term disability income plan on the first of the month following hire date. The long-term disability plan is an income protection plan for eligible employees and does not guarantee a job, or any particular job, following an absence. Full-time employees who are unable to work as the result of an accident or illness may be eligible for a maximum of sixty (60)% of their regular salary, when integrated with other benefits. You will remain eligible for benefits for as long as you are disabled, up to age sixty-five (65). This plan has a thirteen-week qualification period, which is covered by the Institute's optional short-term disability income plan, if enrolled.

Please see Human Resources for additional plan details.

4.5 Liability Insurance/Errors and Omissions

The Institute carries insurance that covers employees if they are sued as a result of actions taken with the scope of their duties at the Institute. This insurance provides for the cost of legal defense as well as financial settlements. Currently, the total amount of coverage per claim is \$1,000,000. The aggregate coverage for a single year is also \$1,000,000.

Scope of duties for a faculty member would include anything reasonably expected in the course of their teaching and administrative duties, and assigned tasks by the Institute as well as assigned student advising responsibilities. This coverage includes defense costs as well. This coverage would not apply in those cases where an employee or faculty member has actually committed an unlawful act; as such acts are generally not insurable.

4.6 Unemployment Insurance

Unemployment Insurance provides a continuation of a certain portion of your salary in the event you lose your job through no cause of your own. If your employment is terminated, you may be eligible to receive unemployment compensation from the state. If it is your choice to leave or resign from the Institute, generally you may not be eligible for benefits.

4.7 Workers' Compensation

Workers' compensation insurance is designed to cover all occupational injuries and illnesses. It is paid by the Institute and is effective from your first day of work. Workers' compensation insurance provides benefits that may apply as a result of a work-related illness or injury. These benefit payments may cover expenses incurred for medical care, replacement of a portion of your income lost as a result of disability, and lump-sum payments to beneficiaries in case of death. If you are injured on the job, you may apply to receive workers' compensation benefits.

If you are injured while you are at work, or become ill as a result of your job, you must report this to your supervisor in a timely manner. In all cases of work related injury or illness, no matter how minor, and Accident/Injury Report form must be completed and forwarded to Human Resources within 3 days. This record keeping is required for compliance with the federal Occupational Safety and Health Administration and the New Hampshire Department of Labor.

4.8 Social Security

Employees of the Institute are covered by Social Security. As provided by law, the Institute pays one half of your total Social Security taxes, and the employee pays the other half. In addition to providing you with retirement and Medicare benefits, Social Security may provide disability pay, burial benefits, and monthly survivor benefits for your spouse and minor children if you qualify.

4.9 Tuition Waiver and non-NHIA Degree Benefit Program

Full-time, part-time and adjunct faculty, spouses and dependents are eligible to enroll in classes and receive credit at the Institute and in the Continuing Education program. The benefit covers tuition costs and registration fees. Employees may be responsible to pay other required course fees. Dependents are defined as spouses or children up to age twenty-five (25), who can legally be claimed on the employee's annual tax filings with the IRS.

For Full-time Faculty and Staff:

Bachelor of Fine Arts (“BFA”) and Continuing Education class tuitions are waived for employee, spouse and children, up to full-time enrollment for the semester, and subject to the provisions below.

Adjunct & Part-time Faculty and Part-time Staff:

One (1) BFA class tuition waived per term, and up to two (2) Continuing Education classes per term for employee, spouse and children, or any combination thereof.

The following provisions apply for all tuition waivers:

- Employee must seek and receive supervisor’s written approval on any class that meets during employee’s working hours.
- If not a matriculating BFA student, class registration will occur on a *space-available basis only*, with enrollment confirmation from the Registrar one week prior to the first class.
- If not a matriculating BFA student, employee, spouse or student must seek and receive approval to enroll in a *BFA* class from the class’s instructor.
- A faculty member in good standing who teaches in the current or previous term qualifies for the benefit in the current term.
- Termination of employment immediately terminates the benefit.

The New Hampshire Institute of Art also encourages the pursuit of bachelor, master and doctoral degrees for its faculty and staff. In addition to the current NHIA Tuition Waiver benefit which exists for enrollment in the Institute’s own academic programs, the Institute has established the Non-NHIA Degree Benefit Program to support our employees in the pursuit of a first bachelor degree or first advanced degree at an accredited institution.

The benefit consists of a financial award according to the following schedule:
For full time employees @ 25% of the annual tuition only, up to \$2,500 per year
For part-time employees @ 25% of the annual tuition only, up to \$1,250 per year

Participation in the benefit requires the approval of the individual’s supervisor, the supervising Senior Manager, and the Director of Human Resources. Applications are evaluated on applicability to and impact on the individual’s Institute employment.

The benefit is payable following receipt by Human Resources of a valid transcript showing academic achievement at a grade level of “C-” (or 2.5 on a 4.0 scale) or better in all courses. The benefit may be reduced on a pro-rata basis for course grades below “C-“ including Withdrawals. All payments will be subject to budget constraints and paid on a “first-come” submission approval basis.

An application forms for participation in this program are available on our web site or directly from Human Resources.

4.10 Discounts

A discount of 10% is offered to all Institute employees in the bookstore on most art supplies, books, clothing and souvenir items.

4.11 Domestic Partner Benefits

The Institute defines *domestic partners* as two people of the opposite or same sex who live together in a long-term relationship, but are not legally married. The partners must be able to prove that they share financial obligations and are jointly responsible for each other's welfare. Domestic partners receive the same benefits as qualified married employees. Domestic partner verification forms may be required to enroll in certain benefits. Additional information may be obtained from Human Resources.

SECTION 5 LEAVE POLICIES

5.1 Family and Medical Leave Policy

The Institute has a Family and Medical Leave policy that conforms to the requirements of the federal Family and Medical Leave Act (FMLA). The act entitles qualifying employees to a job-protected, unpaid leave of absence in certain circumstances. All rights and obligations under the FMLA and this policy are interpreted according to the law. All leaves of absence, including workers' compensation, temporary disability and FMLA leaves, will be coordinated and will run concurrently as allowed by law.

The Institute will grant up to 12 weeks of unpaid FMLA Leave in any 12-month period to eligible employees for any of the following reasons:

- The birth and care of a newborn child of the employee,
- Placement of a son or daughter with the employee for adoption or foster care,
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition,
- For the employee's own serious health condition that makes the employee unable to perform his or her job,
- Qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty status as a member of the National Guard or Reserves in support of a contingency operation.

The Institute also will grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the service member.

For purposes of determining FMLA leave availability, the Institute will use a "rolling" 12-month period measured backward from the date leave is used.

Employees are eligible for this benefit if they have worked at the Institute for at least twelve months, even if non-consecutive, and for 1,250 hours over the previous 12 months. The employee must provide 30 days advance notice when the leave is "foreseeable." Once the employee becomes aware of the need for leave, the employee must submit a Leave of Absence Request Form to Human Resources. These forms are available in the Human Resources office and may be obtained by contacting any Human Resources representative. When the need for leave is not foreseeable, the employee must provide notice as soon as practicable. Employees must provide sufficient information for the Institute to determine whether the FMLA applies to the leave request.

In addition, the employee must provide medical certification to support a request for leave because of a serious health condition or a service member's serious injury or illness. Employees must furnish medical certification at the time leave is requested or, in the case of an emergency, as soon as practicable after the leave has started. If the leave is due to a qualifying exigency, the employee must complete a form to explain the need for the leave. Additional certification may be required if the leave is due to adoption or foster care placement. Failure to provide such certification within 15 days of being requested to do so, except when not practicable, may result in the denial of leave until certification is provided. The medical certification form is available from Human Resources.

The Institute, in its sole discretion, may require the employee to obtain a second opinion at the Institute's expense from another health care provider. If the opinions of the employee's and the Institute's designated health care providers differ, the Institute may require the employee to obtain certification from a third health care provider, again at the Institute's expense. The employee and the Institute shall jointly agree upon the third health care provider. The third opinion will be final and binding.

The employee must apply any available paid leave that can be used for FMLA purposes toward FMLA leave (for example, vacation, personal days, etc.), and such paid leave will be counted as FMLA leave and applied to reduce the total of available FMLA leave. The Institute will continue the employee's health insurance coverage under our group health plan during the FMLA leave period. Under such circumstances the employee will be required to continue to make premium payments in a manner agreed upon between the employee and the Institute prior to the leave period. Failure to make premium payments as agreed may result in loss of coverage, or in the Institute recovering contributions from the employee.

Leave due to the employee's own serious health condition or to care for a spouse, child or parent with a serious health condition may be taken intermittently or on a reduced leave schedule when medically necessary. "Intermittent leave" is taken in blocks of time rather than continuously. The leave period may range from one hour to several weeks. An example of intermittent leave would be leave taken for a series of medical appointments. A "reduced leave schedule" is a schedule that reduces the usual number of hours per day or per week that an employee works. An example would be a reduction from a five to a three-day workweek. Employees are required to try to schedule any intermittent or reduced schedule leave so as not to unduly disrupt the Institute's operations. The Institute may require the employee to transfer temporarily to an available alternative position with equivalent pay and benefits that better accommodates any recurring periods of FMLA Leave.

The Institute may also require:

- (1) subsequent medical re-certifications on a reasonable basis;
- (2) that the employee report periodically on his or her status and intention to return to work; and/or
- (3) that upon returning from medical leave due to the employee's own serious

health condition, the employee provide medical certification that he or she is able to resume work.

When the employee returns from leave, we will normally reinstate the employee to his or her original or equivalent position with equivalent pay, benefits and other employment terms. Examples of circumstances in which reinstatement might not occur include the following:

- (1) the employee would not otherwise have been employed at the time of the reinstatement request (e.g., intervening lay-offs, position eliminations, etc.);
- (2) the employee cannot perform essential functions of the job, even with reasonable accommodations;
- (3) the employee would pose a significant risk to the safety of him/herself or other employees, with or without reasonable accommodation;
- (4) the employee is denied reinstatement under the “Key employee” provision of the FMLA; and/or
- (5) the employee fails to return to work after the maximum 12-week period.

Leaves of absence available to you under other policies (for example, maternity leave, leave due to a work-related injury) will be counted toward the total time off available under this policy.

Pregnancy, Childbirth and Related Medical Conditions – Notwithstanding anything else in this policy, female employees are entitled under New Hampshire law to a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions, even if such period exceeds 12 weeks and regardless of the length of time they have been employed. Such employees who are able to return to work after a leave of more than 12 weeks resulting from such temporary physical disability will be reinstated to their original job or a comparable position unless business necessity makes this impossible or unreasonable. Leave under this provision is also considered FMLA leave and both run concurrently.

Maternity and Paternity Leave -- The Institute chooses to offer a more generous benefit than required by New Hampshire or Federal law by reducing the period of employment necessary to qualify for leave in the event of the birth of a child to six consecutive months of employment. Following this period, the Institute may grant up to twelve weeks of unpaid leave to qualified employees. Employees applying for leave under this policy should follow the procedures detailed in the Family and Medical Leave provisions, above.

To the extent permitted by law, an employee may be required to draw on unused, sick time (up to sixty days) and accrued vacation during any period of FMLA leave and the two leaves, as well as any right to workers’ compensation or disability leave, may run concurrently.

5.2 Military Leave

Military leaves will be granted in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state law. Reinstatement rights will also be granted in accordance with USERRA and state law.

