



About Ringling College of Art and Design

The Sarasota-Bradenton area has earned its enviable reputation as one of Florida's premier cultural centers. The visions of a few individuals have created a legacy of excellence that includes a world-class performing arts hall, a professional opera company, the state theater of Florida, acclaimed art museums, an "honors" college within the state university system, a musical festival, a symphony orchestra, and an outstanding institution of art and design education.

In the case of the Ringling College of Art and Design, the vision originated with John Ringling, the circus magnate who believed in the enduring power of art as an important cultural investment. In 1931, Ringling teamed up with the president of a liberal arts college in Lakeland to form an art college in Sarasota in conjunction with the John and Mable Ringling Museum of Art.

The early ties with Florida Southern College in Lakeland and the Ringling Museum allowed the fledgling college to develop a solid educational foundation. After two years, the college became a completely independent, nonprofit institution of higher education and is now known as the Ringling College of Art and Design.

From its earliest days, Ringling College has been able to attract talented art students from around the globe because of the dedication and quality of its faculty and its reputation for artistic excellence based on solid educational principles. In order to keep pace with changing directions and demands in professional art and design careers, Ringling College of Art and Design has continually updated and expanded the curriculum. These changes have evolved from the College's fundamental commitment to the pursuit of creative excellence first envisioned by John Ringling.

Ringling College of Art and Design is the oldest private, nonprofit studio-based college of art and design in the southeastern United States and the only one in Florida. Ringling College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Bachelor of Arts and Bachelor of Fine Arts degrees. The College is also accredited by the National Association of Schools of Art and Design (NASAD).

The best measure of any college is the achievement of its graduates. The Ringling alumni comprise a veritable "who's who" among artists and designers in virtually every industry. Ringling graduates are designing the packages of the products we purchase, creating the advertising that sells these products, illustrating all types of books and publications, planning the use of space in our homes and offices, and creating the fine art that enhances our work and leisure environments.



**Ringling College
of Art + Design**

STAFF HANDBOOK

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However, Ringling students do not have to wait until graduation to achieve recognition. Competitions among art and design students on a local, regional, and national basis consistently see Ringling students among top award winners. The remarkable performance of the Ringling College of Art and Design alumni, faculty, and students is ample evidence of the overriding educational philosophy of excellence that has permeated every aspect of the College since 1931.

Mission

As of June 1, 2021



**Ringling College
of Art + Design**

STAFF HANDBOOK

About Ringling, Mission and Governance

Ringling College of Art and Design recognizes that artists and designers play a significant role in society. The College's primary mission is to provide programs leading to degrees that prepare students to be discerning visual thinkers and ethical practitioners.

Visual arts and creative professionals must understand diverse aspects of past and present cultures, and develop their capacity for creative expression and effective communication. Ringling's curriculum, therefore, balances the teaching of technical knowledge and skills with the development of critical, conceptual and creative abilities and supports courses that provide historical, multicultural, global and future perspectives. Ringling faculty consists of professionally active and teaching-oriented artists, designers and scholars.

Ringling College of Art and Design strives to enroll both full and part-time students from diverse backgrounds who intend to become professionals in the creative and visual arts. Through its policies and practices, the College supports excellence in teaching and fosters the aesthetic, intellectual, professional, personal, and social development of its students. Academic programs and advising, career services, and an extensive co-curricular student life program prepare students for an art or design profession, or when appropriate, for continued studies on the graduate level.

In addition to its degree program, Ringling College offers courses, lectures, exhibitions and other art-related services to the local, national and international communities through its museum, galleries, library, continuing education and community service programs.

Through the efforts of its Board of Trustees, administrators, faculty, support staff, alumni, and friends, Ringling endeavors to provide the necessary resources, services and environment to fulfill its institutional mission.

Founded in 1931, Ringling College of Art and Design is a private, independent nonprofit, four-year college.

Adopted by the Board of Trustees, April 11, 1991
Revision adopted by the Board of Trustees, October 24, 2002
Revisions adopted by the Board of Trustees April 12, 2007
Reaffirmed by the Board of Trustees, February 12, 2015
Revision adopted by Board of Trustees April 15, 2021



Governance

Board of Trustees

The Board of Trustees is the legal governing body and the chartered legal entity for Ringling College of Art and Design. As such, it is the final institutional authority and grants all degrees awarded by the institution, upon the recommendation of the faculty and President. Its ultimate authority is affirmed through its general, academic, and financial policy-making functions and its responsibility for the institution's financial health and welfare. In so doing, it is obligated to assure that the visual art tradition serves as a prelude to and inspiration for the future of the institution. While maintaining a general overview, the Board entrusts the conduct of administration to the President and through him/her to other administrative officers of the institution; the Board entrusts to the faculty the conduct of teaching and research. When ignorance or ill-will threatens the institution or any part of it (e.g., an attack on academic freedom), the Board is available for support of the President, the faculty, or the student body, thereby defending the vested interests of society in the Ringling College of Art and Design.

The Board of Trustees has responsibility for the following:

1. Selection, appointment and annual assessment of the President.
2. Appointment of faculty on the recommendation of the President.
3. Approval of long-range and strategic plans.
4. Determination of all major policies of the institution.
5. Approval of the operating and capital budgets.
6. Seeking the funds necessary to permit the institution to operate and to fulfill its mission.
7. Overseeing the investment of endowment funds.
8. Selection of the external auditor.
9. Approval of legal documents.
10. Representing the institution to the public.
11. Acting as final authority on institutional matters.
12. Granting of degrees.



