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About the School of Art & Design

**History**

The roots of the School of Art & Design trace back to 1906, when proficiency in “freehand drawing” and “watercolor painting” was required of all students studying architecture in the College of the Engineering. Because both architects and non-architects elected to take these early courses, additional courses in “decorative design” were developed. Professor Emil Lorch, founder of the College, and for whom Lorch Hall on the University’s central campus was named, served as its director until 1936.

A curriculum of decorative design leading to a Bachelor of Science in Design (BSD) was approved in 1926. Among the early faculty was Professor Jean Paul Slusser, who was the director of the Museum of Art. He is now remembered at the School by the Jean Paul Slusser Gallery, where the works of students, visiting artists and faculty are exhibited.

The Department of Architecture separated from the College of Engineering and Mines in 1931 to become the College of Architecture. Then, in 1939, as interest in design increased, and as programs in city planning and landscape architecture were added, the College of Architecture and Design was established to reflect the new curriculum. As part of the new College, programs in design were added to cover specialized areas, including interior and product design, painting, printmaking, sculpture and ceramics, significantly expanding and improving the visual arts program.

In response to the increasing numbers of both students and faculty, and the influence of the fine and applied arts, the Department of Art was established in 1954 as part of the College of Architecture and Design. The College’s primary objective was to offer instruction in painting, sculpture, ceramics, printmaking, advertising design, industrial design, interior design, photography and art. Graphic design was also part of the curriculum. In 1959, programs leading to both the Bachelor of Fine Arts (BFA) and the Master of Fine Arts (MFA) degrees were established.

An adjunct program leading to the Master of Science in Medical and Biological Illustration was established in concert with the Medical School and the University Hospital in 1964. Also in 1964, the first interdisciplinary course, Creative Advertising and Communication Arts Workshop, was offered to seniors in graphic design, journalism, TV and film, creative writing and marketing.

As the number of applicants increased, the need for further qualifying standards resulted in the establishment, in 1967, of a formal portfolio review as part of the application process. Increasing numbers of students, faculty and staff, together with the need for additional space and facilities, led to the construction of the present Art & Architecture building on the University’s North Campus. Coinciding with the opening of the new building in 1974, the College of Architecture and Design formally split into the School of Art and the College of Architecture and Urban Planning.

Additional studio programs for weaving and fabric design and jewelry and metalwork were initiated in 1974 and 1975. Also during that time, a visiting artists program was established.
In the 1990s the increasing impact of computers in art and design led to the establishment of the MouseTRAP (Technical Resource for Art Persons) and instruction in computers was made available to students and faculty. In addition, a fully equipped computer center was opened to all students. The School also began an outreach program to the community.

In 1996, to better reflect the School’s curriculum, the name of the School was officially changed from the School of Art to the School of Art & Design.

The School continues to evolve and grow and to challenge students to explore new territories and disciplines through coursework, community engagement, and exposure to a broad range of creative expression. The Penny W. Stamps Distinguished Visitors Series, established in 1998, brings respected emerging and established artists/designers from a broad spectrum of media to the School to engage with students, faculty, and the larger University and Ann Arbor communities. In 2002, the BFA curriculum was restructured to: integrate art and design approaches; provide a common, wide range of media and conceptual studio experiences; lace digital media into all aspects of the program; seek meaningful connections to the rich academic environment of the University; and require a robust culminating project and public presentation by all graduates. A reconceived MFA program was launched in 2003 with a focus on expanding the intellectual reach of creative work and utilizing a comprehensive process for bringing creative work into the world.

**Organization**

**Faculty**
The faculty of the School functions as a single working group with direction and leadership provided by the Dean. Faculty are not organized into departments or divisions.

**Staff**
The staff of the School is organized into administrative teams that focus on particular areas of expertise. The Staff Council – managers of each administrative team – collaborates with the Dean to oversee the operational management of the School.

**General Information and Policies**

**Telephone and E-mail Protocol**

Telephone and e-mail are often the first and sometimes only points of contact with individuals interested in A&D programs and services. Therefore, it is important to convey a professional demeanor during these interactions.

Faculty and staff are encouraged to answer A&D office phones with the greeting: “School of Art & Design, this is (your name),” or “School of Art & Design, (your name) speaking.” When referring a call to another faculty or staff member, briefly explain the caller’s need or question before transferring (ex., “I’m transferring a call to you from a student interested in...”).

Due to A&D’s expanded focus on fundraising and alumni engagement, all faculty and staff are asked to be especially attentive to callers who may be inquiring about development activities or gift-giving. Such calls should be referred to Joy Melzian at (93)6-0672.
E-mail is the primary method of communicating School-related information, and it is expected that faculty and staff will read and respond to e-mail promptly. To minimize spam and mailbox clutter, A&D e-mail group names are reserved for official School business. Faculty and staff are encouraged to use the “vacation message” feature when away from e-mail for an extended period, and to use the subject line when sending messages.

**A&D Website**

The A&D website serves as a gateway to information about the School. Each faculty and staff member plays a role in ensuring the site’s content is up to date. Oversight is provided by Associate Deans Mary Schmidt and Brad Smith and A&D Webmaster Andre Grewe. Please direct comments or suggestions about the website to a&dwebmaster@umich.edu.

**Mail and Mailboxes**

Mail is distributed daily by Art & Architecture Media Center staff to each full-time faculty and staff mailbox. If a package or oversized item is received, a red slip is placed in the mailbox and an e-mail sent.

Mailboxes for full-time faculty and staff are located in the 2nd floor south corridor of the Art & Architecture building. Mailboxes for Art & Design lecturers and graduate students are located in the 2nd floor north corridor across from the Robbins Gallery. Undergraduate student mailboxes are also located in the 2nd floor north corridor.

**Messenger Service**

The School provides a once-daily messenger service to deliver urgent items to central campus and other sites. Items for the messenger can be left in the Messenger Box located in the Art & Design copy room near the Academic Services Office. Users are encouraged to complete the “Messenger Request Form” for each item and staple or clip the form to the item. Daily “runs” usually begin at 10:00 a.m. For additional information, contact Joy Melzian at (93)6-0672.

**Exhibitions and Galleries**

A&D operates three galleries featuring work by students, faculty, and staff as well as the broader national and international community of artists and designers:
- Jean Paul Slusser Gallery, 2000 Bonisteel Boulevard, 1st floor
- Warren Robbins Gallery, 2000 Bonisteel Boulevard, 2nd floor
- Work, 306 South State Street

Information on gallery hours and current exhibitions can be found at http://www.art-design.umich.edu.
**A&D Information Technology Resources and Environment**

A&D offers a technology environment designed to meet the teaching and learning needs of the A&D community. Wireless access is available in all A&D facilities, and Macintosh laptops are issued to each faculty and staff member. A file server is maintained to provide additional storage.

Technology support is provided by a dedicated team of IT professionals who offer training workshops for new faculty, staff, and students, one-on-one consultation, and hardware and software support and maintenance. The A&D IT group can be reached at (76)3-6504 (Help Desk), or at a&dit@umich.edu.

**Communications and Publicity**

The A&D Communications Group is responsible for the many ways that A&D makes itself known to the public. The Office provides marketing and public relations services; contributes to the School’s web presence; handles in-house design and publishing; and develops, designs and produces newsletters in both electronic and print media.