5.3 Jury Duty, Witness Service, and Crime Victim Leave

In the event that a faculty member is summoned to serve jury duty, the Institute will pay the difference between the faculty member's regular salary and the amount received from the courts for serving as a juror (excluding any transportation allowance you may receive) during the active period of jury duty up to a maximum of 30 days. If you are classified as "temporary" or "other", you will be given time off without pay while on jury duty. All employees are allowed unpaid time off if summoned to appear in court as witnesses for other than Company-related business. An employee summoned to court as a witness for Company-related business will be paid for their time spent in doing so.

If the Court releases you with more than two (2) hours remaining of your scheduled workday, you are required to report back to work.

To qualify for paid jury or witness duty leave, you must give a copy of the summons to serve to Human Resources as soon as it is received. In addition, proof of service must be submitted to Human Resources when your period of jury or witness duty is completed.

An employee, who is the victim of a crime, may take an unpaid leave of absence from work to attend court or other legal or investigative proceedings associated with the prosecution of the crime. We also will grant you a leave for the same purpose if your father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian is the victim of a crime. Before you may take a crime victim leave of absence, you must provide Human Resources with a copy of the notice for each scheduled hearing, conference, or meeting that is provided to you. The Institute will not discharge, threaten, or otherwise discriminate against an employee who takes a crime victim leave of absence. The Institute may limit the leave of absence if the employee's leave creates an undue hardship to our organization.

5.4 Bereavement Leave

A faculty member who experiences a death in his or her immediately family, may be compensated for time lost from his or her regular work schedule in accordance with the following guidelines:

The faculty member may be granted leave up to five (5) days off from work with pay in the event of the death of your spouse, child (including step or foster children), parents (including step or foster parents), siblings, mother or father-in-law, son or daughter-in-law, legal guardian, grandparent, or any relative residing in the faculty member's household. In addition, the Institute will grant one (1) day off in the event of the death of a relative not a member of your immediate family as defined above.

Any faculty employee who requires additional time off (to attend an out of town funeral, for example) should consult the Academic Dean.

All faculty requests for bereavement leave must be made to the Academic Dean.

SECTION 6 EMPLOYEE CONDUCT AND OTHER POLICIES

6.1 Sexual and Other Prohibited Harassment and Bullying

The Institute strives to create a cordial and pleasant workplace for its faculty, staff members, consultants, interns, students, and volunteers. The Institute believes that everyone at the Institute has a right to work in an environment that is free of unlawful discrimination or harassment based upon race, color, religion, national origin, age, sex, marital status, sexual orientation, disability status, genetic information, veteran status, or any other characteristic protected by law.

To achieve the Institute's goal of providing a workplace that is free from sexual and other harassment, the conduct described in this policy will not be tolerated and will be handled under the procedure described below. Where inappropriate conduct is determined to have occurred, the Institute will act promptly to eliminate the conduct and to impose such corrective actions as are necessary, including termination where appropriate.

It is the responsibility of each member of management to create an atmosphere free of harassment. In addition, it is the responsibility of each employee to respect the rights of others.

DEFINITION OF SEXUAL AND OTHER ILLEGAL HARASSMENT

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Moreover, as part of the Institute's overall nondiscrimination policy, the Institute prohibits all forms of unlawful harassment of others because of race, color, religion, national origin, age, sex, marital status, sexual orientation, disability status, genetic information, veteran status, or any other characteristic protected by law. In particular, a hostile work environment created by unwelcome racial, ethnic, sexual, or religious remarks or animosity does not belong in our workplace and will not be tolerated.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual comments, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

Harassment can come from superiors, fellow employees, clients, visitors, students or vendors. Men as well as women can be victims of sexual or other harassment. **It cannot be stressed enough that the Institute will not tolerate any form of illegal discrimination, harassment or retaliation. Violations of this policy, whether intended or not, will not be permitted.**

6.1.1.1 Bullying

The Institute strives to create a workplace free from intimidation and bullying. Acts such as threats, hostile behavior, demeaning comments, and unreasonable interference with an employee's performance do not belong in our workplace and will not be tolerated. Any employee who feels intimidated or bullied by another Institute employee or a student, parent, visitor, vendor, or other member of the public is encouraged to follow the reporting procedure below.

REPORTING HARASSMENT

An Institute employee or student, who believes he or she has been subject to discrimination or harassment, or who is aware of an incident of discrimination or harassment, must report the matter to his or her supervisor or to Human Resources, the Director of Enrollment and Student Services, or the Academic Dean. These individuals are also available to answer questions regarding the Institute's anti-harassment policy. Complaints of harassment, discrimination or retaliation will be thoroughly and impartially investigated. All students, staff and faculty have a responsibility to cooperate fully in any investigation, and the Institute prohibits retaliation against anyone who, in good faith, reports a violation of this policy or participates in an investigation of such reports.

INVESTIGATION OF HARASSMENT REPORTS

The Institute will treat every claim of harassment as a serious matter requiring prompt investigation and will maintain confidentiality in the process to the extent consistent with the Institute's obligation to investigate and remedy the harassment. Management personnel needed for participation in the investigation, the alleged harasser, and possible witnesses may be contacted and thereby learn of the complaint. No person will be permitted to discuss the complaint or the investigation, except discussions necessary to conduct the investigation, make a decision, and/or enforce this policy, or as otherwise required by law.

Once the investigation is complete, the Institute will, to the extent possible, inform the person who filed the complaint and the person against whom the allegation as been made of the results of the investigation. If the investigation reveals that inappropriate conduct occurred, the Institute will act promptly to eliminate the offending conduct and if appropriate, to impose disciplinary action.

If at any point in the investigation the complaining employee is dissatisfied with the investigation being conducted, the employee should bring these concerns to the attention of the President.

DISCIPLINARY ACTION

Any employee who is found to have engaged in harassment, discrimination, or retaliation will be subject to disciplinary action which may include, but is not limited to, counseling, reassignment, suspension, or termination of employment.

This policy in no way limits the authority of the Institute to discipline or take remedial action for workplace conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of illegal or sexual harassment.

RETALIATION

The Institute also prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation. Anyone found to have engaged in such retaliation against a person who has registered a complaint under this policy or to have retaliated against anyone for assisting in the investigation of a complaint, will be subject to disciplinary action up to and including suspension or termination. Any employee who believes that he or she is being retaliated against should bring it to the attention of their supervisor, Human Resources, the Director of Enrollment and Student Services, the Academic Dean, or the President so that appropriate action may be taken.

6.2 Intimate Relationships Between Students and Faculty

Faculty members are in positions of authority and influence in regard to students. Therefore, romantic or sexual relationships between a faculty member and student, whether or not the student is in the faculty member's class or department, can compromise the integrity of the student-faculty relationship. Faculty members therefore should not engage in romantic or sexual relationships with students, even if the relationship is welcomed and wholly consensual. Violations of this policy are cause for discipline, up to and including termination.

6.3 Dress Code

While the Institute has no formal dress code for its employees, all employees should dress in a professional and appropriate manner for their responsibilities. The Institute strives to create a relaxed, comfortable work environment while projecting a professional image. With regular visits from potential students, families and the public, it is important that all employees are appropriately dressed for their positions. An employee's supervisor

has the right to require a modification in dress, if judged inappropriate. An employee who is dressed inappropriately in the judgment of the Institute may be sent home to change, and time lost from work for this purpose may not be compensated. Violations of this policy may result in disciplinary action, up to and including termination of employment

6.4 Drug and Alcohol Policy

The Institute strictly prohibits the manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances on Institute property, except that an individual may possess a controlled substance for which he or she has a valid prescription and may use such controlled substance in accordance with his or her prescription. The use, possession, or distribution of alcohol by any employee on Institute property is also prohibited, except at Institute-approved events managed by senior administrative officials. Use of alcohol, illegal drugs or controlled substances that affect workplace performance or conduct is likewise prohibited.

State of New Hampshire law prohibits anyone under the age of twenty-one (21) from drinking or obtaining alcohol. On or off campus, faculty members should not under any circumstances use alcohol with or provide alcohol to students who are not of the legal drinking age.

Alcohol and drug abuse rehabilitation and assistance programs are available to eligible employees through the Institute's health benefit program, which provides both in-patient and outpatient programs. Employees with alcohol or drug abuse problems are strongly encouraged to participate in these programs. Employees may contact Human Resources to seek counseling assistance and/or referral to an appropriate outside agency.

The Institute will take appropriate action, up to and including immediate termination, with employees in violation of this policy. The Institute may require employees found to be in violation of this policy to successfully complete an alcohol or drug rehabilitation or assistance program as a condition of continued employment, at the discretion of the Institute.

6.5 Weapons and Other Dangerous Items

Students, faculty or staff may not use, carry, conceal, sell or bring onto Institute property any materials that are dangerous, illegal, or substantially disruptive to the educational process. These items are also prohibited at school sponsored events or meetings off campus. Examples include, but are not limited to: firearms, weapons and explosive materials. Decisions whether items are dangerous or substantially disrupt the educational process are within the sole discretion of the Institute. Property that may be searched by the Institute includes, but is not limited to desks, lockers, computers, cars, backpacks, pocketbooks or other possessions brought onto campus any time the Institute determines it is necessary to protect the health, safety and welfare of others, or where there is reason to suspect that illegal, dangerous or disruptive materials or weapons are being used, sold, carried or concealed.

Violations of this policy are cause for discipline, up to and including termination.

6.6 Employee Conflict of Interest and Gifts

The Institute expects our employees to act according to the highest ethical standards of conduct. Faculty members are expected to devote their best efforts to the interests of the Institute. Business dealings that appear to create a conflict between the interests of the Institute and an employee are unacceptable. The Institute recognizes the right of employees to engage in activities outside of their employment that are of a private nature and unrelated to our business; however, the employee must disclose any possible conflicts so that the Institute may assess and prevent potential conflicts of interest from arising.

Generally, a conflict of interest arises when a faculty member has a personal or financial interest in a transaction or event – or is a party to a transaction or event – that might adversely affect his or her judgment if performing professional or employment duties for the Institute. Examples of potential conflicts of interest include, but are not limited to, the following:

1. Engaging in any business with, or employment by, an employer that is in competition or in conflict with any transaction, activity, or objective of the Institute.
2. Using equipment, supplies, or services owned or provided by the Institute in conjunction with any external work, without obtaining prior agreement in writing from the Institute.
3. Making use of any confidential information acquired through employment with the Institute for personal profit or advantage, or the advantage of a third-party.
4. Publicly associated the Institute or its prestige with an outside business interest for personal gain.
5. Accepting money, gifts, or other goods and services that could reasonably be perceived to give the donor an unfair advantage in any Institute process or activity.
6. Engaging in any activity that, in the sole judgment of the Institute, could reasonably be perceived to result in detriment to the Institute.

Faculty members who believe they have a financial, personal or professional interest that is (or could potentially become) a conflict of interest must fully disclose the nature of the potential conflict in writing to the Dean. All decisions concerning whether a conflict of interest exists are within the sole discretion of the Institute.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

6.7 Health, Safety, Smoking and Fragrance

The Institute is committed to a safe and healthful environment. We observe all federal, state and local laws governing occupational health and safety. Our policies encourage adherence to safe and healthful work practices.

Each faculty member is required to perform his/her job in a safe and careful manner. If appropriate, use protective clothing or devices. Faculty members working with students in a lab setting where dangerous equipment or chemicals may be used must require that students use appropriate protective clothing or devices. If any faculty member observes any dangerous or potentially harmful situation, he/she is required to report it to his/her immediate supervisor or the Dean. Each faculty member is asked to submit suggestions concerning safety in the workplace to the Dean. Do not perform any task you feel could cause injury or harm such as lifting heavy objects or climbing unstable ladders.

While direct responsibility for the safety of any operation rests with the supervisor of that operation, each faculty member is personally responsible for performing assigned duties with the primary concern for his/her own safety, as well as the safety of students and other Institute employees.