President

The President is appointed by the Board of Trustees with the involvement of the faculty in the selection process. It is the duty of the President to assure that the standards and procedures in operational use within the institution conform to the policies established by the Board of Trustees and to the standards of sound academic practice. He/she is largely responsible for the maintenance of existing institutional resources and the creation of new resources. He/she is the chief spokesperson and representative of Ringling College of Art and Design and works for public understanding. The President retains faculty status.

Vice President for Academic Affairs

The Vice President for Academic Affairs is responsible for implementing the educational goals of the institution. The Vice President confers with the Associate Vice Presidents, Department Heads and Program Directors in the employment of faculty, in determining degree requirements, in providing educational services and courses, and in the continuing examination of curricula. The Vice President for Academic Affairs is responsible for the oversight of academic policies with the input of the faculty and as delegated by the President. The Vice President is responsible for advising the President on all academic matters. The Vice President for Academic Affairs retains faculty status.

Associate Vice President for Academic Affairs and Dean of Faculty

The Associate Vice President for Academic Affairs and Dean of Faculty provides oversight for faculty personnel policies, processes, and procedures and serves as the primary resource person in the implementation of all such policies and procedures. The Dean of Faculty works closely with department heads and program directors in matters related to faculty recruitment and retention, and administers and encourages an environment conducive to excellence in teaching, learning, and scholarly and creative achievement. The Dean of Faculty implements policies and processes relating to faculty personnel, professional development and evaluation, resolution of faculty issues, health and safety, and instructional staffing. The Associate Vice President for Academic Affairs and Dean of Faculty retains faculty status.



Associate Vice President for Academic Affairs and Dean of Undergraduate Studies

The Associate Vice President for Academic Affairs and Dean of Undergraduate Studies supports the Vice President in the areas of institutional and curricular planning; the evaluation and assessment of student learning outcomes and curricula; accreditation compliance; academic advising; retention; registration; and other support services including academic technology support. The Dean has primary oversight of the first-year communities and programs/courses. The Dean has responsibility for oversight and implementation of policies and procedures related to curricular planning, evaluation and assessment, academic advising, and academic support services. The Associate Vice President for Academic Affairs and Dean of Undergraduate Studies retains faculty status.

Assistant Vice President and Director of School for Continuing Studies

The Assistant Vice President/Director of School for Continuing Studies provides administrative and instructional leadership college-wide for all non-credit bearing courses and programs, pre-college programs, the Summer Teacher Institute, and other continuing education initiatives. The Assistant Vice President/Director supports the Vice President by seeking opportunities to incubate new approaches to continuing education and internal/external partnerships that are aligned with learning at the College.

Director of International Student Affairs

The Director of International Student Affairs serves as the primary contact point for international students beginning with their initial enrollment and integration into the campus community; supports international students to enhance their overall experience and maximize retention, and serves as the Principal Designated School Official (PDSO) in service to current and new students; maintains primary oversight for study abroad and international exchanges; and serves as the College liaison for all global relationships.

Director of Library Services

The Director of Library Services oversees library facilities management and planning; collections management and development; as well as library programming, technology and instruction. The Director serves as an ex



officio member of the Ringling College of Art and Design Library Association Board and serves as a key partner in the delivery and support of instruction. The professional librarians retain faculty status.

Director of Environmental Health and Safety

The Director of Environmental Health and Safety is responsible for the development, management, and enforcement of occupational, academic and environmental health and safety programs that provide for the safety of the campus community of Ringling College of Art and Design. The Director performs a full spectrum of tasks related to acquisition, storage, safe use, and disposal of hazardous materials and training in safe use of equipment and other practices. The Director has authority to halt activities which pose an imminent danger.

Director of Galleries and Chief Curator

The Director of Galleries and Chief Curator is responsible for content and context for exhibition programs in the Galleries of Ringling College of Art and Design, including the Lois and David Stulberg Gallery, Richard and Barbara Basch Gallery, Patricia Thompson Gallery, and Willis Smith Gallery. The Director/Curator is responsible for envisioning an innovative, engaging curatorial program that should be educational.

Director of Student Access Services

The Director leads the Office of Student Access Services in coordinating services and proactively engaging the College community to create usable and enduring learning environments. The Director is responsible for facilitating access to courses, programs, services, activities, and facilities for students with disabilities. Works in collaboration to develop and implement best practices, to determine and provide reasonable accommodations, and to assess service efficacy and promote inclusive design. The Director works with students, faculty and administrators to improve the accessibility of the campus through the delivery of appropriate programs and services, proactively collaborating with academic and administrative partners to remove barriers and to foster a welcoming and inclusive environment. Although the primary focus is on student accommodations and issues, the Director serves as a resource to the college community and as a subject matter specialist to build and expand disability services infrastructure to support and enable access across the college.



Department Heads and Program Directors

Department Heads and Program Directors represent the faculty in their respective departments or programs, and have administrative responsibilities. They have the special obligation to foster creativity, to develop curricula, and to encourage effective teaching within the academic areas they administer. The Department Head or Program Director of every academic area is a faculty member, appointed by and supervised by the Vice President for Academic Affairs.

Registrar

The Registrar is responsible for the management of the overall operation of the Office of Advising, Records and Registration Services including registration, academic records, conferring degrees, academic advising, and administration of remedial and registration services offered by the institution. In conjunction with the Associate Vice President, he/she directs and coordinates registration activities; devises registration schedules and procedures; prepares statistical reports; advises students on degree requirements and approves courses for transfer; administers academic probation and dismissal procedures; prepares transcripts and certifies students' enrollment to various business and government agencies; certifies students for graduation and the awarding of degrees; evaluates foreign credentials for admission; provides documentation for foreign students; evaluates transcripts to admission and for transfer of credit; exchanges information with other colleges and universities. The Registrar is the liaison to the Veterans Administration State Approving Agency; is the Certifying Officer for the Veterans Administration, and is the designated College official for the Immigration and Naturalization Service.