All faculty, staff, and students are encouraged to work with the Communications Group to publicize exhibits, activities, and other newsworthy activities. The Communications Group offers a number of opportunities for faculty and staff to promote their art-design efforts:

- **a weekly calendar of events** sent out via e-mail to the A&D community each Friday during the academic year and monthly during the summer. Information items should be submitted to Kate West, katewest@umich.edu, by Wednesday at noon.

- **a monthly calendar of events and exhibitions** printed and distributed separately and as part of the monthly newsletter (see below) and featured in the *Ann Arbor Observer*. Calendar events should be submitted in advance to Kate West, preferably two months prior to the date.

- **a monthly newsletter** including newsworthy items on the activities of faculty and staff as well as the monthly calendar of events. The newsletter is printed and distributed to the 9000+ A&D community. To submit a news item, contact Kate West.

- **the A&D website news section**, featuring local, national, and international events and news items. To submit a news item, contact Kate West.

- **information display cases** located in the Art & Architecture building to foreground the efforts of faculty and staff, including copies of national and local publicity, postcards from shows, reviews, and publication covers. Contact the Communications Group for additional information.

- **an aggressive program of media placement** for newsworthy stories about faculty and staff activities. Notify the Communications Group immediately of awards, grants, or other notable achievements.

**Library and Information Resources**

The Art, Architecture & Engineering Library (AAEL) – one of over 20 libraries on campus – serves the teaching, learning, and research needs of the arts and engineering communities. The AAEL is located on North Campus at the Duderstadt Center on Bonisteel Boulevard.
For additional information about the collections and services of the AAEL and other campus libraries, consult http://www.lib.umich.edu/aael.

Field Librarian Annette Haines (2032 Art & Architecture) works directly with A&D faculty, staff, and students, and can provide instruction on how artists can use libraries effectively, in-classroom assistance for class periods devoted to information gathering, and individual research consultation. In addition, she purchases materials for the AAEL that enhance the Art & Design curriculum. For assistance, contact Annette at (76)3-4438.

**Standard Practice Guide (SPG)**

The SPG is a compilation of University policies, organized using a reference number system. It is available online at http://spg.umich.edu/.

**Course and Classroom Scheduling Procedures**

Undergraduate course and classroom scheduling is an iterative process involving the Dean, Associate Dean for Undergraduate Education, faculty, and staff. At the first Faculty Council meeting of the term, undergraduate course scheduling for the next term begins — September for winter term course scheduling and January for fall term course scheduling. (Faculty selection for the three graduate seminars per term is a separate process.) A summary of this process is included below.

- Based upon enrollment figures, the number of courses/sections is determined and faculty submit preferences for teaching, utilizing their individual two-year teaching preference charts\(^1\) as a guide.
- The Dean and Associate Dean review these preferences and modifications are made as needed and in consultation with faculty.
- Once verified with faculty members, course assignments are finalized and lecturers are hired to fill any open courses/sections.
- The Associate Dean and Assistant Director of Facilities collaborate to assign classrooms and determine studio/IT coordinators for each studio course.
- At the conclusion of early registration for each term—mid-December for winter term and mid-April for fall term—the Dean and Associate Dean review course enrollment reports and any changes to the course schedule are implemented.
- When all hiring is complete and modifications to the course schedule are complete, faculty receive a follow-up letter verifying teaching assignment, faculty and studio coordinator / IT staff assignments, and other relevant information. The HR coordinator generates and mails the letters along with updated copies of the course schedule to all faulty and studio coordinators / IT staff.

**Student Appeals Process**

**Purpose**

This student appeals process exists to provide student complainants as well as School of Art & Design faculty and staff respondents with a just process by which opposing views may be expressed and equitable decisions may be made relating to student grievances on matters of

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\(^1\) In January each year, the two-year teaching preference exercise is conducted.
grades, academic misconducts, financial aid, illegal racial or sexual discrimination, intimidation, or harassment, violations of the Family Educational Rights and Privacy Act involving inaccuracy of student records or improper access of records to third parties without student comment or consent, and/or any other alleged arbitrary, capricious, or otherwise unprofessional conduct toward a student by a School of Art & Design faculty or staff member.

Process

1. The Mediator
   In the student appeals process, the School of Art & Design's Associate Dean for Student Affairs will serve as Mediator. The Mediator will not serve as an advocate for either party. In the event that the Associate Dean for Student Affairs is in a conflict of interest position in a grievance procedure, an Alternate Mediator will be appointed by the Dean of the School of Art & Design for that one case only.

   The Mediator's duties are to:
   a. Insure that both the grievant and respondent have complete information on the appeals process as detailed below.
   b. Explain the appeals process to the student if necessary.
   c. Receive, acknowledge and record the history of student grievances and responses to them.
   d. Investigate the alleged grievance and circumstances surrounding it.
   e. Talk with both parties and make every attempt to get them to resolve their differences in a way satisfactory to both.
   f. Maintain accurate records of all grievance procedures

2. The Appeals Process
   Before submitting a grievance to the Mediator, students are encouraged to seek resolution to their problem by talking directly with the faculty or staff member involved. Should direct and informal dialogue yield unsatisfactory results, the student may then consider mediation.

   The student appeals process consists of two distinct mediation phases. These are:
   a. Informal mediation
   b. Formal mediation

3. Upon the initiation of an appeals procedure, the Mediator will give a copy of the School of Art & Design's Appeals Process document to both the grievant and the respondent. Both will be asked for a written acknowledgement that they have received and read this information. By this acknowledgement the grievant officially initiates the appeals process.

4. Informal Mediation
   a. The grievant must submit to the Mediator a written account of his/her grievance. This should normally take place within 60 days of the occurrence giving rise to the complaint. The grievant should describe the exact nature of the complaint, supporting the claim with any available evidence.
   b. The Mediator will file the complaint and acknowledge its receipt.
   c. The Mediator will give the respondent a copy of this grievance, and request a written response from the respondent, who should normally reply within ten (10) working days.
   d. The Mediator will acknowledge and record receipt of the respondent’s reply and give a copy of it to the grievant.
   e. The Mediator will study the grievance and the response, and investigate the matter as necessary.
f. The Mediator will attempt to get the correspondents to resolve their differences in a way satisfactory to both.
g. If this mediation fails to satisfy the grievant, the matter then goes to the Student Appeals Committee for formal mediation.
h. If the grieving student requests the presence of a student on the committee, that student will be selected from a standing panel of two (2) undergraduate students (selected by the Associate Dean for Undergraduate Affairs) and two (2) graduate students (selected by the Associate Dean for Graduate Affairs) on the basis of lack of involvement in the grievance. The standing panel of student members will have received training and signed a waiver covering confidentiality.

5. Formal Mediation
   a. The Student Appeals Committee will study the particulars of a grievance as supplied by the Mediator and the correspondents.
   b. Convene to hear the case, (usually within two weeks) hearing from both correspondents and any others involved.
   c. Deliberate on the evidence presented by the correspondents and other witnesses, and solicit and hear new evidence if necessary;
   d. Arrive at a collective decision as to whether a legitimate grievance exists, and if so, how it should be remedied.
   e. Make a report on this decision and recommend remedies, if any, to the grievant, the respondent and the Mediator. This will normally take place within two weeks of the hearing. The Committee may also present a dissenting opinion if the dissenting member of the committee wishes it entered into the record.

6. In the event that, at the conclusion of formal mediation, either correspondent feels that there have been procedural omissions and/or errors committed, which, in his/her view, adversely affected the Appeals Committee's view(s) and decision(s), either correspondent may appeal to the School of Art & Design's Executive Committee to address said issues of procedural omission or error.