It is the intent of the Institute to provide a smoke-free working environment for all students, faculty, and staff. In further consideration of the security of the buildings, and the contents within, smoking is prohibited inside the Institute's buildings. Smoking stations outside of the Institute's buildings are provided for those who choose to smoke. It is expected that smokers use these stations and not litter nearby grounds. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Recognizing that faculty, employees, students, and visitors to our facilities may be sensitive and/or have allergic reactions to various fragrant products, the New Hampshire Institute of Art (NHIA) is pleased to endeavor to be a fragrance-free workplace. Personal fragrance products (fragrances, colognes, lotions, powders, and other similar products) that are perceptible to others should not be worn by people attending classes, visiting, or working at NHIA. Further, we also will attempt to, when feasible, purchase cleaning products that combine an effective and appropriate disinfectant ability with the least perceptible fragrance. This will also be our goal in classroom areas where the challenge of teaching fine arts are balanced against the marketplace's availability of appropriate fragrance-free products. Any individual who may have a concern about scents or odors should feel free to contact either their direct supervisor, teacher, Human Resources, our Academic Dean or our Director of Enrollment and Student Services.

Institute Safety Rules mandate the following:

1. Any accident or injury requiring medical attention must be immediately reported to a supervisor and Human Resources. The Accident/Injury Report form is available in Human Resources and the Facilities office.

2. Hazardous conditions of unsafe job practices must be brought to the attention of a supervisor.
3. Every faculty member is required to know and follow all safety procedures that apply to their job.
4. Every faculty member must keep work areas neat and clean.
5. Faculty members must wear proper and prescribed protective equipment and clothing for a job or task.
6. Faculty members must submit syllabi that include health and safety guidelines pertinent to the tools and materials used in each of their courses to their Department Chairperson and the Dean.
7. All Institute employees must think and practice safety at all times.
8. Flammable and dangerous articles and materials must be kept in their required storage places.
9. Fire extinguishers must be readily available when working with volatile materials.
10. There is no smoking allowed in any Institute building.
11. Faculty members must be familiar with machinery and equipment that they use.
12. Never attempt to operate equipment that is broken or not complete.
13. Safety is every Institute employee's responsibility.

Any employee found to have violated this policy or otherwise acted in an unsafe manner will be subject to disciplinary action, up to and including immediate termination of employment.

6.8 Computer, Internet, Voicemail & Social Networking Policy

The Institute provides faculty members with equipment to assist them in doing their jobs. The equipment and software used at work, including Internet access, and E-mail and voice mail systems, are primarily provided for business purposes and are the property of the Institute.

While the Institute recognizes that faculty members may use their computers and the Internet for nonconfidential personal activities, the Institute's software and equipment are not to be used to transmit or receive any threatening, offensive, or disruptive messages or images. Among those which are considered offensive are any messages or images which contain sexual implications, racial slurs, or any other comment that offensively addresses

someone's age, sex, race, color, religious beliefs, national origin, veteran status, physical or mental disability, genetic information, or other category protected by applicable law.

The Institute's Information Technology Department will have access to all stored and deleted E-mail, voice mail, computer files, and user access requests and reserves the right to monitor and search messages, files, and any other data present, in its systems or equipment as necessary to assure efficient performance and appropriate use. In addition, Internet mail and browsing activity is not private. The Institute does not guarantee the privacy or security of any item stored or transmitted on its systems. The use of passwords for security does not guarantee confidentiality. Confidential personal information should not be communicated through the Institute's equipment. You should be aware that even if a document or message is deleted from an Institute system, it is still possible to retrieve and read such information, and the Institute retains the right to search, retrieve, and read such information. Employees who wish to express personal opinions or market personal products or services on the Internet, should obtain their own E-mail addresses and not use their Institute accounts, engage in such activities during work hours, or identify themselves as Institute employees.

To prevent computer viruses from being transmitted through the system, you must not download any software programs from the Internet without prior approval from the Information Technology Department. Similarly, you may not install personal or company modems within the Institute's networks, without the protection of an Institute-approved firewall. Copyrighted materials belonging to entities other than the Institute may not be transmitted on the Internet. Usage of the Internet for marketing, advertising, or distributing a product or service not related to the Institute is prohibited.

While limited use of Institute computers for nonconfidential personal activities is permissible, such activity should be kept to a minimum.

It is also the policy of the New Hampshire Institute of Art that all official electronic correspondence (email) will utilize the NHIA.EDU email service. This allows us to optimally manage, support and to ultimately keep communications within our system.

This policy will assist in securing the privacy of all correspondence in adherence to both FERPA, and the New Hampshire Institute of Art's privacy policy. While the EULA (End User Licensing Agreement) of third party email services may provide for a limitation of access to the content of the information hosted by their systems, there is no feasible moderation system available to ensure that no private information is communicated to third-parties in violation of the above stated privacy policies. Please note that as such, our internal email service was designed to protect all sensitive information that is frequently the subject of discourse between and among our Faculty, Administration, and the Student Body and therefore this system must be used for these expressed purposes.

This policy is also meant to help foster and advance the goals of community within the New Hampshire Institute of Art. It is our hope that by fostering a sense of community, the New Hampshire Institute of Art's email system will be the central notification system

for events, emergency communications such as cancellations, as well as academic information.

This policy is also designed to enculture a process of centralized information retrieval that will allow for other information access systems to leverage a unified platform. The utilization of this process is central to the development of our web access student information systems as well as key to the development of future electronic student services. As so stated, please ensure that you use our NHIA.EDU email services as directed and for these important purposes. And because email is our primary means of communication all faculty and staff are responsible for checking their email regularly for important communications.

The Institute understands the value of social networking mechanisms and subscribes to certain forums for the purpose of presenting our best attributes and features to the outside world. While it is expected that employees, staff and faculty may utilize these types of forums as they may it will also be very important that all employees, staff and faculty not engage in postings that reflect a threatening, offensive, disparaging or negative way on the school, our programs, services, faculty, employees or any part of our organization. Unless specifically instructed, faculty are not authorized to speak on behalf of the Institute. The Institute reserves the right to request any message that it deems inappropriate or offensive be removed and to have that request complied with within the full extent of the law.

Violations of this Policy will result in disciplinary action up to and including termination.

6.9 Termination of Employment

All employees (except those employed pursuant to a written contract containing a specific term of employment) are employed “at-will.” In the case of at-will employees, either the employee or the Institute can terminate the employment relationship at any time with or without cause.

Upon termination of employment for any reason, including expiration of a contract term, the Institute expects all employee to return promptly any and all keys, phones, computers, software, beepers, tools, other equipment, documents, files, and any other property of the Institute, whether confidential or not, and not retain any items, documents, compilations of information, student information or other records or objects belonging to the Institute, or any copies, notes, or excerpts of such information.

SECTION 7 FACULTY POLICIES

7.1 Terms of Employment for Faculty

Full-time faculty members are eligible to receive employment contracts of up to three academic years in length. The contract is in the form of a letter of appointment that incorporates policies, duties, responsibilities and other information. An appointment is to a specific department. In certain circumstances, a faculty member may be employed without a contractual letter of appointment. In such a case, the faculty member is employed at-will, and either the Institute or the employee may terminate the relationship, with or without cause, at any time. Part-time faculty will receive a letter of agreement each semester for which they are scheduled to teach.

7.1.1 Academic Year

Generally, a full-time faculty member's responsibilities extend over the course of an academic year. The academic year begins the Monday of the week before the week in which classes begin in the fall semester, and concludes at the end of the week following Commencement. Continued Education courses and other courses taught by adjunct, part-time faculty may have different specific start and end dates; refer to the specific letter(s) of agreement for those dates where applicable. While a faculty member's responsibilities fall primarily within this part of the calendar cycle, the responsibilities of full-time faculty members may and often do require them to perform duties at times outside the academic year. Faculty members are required to honor reasonable requests from the President, the Dean, or Department Chairpersons to attend to faculty responsibilities (for example, on-campus departmental meetings or other special events) at times outside the regular academic year. Faculty Member shall be available for primary events, committee participation and any other activities as developed by NHIA as part of its role in the expansion of the Institute's Educational offerings and as communicated by the Academic Dean through the Office of Academic Affairs. Expectations for part-time faculty members vary based upon their assignment.

7.1.2 Academic Freedom

Full-time faculty are entitled to freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the Institute. Before a full-time faculty member enters into an arrangement in which he or she may or will be paid for a research product, the faculty member should consult with the Academic Dean.

Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

College faculty are citizens, members of a learned profession, and representatives of an educational institution. When they speak or write as citizens, they should be free from

institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the Institute.

7.1.3 Teaching Load

The full-time teaching load for studio faculty is 18 contact hours and for Liberal Arts faculty nine hours per semester. There are faculty who teach in both the studio and Liberal Arts areas; three (3) credit courses are considered a full-time load irrespective of the contact hours. Part-time faculty can teach up to four (4) courses a year, two (2) each semester.

7.1.4 Teaching Schedule

The schedule of each faculty member is arranged by the department chairperson in consultation with the Dean and the faculty member. Department schedules are subject to the approval of the Dean.

7.1.5 Full-Time Obligation

Full-time faculty members must devote their full time and attention to the performance of their responsibilities. In order for faculty members to fulfill their teaching responsibilities as well as their responsibilities outside the classroom, they should spend a significant amount of time on campus in addition to their teaching hours. Full-time faculty members must not render any full-time services to or enter into the full-time employment of any person or entity other than the Institute during the academic year. Further, full-time faculty members must obtain the prior approval of their Department Chairperson and the Dean in any semester in which they are interested in accepting part-time teaching assignments outside of the Institute. The purpose is to ensure that such commitments do not conflict with Institute obligations.

7.1.6 Duties and Responsibilities of All Faculty Members

All faculty members are expected to perform their duties in a satisfactory manner, as determined by the Institute. The duties and responsibilities of faculty members are described throughout this Handbook, and the Institute may assign other duties from time to time. In addition, faculty members are expected to follow the rules, regulations, policies and procedures of the Institute.

The quality of the education students receive at the Institute depends upon the quality and dedication of its faculty. While the combination of duties that comprise a faculty member's contributions to the institution and its students may differ for each individual, a faculty member is expected to demonstrate excellence in the areas of teaching, departments and institution-wide responsibilities, and professional development.

At all times, a faculty member must act in the best interest of the students, encourage their educational development, demonstrate current knowledge of one's discipline, treat all students fairly and in a non-discriminatory manner, and maintain the highest standards of professionalism. It is incumbent upon all faculty members to address issues with any student when the student's artwork presents as being potentially offensive in nature while the work is still in process and before it is approved for all viewings including shows at NHIA. If the faculty has any questions about such artwork they shall convene with their department chairperson and the Academic Dean to be certain of the appropriate course of action.

The duties in each area of responsibility are as follows:

Teaching Responsibilities for All Faculty

1. Teach courses as assigned by the department, in accordance with curricular goals and criteria established by the department and the Institute.
2. Full-time faculty teach eighteen (18) contact hours per semester (studio faculty) or nine (9) contact hours per semester (liberal arts faculty). At least one-third of a faculty member's contact hours must be in the department to which the faculty member is appointed.
3. Prepare and distribute to students, in each course taught, a written syllabus describing the goals, objectives and expectations of the class. A syllabus must be prepared in the standard format requested by the Office of Academic Affairs and includes the pertinent Health and Safety information on materials specific to the course and classroom environment. The format is available from the Department Chairperson. The standard format does not preclude individual faculty from providing more extensive information on syllabi given to the students. The syllabus must be submitted to the Department Chairperson one week before the first day of classes each semester. The Chairperson will review it and ensure a copy is promptly forwarded to the Office of Academic Affairs.
4. Determine that the classroom is properly set up for each session. Arrive punctually and remain through the entire class. Leave classroom(s) neat and clean and ready for the next class.
5. Clearly communicate course content, demonstrate current knowledge of one's discipline, and acquaint students with the proper use of equipment and materials.
6. Conduct timely evaluations of students, including grading, according to policies and criteria established by the department and the Institute.