Director of Assessment

The Director of Assessment coordinates assessment activities, provides necessary professional development for faculty and staff, and collects and reports assessment data that is actionable for departments and compliant with guidelines as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the National Association of Schools of Art and Design (NASAD).



Director of the Student Learning Center

The Student Learning Center (SLC) provides proactive and reactive programming to academically support students as they pursue degrees in their chosen fields. The Director of the SLC will manage the daily operations of the center, with responsibility for comprehensive, academic services programming that provides students with learning support outside the classroom. Based on current, research-based best practices, the Director develops and implement academic initiatives for programming in academic support, educational problem-solving, time management, organization, and effective communication. The Director supports the college in improving retention and persistence to graduation.

Director of Englewood Art Center

The Director of Englewood Art Center is responsible for the planning, implementation and evaluation of diverse non-credit programs including adult and youth community classes and workshops, exhibitions, fundraising and community outreach efforts at Englewood Art Center (EAC). The Director manages operations of the Center and works closely with the EAC staff and faculty, volunteers, members and other College departments and divisions to ensure cooperation and coordination of programs, events, exhibitions and operations. He/she engages community partners and engages/motivates operational volunteers to be involved with the EAC.

Director of the Osher Lifelong Learning Institute at Ringling College

The Director of OLLI at Ringling College is responsible for the overall administration and daily operations including marketing and promotion of OLLI at Ringling College as an excellent venue for adult continuing education and social interaction, for ensuring the academic quality of all programs, and for developing and sustaining a supportive coalition of new and existing supporters and funders.

Vice President for Student Life and Dean of Students

The Vice President for Student Life/Dean of Students directs and coordinates the Student Life program including residential life, judicial programs, student activities, orientation and organizations, student government, volunteerism, campus ministry, food services (contracted), recreational programs, career



services and student counseling. Ringling considers learning outside the classroom to be an important outcome of its educational mission. The Vice President for Student Life is responsible for developing and maintaining policies, and for programs, as delegated by the President, that foster student engagement and development and for strengthening the partnership between academic and co-curricular life, including those publications in the Student Handbook.

Associate Dean and Director of the Student Health Center

The Associate Dean and Director of the Student Health Center is responsible for managing and providing overall leadership and direction for the programs and services offered through the Health Center which includes Counseling, Medical Services, Recreation and Wellness. Responsibilities include policy/procedural development, implementation and interpretation; strategic planning; outreach programming; and service assessment. The Director determines critical needs for the maintenance and growth of services and oversees contractual agreements related to medical services, electronic medical records databases, and contractual psychiatric services.

Associate Dean of Students for Student Development

The Associate Dean of Students for Student Development assists with the oversight of the daily operation and management of the Student Life department. This includes responsibility for the oversight of major Student Life events such as: New Student/Family Orientation, Family Weekend, Student Life components of Open Houses and Accepted Students' Day, and Commencement. The Associate Dean is responsible for student development activities; campus ministry; educational and awareness programming; international student, commuter student, veteran student and non-traditional student support programs and services; Parents' Association; and advisement to various student organizations. The Associate Dean serves as a Student Conduct Administrator, provides overall student support and crisis intervention, and manages the Maxient database.

Associate Dean of Students for Residence Life

The Associate Dean of Students for Residence Life is responsible for overall operation and management of the Residential Life program that provides a living-learning experience for resident students. This includes community development, residence hall operations, oversight of the room



assignment process, budget management, programming, emergency and crisis response and mitigation, and overall student development. The Associate Dean assists with oversight of the summer PreCollege Program and manages summer residency programs to include student housing, conferences and special group housing such as the Teachers' Institute. The Associate Dean oversees the Mail Room services and meal plan operations. The Associate Dean serves as primary Hearing Officer for residential violations of the Code of Conduct and serves as a member of the Dean's Hearing Panel for serious student conduct violations.

Associate Dean of Students for Diversity and Inclusion and Director of the Center for Diversity and Inclusion

The Associate Dean for Diversity and Inclusion and Director of the Center for Diversity and Inclusion provides a collaborative vision and assists with providing leadership in the development, coordination and implementation of a comprehensive program relative to an intercultural approach to diversity and inclusion campus programming, training, mentoring and support to Ringling College's multicultural, international, LGBTQ, First Generation and Veteran students, as historically underrepresented populations.

Director of the Center for Career Services

The Director of the Center for Career Services develops, implements, and oversees comprehensive career development and career preparation programs and services for students and alumni. The Director is responsible for career preparation, developing career opportunities, student career counseling, oversight of a developing internship program, student recruiter satisfaction, and continual identification and development of new/current employer relationships. The Director is responsible for outreach to parents, students, alumni, recruiters and other community members.

Director of Food Services

The Director of Food Services reports to the Vice President for Student Life/Dean of Students but is employed by Chartwells, Inc. He/she is responsible for the daily meals served on campus.



Director of Student Volunteerism and Service-Learning

The Director of Student Volunteerism and Service-Learning empowers students through volunteerism and service-learning to create positive change by offering a variety of opportunities that offer personal, academic, and/or artistic growth outside the classroom. The Director is responsible for: the development of the College's opportunities for meaningful volunteerism and service-learning; supervising student volunteer leaders in scholarship and fellowship programs; assisting faculty with building service-learning into the curriculum; preparing and conducting campaigns to promote engagement of faculty, staff and students; and investigating and applying for grants that support the volunteer program.

Director of Student Activities and Leadership Development

The Director of Student Activities and Leadership Development provides leadership and serves as primary administrator for campus-wide programs and activities that promote social interaction, community development and healthy social/educational entertainment for all Ringling College students.