7. In the event that, in addressing appeals on procedural issues of a case, the Executive Committee decides that there have been omissions and/or errors which may have significantly effected the decision, it will instruct the Appeals Committee to make the appropriate corrections in the process. The Student Appeals Committee will then repeat any aspects of the procedure found wanting.

8. An accurate record of any and all Appeals Proceedings will be maintained throughout and filed with the Mediator's Office as formal documentation of the process.

9. At the conclusion of all the Appeals Committee's work, it will stand down, and the matter will be considered closed by the School of Art & Design.

10. If there is good reason to do so, the time intervals in each phase of the Student Appeals Process may be extended upon approval by the Mediator.

Parking

Faculty and Staff
In order to participate in the University's parking system, an individual must be a staff member with an appointment of 50% (20 hours per week) or greater, or have an instructional title (professor, including assistant and associate, instructor, lecturer). The University's parking system consists of color-coded parking areas located in structures and surface lots on the Ann Arbor campuses. Four tiers of parking are provided at progressively lower costs that reflect the proximity of the parking to campus core areas and parking convenience. Parking permits or AVI devices in corresponding colors – Gold,
Blue, Yellow, or Orange – authorize access. The parking year begins July 1st and ends June 30th. All parking options issued are for this calendar period.

For a detailed description of parking options and a cost/proration schedule, consult the following web page:
http://www.parking.umich.edu/parking_options/faculty_staff.html

Blue parking spaces are available directly on Bonisteel Boulevard near the north entrance of the Art & Architecture building, and the closest blue lot is located on the south side of the building off of Fuller Drive. Additional parking options on North Campus (Yellow, Orange) are located within walking distance of the building or may require a short bus ride. For more information, parking maps are available for download at:
http://www.parking.umich.edu/maps/index.html

In order to obtain a parking pass for a new employee or for employees who are ineligible to purchase a parking permit, a parking request form must be completed by both the employee and either the School of Art and Design’s HR Coordinator, Assistant to the Dean or Director of Finance and Facilities, and then submitted in person to the Parking and Transportation Services Office located at 508 Thompson Street. This form can be obtained through the Parking Services web site at: http://www.parking.umich.edu or by contacting the A&D HR Coordinator.

Faculty and staff parking options may be exchanged at any time throughout the permit year. Refunds, if due, are limited to amounts pre-paid excluding the month the option is returned. Refunds will not be posted retroactively to the official date of a termination or leave.

Faculty and staff who have terminated employment with the University or no longer need their parking option remain responsible for full payment (both employee portion and university contribution) of the option until it is returned to Parking Services.

The Parking and Transportation Services Office is open Monday and Wednesday through Friday 7:30 am – 4:30 pm. Tuesday hours are 7:30 am - 11:30 am and 1:00 - 4:30 pm. For additional questions relating to parking, contact the Parking Services Office at:
Phone: (76)4–8291
Fax: (76)3–4041
Email: UMPark@UMich.edu

**Visitor Parking**
Visitor parking is available in a number of lots located throughout campus. The visitor lot closest to the Art & Architecture building is located off of Fuller Road next to the blue parking area. Pay stations are installed. To use these machines, note the parking space number, as this information will be required when paying.

Parking fees and the maximum hours of use are indicated either on individual meters or central pay stations. The period of time a vehicle may be parked in a particular space should be noted. For example, some spaces may allow parking for 30 minutes while others in the same location may be used for 4 hours or more. The parking rate is $.90 per hour at all locations.
**Department Guests**
Parking for department guests and visitors is presently provided using paper permits. Guest permits are available from the Parking Services office for $9 per day, per vehicle. To arrange parking for guests hosted by the School, contact Joy Melzian at joym@umich.edu or (93)6–0672. The permit cost will be billed to a shortcode.

**Emergency/ Contact Information**
If your vehicle is damaged in a parking lot or structure, call the Department of Public Safety at (76)3–1131 to file a complaint, preferably while you are still onsite.

**Alternatives to Driving and Parking**

**Bus Service**
Transportation between University campuses and commuter parking lots is provided free of charge by the University bus service (blue buses). No identification is needed to ride. Multiple University bus routes, with pickup and drop off on Bonisteel Boulevard and Murfin Road, serve the Art & Architecture building. Bus routes and schedules can be found at: http://www.parking.umich.edu/transit/bus_routes/index.html

All faculty, staff, and students may ride Ann Arbor Transportation Authority (AATA) fixed-route buses free of charge. A valid MCard is required for identification. Bus routes and schedules can be found at: http://www.theride.org/routes.asp

**Bicycling**
Bike racks are located at nearly every University building. At the Art & Architecture building, racks are located near the 2nd floor west side entrance (near the Printmaking Studio).

**A&D Vehicles**

**A&D Van**
The A&D van is available for use by faculty, staff, and students for School-related events and activities. A valid driver’s license is required, and students must have permission slips signed by a faculty member in order to use the van. Use of the van is scheduled through the Dean’s Office, and it is parked in the parking lot behind the Art & Architecture building. The van seats 7 comfortably.

**Maskell Express**
The Maskell Express bus, made possible through a generous donation by Odette and Richard Maskell, is available to faculty for field trips and other School activities. A valid commercial driver’s license is required. Use of the Maskell Express is scheduled through the Dean’s Office, and it is parked in the loading-dock area of the Art & Architecture building. The Maskell Express seats 24 comfortably.

**Faculty-Student Relationships**
The teacher–student relationship lies at the foundation of the educational process. As a manner of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students. The University’s complete policy on Faculty-Student Relationships is found in the SPG (601.22).
Staff-Student Relationships

When an employee's professional responsibilities make it possible for him or her to influence the status or circumstances of a student and when a romantic and/or sexual relationship occurs or has occurred between the employee and the student, an inherent conflict of interest arises. When a conflict of this nature occurs, the employee must disclose the relationship so that a resolution to the conflict can be sought. The University's complete policy on Staff-Student Relationships is found in the SPG (601.22-1).

The Family Educational Rights and Privacy Act (FERPA)

All A&D faculty and staff must familiarize themselves with the University's Policy for Student Rights and Records and the Family Education Rights and Privacy Act (FERPA). The University's Policy is available at http://www.umich.edu/%7Eregoff/ferpa/Family and the text of the FERPA law is included below:

FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, contact the Family Policy Compliance Office at (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. The Office can be reached via mail at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Smoking

In recognition of environmental tobacco smoke health risks, the University provides as close to a smoke free environment as practicable for its faculty, staff, students and visitors. The right of a nonsmoker to protect his or her health and comfort takes precedence over another’s desire to smoke. Smoking is prohibited inside all University facilities, including University vehicles. Smokers are expected to stay a reasonable distance from building entrances, in order not to interfere with access or the rights of others. In special circumstances, smoking may not be permitted at certain building entrances. Additional details on the University’s smoking policies can be found in the SPG (601.04).

Accordingly, smoking is not permitted inside any Art & Design facilities. In the Art & Architecture building, smoking is allowed in the courtyard and outside building entrances. At the Faculty and Graduate Studios, smoking is allowed outside building entrances. Smokers are encouraged to keep a reasonable distance from doorways and open windows and to discard cigarettes in appropriate containers.