Departmental Responsibilities for Full-Time and Adjunct Faculty

1. Participate in departmental meetings.
2. Participate in curriculum assessment and planning.
3. Serve on department committees.
4. Participate in the advising and mentoring processes, and serve as an academic advisor.
5. Establish, post, and hold regular weekly office hours to enable advisees and students in your classes to meet with you. The number of hours necessary to meet academic advising needs may vary during the semester.
6. Participate in student reviews whenever required by the Dean.
7. Assist the department, as appropriate, in determining equipment and facilities needs and in maintaining the operational readiness of equipment and facilities.
8. Participate, as requested, in preparing departmental budget submissions.
9. Assist in coordinating and encouraging student participation in departmental exhibitions and outreach.
10. Promote and support appropriate civic engagement opportunities for students.
11. Participate in the department's student recruitment activities.
12. Assist, as appropriate, in obtaining outside funding to support the department's educational program.

Institution-wide Responsibilities for Full-Time and Adjunct Faculty

1. Participate in the Assessment Program.
2. Attend Commencement
3. Serve on at least one faculty committee
4. Participate in Institute-wide activities such as:
 - Faculty Meeting
 - Installation of the Student Exhibition
 - Strategic planning activities
 - Student recruitment activities
 - New Student Orientation
 - Accreditation, Reaccreditation, Focused Visit, Substantive change for Main Campus, any Branch Campus or off-site location.

Part-time and adjunct faculty are welcomed and encouraged to participate in all departmental and Institute activities.

*ADJUNCT FACULTY

NHIA has adopted the provision of 'Adjuncts' and Adjunct status to support the delivery of its education. Adjuncts receive a stipend in return for their contributions to extra duties. Adjuncts are recommended by the Dept. Chairpersons and approved by the Academic Dean. Adjuncts are part-time faculty members and subject to all of the provisions and requirements for part-time faculty employees.

Duties include:

- a. Serve on at least one Faculty Committee.
- b. Assist with assigned Admissions Department activity.
- c. Assist the Department Chair in departmental events and activities as requested.

Professional Development

Faculty should demonstrate evidence of sustained inquiry and continual professional activity and growth, consistent with the opportunities, expectations, and advancement of their disciplines or professions. They should display active engagement in artistic, scholarly, or professional production. Although the following list is not exhaustive, the Institute expects its faculty to be regularly involved in a number of these endeavors:

- Exhibition of work
- Publication of research or commentary

- Pedagogical research and development
- Presentations at or participation in conferences or symposia
- Serving as a visiting artist
- Serving on exhibition juries
- Participation in professional associations
- Continuing education
- Community service related to one's field

7.1.7 Special Topics Classes

Faculty members may offer special topics as described in departmental curriculum. All special topics must be reviewed and approved by the Department Chairperson and the Dean.

7.1.8 Missed Classes

Faculty who cannot meet a class for valid reasons, must contact the Department Chairperson, as well as make all determined efforts to provide each student with as much advance notice as is realistically feasible. In the event of prior knowledge of valid inability to meet a class, faculty are required to organize an appropriate professional substitute or schedule an equivalent 'make-up' class period. If the faculty member misses class due to illness or another valid reason approved by the Dean, and a professional substitute is arranged, the Institute will provide appropriate remuneration for the substitute. If a professional substitute is arranged, the Academic Affairs Administrator will initiate a payment request in the appropriate pro-rated amount for the substitute. The request will be signed by the Department Chairperson and forwarded to the Dean's office for approval, and then to Finance for payment

7.1.9 Outside Professional Work

The Institute encourages and expects faculty to remain active in their professional or academic disciplines. These activities can take many forms, including doing professional work or providing services for pay. However, such activity should not interfere with the faculty member's ability to fulfill his or her responsibilities. In the event that the Institute determines that such outside professional activity conflicts with the satisfactory performance of the faculty member's obligation, the Dean may require that the faculty member cease such activity or appropriately and effectively adjust the faculty member's teaching commitment and/or status.

No equipment or supplies owned or provided by the Institute shall be taken off campus and used in conjunction with any external work, unless the faculty member signs an agreement accepting responsibility for the item. A copy of such an agreement must be provided to the appropriate Department Chairperson or Facility Manager.

The Institute assumes no responsibility and/or liability for the competence or performance of outside activities engaged in by faculty members, nor may any responsibility be implied in advertising with respect to such activities.

7.1.10 Annual Performance Evaluation

The Institute generally will evaluate the performance of each full-time and part-time faculty member annually. The purpose of the evaluation is to provide the Department Chairperson and the faculty member an opportunity to review the faculty member's work during the past year, to outline the strengths and weaknesses in the faculty member's performance, to share concerns and criticisms, to lay out a plan for the faculty member's work in the coming year, and generally to provide support, encouragement, and direction to the faculty member in the pursuit of excellence. Poor performance that may be recognized during this process may also include placing the individual who is performing poorly on probation for a limited time.

The Institute will make its best efforts to adhere to the following annual performance evaluation procedure:

1. For full-time faculty, the evaluation will be based on the criteria established in the "Duties and Responsibilities of Full-Time Faculty." For part-time faculty, the form called "Part-time Faculty Evaluation" will be used.
2. The evaluation process should consist of a meeting of the faculty member with the Department Chairperson at which the following written materials should be discussed:
 - a. An annual report by the faculty member of his or her activities in the past year and plans for the coming year, including appropriate support materials. This will be submitted to the Department Chairperson one week before the scheduled review.
 - b. An appraisal of the faculty member's performance prepared by the Department Chairperson, taking into consideration the faculty member's annual report. The appraisal will be given to the faculty member prior to the meeting.
 - c. Faculty course evaluations.
 - d. Any other relevant materials.

At the conclusion of the meeting, the Chairperson and faculty member will sign the annual report and the Chairperson's review, indicating that each party has seen and read each document but not necessarily indicating agreement with the comments. The Department Chairperson and faculty member will endeavor to complete this portion of the evaluation by the end of the academic year.

3. The Department Chairperson will forward all documents pertaining to the evaluation to the Dean. The faculty member will receive copies of all documents sent to the Dean, including the summary. In the event that the faculty member disputes the evaluation, the faculty member and Chairperson will seek to resolve the disagreement. The faculty member may respond in writing to the review. The Department Chairperson may amend the Annual review in light of this discussion. If the disagreement cannot be resolved, the faculty member may ask in writing that the Dean review the evaluation and convene a meeting of the Chairperson and faculty member, after which the Dean will make determination as to whether the evaluation should be modified. The Dean's determination is final.
4. From time to time, faculty members may teach in departments other than the department to which they are appointed. It is important, in developing a complete picture of the faculty member's performance, that the annual evaluation covers performance in these classes as well. In such cases, the Dean will ask the Chairperson of the additional department to write an evaluation of the faculty member's performance, and the additional Chairperson will first receive a copy of the faculty member's annual report. This written evaluation will be submitted to the Dean, with a copy to the faculty member and the Chairperson of the faculty member's principal department.
5. The records of all faculty evaluations will be maintained in confidential files in the Office of Academic Affairs and in Human Resources. It is the Dean's responsibility to supervise the evaluation process and to assure that procedures are followed and that the integrity of the evaluation system is maintained.

7.2 Appointment of New Full-Time Faculty

7.2.1 General Principles

New full-time faculty are appointed to fill either an existing vacancy or a newly created position. The distribution of full-time faculty positions among the departments is determined through the Institute's planning and budgeting processes. The distribution is based on enrollments and curricular needs and may change over time.

The President authorizes all searches for full-time faculty.

Full-time faculty positions are usually filled through national searches. Candidates should exhibit distinguished records of achievement as teachers, scholars, and practitioners in their respective fields. Candidates should have the potential to contribute at the highest level of quality as teachers, advisors, colleagues, and active professionals. Except in unusual circumstances, candidates are expected to possess the appropriate terminal degree in their fields.

7.2.2 Procedures

Upon authorization to conduct a search, the Academic Dean, in consultation with the relevant Department Chairperson, appoints a search committee. The search committee

generally has 3-5 members. The Dean designates the committee's chairperson, serves *ex officio* on the committee, and may serve as chairperson.

The search committee is responsible for the following:

- Reviewing the job description for the position that is prepared by the Dean and the Chairperson
- Identifying appropriate vehicles for advertising the position
- Identifying potential candidates
- Evaluating applications
- Interviewing candidates
- Recommending to the Dean one or more candidates for the position

The Dean may accept or reject the search committee's recommendation. When an acceptable candidate is identified, the Dean recommends the appointment of the candidate and the length of the appointment, to the President. The President may interview the candidate. When the President approves the candidate's selection, the Dean is responsible for discussing with the candidate the terms of employment. When all terms are agreed upon, the President sends the letter of appointment.

7.3 Reappointment of Full-Time Faculty

7.3.1 General Principles

Full-time faculty members who are under contract with the Institute must be reviewed for reappointment. Contract renewal is not automatic and is based on a multitude of factors, including the previous performance of the faculty member, his or her compliance with Institute policies and the needs of the Institute. The reappointment process involves assessments by the faculty member's peers, the Department Chairperson, the Dean, and the President. Recommendations at each step of the review process are advisory in nature. The President makes final decisions on reappointments.

7.3.2 Reappointment Procedures

1. The Dean determines which faculty members are eligible for review for reappointment and informs the faculty member and the appropriate chairperson.
2. The Department Chairperson submits a letter to the Dean with his/her own non-binding recommendation regarding the faculty member's reappointment. The letter should summarize the strengths and weaknesses noted in the Chairperson's evaluations conducted during the current contract period. The Chairperson supports his/her recommendation with specific information and conclusions. In

the case of the renewal of a Department Chairperson's own faculty appointment, the Department Chairperson's letter is omitted.

3. Upon receiving the recommendations of the Department Chairperson, the Dean formulates and submits to the President a recommendation on each faculty member's reappointment, including length of reappointment. In doing so, the Dean may request additional information from or a meeting with the faculty member and may request clarification or elaboration from the Chairperson. The Dean endeavors to submit these recommendations in as timely a manner as possible.
4. The President reviews and approves or disapproves each of the Dean's recommendations. The President may also request additional information or clarification from any of the parties involved in the reappointment procedure. The President also endeavors to make these decisions in as timely a manner as possible.
5. The President communicates the decisions to the Dean who is responsible for informing the faculty member and Chairperson. Faculty members approved for reappointment then receive a letter of appointment detailing the terms of the appointment.
6. In order to accept the reappointment and complete the process, the faculty member signs a copy of the appointment letter and returns it to the Dean.

The target dates in these procedures are not binding, and the actual dates on which the steps of the process are completed may differ, based on specific circumstances. The Institute understands the need to give full-time faculty ample notice of the status of their appointments.

7.4 Criteria for Reappointment

The Institute and faculty collectively place a high value on excellence in all areas of faculty responsibility, the principal ones being teaching, service to the Institute, and professional practice, development, and research. All participants in the reappointment process are expected to observe the following criteria in arriving at their recommendations.

1. For faculty members on three-year contracts:
 - a. Recommendation for a three-year reappointment would ordinarily be made if the faculty member is performing at a high level of quality in all major areas of responsibility; is making significant contributions as a teacher, academic adviser, colleague, and artist, designer, or scholar; and is expected to continue to perform at this level.