Director of Housing Operations

The Director of Housing Operations is responsible for the operation and management of the Housing component of the Residence Life program, including strategic planning for future growth.

Executive Vice President

The Executive Vice President works with the President to lead special initiatives of the College including institutional strategic planning, developing strategies to engage members of the Board of Trustees, and developing initiatives to connect the Museum campus to the Main campus. The Executive Vice President provides oversight to the Office of Planning and Institutional Effectiveness and the Office of Human Resources.

Assistant Vice President, Planning and Institutional Effectiveness

The Assistant Vice President is responsible for providing leadership and support for the College's planning and institutional effectiveness processes. The AVP sets directions for the institutional research function: designs, conducts and coordinates research studies and reports, policy analyses and survey research activity, and oversees the timely



submission of mandated federal state and other reports. The Assistant Vice President works collaboratively with the Associate Vice President for Academic Affairs and Dean of Undergraduate Studies to provide support for the accreditation compliance and self-study processes. The AVP works with the Director of Assessment and faculty to develop and integrate student achievement and learning outcomes assessments and to coordinate a systematic outcomes assessment process to inform program and service improvements throughout the College. He/she convenes, leads and coordinates the institutional effectiveness dialog with the administrative and student life areas and supports the planning and implementation for the Quality Enhancement Plan required by SACSCOC.

Assistant Vice President and Director of Human Resources

The Assistant Vice President and Director of Human Resources provides innovative leadership for the administration, direction, planning and management of a comprehensive Human Resources program, including recruitment, employment, benefits, employee relations, legal compliance, interpretation, application and collaborative development of human resources policies and guidelines, salary administration, health and safety, performance management, training and development, payroll services, human resources and payroll systems, and records management.

Vice President for Advancement

The Vice President for Advancement is responsible for the vision and execution of the College's advancement efforts, and serves as the institution's chief development officer. The Vice President oversees all development efforts related to the institution including major gifts, annual giving, donor relations, corporate and foundation relations, grants, planned giving, and capital/comprehensive campaigns. Additionally, the Vice President is responsible for advancement operations, research and tracking, the alumni/donor database, alumni relations, special events, and government relations. The Vice President is responsible for the creation and development and maintenance of advancement policies, as delegated by the President.

Assistant Vice President for Strategic Philanthropy

The Assistant Vice President for Strategic Philanthropy is responsible for identifying, cultivating, soliciting, and stewarding donors including individuals, corporations and foundations. The Assistant Vice President collaborates with senior staff, faculty, alumni, trustees, and volunteers to



develop and implement strategies for a successful annual fund as well as major gift solicitations for strategic initiatives.

Senior Director for Constituent Engagement

The Senior Director for Constituent Engagement is responsible for identifying, cultivating, soliciting, and stewarding donors including individuals, corporations and foundations. Collaborates with senior staff, faculty, alumni, trustees, and volunteers to develop and implement initiatives and strategies for successful alumni relations programs as well as major gift solicitations for strategic initiatives.

Senior Development Officers

Senior Development Officers collaborate with senior staff, faculty, alumni, trustees and volunteers to develop and implement initiatives and strategies for successful major gift solicitation. Senior Development Officers are responsible for identifying, cultivating, soliciting and stewarding donors, including individuals, corporations and foundations. Senior Development Officers represent Ringling College of Art and Design in campus activities, community events and organizations that further the development of major gift donors to Ringling College.

Director of Alumni Relations and Annual Giving

In a collaborative fund-raising environment, the Director of Alumni Relations and Annual Giving designs and leads a cohesive strategy/outreach effort and develops and implements key strategies that provide alumni, faculty and friends with opportunities for meaningful engagement with Ringling College. The Director is responsible for managing Ringling College's 1) alumni engagement by providing opportunities that will foster connection and continued involvement and 2) annual fund by designing and leading an acquisition and stewardship plan for new alumni, staff and faculty donors.

Advancement Services and Research Director

The Advancement Services and Research Director develops, manages, and implements a comprehensive and systematic approach for researching, identifying and qualifying prospects. The Director develops, implements, maintains, and manages activities related to the College's database of prospects, donors, alumni and friends including oversight of



the gift recording/receipting system, reporting, data integrity and list development.

Director of Constituent Events and Hospitality

The Director, Constituent Events and Hospitality is responsible for developing, implementing and managing assigned Ringling College events and produces all elements of assigned events including marketing, volunteer recruitment and management, logistics planning and execution, and on-site management.

Director of Fundraising Events

The Director for Fundraising Events is responsible for developing, implementing and managing assigned Ringling College fundraising events and produces all elements of assigned events including marketing, volunteer recruitment and management, logistics planning and execution, and on-site management.

Vice President for Finance and Administration

As Chief Financial Officer of the College, the Vice President for Finance and Administration is responsible for ensuring the financial integrity of the College, and advising the President and senior officers on all matters of fiscal security and accountability, financial planning, and stewardship of College resources. The Vice President provides leadership and manages strategic planning, and coordination for financial services, Facilities Operations and the physical plant, the Campus Master Plan, Public Safety, and Business Affairs, all of which support the academic and administrative departments of the College. The Vice President is responsible for policy development and administration for these functions as delegated by the President.

Assistant Vice President for Finance and Administration / Controller

The Assistant Vice President oversees all fiscal activities for the College, providing administrative, budgetary, and fiscal direction that ensures efficient and effective operations. He/she is responsible for ensuring compliance with College business policies and procedures, state and federal fiscal management laws and regulations, and generally accepted accounting standards. The Assistant Vice President is responsible for the operation of the Office of Business Affairs.