Facilities

Art & Architecture Building, 2000 Bonisteel Boulevard

Directions for visitors

From Detroit (heading west)
Take I-94 West to US–23 North Exit 180. Take Exit 41 (Plymouth Road). Turn left onto Plymouth Road. Go approximately two miles on Plymouth Road and take a left on Murfin Road. Go past the four-way stop sign and down the hill. The Pierpont Commons is on the left and directly across the street (on Bonisteel) is the Art & Architecture Building. Parking is available behind the Art & Architecture building. To access this parking lot, take a right at Bonisteel, and follow it south, to Glazier Way East/Fuller Road. Turn left at the light and turn left again at the first entrance for parking behind the Art & Architecture Building.
From Chicago (heading east)
Take I-94 East to M-14 East (towards Plymouth) to US-23 South Exit 41 (Plymouth Road). Turn right onto Plymouth Road. Go approximately two miles and take a left on Murfin Road. Go past the four-way stop sign and down the hill. The Pierpont Commons is on the left and directly across the street (on Bonisteel) is the Art & Architecture Building. Parking is available behind the Art & Architecture building. To access this parking lot, take a right at Bonisteel, and follow it south, to Glazier Way East/Fuller Road. Turn left at the light and turn left again at the first entrance for parking behind the Art & Architecture Building.

From Ohio (heading north)
Take US-23 North to Exit 41 (Plymouth Road). Turn left onto Plymouth Road. Go approximately two miles on Plymouth Road and take a left on Murfin Road. Go past the four-way stop sign and down the hill. The Pierpont Commons is on the left and directly across the street (on Bonisteel) is the Art & Architecture Building. Parking is available behind the Art & Architecture building. To access this parking lot, take a right at Bonisteel, and follow it south, to Glazier Way East/Fuller Road. Turn left at the light and turn left again at the first entrance for parking behind the Art & Architecture Building.

From Northern MI (heading south)
Take US-23 South to Exit 41 (Plymouth Road). Turn right off exit onto Plymouth Road. Go approximately two miles on Plymouth Road and take a left on Murfin Road. Go past the four-way stop sign and down the hill. The Pierpont Commons is on the left and directly across the street (on Bonisteel) is the Art & Architecture Building. Parking is available behind the Art & Architecture building. To access this parking lot, take a right at Bonisteel, and follow it south, to Glazier Way East/Fuller Road. Turn left at the light and turn left again at the first entrance for parking behind the Art & Architecture Building.

From N. Detroit Suburbs
Take I-696 West to I-275 to M-14 West to US-23 South. Take exit 41 (Plymouth Road.). Turn right onto Plymouth Road. Go approximately two miles on Plymouth Road and take a left on Murfin Road. Go past the four-way stop sign and down the hill. The Pierpont Commons is on the left and directly across the street (on Bonisteel) is the Art & Architecture Building. Parking is available behind the Art & Architecture building. To access this parking lot, take a right at Bonisteel, and follow it south, to Glazier Way East/Fuller Road. Turn left at the light and turn left again at the first entrance for parking behind the Art & Architecture Building.

From N. Detroit, Redford, M-14, Plymouth, and Canton
Take I-96 to M-14 West to US-23 South to Exit 41 (Plymouth Road). Turn right onto Plymouth Road. Go approximately two miles on Plymouth Road and take a left on Murfin Road. Go past the four-way stop sign and down the hill. The Pierpont Commons is on the left and directly across the street (on Bonisteel) is the Art & Architecture Building. Parking is available behind the Art & Architecture building. To access this parking lot, take a right at Bonisteel, and follow it south, to Glazier Way East/Fuller Road. Turn left at the light and turn left again at the first entrance for parking behind the Art & Architecture Building.

From Lansing
Take I-96 East to US-23 South to Exit 41 (Plymouth Road). Turn right onto Plymouth Road. Go approximately two miles on Plymouth Road and take a left on Murfin Road. Go past the four-way stop sign and down the hill. The Pierpont Commons is on the left and directly across the street (on Bonisteel) is the Art & Architecture Building. Parking is available behind the Art & Architecture building. To access this parking lot, take a right at Bonisteel, and follow it south, to Glazier Way East/Fuller Road. Turn left at the light and turn left again at the first entrance for parking behind the Art & Architecture Building.
Access and use

General
To reduce risks to the community, the Art & Architecture building has limited access hours. The building is open (unlocked) Fall and Winter Terms from 7:00 am until 10:00 pm weekdays and from 7:00 am until 8:00 pm on weekends.

Members of the A&D community can access the building after hours by using their MCard at the four main building entrances. Keys to specific rooms are available through the Facilities Services Office on an as-needed basis only.

Studios
Access to studios is limited to faculty and students who have a demonstrated need to use a particular studio. To request access to a studio, contact the appropriate Studio Coordinator.

Keys
Faculty and staff are issued keys for their offices and other pertinent locations in the Art & Architecture building. The Dean’s Assistant must approve all key requests for faculty and staff. The Facilities Services Office distributes keys after email notification from the Dean’s Assistant. The refundable deposit for each key is $10.00, up to two keys. Key deposits are returned when keys are returned. If a key is lost, the $10.00 deposit is charged.

Faculty and staff have access to the main entrances to the Art & Architecture building with their M-Cards. All faculty, staff and students are strongly encouraged not to prop open doors, leave the building open, or admit people to any facility whom they are not prepared to supervise during times when the School is closed. No key to any School of Art & Design facility may be reproduced.

Room Scheduling
Space in the Art & Architecture building is shared between the School of Art & Design and the A. Alfred Taubman College of Architecture and Urban Planning. The School and College each have dedicated space and also share a number of rooms and areas. The schedule for shared spaces is posted outside Room 2109. Faculty and staff wishing to reserve rooms on a daily basis can check the posted schedule for availabilities and write in their name and class/event. To reserve dedicated A&D space (ex. classroom), contact Assistant Director of Facilities Kirsten Neelands at (93)6-0690.

Custodial Operations
Five custodians provide services to the Art & Architecture building and are supervised on the day shift by Helen Hoskins and on the afternoon shift by Roy Gutknecht. Custodians are assigned to a specific area of the building, and most services are provided on the afternoon shift. For special services or custodial attention, contact the Facilities Services Office at (76)3-3132.

Infrastructure Maintenance & Tracking
The Art & Architecture building often requires the support of University units to repair, maintain, remodel, and renovate, and the University’s work order system is used to request the services of centrally managed staff specifically trained in trades and other professions. The Facilities Services Manager oversees all work orders for the Art & Architecture building.
• **General Labor**: Minor repairs to furniture, etc., is available on an *ad hoc* basis. Contact the Facilities Services Office with specific requests at (76)3-3132.

• **Lighting**: The North Campus zone maintenance person assigned to the Art & Architecture building handles most minor lighting repairs or changes (ex., light bulb changes, switch locations). For non-emergency situations, contact the Facilities Services Office at (76)3-3132. For emergency situations only, call (64)7-2059 (Zone Maintenance) or go to: http://www.plantops.umich.edu/maintenance/zones/

• **Heating and Cooling**: The Facilities Services Office predetermines the heating and cooling schedule. Air conditioning is normally activated on May 15th each year, depending on weather conditions. Heating is normally activated on October 15th each year, depending on weather conditions. Contact the Facilities Services Office at (76)3-3132 if the temperature in an office or classroom is uncomfortable.

• **Electricity**: Contact the Facilities Services Office at (76)3-3132 for concerns about electricity, including access to surge protectors, extension cords, etc. The Facilities Services Office will ensure compliance to the fire code.

**Lockers**
Lockers are available to students at no charge on a first come, first serve basis. However, at the end of each winter term and at the end of each summer term, lockers are cleaned out and items discarded.