- b. Recommendation for a renewal of fewer than three years (i.e., two years or one year) would be made if performance in one or more areas of responsibility were below the expected high level of quality. The recommendation for length of reappointment would depend on the assessment of the seriousness of the faculty member's deficiencies and the likelihood that they can be corrected.
 - c. Recommendation for non-renewal would be made if there were serious performance issues in one or more areas of responsibility and if the faculty member has shown either a lack of inclination or an inability to correct the deficiencies.
2. For faculty members on one- to two-year contracts:
- a. The Dean will determine the length of reappointment for which the faculty member is eligible.
 - b. Recommendation for reappointment for the longest period possible would be made if the faculty member demonstrates high quality performance in all areas of responsibility. Recommendation for a shorter length would be made if there were areas of responsibility in which there are performance concerns. Recommendation for non-renewal would be made if there were areas of serious concern.

7.5 Separation of Full-Time Faculty

7.5.1 Non-reappointment at the conclusion of a contractual term

Full-time faculty contractual appointments do not renew automatically. The reasons for non-reappointment may include, but are not limited to, unsatisfactory performance, violation of Institute policies, failure to remain professionally active and to enhance one's professional skills, a change in curricular needs, a change in enrollment patterns, financial distress, or any other reason deemed appropriate by the Institute. Decisions regarding non-reappointment at the conclusion of an appointment term are made by the President, following procedures outlined in section 7.3 on the reappointment of full-time faculty.

7.5.2 Termination during a contractual term

A faculty member's contractual appointment may be terminated by the Institute before the conclusion of its contractual term for the following reasons: (1) fraud, theft, dishonesty or moral turpitude; (2) failure to perform contractual duties and responsibilities in a satisfactory manner as determined by the Institute; (3) failure to follow the rules, regulations, policies and procedures of the Institute; (4) failure of a faculty member to return to full-time employment and to perform the duties outlined in this handbook within twelve (12) months following the beginning of an approved medical leave of absence; (5) the faculty member's death during the term of the

appointment, in which case the Institute may pay to the faculty member's personal representatives earnings and expenses already accrued, but unpaid, for the period prior to death and upon such payment, the Institute will have no further liability except for any fringe benefits that may arise at the time of faculty member's death; and (6) threatened or actual bodily harm, intimidation, or harassment of staff, faculty, students or other members of the Institute community. It is understood that continued employment may be affected by a serious decline in enrollment, a financial exigency, and/or the elimination of faculty position(s) due to changing curriculum needs.

The President, following recommendations by the Dean, makes decisions regarding termination before the conclusion of a contractual term. At such time as the Institute determines that it may be in its best interest to terminate this agreement for reasons (1), (2), (3), (4), and/or (6) above, the Institute will first deliver the faculty member written notice of its proposed termination which shall set forth the reasons for the proposed action. If the faculty member then within fifteen (15) days requests that the matter be reviewed by a faculty review committee comprised of three full-time faculty members appointed by the Dean, and signs the necessary waiver of claims, then the Institute may hold its decision in abeyance until the ad hoc committee has conducted its review and made a non-binding written recommendation to the Institute, provided that such a review and recommendation are completed within thirty (30) days after the request for the review is made. If a termination notice is delivered with fewer than forty-five (45) days remaining in a semester, then the review by the ad hoc committee, if requested by the faculty member, must be completed within the first forty-five (45) days of the next semester.

7.5.3 Faculty Grievance Policy and Procedure

General Policy:

The NHIA Grievance Procedure is designed to provide for the disposition of grievances and disputes.

Faculty have the right to be heard without fear of jeopardizing their employment or working status. NHIA encourages dialogue between faculty, Department Chairs and administrators to resolve disputes. After a faculty member has had the opportunity to discuss or review his/her problem and continues to feel that the specific concern remains unresolved he/she may invoke the formal established NHIA procedure.

Step 1. *Written Grievance to Department Chair*

Within ten days of the initial informal discussion with the Dept. Chair, the grievant may present the grievance in writing to both the Department Chair and Dean. The grievance must be documented on the official grievance form provided by Human Resources.

The Department Chair must provide a non-binding written response and/or recommendation to the Dean within five days of receipt of the faculty member's written formal grievance.

Step 2. Evaluation by Dean

The Dean will evaluate the grievance and make a determination to establish a timely, small ad-hoc faculty/administration committee and schedule an appropriate formal hearing for the grievant.

Within five days of the hearing this committee will respond and pass on to the aggrieved faculty member, the findings, recommendations and a final decision of the Institution.

See next page for NHIA Grievance form. Use additional pages if necessary.

New Hampshire Institute of Art

Grievance Form

Employee Name: _____ Dept.: _____
Supervisor: _____
Date form completed / submitted: _____ Completed By: _____
Date(s) and Description of incident(s): _____

Discussion with supervisor and date(s):

Employee's recommendation and reason(s) for recommendation(s):

Date received: _____ By: _____

Supervisor's Recommendation: and reason(s) for recommendation(s):