Assistant Vice President for Administration

The Assistant Vice President for Administration provides leadership in shaping business planning for new initiatives of the College, including assisting departments in developing operational plans and related budgetary forecasts. Works with other administrators and departments to identify, develop or revise proposals for institutional policies and procedures to embrace new initiatives, and develops workflow documentation as related to business operations, contractual relationships, technology support, and risk management. Provides significant support for campus development through property acquisition and redevelopment strategies.

Assistant Vice President and Director of Facilities Operations

The Assistant Vice President and Director of Facilities Operations is responsible for overseeing the maintenance, operations, and housekeeping of all facilities and grounds. Assists in the planning and management of capital renewal and replacement budgets as they relate to the support of plant maintenance and improvements, and helps to coordinate the planning and construction of all new capital improvement projects. The Assistant Vice President advises the Vice President for Finance and Administration on all institutional policies and procedures related to the management of the physical resources of the College.

Director of Public Safety

The Director of Public Safety is responsible for leading a customer service-oriented culture and direction of the Office of Public Safety assuring the safety, protection and assistance of students, staff, faculty, and visitors of the College. The Director has responsibility for the management of a 24-hour safety and security operation at the College's main campus and at the Museum Campus comprising the Sarasota Art Museum and School of Continuing Studies.

Director of Campus Store

The Director of Campus Store reports to the Vice President for Finance and Administration but is employed by Follett College Stores. He/she is responsible for ordering books, art supplies and the daily operations of the store.



Director of Student Accounts/Bursar

The Director of Student Accounts/Bursar manages the operations of the Student Accounts organization providing responsive and reliable student financial services, ensuring the needs of students, parents and all campus stakeholders are met. The Director oversees all aspects of student billing and collection and acts as a liaison with various campus departments including Admissions, Registrar, Financial Aid, International Student Affairs, Student Life and Academics.

Vice President for Enrollment Management and Marketing

The Vice President for Enrollment Management and Marketing leads the development of the vision and strategic direction for student recruitment efforts and has primary responsibility for developing, articulating, and implementing a strategic, entrepreneurial, and data-based enrollment management plan to generate sustained results in recruiting, enrolling and graduating students. The VPEMM is also be responsible for leading institution-wide marketing and communications efforts to enhance national and global visibility, attract the best students, motivate donors, engage alumni, and recruit exceptional faculty and staff. This includes brand building, website strategy, advertising, social media, print publication, and media relations. The VPEMM is directly responsible for the oversight and management of Admissions, Financial Aid, Marketing and Communications, and the Design Center.

Director of Admissions

The Director of Admissions directs and administers all matters related to College undergraduate admissions and prospective students. The Director assists the Vice President with policy planning and development on all admissions-related matters, refines existing recruitment activities, identifying new opportunities, and directing operations and activities to meet new student enrollment goals.

Director of Financial Aid

The Director of Financial Aid serves is the primary administrator of federal, state and institutional financial aid programs, overseeing financial aid strategy, communications, and operations. The Director works closely and collaboratively with other administrators, staff and faculty, supports efforts to develop scholarship sources, and articulates College policy as well as federal and state regulations that govern financial aid awards.



Director of the Design Center

The Director of the Design Center formulates concepts and oversees design and production of art and copy layouts for materials to be represented by visual communications media such as books, magazines, newspapers, television, digital media and packaging. The Director teaches, supervises and evaluates Design Center students.

Director of Institutional Technology

The Director of Institutional Technology is responsible for all academic and administrative computing services, technology planning, and the maintenance and implementation of computer, video and audiovisual systems. The Director is responsible for providing vision; exploring and assessing the feasibility of new and emerging technologies; developing, implementing and maintaining effective policies and practices for all institutional technologies, as delegated by the President; and ensuring access, security and usage are in accordance with College policies and applicable laws.

Director of Academic Computing

The Director of Academic Computing leads a professional team of technicians to deliver high-quality desktop and academic computer lab maintenance services, which support the computing needs of students, faculty and staff. The Director maintains system documentation and ensures system security features. He/she also develops effective training programs and both long-range and annual planning for the College's academic computing.

Director of Administrative Computing

The Director of Administrative Computing leads a professional team of technicians to deliver high-quality desktop and administrative systems maintenance services, which support the computing needs of administrative offices. The Director develops effective training programs and both long-range and annual planning for the College's administrative computing.

Executive Director of Sarasota Art Museum



The Executive Director reports directly to the President and works closely with the Museum Advisory Committee (MAC) of the Board of Trustees of the College. The Ringling College Board of Trustees has ultimate governance authority over the Sarasota Art Museum as a division of Ringling College, and the Museum Advisory Committee actively serves in an advisory capacity to the President and to the Ringling College Board of Trustees. Working with the President and the Museum Advisory Committee, the Executive Director articulates a strong collaborative vision that connects the Museum both to Ringling College and to the broader community and global issues. The Executive Director communicates that vision to a wide range of constituencies including College administrators, faculty, community members and donors. The Executive Director promotes the Museum's role in the academic mission of the College, as well as the College's broader mission involving the community, and helps to develop a distinctive national profile for the museum, creating connections with other museums, regional non-profit art organization and other contemporary art institutions.

Deputy Director of Operations

The Deputy Director partners in developing and managing all non-programmatic, earned income areas of the Museum, including retail development, food service, special event rental, visitor experience, membership, insurance, facilities, risk management, emergency operations and related initiatives. Additionally, the Deputy Director, Operations takes a lead role in managing the accreditation process for the Museum.

Director of Exhibitions

The Director of Exhibitions directs all business administrative and production aspects of the planning and implementation of Museum exhibitions focusing on the curatorial aspects and the mission of the Museum.