**Lost and Found**
The Art & Architecture building Lost and Found is maintained in the Facilities Services Office (Room 1106). Found items should be turned into as well as retrieved from this office. The office is normally staffed from 8:00 am until 11:00 pm. Items turned in will be retained for one academic term only. To retrieve items from Lost and Found, some proof of ownership is required.

**Faculty Studios, 1250 North Main Street**

**Directions for Visitors**
From 2000 Bonisteel Boulevard
Go East on Bonisteel Boulevard. Make a U-turn and head west on Bonisteel Boulevard. Turn right at the stop light onto Fuller Road. Stay on Fuller Road, which turns into Glen. After third light, turn right onto Depot Street. Continue on Depot Street until you reach N. Main Street at the light. Turn right. The Faculty Studios are housed in a silver metal building on the right hand side of North Main. It is past the Artrain Building. Parking is available in the back.

From the Art & Architecture building parking lot
From back of Art & Architecture building parking lot, turn right on Fuller Road. Stay on Fuller Road, which turns into Glen. After third light, turn right onto Depot Street. Continue on Depot Street until you reach N. Main Street at the light. Turn right. The Faculty Studios are housed in a silver metal building on your right hand side of North Main. It is past the Artrain Building. Parking is available in the back.

**Access and Use**
The Faculty Studios building is available for use by authorized persons 24 hours per day. Keys to the building and individual studios are approved by the Dean and the Director of
Finance and Facilities. Once approved, keys can be picked up from the Facilities Services Office in the Art & Architecture building.

**Maintenance**
Building maintenance is managed by Studio Coordinator Chris Whaley, (76)4-4577.

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**Graduate Studios, 1631 South State Street**

**Directions for Visitors**

From 2000 Bonisteel Boulevard
Go East on Bonisteel Boulevard. Make a U-turn and head west on Bonisteel Boulevard. Turn right at the stop light onto Fuller Road. Stay on Fuller Road until you see Angelo's Restaurant on the corner of Catherine Street. Turn right and continue on Catherine Street until you reach S. State Street. Turn left. Stay on S. State Street until you go through town and pass the Law Quad (3 lights after Law Quad.) and out to the Produce Station. Turn left at Stimson Street. The studios are on the right hand side behind the Produce Station and you can see the purple door. Parking available behind the building.

From the Art & Architecture building parking lot
From back of Art & Architecture building parking lot, turn right onto Fuller Road. Stay on Fuller Road, which turns into Glen. Keep going until you reach Catherine Street (Angelo's Restaurant is on the corner of Catherine). Turn right onto Catherine. Continue until you reach South State Street. Turn left. Stay on S. State Street until you go through town and past the Law Quad (3 lights after Law Quad.) and out to the Produce Station. Turn left at Stimson Street. The studios are on the right hand side behind the Produce Station and you can see the purple door. Parking available behind the building.

**Access and Use**
The Graduate Studios building is available for use by authorized persons 24 hours per day. Keys to the building and individual studios are approved by the Associate Dean for Graduate Education and the Director of Finance and Facilities. Once approved, keys can be picked up from the Facilities Services Office in the Art & Architecture building.

**Maintenance**
Building maintenance is managed by Studio Coordinator John Leyland, (76)3-4199.

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**Safety and Security**

**Maintaining a Safe and Secure Environment**
The School endeavors to maintain a safe and healthy environment for its faculty, staff, students, and visitors. Those in supervisory roles are responsible for maintaining conditions that provide for the safety, well being, and safe conduct of all individuals who report to them and for those who may use their area. Supervisors are responsible for setting good
examples in safe conduct and for ensuring that their staff, students, and colleagues are aware of safety procedures and requirements. (See SPG 605.1.)

The following safety guidelines are recommended:

• Make sure that doors and windows are shut and locked when areas are not in use. Do not prop open doors or allow individuals entry into areas after hours unless you are prepared to supervise them.

• Keep valuable personal property locked in drawers or cabinets.

• Report any lost or stolen keys immediately to the Facilities Services Office and the appropriate supervisor.

• Report all threats of violence immediately to a supervisor. If confronted by a potentially violent person, call 911.

• Call 911 immediately if you observe a crime in progress. To report a crime that has already occurred, call the Department of Public Safety at (763)3-1131.

• Ensure that first-aid supplies are well maintained and kept in a visible, accessible location.

• Report all work-related accidents (see Work-Related Injuries).

• Ensure that A&D Human Resources staff have a current emergency contact for each faculty, staff, and student.

• Whenever possible, ensure that public-access work areas (offices, galleries) have a minimum of two workers scheduled at all times. If staff or student assistants must work alone, ensure that appropriate safety and security measures are in place.

• Notify the Facilities Services Office immediately of problems with fire alarms or other fire-protection devices.

• Use, store, and dispose of all flammable and combustible liquids and toxic materials appropriately and in accordance with OSEH guidelines.

• When not in use, shut off coffee pots and other devices that may pose a potential fire hazard.

• Report any unsafe building condition immediately to the Facilities Services Office.

• Respond immediately as directed by emergency personnel.

For additional information on crime prevention and work-place safety:
Department of Public Safety – http://www.umich.edu/~safety/
Occupational Safety and Environmental Health – http://www.oseh.umich.edu/

**Department of Public Safety (DPS)**

DPS has a North Campus office located in the basement of the Pierpont Commons building. North Campus officers can be reached by calling (763)3-1131. Several phones have been installed throughout the Art & Architecture building that can access security services without cost to the caller.

**Emergency Situations**

In cases of immediate threats to physical safety, the following procedures must be observed:
• Call 911 in cases of serious accidents, life-threatening illness, or potential violence.

• Evacuate the building immediately when you hear the fire alarm. Use the stairs or handicap-accessible ramps, not the elevator, and assemble outside at a safe distance from the building to await further instructions. Do not re-enter the building, even if the alarm bells or horns stop, until you are instructed to do so by building management staff or emergency personnel.

• Seek shelter immediately during severe weather warnings. In the Art & Architecture Building, the south and west hallways have been designated as shelter areas.

For additional information on emergency preparedness:
University of Michigan Emergency Preparedness –
http://www.umich.edu/~urel/prepare/

Safety Training

It is the responsibility of supervisory personnel to ensure that faculty, staff, and students utilizing services and equipment in their areas are adequately trained. Operational and safety manuals are maintained for each studio and users are required to undergo training prior to using equipment.

Work-Related Injuries

Employees
In cases of work-related injuries, employees must follow the procedures below:

• If emergency response is needed, call 911 immediately.

• Report the incident immediately to your direct supervisor or to another supervisor, and include the following information:
  o Description of incident and what caused the injury or illness
  o Date/time incident took place
  o Location
  o Nature of injury (ex. burn, strain)
  o Name(s) of witness(es)
  o Part of body affected

• If you require medical treatment, your supervisor or HR Coordinator will refer you to one of the University’s designated treatment facilities by completing an MWorks employer referral form. This form is available at:
  http://www.umich.edu/~connect/forms.htm

• For treatment anytime Monday through Friday 7:00 am – 5:00 pm, go to the MWorks Occupational Health Clinic which is located at the University of Michigan Hospital, 1500 East Medical Center Drive, (734) 998-8788. The entrance is through the Emergency Department. A valet attendant will park your car for free. After regular business hours, report directly to the Emergency Department–Urgent Care Clinic at the University of Michigan Hospital.