Supervisor signature: _____ Date Submitted: _____
~~~~~  
Formal Hearing: Yes \_\_\_ No \_\_\_ Reason(s): \_\_\_\_\_  
\_\_\_\_\_

Decided by: \_\_\_\_\_ Date: \_\_\_\_\_  
+++++

Final Decision: \_\_\_\_\_  
\_\_\_\_\_

Signature(s) of decision maker(s), title(s) and Date:  
\_\_\_\_\_  
.....

I have read / been informed regarding the above grievance and understand the decision:  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee comment(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **7.6 Faculty Development**

The Institute is committed to the continuous improvement of its primary resource, the faculty. Through a variety of activities, supported in whole or in part by the Institute, faculty is able to strengthen educational, scholarly and professional abilities. Generally, individual faculty will initiate requests for funding to their chairperson, or a member of the Academic Affairs staff may recommend professional development opportunities to specific faculty.

The Institute has a strong commitment to faculty development and believes that it is through faculty development that the curriculum is developed and improved and the instructional program strengthened.

### **7.6.1 Sabbaticals**

The purpose of the Institute's sabbatical leave program is to enable a full-time faculty member to pursue scholarly and/or professional creative development with a degree of concentration and freedom not normally possible while teaching a full-time schedule. The sabbatical may not be taken in order to teach at another institution.

Such a program is highly beneficial both to the Institute and to the individual, for it encourages exploration and productivity, which the faculty member brings back to his or her students and to the Institute at large.

#### **7.6.1.1 Eligibility**

A full-time faculty member applying for sabbatical leave must have completed seven (7) years of full-time service at the Institute. Leave of absence time is not counted in the total. Faculty members who have had a sabbatical leave become eligible to apply for a new sabbatical leave in six years, plus any time spent on a leave of absence, after the completion of the previous sabbatical.

#### **7.6.1.2 Compensation During Sabbatical**

There are two types of sabbatical leaves. The one-semester leave provides for full pay and benefits for one semester and is available for either the fall or spring semester. The two-semester leave provides full benefits with 60% of your base pay.

#### **7.6.1.3 Procedure/Application and Selection Process**

1. A faculty member applying for sabbatical must file an application no later than the beginning of the Spring Semester preceding the academic year for which he/she is applying.
2. Applications for sabbatical leave are submitted to the Chairpersons' Committee for the purpose of selection. A department chairperson's

recommendation must be included with the application materials. The Committee will review only complete applications.

3. Upon review of the completed application documents, the Committee will make recommendations to the Dean based on the quality of the proposal, the value of the proposed work to the faculty member and the Institute, and the number of sabbatical leaves available in a given year.
4. Notification is given after approval of the budget.

#### 7.6.1.4 Obligations of Sabbatical Recipients

The recipient of a sabbatical leave must:

1. Make every reasonable effort to fulfill the terms of the Institute sabbatical.
2. Return to the Institute for a minimum of one year following the completion of the sabbatical.
3. Ensure that all publications and other materials related to and produced as a result of the sabbatical support include an acknowledgement to the Institute.

It is common practice for the Institute's Galleries to hold an exhibit each year of work produced by studio faculty during their sabbaticals. However, this is not a guaranteed opportunity. Whether or not the Galleries exhibits sabbatical work, faculty who have had sabbaticals have a responsibility to present the results of the sabbaticals to the Institute community. They also are encouraged to seek opportunities, both locally and nationally, to display their work.

#### 7.6.1.5 Performance Evaluation and Salary Adjustments

The annual performance evaluation process for faculty, as described in section 7.1.10 continues to occur during periods when a faculty member is on sabbatical. If a faculty member has been on sabbatical during the period being evaluated, the faculty member should include the work done on sabbatical in his or her annual report. The chairperson should include this activity in the appraisal of the faculty member. The annual salary adjustment process will take this performance evaluation into account in the same manner as all other evaluations are considered.

### **7.7 Faculty Development Grants and Conferences**

The Institute endeavors to budget funds each year to support faculty development. These funds may be used by full-time faculty members for courses, conferences and associated travel expenses. These funds are for courses taken at established institutions related to the faculty member's field, conferences and other educational opportunities at non-academic institutions, or other activities as approved by the Dean. Courses must be successfully completed to be eligible for reimbursement. Faculty development grants are not used to support the pursuit of degrees.

Full-time faculty members may request financial support to attend conferences, seminars, workshops and other means of professional development. Requests should include an explanation of the value of the event and a budget of the expenses required. Requests are given to the Department Chairperson for approval and then forwarded to the Dean who will make a decision based on funds available and the number and types of requests received.

If a request is approved, travel, lodging and registration arrangements are the responsibility of the faculty member. Reimbursable expenses include conference fees, air and ground travel, lodging, meals and tips up to the amount approved. An approved expense report with original receipts is required for reimbursement. Travel advances may be granted by completing a Check Requisition form with the Business Office at least one week in advance of when funds are required.

## **7.8 Department Chairperson**

### **7.8.1 Responsibilities**

The Department Chairperson is a teacher, administrator, and leader responsible for the management of educational objectives and the human, financial, and physical resources of her/ his department. The Department Chairperson, working closely with the faculty of the Department, sets standards of excellence and maintains the quality and reputation of the Department, encourages innovation to sustain the Department's vitality, encourages cohesion and harmony within the Department, supports formal and informal interdisciplinary activities and programs, and is a vigorous advocate for the Department's faculty and programs. As a member of the faculty, the Department Chairperson is expected to fulfill the duties and responsibilities of a faculty member as described in this Handbook. In addition, the Department Chairperson's duties are as follows:

1. Holding and presiding over regular Department meetings throughout the academic year, preparing the agenda, and providing minutes of such meetings to the members of the Department and to the Dean;
2. Motivating faculty performance and conducting annual performance reviews of departmental faculty in accordance with established Institute procedures, including preparing a written evaluation of each faculty member;
3. Making written recommendations to the Faculty Meeting regarding promotion in rank, renewal of contracts, or dismissal;
4. Developing the teaching schedule of the Department after consultation with the individual faculty members and subject to the approval of the Dean, and ensuring that the workloads and teaching opportunities of the faculty are equitably distributed;
5. Encouraging the professional development of Department members;

6. Recruiting of new faculty, in accordance with institutionally accepted search and appointment practices and in consultation with the Dean;
7. Acquainting new faculty members with departmental and Institute policies and procedures;
8. Preparing, in consultation with departmental faculty and the appropriate committees, long-range plans, departmental objectives, descriptions and revisions of teaching programs or curricula, and course descriptions for the catalogue;
9. Preparing, in consultation with members of the Department, the yearly budget and administering the budget;
10. Reviewing the goals and syllabi of all courses and independent study offered by Department faculty;
11. Working with Academic Advising to implement the academic advising program within the department;
12. Preparing the Chairperson's annual report;
13. Reviewing student and faculty concerns arising within the department and handling them in accordance with department and Institute procedures, and in consultation with the Dean;
14. Administering and being accountable for the procedure by which students' progress is evaluated and tracked, including their satisfaction of academic requirements and their qualifications for graduation;
15. Coordinating the Department's efforts and working with the Dean of Academic Affairs to inform majors about graduate school and employment opportunities;
16. Managing, in conjunction with the Dean and Vice President for Administration and Finance, the facilities of the Department;
17. Selecting departmental support staff according to institutional hiring procedures, supervising their duties, and evaluating their performance;
18. Assigning to other members of the Department such specific duties as will make possible the more effective operation of the department;
19. Participating in the recruitment of new students to the Institute and working with the Admissions and Financial Aid Offices in the screening and evaluation of applicants;

20. Participating in the Chairperson's meetings convened and chaired by the Dean;
21. Coordinating internship and independent study policy and practice in the Department;
22. Coordinating Department efforts to augment the academic program by securing visiting artists, critics and lecturers;
23. Coordinating departmental responsibilities regarding accreditation requirements, assessment, strategic planning, and program evaluations;
24. Maintaining contact in industries and professions for which the Department educates students and staying abreast of changes in those fields that may affect the Department's educational programs;
25. Working closely with the Development Office in promoting the Department and the Institute through activities that may include, but are not limited to, sponsored projects, national and international design competitions, speaking engagements, and the securing of grants; and
26. Assuming other duties as may be assigned by the Dean or the President for the administration of the department.

#### 7.8.2 Appointment

The Chairpersons are appointed annually or bi-annually by the President on the recommendation of the Dean. They report to the Dean.

#### 7.8.3 Calendar Year Responsibilities

The Department Chairperson's responsibilities for administering the Department extend throughout the calendar year. Though the Institute schedules few classes in the summer, the Departments remain open, and numerous activities occur on campus, including planning and preparation for the coming academic year, admissions, readying of facilities, longer-range planning, and community education. While Department Chairpersons determine their own schedules during the summer, they continue to take all necessary steps to maintain the operations of the Department and honor reasonable requests from the President, Dean, and other administrators to attend to Institute responsibilities. Chairpersons shall also especially endeavor to be part of or teach in such summer programs as, but not limited to, our Art Educators Summer Institute, Pre-College Summer Program, or any other programs developed to further the Institute's professional offerings. Additional remuneration will be paid to Faculty members as a compensation for such teaching. Additionally, all Chairpersons shall continue to function in their role as the manager of their respective departments during the summer months. Coordination of such duties shall be the decision of the Academic Dean.

#### 7.8.4 Evaluation

Each year, the Chairpersons complete an Annual Report as a self-evaluation. The Dean completes an evaluation that parallels the Chairperson's Annual Report and a meeting between the Chairperson and Dean is conducted to review the evaluation.

### **7.9 Department Chairperson Administrator**

The Department Chairperson Administrator is responsible for providing administrative support to the Chairpersons and faculty of the Institute. The Administrator is responsible for organizing and administering routine office functions to include scheduling, budgets, ordering and purchasing, and communications.

## SECTION 8 ACADEMIC POLICIES AND PROCEDURES

### 8.1 Registration Procedures

*Please see the current Student Handbook for a complete and comprehensive up to date listing of all student policies.*

#### 8.1.1 Registration Office

The registrar directs the Registration Office. The Registration Office is responsible for processing registration forms, enrollment verifications, deferments, mid-semester progress reports and final grades, grade changes, name and address changes, transcript requests, waivers, curriculum change forms and degree audit files. The office also produces three schedule books (fall, summer and spring), evaluates academic credits for transferability, audits prospective graduates' files, maintains student records, oversees Veterans' eligibility, maintains course equivalency guides, distributes and tracks attendance rosters and distributes annual Federal Education Rights and Privacy Act ("FERPA") notices.

#### 8.1.2 Faculty Advisors and Registration Procedures

Returning students are advised by their faculty advisor during a required course scheduling meeting. After the advisor signs the *registration form*, the student takes the form to the Registration Office for processing. Faculty members who serve as advisors will receive Advising Manuals and instruction from the Advising Director.

#### 8.1.3 Schedule Book

Each semester and summer term the Registration Office produces course schedule books. The schedule book contains registration procedures as well as provides a listing of courses offered during that semester. The schedule book is available on-line as well as in the Registration Office.

#### 8.1.4 Add/Drop Period

The Add/Drop period begins with registration and ends at the end of the fifth class day. All changes to a schedule must be listed on one Add/Drop form and must be completed with the Advisor's and/or the Program Chairperson's signature, and then returned to the Registrar. Dropped classes will be removed from the student's electronic file, does not appear on the student's grade report at the end of the semester, is not reported on the permanent transcript and is not factored into the student's GPA. Non-attendance in class does not constitute a drop. Dropping or adding classes or changing sections is not permitted after the first five days of the semester.

#### 8.1.5 Withdrawals

##### 8.1.5.1 Withdrawal from Class

Students may withdraw from courses at any time during the first eight weeks of the semester with the course grade of “W.” Withdrawn classes are not factored into the student’s GPA. The withdrawal does not become official until the completed *Student Initiated Course Withdrawal form*, containing the signatures of the instructor, the student, and the student’s advisor, is submitted to the Registration Office. Merely ceasing to attend class(es) does not constitute an official withdrawal either academically or financially.

Withdrawals after the eighth week (mid-semester) will only be allowed when:

- Withdrawal is student-initiated for conditions beyond the student’s control (e.g., illness documented by a physician’s letter). The course grade under these conditions will be “W.” Documentation must be provided by the student and approved by the student’s advisor.
- Withdrawal is instructor-initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these circumstances will be “WP” (withdraw passing) or “WF” (withdraw failing). The Academic Dean must approve instructor-initiated withdrawals. The student’s advisor will be notified.

In all cases, the date of withdrawal is the last date of class attendance as verified by the instructor. Withdrawal disputes must be submitted in writing by the student within 30 days after the end of the semester during which the student withdrew.

#### 8.1.5.2 Withdrawal from the Institute

Students may withdraw from the Institute by obtaining a *Change of Enrollment Status form* from the Registration Office and obtaining all the necessary signatures. Merely ceasing to attend classes does not constitute an official withdrawal academically or financially. Failure to submit a Change of Enrollment Status form to the Registrar will result in the automatic recording of “AF” grades for all courses being taken by the student. The official date of withdrawal is the last date of class attendance as verified by an instructor. If a student never attended classes then the classes will be removed from the student’s electronic record. Students who withdraw from the Institute completely after the eighth week of the semester (mid-semester) will receive either a “WP” or “WF” grade from each of their instructors.

#### 8.1.5.3 Unofficial Withdrawal

A student who ceases to attend a class or classes, but did not officially withdraw, will be considered to have “unofficially withdrawn” and the last date of attendance will be recorded as the withdrawal date. If no documentation of attendance exists, the student will be considered to have never attended and the class will be removed from the student’s electronic record. Unless a student is dropped by an instructor, officially drop or withdraw, they must receive a grade for class. A grade of “AF” (Administrative Fail) will be issued.

Students who miss the first two sessions of a class may be dropped by that instructor without prior notice. For any reason students are dropped by the instructor, the instructor notifies the Registrar by submitting a Notification of Course Withdrawal form to the Registrar. If the student never attended the class then the class will be removed from the student's electronic record, otherwise a grade of "AF" will be issued.