Director of Public Engagement

The Director of Public Engagement is responsible for the development, coordination and administration of dynamic programming relevant to the Museum's diverse audiences. The Director is responsible for expanding public engagement, establishing and nurturing community partnerships in strategic and tactical ways, and designing programs and initiatives that deepen the relationships between the Museum and the wide-ranging communities and schools we serve.



Director of Visitor Experience

The Director of Visitor Experience leads and manages the “front of the house” operations for the Museum including ticketing and membership services. Ensuring a welcoming, inclusive and inspirational environment for a diverse range of museum visitors, the Director designs and implements a Visitor Experience plan that maximizes earned income and strategically leverages the interplay between and among admissions, membership, retail and special events.

Director of Programming

The Director of Programming oversees the production of public programming for the Museum. The Director leads the creation, production, operations, implementation, delivery and post-production for programming and serves as a primary industry public face of the Museum, establishing, creating and cultivating relationships with key figures in the global art world.

Internal Governance

OVERVIEW

(FROM THE FACULTY HANDBOOK PART I, HISTORY, MISSION, ORGANIZATION AND GOVERNANCE)

1.5 Internal Governance

Governance at Ringling College of Art and Design is through committee recommendation (faculty and institutional) and administrative action. As indicated in Section 1.3 in the Faculty handbook, the Board of Trustees is the legal governing body and its primary responsibility is the articulation of general educational policies and academic goals. The Board entrusts the conduct of administration to the President and through him/her to other administrative officers of the institution and the Board entrusts to the faculty the conduct of teaching, learning, and research.

The Guiding Principles

The voice of the faculty is critical in shaping educational policy and direction, faculty affairs, and improving the operations of the degree program. Faculty inclusion in decision-making is intentionally organized on several levels to ensure thorough discussion and deliberation by the:

- Academic Departments and Programs



- Faculty Committees
- Faculty-at-Large
- Institutional Committees

Preface

Standing committees are appointed to serve the needs and interests of the Ringling College of Art and Design. These committees are an important element in the administrative process as an effective means of employing the collective ability, knowledge, and experience of the many competent and dedicated individuals who make up the Ringling College community.

Committees are advisory bodies, unless specifically charged with other responsibilities. It is not intended that they assume the authority and responsibility assigned to offices within the administrative structure. Ideas and suggestions from these groups are, however, of value to administrators in their continuing efforts to improve operations of the College and in broadening the base for decision-making.

In addition to contributing to the orderly and objective administration of the Ringling College, committees afford their members the opportunity to participate in the governance process, to enhance their professional growth through leadership, and to broaden their knowledge of the operations and activities of the Ringling College.

Administrative Procedures

Copies of the *Institutional and Faculty Committees Guidelines and Operating Procedures*, hereinafter referred to as *Committee Procedures*, will be provided to all offices, including departments, programs and the Library. Those offices will be responsible for keeping the *Committee Procedures* accessible for reference purposes. Committees of College-wide scope and responsibilities and designated as “standing” will be included in this document. Committees designated as “ad hoc” are not standing committees of the College. They are listed in the Directory of Committees as a matter of information and for convenience of reference by the faculty and staff.

Committee Structure

The committees are organized into Faculty Committees and Institutional Committees and may be standing or ad hoc.

- Faculty Committees are organized into four types: Educational Policy Committees, Faculty Affairs Committees, Operational Committees, and any Ad Hoc Faculty Committees.



- Institutional Committees are organized into three types: Standing Presidential Committees, Standing Operational Committees, and any Ad Hoc Presidential Committees.

The work of committees may be summarized as follows:

- Committee members may be appointed, elected, or ex officio, without vote.
- Committees may function in an advisory or decision-making (see preface) capacity.
- Committees may meet regularly or on call.
- Committees may be standing or ad hoc.
- The committee chairperson may be a voting member or an ex officio member without vote.
- The optimum number of members should be an odd number between three and nine.
- The charge to the committee should be clear and precise.

All-College Faculty Meetings

At the All-College Faculty Meetings, 50 percent plus one of all eligible voting faculty members must be present in order for business to be conducted. All decisions shall be by majority (more than half) vote of the faculty eligible, present, and voting.

Amendments to the Faculty Handbook, Part II

The faculty shall accept or reject the amendment(s), by a simple majority vote of that body. The faculty may modify the proposal and accept the modification, or may return the proposal to the Faculty Welfare and Handbook Committee or the submitter for further work or modification.

Questions Regarding Committees

Questions regarding *Committee Operating Procedures* may be referred to the appointing officer.

Committee Nominations and Appointment Process



1. To make the most effective and efficient use of faculty time and expertise, the Vice President for Academic Affairs coordinates the faculty committee membership process and the work of the committees.
 - a) The process begins with a call for committee nominations by the Vice President for Academic Affairs.
 - b) Each department or degree program, program, and the Library, nominates one person for each elected and appointed committee, as designated in Directory of Committees and Committee Procedures.
 - c) The slates for members of the Faculty Welfare and Handbook Committee, and the Faculty Grievance Committee are presented to all eligible voting faculty members for election at an All-College Faculty Meeting in Spring Semester.
 - d) Faculty nominees for Standing Operational Committees are requested from departments/programs and the Library in March.
 - e) Upon receipt of names and prior to April 15, the slate of nominees for committee appointments is reviewed by the appointing officer.
2. The Vice President for Academic Affairs appoints faculty members to the Faculty Committees and recommends faculty members to the President for appointment to Institutional Committees, unless another procedure is specified, e.g. election, ex officio, etc.
3. Institutional Committees are charged and appointed by the President or his/her designated Vice President.
4. The Vice President for Student Life nominates any student representatives to committees where they are a designated part of the membership.
5. Staff (non-faculty) members will be appointed to committees with the approval of the appointee's supervisor.
6. Those charged with providing committee nominations, and the individuals who have the responsibility for making the appointments, will make every effort to ensure that diverse membership is maintained on committees.
7. At a minimum, the number of faculty nominations made for appointments to any one committee will equal the number of vacancies plus one.
8. Unexpected faculty vacancies on committees will be filled as soon as possible after the vacancy occurs by the method prescribed in the committee operating procedures. For elected committees, the vacancy will be filled by the nominee with the next highest number of votes in the election by the "All-College Faculty". Tie votes are determined by "run-off" election. The representative selected to fill a vacancy will serve until the end of the unexpired term.