• Once you have been treated at the MWorks facility, the following should be communicated to your supervisor:
Supervisors
In cases of work-related injuries, supervisors must follow the procedures below:

- Report all incidents immediately to the HR Coordinator and/or Dean's Assistant to ensure that the information can be communicated to Work~Connections within 24 hours of the occurrence. The following information should be reported:
  - Description of incident and what caused the injury or illness
  - Date/time incident took place
  - Location
  - Nature of injury (ex. burn, strain)
  - Name(s) of witness(es)
  - Part of body affected
  - If the employee accepted or declined treatment
  - When the employee returned or will return to work
  - How any work restrictions are being accommodated
  - Any actions you have taken to prevent this incident from reoccurring
- Forward to the HR Coordinator a copy of the MWorks employer referral form.

In cooperation with Work~Connections staff, the employee, supervisor, and treatment professionals, a return-to-work plan will be developed for the employee that includes any necessary accommodations.

Human Resources

Records and Information

A&D Directory
The School of Art & Design Directory is produced in the fall and distributed to faculty, staff, and graduate students. It includes the following information for each faculty, staff member and graduate student: name and title, office and home addresses, office and home phone numbers, e-mail address, and cell phone number if available. The Directory is designed to aid in communication within the A&D community and is not distributed or otherwise made available outside of the School.

Change of Address and/ or Telephone Number
All faculty, staff, and students are encouraged to maintain up-to-date personal contact information with both the University and the School. Changes in addresses and phone numbers are submitted through Wolverine Access, https://wolverineaccess.umich.edu/ Once you are on this main web page, follow the steps below:

1. Click on My Personal Information.
2. Log in using your uniqname and Umich (Kerberos) password.
3. Select the appropriate section to update.
4. Enter and save changes.
Changes made on Wolverine Access are added to the University’s online directory, but those changes are not immediate. If you would like to make immediate changes to your online directory entry go to:  http://directory.umich.edu

1. Enter your full name or uniqname in the search box.
2. Click on the Bind box.
3. Log in using your uniqname and Umich (Kerberos) password.
4. Click on the Modify box.
5. Make your changes.
6. Click on the Save Changes button on the left side of the screen at the top or bottom of the page.

If you are having difficulty using Wolverine Access, the HR Coordinator can provide an Address/Personal information change form. Completed forms are mailed to Human Resources Records and Information Services where records will be updated within two weeks.

In addition to the above process, changes should also be reported to the HR Coordinator.

**Personnel Records**

The University maintains a central personnel file for each University employee, and the School also maintains personnel records for each faculty and staff member. Information regarding maintenance of and access to these records can be found in the Standard Practice Guide (201.46).

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**University of Michigan Faculty and Staff Handbooks**

These University-wide resources are intended to acquaint regular employees with the University’s policies, procedures, and practices. The following are links to these handbooks, which are available electronically.

For staff members:
http://www.umich.edu/~hraa/staffhandbook/

For faculty:
http://www.provost.umich.edu/faculty/handbook/

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**Faculty Information**

**Annual Performance Review Process and Salary Program**

Requests for annual reports are sent out from the Dean to faculty members in the latter part of the Winter semester. While the format of the report changes periodically, faculty are typically asked to address activities in the areas of creative work/research, teaching, and service for the period July 1 to June 30. Annual reports become part of an individual’s A&D personnel file.

The reports are reviewed and “scored” by the Executive Committee. These scores are considered in the annual salary increase program where increases are calculated based on merit, performance, and the year’s budget. New salary rates are effective September 1, and faculty are notified by mail of their new salary and average “score” by this date.
**Time Away from School**

The University Faculty Handbook outlines the various types of planned and unplanned leaves available to faculty, including sabbaticals, medical leaves, and vacation allowance. In addition, faculty are encouraged to observe the following A&D-specific guidelines when circumstances require time away from the School:

- Notify the Dean via e-mail of planned and unplanned absences, with a copy to the Associate Dean for Academic Affairs and the Dean’s Assistant. One week’s advance notice of a planned absence is requested.
- Ensure that appropriate arrangements are made for instructional activities when absences conflict with teaching duties. These arrangements are to be communicated along with the notification of absence.
- Avoid scheduling time away from the School at the beginning or end of a semester. Specifically, faculty are asked to be available roughly two weeks prior to the beginning of the fall semester and to be present during the first and last two weeks of classes for each semester.

**Staff Information**

**Recruiting and Hiring Staff**

The hiring of new staff is an iterative process involving the hiring supervisor, the HR Coordinator, Dean’s Assistant, and the Director of Finance and Facilities. The process is summarized below.

- Once a position is created or vacated, an A&D “Personnel Services Request” form is submitted to the HR Coordinator by the hiring supervisor, and approval for posting is requested from the Dean’s Assistant and the Director of Finance and Facilities.
- Once approval is received, the hiring supervisor, in consultation with the HR Coordinator and Dean’s Assistant, prepares and submits a position description and suggested market and working titles. The position description should include a detailed section on duties divided by percentage of time spent on each main group of tasks, desired qualifications, and minimum qualifications.
- An appropriate University market and working title are assigned in consultation with Staff HR and the FLSA status of the position (exempt or non-exempt) is determined.
- Using the confirmed market and working title and information from the position description, the HR Coordinator requests approval from Staff HR and the Compensation Office to post the position. The approval process usually takes 1–3 days; however, new positions or those with market titles targeted for FLSA review may take longer.
- Approved positions are posted on the University’s website at http://www.umjobs.org. Positions must be posted for a minimum of 5 business days and postings can be extended or re-opened as needed. Positions can also be posted as “candidate in mind.”
- As information from applicants is received, copies of resumes will be forwarded to the search committee or hiring supervisor. An applicant summary and a “Candidate Recommendation Form” will be provided as well. The search committee and/or hiring supervisor is responsible for scheduling interviews. Reviewers should give full consideration to everyone, including minority, women, and Reduction in Force (RIF) candidates. RIF candidates are individuals who have been placed on layoff notice in
their current positions at UM or are already on layoff status. They should be given an opportunity to interview if they are qualified for the position.

• Once a top candidate has been identified, the hiring supervisor completes the “Candidate Recommendation Form” and forwards it to the HR Coordinator for review and approval to extend an offer.

• Once the approval to extend an offer has been received, the HR Coordinator and/or Dean’s Assistant will prepare an employment contract and work with the hiring supervisor to extend and finalize the offer and to complete any additional paperwork required.

• The HR Coordinator will work with the search committee to draft and send out letters to unsuccessful candidates.

New Employee Orientation
It is expected that each new employee will receive a written orientation plan designed to introduce him/her to the School of Art & Design and to develop or refresh skills needed to perform his/her job. It is the responsibility of the supervisor to prepare the orientation plan, and A&D human resources staff can assist in preparing an orientation specific to an individual’s needs.

Staff who are new to the University must attend a University orientation session as soon as possible following their first day of work. The HR Coordinator will schedule the employee’s attendance at an orientation session.

Recruiting and Hiring Temporary/Work Study Staff
All faculty and staff are encouraged to familiarize themselves with the following basic facts and procedures hiring and managing temporary and work/study staff.

Understanding Work/Study
1. Work/study students are given an award amount as part of their financial aid package, usually between $1,250 and $2,000 per term.

2. Hiring work/study employees is of great financial advantage to the department. Under this federally-funded program, the department is charged only 35% of each dollar (ex., a student earning $10 per hour costs the department only $3.50 per hour). This is the amount taken into account when making the departmental budget. Non-work/study temporary employees, student or not, cost the School the full amount.