#### 8.1.6 Class Cancellation

In the weeks leading up to the start of a term, the Department Chairs work closely with the Academic Dean to determine what classes might not reach minimum enrollment. Departments and faculty are notified if a given class appears that it may not be held due to low enrollment. If enrollment for that class does not increase the week before classes begin, NHIA is obliged to cancel the class and notify the students so they may select another course. As a general principle, NHIA's policy is to cancel any course with inadequate enrollment three days before the first class meeting.

Refunds for paid tuition for dropped or withdrawn classes are as follows:

If dropped/withdrawn by the end of the first academic week: 100%  
If dropped/withdrawn by the end of the second academic week: 80%  
If dropped/withdrawn by the end of the third academic week: 50%  
If dropped/withdrawn by the end of the fourth academic week: 25%  
After the fourth academic week of the classes: 0%

Mandatory fees (Registration, Student Activity and Technology) are non-refundable.

#### 8.1.7 Attendance Rosters and Class Rosters

For the first five weeks of the semester the Registration Office will distribute Class Rosters or Attendance Rosters to instructors.

##### 8.1.7.1 Attendance Rosters

The Registration Office distributes Attendance Rosters the Monday before the first week of the semester (Add/Drop week), and the Monday of the third week of the semester. Attendance Rosters alert the registrar of any possible unconfirmed withdrawals from your class. Whether students are attending your class(es) or not, it is important to complete the form accurately and return it to the register by the date indicated on the form.

##### 8.1.7.2 Class Rosters

Class Rosters will be distributed each Monday of the first, second and fourth week of the semester. Class Rosters are for instructor's information. Faculty are required to maintain attendance records, you should begin to maintain attendance records from the first roster received in the semester. If there is a person in your class who is NOT on your roster, it means the student is NOT REGISTERED for your class. It is imperative that you immediately send them to the Registration Office. Students are not permitted to be in your class unless they have officially registered for that class.

Class rosters provide the following information: student name, student local address, telephone number (local phone number will be printed, if available, otherwise the permanent phone number will be printed), NHIA Email address, student advisor, and student type (NHIA, UNH or Guest Student).

In addition to student type, you may notice a “V” next to the names of some students on your roster. This means the students receive benefits from the U.S. Department of Veterans Affairs. Attendance is very important to the VA. The Registration Office must report non-attendance of these students to the VA within 30 days of the last date of attendance. Faculty must report any “V” student who has missed three (3) weeks of classes as soon as he/she misses the third week.

Beginning the sixth week of the semester you will begin to receive “withdrawal notices” from the Registration Office to inform you of any student who has officially withdrawn from your class. If there is a student listed in your attendance records who is not attending class you must contact the Registration Office.

As noted above, the US Department of Veterans Affairs provides benefits to some students at the Institute. Those students’ names are designated with a “V” on the roster. The VA requires that the Institute make a report of such students who fail to attend class. Again, it is critical that you report a VA student’s non-attendance to the Registration Office as soon as the student has missed three weeks of class.

#### 8.1.8 Waived Course

A required course may be waived by the department chairperson only. Waiving a course means only that the specific course is waived, not the credits attached to that course to fulfill degree requirements. The student must still take another course to fill the credit deficiency.

#### 8.1.9 Restricted Courses

A course for which enrollment is restricted to the students focusing in the concentration (e.g., Painting, Photography) and/or restricted to students holding a particular class standing (e.g., Junior, Senior).

#### 8.1.10 Independent Study

Junior and senior level students have the opportunity to work in an area or on a project not otherwise offered in a department curriculum or to replace a required course not available in the semester in which the student will graduate. Students are not permitted to take more than two Independent studies in the course of their degree. The student must submit a written proposal as well as an *Independent Study Form*. *The form must have a signature from a faculty member who will serve as advisor and to evaluate the student’s work, as well a signature from the student’s advisor, Department Chairperson and Academic Dean.* The student must also commit to, and be responsible for, a formal meeting schedule to allow the advisor to monitor progress in the Independent Study.

### 8.2 Registration Office Forms

1. *Registration* – a form that the student completes, in consultation with their advisor, to select courses for the semester. The student must obtain the advisor’s signature and bring the form to the Registration Office.
2. *Registration Permission* – a half-sheet form that requires the signature of the Department Chairperson, granting a student permission to register for a course that is filled or that has some restriction.
3. *Independent Study* – a form that the student completes when he/she proposes to work in an area or on a project not otherwise offered in a department curriculum, or to replace a required course not available in the semester. The advisor, Department Chairperson and Academic Dean as well as the student must sign the form and submit it to the registrar for processing.
4. *Add/Drop* – a form that the student must complete in order to begin the process of adding or dropping (withdrawing from) a course. The form requires the signature of both the advisor and student. If a course is dropped after mid-semester, the form requires the signature of faculty as well as the advisor.
5. *Curriculum Waiver* – a form completed by a Department Chairperson advising the registrar to alter a student’s curriculum in some way.
6. *Declaration/Change of Concentration* – a form with which an undeclared student declares their concentration. The Department Chairperson must sign the form and assign studio credit. Upon the receipt of this form, the Registration Office will update the student’s record.
7. *Transfer Credit Approval* – a form that the student must complete when seeking approval of transfer credit from another college. The Chairperson from the Department in which the student seeks credit must sign the form. This form is also used for any study abroad program.
8. *Change of Enrollment Status* – a form used if a student intends a complete withdrawal from the Institute or for a Leave of Absence for one academic year. The student must meet with his or her advisor and then a financial aid officer for an exit interview.
9. *Incomplete Grade Verification* – a form that is submitted, along with the final grade roster, for all students who receive an “IC” (incomplete) grade.
10. *Grade Change* – a form available to faculty, Department Chairpersons or students. Only the faculty may return the form to the Registration Office. The Department Chairperson and faculty must sign the form. A copy of the *Grade Change Form* is sent to the student’s local address by the registrar.
11. *Student Grade Form* – a form completed by a faculty member to assign a grade to a student who withdraws from class after mid-semester. See Final Grades, below, for additional information.
12. *Intent to Graduate* – a form that students complete and submit to the Registration office. This form is normally completed by students in their junior year.

13. *Authorization to Disclose Academic Information to Parent(s) or Guardian(s)* – an annual form that students are required to read. A student may or may not choose to complete the form. The form gives permission to release academic information to the parent(s) or guardian(s) listed on the form. The form is returned to the registrar and a copy is placed in the student’s file.
14. *Request to Prevent Disclosure of Directory Information* - an annual form that students are required to read. A student may or may not choose to complete the form. The form prevents “Directory Information” be disclosed to any persons or agencies. The form is returned to the registrar and a copy is placed in the student’s file.
15. *Transcript Request Form* – submitted by a student to the Registration Office to request an academic transcript. The form requires the student’s signature.
16. *Student Initiated Withdrawal Form* – a form completed by a student when requesting to withdraw from a class after the Add/Drop period. This form requires signatures from the student, the advisor and the faculty.
17. *Notification of Course Withdrawal Form* – a form that the faculty completes and submits to the Registration Office. This form is used by the faculty to inform the Registration Office that he/she has withdrawn a student from his class.

### **8.3 Grading and Academic Progress**

#### 8.3.1 Mid-semester Progress Reports

The Registration Office distributes mid-semester progress reports to the department chairpersons during the sixth (6<sup>th</sup>) week of the semester. The Department Chairpersons distribute the reports to faculty. Keep in mind that if you teach in more than one department you will have grade rosters in your mailbox from each department.

Mid-semester progress reports are due to the Academic Affairs Office the Wednesday of the 8<sup>th</sup> week of classes. Faculty and students must sign and date the report and submit it to Academic Affairs **IN PERSON**.

The mid-semester progress report is designed to provide an indication of a student’s progress and to promote any appropriate dialogue with faculty and advisor. The grade does not affect a student’s grade point average and does not appear on the student’s transcript. Students with a GPA of 2.0 or lower should schedule to meet with their professors and their advisor to discuss strategies for improving class effort and performance.

#### 8.3.2 Grading System

The grade point system assigns a numerical value to each letter grade, as follows:

|    |       |               |
|----|-------|---------------|
| A  | (4.0) | Outstanding   |
| A- | (3.7) |               |
| B+ | (3.3) |               |
| B  | (3.0) | Above Average |

|    |       |               |
|----|-------|---------------|
| B- | (2.7) |               |
| C+ | (2.3) |               |
| C  | (2.0) | Average       |
| C- | (1.7) |               |
| D+ | (1.3) |               |
| D  | (1.0) | Below Average |
| F  | (0.0) | Failure       |

A failing grade "F" from a required course imposes a requirement for the student to retake the course and gain a passing grade. The "F" grade will remain on the permanent transcript and is factored into the student's GPA.

IC (0.0) Incomplete

A temporary designation indicating that some of the course requirements have not been met. An "IC" grade is calculated as an "F" grade and will be recorded on the transcript until the student completes and turns in the required coursework within the allotted time. All course requirements must be completed within the 4 weeks following the last day of that semester. A permanent grade designation will be issued by the faculty member no later than the Monday following the 4 weeks. If the student does not complete the course work within the allotted time, a permanent "F" grade is issued.

W (None) Withdrawal

Grade given if a student withdraws from a course before mid-semester. This designation appears on the student's grade report at the end of the semester, and will be recorded on the permanent transcript but is not factored into the student's GPA. This grade may also indicate that the student never attended class and did not complete an Add/Drop Form.

WP (None) Withdrawal/Passing

Grade given to student by faculty member if student withdraws after or during mid-semester and was making satisfactory progress. Grade appears on student's grade report and on permanent transcript but is not factored into the student's GPA.

WF (0.0) Withdrawal/Failure

Grade given to student by faculty member if student withdraws after mid-semester and was making unsatisfactory progress. Grade appears on student's grade report and on permanent transcript and is factored into student's GPA.

AF Administrative Fail

This grade usually indicates that the student stopped attending classes without dropping or completing the course.

### 8.3.3 Final Grades

The Registration Office prints final grade rosters on the Monday of the 13<sup>th</sup> week of the semester. The final grade rosters are distributed to the department chairpersons who then distribute the rosters to faculty. Keep in mind, if you teach in more than one department you will have grade rosters in your mailbox from each department.

Final grades are due to the registrar the Monday after the last day of classes for the semester.

Faculty must SIGN and DATE the roster and submit it to the Registration Office IN PERSON. Faculty must wait until the registrar reviews the roster for completeness and accuracy before leaving the Registration Office. Final grades are mailed to students on the Friday after the last day of classes for the semester.

Faculty must assign a grade to each student who is still registered for their class. Valid final grades, as explained above, are: A, A-, B+, B, B-, C+, C, C-, D+, D, F, WP\*, WF\*, IC\*\*, AF\*\*\*

\*When a student withdraws from a class after mid-semester, the registrar assigns the student a grade of “WX” which is a temporary grade indicator. The registrar will distribute an *After Mid-semester Student Grade Form* to faculty for a final grade to be assigned. Faculty must assign a grade of “WP” (withdrew passing) or “WF” (withdrew failing).

\*\*A grade of “IC” (incomplete) should only be given rarely, when a student has encountered a legitimate unusual situation that prevented him/her from completing a SMALL portion of the semester’s work. Incompletes should NOT be assigned to a student if a student has stopped coming to class or has missed several assignments. If you have given a grade of “IC” to a student in your class, you must also submit an *Incomplete Grade Verification Form* along with your final grade roster. You and your department chairperson as well as the student must sign this form before its submission to the registrar. This form is available from your department chairperson, Registration Office or the Academic Affairs Office.

A student who receives an “IC” grade has 4 weeks following the last day of that semester to complete the work and receive the appropriate grade. An “IC” grade is calculated as an “F” grade and will be recorded on the transcript until the student completes and turns in the required coursework within the allotted time. A permanent grade designation will be issued by the faculty member no later than the Monday following the 4 weeks. If the student does not complete the course work within the allotted time, a permanent “F” grade is issued.

\*\*\*An “AF” (Administrative Fail) grade will be issued by the registrar if a student has stopped attending the class without officially dropping or completing the class. This grade appears on the student’s grade report and on the permanent transcript and is factored into the student’s GPA.

#### 8.3.4 Grade Changes

When warranted, faculty may change a student's grade. The reason for this change may be due to completion of work from the previous semester (grade of "IC" being changed to a letter grade) or a review of the student's work, which resulted in a better grade. Faculty, Department Chairpersons or the student may pick up this form from the Registration Office. However, only faculty may return the form to the registrar. The Department Chairperson and faculty must sign the form. Faculty must provide complete and accurate information to insure quick processing. A copy of the *Grade Change Form* is mailed to the student's local address by the registrar.

### 8.4 Dean's List

During the fall and spring semester, students may be named to the Dean's List of the Institute by successfully completing a minimum of 9 credits and attaining a minimum semester GPA of 3.7.

#### 8.4.1 Junior Status

Students are required to complete all 18 credits of Foundation courses and 12 credits of 100 and/or 200 level Liberal Arts courses before they can begin their junior level departmental studio classes. Advisors determine which departmental courses students must complete before progressing to junior level department classes.

#### 8.4.2 Satisfactory Academic Progress/Probation/Suspension/ Readmission

To be considered to be making satisfactory academic progress toward a degree, a student must maintain a minimum grade point average (2.0). Progress is evaluated at the end of each semester. Students who fail to make satisfactory academic progress are placed on probation for one semester. If a student fails to make satisfactory academic progress during the probationary semester, that student is suspended. Students suspended from the Institute may apply for readmission after a period of one semester.

#### 8.4.3 Readmission Policy

Students who have been suspended or those who have voluntarily stopped attending for more than two consecutive semesters (one academic year) must follow the NHIA readmission policy.

For readmission, students must reapply through the Admissions Office. They must submit a portfolio of work, including work completed at the Institute and any work completed during their absence from the Institute. They may be required to have an interview with a committee of faculty from the department to which they are applying. The Department Chairperson is responsible for communicating the specific activity required of students suspended because of an unsatisfactory department review. During the semester off, the student is required to meet with their advisor a minimum of two times to monitor progress towards readmission.

## **8.5 Class Attendance**

Each three hour meeting of class is considered a session. The Institute considers class attendance to be critical and requires that faculty members take attendance at the beginning of each class session.