Committee Procedures and Operating Guidelines



1. **Terms of appointment** for faculty members on standing committees are generally for one year, but the specific length of service will be listed on the committee charge sheets in the *Committee Operating Procedures*. When two or three-years of service are indicated for faculty, terms will be staggered so that all faculty members will not be appointed each year. Reappointments are permitted unless the charge of the committee states otherwise. Should a faculty, staff, or student member be unable to serve on a committee, for personal reasons or conflicting commitments, that individual may submit a resignation to the committee chairperson so that a replacement may be appointed promptly.
2. **The committee year** is from August 1 to the following July 31.
3. **Election of committee chair.** To facilitate continuity of operations of elected committees, the chairperson for the forthcoming year will be elected before the close of the spring semester so that the committee can begin its work promptly at the beginning of the fall term.
4. **Operating procedures** are subject to the approval of the official responsible for the committee, and they will be published in the *Committee Operating Procedures*. It will be the chairperson's responsibility to develop and maintain proper operating procedures for the committee concerning such items as meetings, minutes, agenda, attendance, etc., to facilitate actions and deliberations of the committee.
 - a. The individual committee procedures indicate the schedule of meetings for each semester. To facilitate continuity of operations, it will be the chairperson's responsibility to call a meeting at the beginning of the fall semester and before the close of the spring semester so that the committee can begin its work promptly at the beginning of each forthcoming year. For on call committees the chair will designate the meeting schedule as needed.
 - b. Each committee is at the call of its committee chairperson.
 - c. It is the committee chairperson's responsibility to distribute the agenda to committee members prior to the scheduled meeting. Committee minutes, recommendations, direct reports, or additional operating procedures shall also be distributed to the committee members and appointing officer.
 - d. Each committee appoints one of its members to record and prepare minutes, or has staff assigned to record. Any committee that has staff assigned to record and prepare minutes will designate the recorder in



- the Committee Procedures. Committees for which minutes are not appropriate will be so designated in the operating procedures.
- e. Minutes will be sent to the committee members for review after the meeting. After committee approval, minutes will be electronically posted to the Human Resources Committee website.
 - f. Unless otherwise indicated in the *Committee Operating Procedures*, a quorum of a majority (more than half) of the committee membership is necessary for the committee to conduct business and make recommendations.
 - g. Committee chairs will be responsible for completing a Summary Report of committee business at the close of the spring semester. This is not an annual report, but a summation of committee business, agenda items and disposition, actions taken, and those tabled for reconsideration during the forthcoming academic year.
5. **Student appointments** and student attendance may be delayed for the fall semester until students return to campus. To avoid prolonged delay in committee activity, chairpersons may proceed with their responsibilities while awaiting student appointments.

Committees are as follows:

INSTITUTIONAL COMMITTEES

Standing Presidential Committees:

President's Cabinet/Senior Officers

The President's Cabinet consists of the senior officers (the Vice Presidents) of the College. The Cabinet serves in an advisory capacity to the President. The President may elect to appoint other senior leadership on an annual basis. The expanded membership is referred to as the Senior Officers Plus (SOP).

Human Rights Committee

The Human Rights committee is a fact-finding committee whose purpose is to respond to and resolve harassment complaints. The charge, membership and procedures of the Human Rights Committee are established in the Ringling College Non-harassment Policy. The Committee is a standing committee appointed by the President and is comprised of three faculty members, two staff members, and two



students. The three regular, full-time faculty members are appointed by the President from a pool composed of one nominee from each department and program. The term of appointment is one year and members may be appointed in subsequent years. The student members of the Committee will participate only in those cases where other students are involved. The Vice President for Human and Organizational Development serves as Chair.

Environmental Health and Safety Committee

The committee reviews environmental, health, safety and security matters affecting employees, students and visitors to the campus. This committee recommends improvements to the institution's programs and identifies corrective measures needed to eliminate or control institution's programs and identifies corrective measures needed to eliminate or control recognized hazards. As required by the EHS Policy, the EHS committee reviews and/or recommends the adoption of policies and procedures for EHS issues. The committee will also consider campus wide issues relating to industrial health and hygiene, security and the campus facilities. The Health and Safety/Environmental Compliance Subcommittee reports to the EHS Committee, and serves to assist Ringling College in achieving the objectives set by this policy.

Environmental Compliance Subcommittee

Functioning as a sub-committee to the institutional Environmental Health and Safety Committee, the sub-committee serves as an advisory group of faculty and staff to assist in maintaining a safe and healthy workplace. The sub-committee reviews inspection reports, health and safety policies and procedures and discusses other occupational health and safety issues. Members assist in the development or revision of health and safety policies and procedures and forward recommendations to the Environmental Health and Safety Committee for action. The sub-committee also reviews the environmental practices at the College and establishes targets for compliance with legal requirements defined by federal, state and local laws and regulations. Sub-committee members develop procedures and strategies for compliance and monitors status. The sub-committee reports status to the Environmental Health and Safety Committee. To raise awareness of the environmental procedures and strategies, the sub-committee will



keep the Ringling College community informed.