3. A student with an award of $1,250 earning $8.50 hour would need to work 147 hours in a 15-week term, which averages 9.8 per week. However, most students have weeks when they find it difficult to work due to their studies or the week is shortened for study days or holidays. Realistically, especially in the fall term, most are working a 13 hour work week. This could increase the average number of hours needed to 11.31 per week. Students with a larger award or lower rate of pay will need to work more hours; students with a smaller award or higher rate of pay will need to work fewer hours.

4. Work/study employees cannot work more than 29 hours per week total. Some students have several work/study jobs at the same time. It is expected that supervisors will know if a work/study employee has other job commitments, and plan accordingly when setting work schedules.

5. A work/study award not met in fall term can be carried over to winter term but not beyond. A work/study award not met in spring term can be carried over to summer term but not beyond.
6. If a student continues to work after his or her award amount is met, the School pays the full hourly rate. The A&D Finance Office keeps track of the award and hours worked. The HR Coordinator will also inform the supervisor when a student has $200 (or less) of award money remaining.

Preparing for a Work/Study Position
1. For work/study positions, the number of students to be employed and the rate of pay (generally between $8.00 – $12.00/hr) must be approved by the School’s Director of Finance and Facilities.

2. Once approval from the Director of Finance and Facilities has been received, contact the HR Coordinator indicating title and rate of pay information. If needed, the HR Coordinator can advertise the position on the Student Employment website. The information from the applicants will be forwarded to the hiring supervisor for review, selection of candidate(s), and extension of an employment offer.

3. The posting of open positions should be done in advance of the start of the new term to ensure that the hiring process is completed as quickly as possible.

Responsibilities of Job Supervisors
1. Inform student they must see the HR coordinator within 3 days of being hired or rehired. Student Employment Office rules state they must receive a student’s paperwork within 10 working days of the appointment effective date. Students need to bring:
   a. a copy of their financial aid award notice (what was sent in the mail or downloadable from Wolverine Access)
   b. identification for the I-9 (US work eligibility) form—if they are new employees at A&D or have not worked here for more than 6 months. For US citizens, the most common include a US passport OR a driver’s license and social security card OR a driver’s license and birth certificate OR driver’s license and voter registration card. Non-citizens need to show documentation of eligibility to work in the United States. Consult the HR Coordinator for a complete list of acceptable documents.
   c. a voided check if the student wants direct deposit.

2. Work/study employees cannot begin working before the start of classes, although they can work during the semester break if they have a fall/winter award. Work done after the end of winter term or before the start of fall term is charged to the School at 100%.

3. Continuously employed students who do not renew their paperwork cost the School money. A student who worked in the winter term and then returns to work in the fall will probably still be in the system but his or her work/study award is not. It is important for students to bring a copy of their work/study award before their first day of work. Otherwise, the department will be paying 100% of their wage rather than 35% until a copy of the award is received. Retroactive corrections are not possible. Make sure continuing students see the HR Coordinator at the start of the term.

4. When all positions are filled, notify the HR coordinator.

5. Supervisors should review with students their expectations—not only of job performance and responsibilities, but of schedules and of how many hours they will need to work to fulfill their work/study award. As always, a work/study employee’s first job is to be a student, but supervisors should make sure that students understand that if he or she takes off hours one week, this will affect their award. It is up to the supervisor to decide if it is acceptable for students to make up the lost time by working additional hours in other weeks. The School does not increase students’ pay so they can work fewer hours to meet their award.
6. Concomitantly, the supervisor needs to monitor the pacing of the cumulative student work hours so he or she is not bereft of help at the end of the term because all the student employees have met their awards and can no longer work. Hours vs. award can be checked with the Finance Office. A student will automatically be placed on the payroll as a regular student temporary employee once his or her work/study award has been exhausted. This should be avoided.

7. Time cards are kept in the Finance Office. Timekeeping questions should be directed to Kela Green (kela@umich.edu).

8. At the end of each term, notify the HR Coordinator of work/study employees who will not be returning to work for the department in the future (due to graduation or other reasons) so that their appointments can be terminated.

9. Students with work/study positions for the academic year can work during the spring/summer months as a regular temporary employee. These hires must be approved by the Director of Finance and Facilities.

Employing Graduate Students as Temporary Employees
1. Before hiring a graduate student as a temporary or work/study employee, check to see if he/she has a graduate student assistant (GSA) appointment.

2. A student with graduate assistantship governed under the Graduate Employee Organization (GEO) contract may not be hired in certain temporary positions if these might otherwise be duties for which he or she would perform as a GSI or GSRA.

3. Temporary positions that are commonly acceptable for students with GSA appointments are those that:
   a. are also being performed by undergraduate students. These include many of the studio assistant positions or some clerical positions.
   b. do not require the special skills or knowledge of a graduate student, i.e. it would be possible to hire someone from the general public to perform the same work.
   c. do not have duties that significantly overlap with those already being performed by Graduate Student Assistants.

4. Before making a commitment to a graduate student, consult with the Director of Finance and Facilities and/or HR coordinator. If they have doubts about the acceptability of hiring the student, they can check with the Employment and Recruitment Services representative. All graduate student temporary hires are reviewed by GEO representatives to ensure compliance with the University’s collective bargaining agreement.

Annual Performance Review Process and Salary Program for Staff
Requests for annual reports are sent out from the Dean to all staff members during the month of July. While the format of the report changes periodically, staff members are typically asked to write a concise summary describing their professional activities for the period July 1 to June 30. Staff are also asked to describe plans for the next year, both as they relate to specific job responsibilities and as they pertain to long-term professional goals. Each staff member’s supervisor(s) will schedule an individual meeting to discuss the report and review his or her work, and will also provide a brief written summary of that meeting. Annual reports and the supervisory summary become part of an individual’s A&D personnel file.

The reports are considered in the annual salary increase program where increases are calculated based on merit, performance, and the year’s budget. New salary rates are effective September 1 for monthly staff or on the first day of the bi-weekly pay period.
including September 1 for bi-weekly paid staff. Staff are notified by mail of their new salary on or before September 1.

**Timekeeping**

All staff members (regular & temporary) are required to fill out timecards for the appropriate pay periods in order to be paid on the assigned payroll pay-date. Permanent staff members receive pre-printed timecards from the A&D timekeeper prior to the appropriate pay-date. Temporary & work-study staff members are assigned annual timecards that are kept at the A&D timekeeper’s cubical in the Finance Office. It is the responsibility of each staff member to record their hours accurately and in accordance with the SPG.

Those in supervisory roles are responsible for verifying the hours as recorded on the timecard(s), approving the time as recorded, and submitting the timecard(s) to the A&D timekeeper. Once the supervisor has signed the timecard, the timecard is not to be returned to the employee per University Auditing Standard. (See SPG 518.01, sections III & IV)

For questions directly related to A&D’s timekeeping procedure, please contact the A&D timekeeper at 763-1266 in the Finance Office, Room 2025 A&A.

**Work Schedules**

Work schedules are determined for each area of A&D based on student, faculty and administrative need throughout the calendar year. Flexibility in scheduling is encouraged in order to work efficiently and to serve the School’s constituents in the best manner possible. Alternative work schedules should be approved by the direct supervisors and documented with University Payroll as appropriate.

**Overtime**

Permanent and temporary staff may be eligible for overtime pay in accordance with the SPG. Overtime must be approved by the immediate supervisor prior to working and must not conflict with other assigned duties. Sensitivity to extenuating circumstances is encouraged by both direct supervisor and staff members (SPG 201.38).