Students who arrive 5 to 20 minutes late for any class session are considered tardy. Three tardies equal an unexcused absence. Arriving more than 20 minutes late, or missing an entire three-hour session, is considered a full absence. This applies to all classes whether they meet on two different days of the week, or for one session per week.

Following a student's third unexcused absence, the course instructor is required to complete an attendance form and to forward the form to the registrar for review and recording. The Registrar determines if the student withdrew from the class, and then informs their faculty, advisor, bursar and financial aid of the student's status.

An absence may be excused if there is a medical reason, family emergency or extenuating circumstances beyond the student's control. Students seeking an excused absence may bring their documentation to the Academic Affairs Office. After consultation with the instructor, Academic Affairs will send a written notice of approval/disapproval of the absence as excused to the student's faculty, advisor, department chairperson, registrar and any department administrator that the documentation is on file.

### **8.6 Disciplinary Dismissal from a Course**

A student may be dismissed from a course in which that student is enrolled if his or her behavior is disruptive to the point where it interferes with the rights of the teacher to teach or the rights of other students to learn, or if the student engages in improper behavior. Improper behavior is defined as, but is not limited to, actions by an individual that may be detrimental to the student, fellow students, faculty or the Institute, community or facility. It also includes violations of federal, state, or local laws.

When a student's behavior is disruptive to the class, the instructor should verbally warn the student about their behavior. If the disruptive behavior continues in the same class session, the instructor may order the student to leave the classroom for the remainder of the class session and should warn the student of the possibility of being dismissed from the course if the disruptive behavior continues. An instructor is under no obligation to allow the dismissed student to make up work or tests missed as a result of the dismissal from the class session. The Instructor must send a written report of the dismissal to the Academic Dean.

If the disruptive behavior continues to be a problem in future class sessions and the instructor wishes to dismiss the student from the course, the instructor must send written documentation to the Academic Dean. The student may continue to attend class sessions while the instructor's request for dismissal from the course is being reviewed. However, if the student engages in disruptive behavior while the case is under review, the instructor may again dismiss the student from the class session and the student is barred from attending subsequent class sessions until the case has been resolved.

While the above procedures should be followed to the extent possible, the Institute reserves the right to immediately dismiss a student from a class if it determines, in its sole discretion, that the infraction is sufficiently egregious.

Dismissal from a course will be entered on the student's permanent record as a "W" grade.

## **8.6 Transcripts**

Students may request copies of their transcripts by going to the Registration Office and completing a *Transcript Request Form*. No one other than the student may request that student's transcript. The student's signature must accompany each request. There is a nominal charge for each transcript and no charge for an unofficial transcript .

## **8.7 Graduation**

Commencement is held in May for students who have completed their academic requirements by the spring semester and have fulfilled all financial obligations to the Institute. Students who have no more than three outstanding credits may participate (walk) in the commencement ceremony, but must complete the required credits and satisfy any financial obligations before receiving the actual diploma.

Juniors must complete an *Intent to Graduate form* and pay a \$50 fee before the end of their junior year.

## **8.8 Plagiarism and Cheating**

Faculty members have a responsibility to foster academic honesty as well as intellectual development in their students. Plagiarism and any other form of cheating are strictly prohibited. Where appropriate a definition of plagiarism should be included in the course syllabus. While literary plagiarism is the most commonly known form of this type of academic dishonesty, artistic plagiarism has a particularly relevant application in the context of visual arts institutions such as the Institute. "Plagiarism" is thus broadly defined to suit the needs of the Institute in promoting academic honesty.

### **8.8.1 Plagiarism Policy**

In the event that faculty suspects that a student's own work product contains plagiarized and/or unauthorized copying or presentation of materials, faculty will attempt to determine whether or not the work is plagiarized. This will be done through discussion with the student who did the work, through examination of footnotes and bibliography, and through other appropriate methods of inquiry.

If the work is deemed "plagiarized", the faculty member will meet with the student and his or her advisor regarding the seriousness of the infraction. If the work is determined or acknowledged by the student to be plagiarized, a letter generated by the faculty member will be placed in the student's file in the Registration Office. The faculty member will determine what further academic action will be taken, such as re-writing the paper or redoing the work, failing grade for the assignment and/or the course.

If a second case of plagiarism by a student is determined then the case will be referred to the Dean who will determine what further punitive action will be taken, up to an including dismissal from the Institute.

In the case of denial by the student and the impossibility of determining plagiarism by faculty, the allegation will be dropped.

### **8.9 Privacy of Student Records**

Annually the New Hampshire Institute of Art (NHIA) informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This Act, which NHIA intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act.

#### **GUIDE TO THE RELEASE OF STUDENT INFORMATION**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the student has the right to inspect and review their Education Records within 45 days of the request to inspect; request an amendment to their Education Records; a hearing if their request for an amendment is unsatisfactory; or file a complaint with the US Department of Education.

School officials within the Institute may obtain information from Education Records without obtaining prior written consent. The Institute determines the criteria for who will be considered *school officials* and what *legitimate educational interests* school officials have to be allowed access to Education Records.

Students do not have the right to parental or guardian financial information; confidential letters and recommendations used for admission purposes (for which the student has waived the right of inspection), and confidential letters and recommendations written prior to January 1, 1975; Education Records containing information about more than one student (students are permitted access to that part of the records which pertains only to the inquiring student);

**Directory Information.** The New Hampshire Institute of Art designates the following as public or Directory Information that may be released without a student's written consent at any time to any persons or agencies deemed to have a legitimate interest:

- Student name
- Home address, telephone number and email address
- Campus address, telephone number and email address
- Date and place of birth
- Photographs

- Relationship to an alumnus or alumna of the Institute
- Participation in officially recognized extracurricular activities and sports
- Concentration of study and degree sought or completed
- Full or part time enrollment status and classification (freshman, sophomore, junior, senior, graduate)
- Dates of attendance
- Date of graduation
- Degrees, awards and honors received
- Expected date of completion of degree, requirements and graduation
- Most recent previous education agency, institution, college or school attended
- Grade level

**Non-directory Information.** Except for the Directory Information listed above, confidential information, from Education Records cannot be released to a third party without written consent from the student. A consent form may be obtained from the Registrar in the Registration office at Fuller Hall. The information listed below is considered confidential.

- Social Security Number
- Race
- Gender
- Religion
- Country of citizenship
- Courses selected
- Schedule of Classes
- Grades
- GPA
- Academic evaluations
- Financial Aid or account information
- Information not specified under “Directory Information”

**Exceptions are:** school officials employed by the Institute with *legitimate educational interests* in an administrative, supervisory, academic, research, or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities; officials of another school, upon written request, in which a student seeks or intends to enroll (including student exchange programs); a person or company with whom the Institute has contracted such as an attorney, auditor, collection agent, insurance agent, or official of the National Student Loan Clearing House; financial aid institutions to determine eligibility, amount of aid, conditions of aid and to enforce terms and conditions of aid; standardized testing institutions; a person serving on the Board of Trustees; a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; by court order or certain types of subpoenas; in court proceedings with the student; appropriate parties in a health or safety emergency, state and local educational authorities in connection with certain

state or federally supported programs; Veterans Administration officials; the Comptroller General of the United States; The Secretary of the US Department of Education; the US Attorney General (Law Enforcement only) and accrediting organizations to carry out their functions.

**Exceptions that permit disclosure without consent are:** school officials employed by the Institute with *legitimate educational interests* in an administrative, supervisory, academic, research, or support staff position. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities; officials of another school, upon written request, in which a student seeks or intends to enroll (including student exchange programs); a person or company with whom the Institute has contracted such as an attorney, auditor, collection agent, insurance agent, or official of the National Student Loan Clearing House; financial aid institutions to determine eligibility, amount of aid, conditions of aid and to enforce terms and conditions of aid; standardized testing institutions; a person serving on the Board of Trustees; a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; by court order or certain types of subpoenas; in court proceedings with the student; appropriate parties in a health or safety emergency, state and local educational authorities in connection with certain state or federally supported programs; Veterans Administration officials; the Comptroller General of the United States; The Secretary of the US Department of Education; the US Attorney General (Law Enforcement only) and accrediting organizations to carry out their functions.

**Disclosures to Victims of Crime:** A student, as a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, may obtain information that only includes the final results of any disciplinary proceedings conducted by the New Hampshire Institute of Art. This information is limited to: name of the student, violation committed, and any sanction imposed by the NHIA against the student. NHIA may not disclose the name of any other student, including a victim or witness, without prior written consent of the other student.

#### **Definition of Terms:**

**Directory type information:** is defined as information not normally considered a violation of a person's privacy.

**Education Records:** any record maintained by the New Hampshire Institute of Art that is directly related to a student or students. The record does maintain the student's name; campus or home address, social security number, NHIA student number and can contain information from which an individual student may be personally identified. Records include files, documents, artwork and materials that are handwritten, printed, video taped, copied to disk, filmed, on microfilm or microfiche. It does not include: law enforcement records; employee records other

than work-study; doctor/patient privileged documents; alumni records; or observational notes.

**A School Official at New Hampshire Institute of Art:** can be a person employed by the Institute in an administrative, supervisory, academic, research or support staff position (including any health staff personnel); Elected to the Board of Trustees; A company employed by or under contract to the Institute to perform a special task such as an attorney, auditor or collection agency; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

**Legitimate Educational Interest at New Hampshire Institute of Art:** is defined as the demonstrated need-to-know by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees, agents or contractors and other persons who manage student records information. Any School Official who needs information about a student in the course of performing instructional, supervisory, advisory, contractual or administrative duties for the Institute has a Legitimate Educational Interest. A School Official has a Legitimate Educational Interest if the official needs to review Education Records in order to fulfill his or her professional responsibilities.

### **8.10 Student Code of Conduct**

The Student Code of Conduct is published in the Student Handbook. Faculty members should be familiar with the Code and with the procedures to be followed should they witness or otherwise become knowledgeable of a violation of the Code.

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**Acknowledgement of Directions to access the Faculty Handbook and Receipt of**

I have received my copy of the directions to access the Faculty Handbook (reverse side of document).

The Faculty Handbook describes important information about the New Hampshire Institute of Art (NHIA), and I understand that I should consult the President or designees (V. P. of Finance or the Human Resources Director) regarding any questions not answered in the handbook. I have entered into my employment relationship with the NHIA voluntarily and acknowledge that, unless I am employed pursuant to a written contract or for a specific period of time, there is no specified length of employment. Unless I have an employment contract, my employment may be terminated by myself or the Institute at any time with or without cause regardless of the length of my employment or the granting of benefits of any kind.

I understand and agree that, other than the President or another of the specifically designated representatives named above of NHIA, no employee of the Institute has any authority to enter into any agreement for employment other than at-will or to amend an existing employment contract; only the President and those specifically designated have the authority to make any such agreement and then only in writing.

This handbook and the policies and procedures contained herein supersede any and all prior policies or practices regarding the terms and conditions of your employment with the New Hampshire Institute of Art. By distributing access to this Handbook, NHIA expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by the New Hampshire Institute of Art. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President has the ability to adopt any revisions to the policies in this handbook.

**I acknowledge that this Handbook is neither a contract of employment nor a legal document.** I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the NHIA or myself.

I have received the directions to access the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_ Employee's Signature

\_\_\_\_\_ Employee's Name (Print)

\_\_\_\_\_ Date signed

## **Directions for Faculty to access the New Hampshire Institute of Art Faculty Handbook**

In response to numerous requests for the capability to access this handbook on-line and to also be in keeping with other institutions of higher learning who provide access to their handbooks this way we are providing access to our Employee Handbook and our Faculty Handbook to all Employees and Faculty (both part-time and full time) through our web connections. This allows up-to-the minute access for those employees who may have questions regarding policies and procedures. It also allows us to increase our ability to be environmentally friendly (or “green”) in this important way.

Any employee who does not have access to the web may request to have a hard copy of this handbook provided by contacting their supervisor or the Human Resources Department for that purpose.

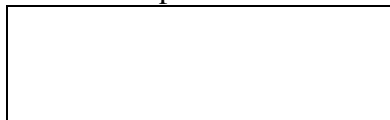
### **For Faculty Access:**

Go to the New Hampshire Institute of Art’s main web page

<http://www.nhia.edu/>

This brings up our New Hampshire Institute of Art *Home Page*.

On the left side of that page you will see a tab labeled “Faculty and Staff” which you should click on. That brings you to a new page where you should click the icon “Human Resources” pictured below.



This opens the Human Resources page where you should navigate by clicking on the tab marked “Current Employees” on the left just under the heading Human Resources.

This will bring you to another page where you can access common forms for employees and where you should click the link to the Faculty Handbook to open the entire handbook for you to view, reference and read.

There are a number of forms, payroll dates etc. there for your convenience but most importantly here you have access to our Handbooks in an easy and convenient manor allowing you to be able to “look the policy up” any time you wish to reference it. If anyone has any problems accessing this they should contact the IT department, their supervisor or Human Resources for resolution.

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