**Absence from Work**

The SGP and the Staff Handbook provide detailed information on University policies and guidelines related to time away from work (both with and without pay), including sick leave, vacation, holidays, funeral leave, military duty, jury duty, and maternity leave. Below are guidelines specific to A&D operating practices.

**Illness**

Permanent staff members are eligible for short-term sick time pay and, depending on length of service, extended (longer-term) sick pay (SPG 201.11). Temporary staff members are not eligible for sick time pay.

If a sudden, short-term illness requires that an employee be absent from their assigned work schedule, the employee is responsible for contacting his/her immediate supervisor prior to their scheduled time of arrival and report the reason for absence and the anticipated return to work date. The preferred method of notification is an email message sent to the supervisor, with a “cc” to the A&D Staff Council, a&dscoun@umich.edu.
In cases of illness, injury, or other health-related circumstances that may require a longer absence from work (10 days or more), Work~Connections (the University’s integrated disability services program) will be contacted to assist the employee and the unit through the illness, recovery, and return to work. Work~Connections staff must approve the use of extended sick time. For more information, contact the A&D HR Coordinator or consult the Work~Connections website at http://www.umich.edu/~connect.

**Vacation**

Permanent staff members accrue paid vacation time according to their employment status and length of service (SPG 201.64).

Staff members are required to request vacation time in advance from their direct supervisor. Vacation time is generally not available to any staff member during the first or last week of a semester. Supervisors are encouraged to approve requested vacation time unless the time off will unduly impact the regular operation of the unit. Employees should make every effort to assist in work coverage when possible prior to and/or upon return from vacation status.

**Grievance Procedures and Dispute Resolution**

The University provides a process to resolve misunderstandings and maintain positive working relationships. Procedures for grievances and dispute resolution for regular and temporary staff not represented by a bargaining unit can be found in section 201.8 of the SPG.

In an effort to maintain a positive, respectful, and welcoming work environment, A&D staff are encouraged to discuss issues or concerns related to employee–employee, employee–supervisor, or employee–faculty relationships with A&D’s human resources staff or with a higher-level supervisor. Human resources staff and/or supervisors will work to resolve disputes and will consult with other University staff as needed.

**Professional Development and Training**

**Faculty**

Faculty are encouraged to identify opportunities to expand research and creative efforts, as well as to develop instructional and related skills. These efforts may include attending conferences, international travel to develop partnerships, or consulting with instructional specialists. Requests for funding support and time away from the classroom are approved by the Dean.

The University’s Center for Research on Learning and Teaching offers consultation services and grants to improve and enhance the University’s instructional environment. Information on CRLT can be found at http://www.crlt.umich.edu/

**Staff**

All staff members are encouraged to take advantage of professional development and training opportunities offered by the University. Courses are scheduled throughout the year by the University’s Human Resource Development (HRD) and Information Technology...
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(For D) divisions. A list of available courses can be found at http://www.umich.edu/~hrd/ (HRD) and at http://www.itd.umich.edu/education/ (ITD). Requests to participate in these and other development opportunities are approved by supervisors, and in cases where funding is requested, by the Dean.

Financial Procedures and Guidelines

General Information

All staff members are responsible for upholding and adhering to the University's Purchasing, Pcard, Travel, and Hosting guidelines as outlined in the Standard Practice Guide. In addition, staff members are responsible for following the A&D guidelines regarding submission of paperwork and obtaining approval before purchases are made. (See SPG 507.1, sections I – V.) In order to meet the financial needs of the School of Art & Design, the Finance and Facilities office provides the following services to faculty and staff.

Financial Services & Support:
• Purchasing Card reconciliation & support
• Receipt reimbursement
• Vendor payments not covered by the Purchasing Card
• Ordering support
• Establish vendor contracts in compliance with University procedures
• Accounting of all financial accounts within A&D
• Set up new shortcodes (accounts) for projects and grant funding received
• Help interpret and navigate the financial processes to insure adherence to University guidelines and to expedite the products, services and payments faculty and staff require

Facilities Services & Support:
• Approve and distribute keys to various A&D buildings, offices and classroom areas
• Telephone and data line orders
• Oversee all facility restructuring & remodeling projects
• Furniture & equipment orders
• Establish vendor contracts in compliance with University procedures for rentals, exhibition spaces, etc.
• General facilities questions

For questions directly related to A&D’s purchasing, travel, Pcard or other financial procedures, the Finance Office, Room 2025 A&A.

Travel and Hosting

Travel
All A&D travel must be approved by the immediate supervisor or the Dean in advance of making arrangements. Once a budget for travel is approved, the staff or faculty member is required to obtain a trip number (event ID) from Joy Melzian in the Dean’s Office before any travel arrangements can be made. If the travel is outside the United States, the traveler must register with the International Travel Office which can be done on-line at the following URL: http://www.umich.edu/~itoc/
The following information is required in order to obtain the trip number:
  • Departure & Return Dates
  • City, State and/or Country
  • Reason for travel
  • Shortcode (account) to be charged
  • Name of all travelers

A&D requires receipts for all travel-related expenditures to be turned in to the Finance Office within 72 hours of return from travel status. (See SPG 501.4 for specific travel requirements and guidelines.)

Hosting
Hosting relates to any food-related event that the University pays for as well as any items or gifts that are purchased by the department and are given to visitors, students, faculty or staff. All hosting activities require a hosting document to be submitted along with the receipt(s) that relate to the event (SPG 501.4–1, section IV).

Hosting documentation requires the following information:
  • Purpose of the event or activity
  • Date of the event
  • Vendor name(s)
  • Amount spent
  • Contact person & phone number
  • List of attendees & their University affiliation (guest, faculty, staff, student, etc)

For A&D-sponsored events, classes, meetings, and other activities where hosting experiences are incurred, a check-in list may be used as the list of attendees for hosting documentation purposes. For large, public venues, a list of the number of people attending the event can be used in addition to known attendees.

Reimbursements
A&D faculty and staff members who do not have a Pcard are eligible for reimbursement of approved expenditures made out of pocket. Original receipts are required for such transactions and must be turned in at the Finance Office for processing. Reimbursements are made via check or direct deposit into the staff member’s banking account.

Staff members who do have a Pcard may be eligible for reimbursement in situations where a Pcard is not accepted (ex., a vendor does not accept credit cards). In these situations, the ATM/Out of Pocket form is used in the Pcard reconciliation process.

Grants and Other External Funding
Members of the A&D community are encouraged to explore external funding opportunities for research, instructional, and creative efforts, and the Associate Dean for Creative Work and Research is available to assist in identifying funding opportunities and in shaping proposals.

To ensure compliance with School and University financial and research processes, the following practices are to be observed:
• Notify the Associate Dean for Creative Work and Research at the beginning of the proposal preparation process.

• When preparing applications for federally-sponsored grants, consult with the A&D Director of Finance as early as possible in the proposal development process to review grant requirements and submission procedures.

• Submit a draft budget and project summary to the A&D Director of Finance and Facilities at least two weeks prior to the submission deadline.

• Submit the final budget and proposal text to the Associate Dean for Creative Work and Research one week prior to the deadline. Once the Associate Dean for Creative Work and Research has reviewed the budget and proposal, the Dean's signature will be requested (if needed). Proposals involving the School’s Finance Office in any way, even if only administratively, must have the Dean's approval.

• Ensure that a copy of the final proposal and budget are filed with the A&D Finance Office.