Strategic Planning Committee

The Strategic Planning Committee is charged to:

- Monitor the integration and alignment of institutional areas with the Strategic Plan. This includes examination of strategy, review of Key Performance Indicators [KPIs], and analysis of trends likely to affect Ringling College.
- Consider the institutional implications of policy and program initiatives.
- Serve as communication liaisons to convey information about specifications, recommendations, and priorities to the campus community.

Institutional Technology Council (ITC)

The Institutional Technology Council is responsible for recommending institutional technology strategies and policies and institution-wide technology planning and resource allocation. The Council participates in the review of strategic Institutional technology objectives, review of progress and priorities and status of major Institutional Technology projects. The Council reviews and recommends institution-wide IT principles, architecture, infrastructure and investment decisions. The Council also helps to define and align the strategic role of IT, and to guide the effective utilization of technology assets for growth and operational flexibility.

The Council, in close collaboration with the Director of IT, recommends standards and practices for:

- computing standards that permit timely, uniform and ready access to institutional technology
- resources
- network infrastructure and protocols
- user identification, password and security standards which provide user friendly access but do not compromise data security and privacy rules and regulations
- core productivity tools and desktop standards with enable the sharing of resources in an integrated, distributed environment
- effective help desk services with limited resources
- technology related professional development for faculty and staff



- computing, instructional technology and data networking equipment replacement schedules The Council reviews issues of policy, priorities and resource allocation.

The Council reviews recommendations from the Administrative Technology Advisory Sub Committee (ATAS) and the Instructional Technology Advisory Sub Committee (ITAS), and may refer issues to these Committees for review, research, recommendation or implementation.

Administrative Technology Advisory Subcommittee (ATAS)

The Administrative Technology Advisory Sub Committee is charged with the responsibility for recommending priorities for the implementation of new and enhanced administrative systems and processes throughout the institution, reviewing budget allocations and monitoring project status. The Sub Committee reviews issues related to all new system features and administrative systems acquisitions, and to campus-wide administrative operations and IT support. The Sub Committee makes recommendations to the Director of Institutional Technology and to the ITC regarding hardware/software acquisition, programs, policies, maintenance and operating procedures in the technology arena to ensure that administrative technology services are responsive to administrative needs. The committee promotes communication of policies and procedures and communication and collaboration between the instructional technology service providers and users.

The committee is advisory and makes recommendations to the ITC. The ITC may refer issues or tasks/projects to the ATAS for review, recommendation, development or implementation. The Committee may refer issues, tasks or projects to its subcommittee, the ASOC, for review, recommendation, development or implementation. The ATAS may establish ad hoc subcommittees to address specific tasks, projects or user areas.

Instructional Technology Advisory Subcommittee (ITAS)

The Instructional Technology Advisory Sub Committee is charged with the responsibility for recommending priorities for the implementation of new and enhanced instructional systems and processes throughout the institution, reviewing budget allocations



and monitoring project status. The Sub Committee reviews issues related to all new system features and instructional systems acquisitions, and to campus-wide instructional operations and IT support. The Sub Committee makes recommendations to the Director of Institutional Technology and to the ITC regarding hardware/software acquisition, programs, policies, maintenance and operating procedures in the technology arena to ensure that instructional technology services are responsive to instructional needs.

Standing Operational Committees:

Commencement Speaker Advisory Committee

The charge to the committee is to advise the President on potential commencement speakers and to review and recommend potential candidates who might receive an honorary degree from Ringling College of Art and Design under the approved institutional criteria.

Administrative Systems Operations Committee (ASOC)

The Administrative Systems and Operations Sub Committee functions as a subcommittee of the Administrative Technology Advisory Subcommittee, and is charged with the responsibility for coordinating the implementation of new administrative systems and processes across campus, and helping guide the continued efforts of the Administrative Systems' family groups. It will provide recommendations to the committees above on priorities regarding new features, all new administrative systems acquisitions, and administrative operational improvements.

GDPR Compliance Oversight Committee

The GDPR Compliance Oversight Committee is charged with monitoring regulatory statutes and contractual obligations specific to the General Data Protection Regulation (GDPR). The committee is a Standing Operational Committee and is responsible for understanding GDPR requirements and the application of those requirements to Ringling College of Art and Design.

Through recommendations to the Administrative Technology Advisory Sub-Committee (ATAS), the committee will recommend actions, develop draft policies for review, and alert College leadership of College processes



which are not aligned with GDPR requirements. The Committee will have the authority to assign tasks and responsibilities to departments and individuals as necessary to meet the requirements of GDPR. Specifically, the Committee has the following responsibilities:

- Review and understand the GDPR requirements and application to Ringling College data processes.
- Evaluate the College's data processing activities that involve data in scope for GDPR.
- Recommend to the Administrative Technology Advisory Sub-Committee and/or the Administrative Systems Operations Committee (ASOC) appropriate actions, strategic directions, processes and tools designed to meet the requirements of GDPR.
- Act as a campus-wide review committee for requests to implement new or modified processes involving in scope data. Make recommendations for approval to the ASOC or ATAS.
- Recommend the establishment of draft GDPR-related policies and procedures and provide oversight and coordination of the implementation and maintenance of those policies and procedures. Monitor the European Union for the release of new GDPR versions. Effectively communicate GDPR-related policies and procedures.
- Develop and recommend contract standards for third-party processors who handle Ringling College Data.
- Work with departments across campus to develop appropriate consent procedures.
- Work with departments and Ringling College legal counsel to develop drafts of appropriate privacy guidelines, practices and distribution procedures.
- Annually review and report on compliance with the GDPR requirements to ATAS.

PCI DSS Oversight Committee

The PCI DSS Oversight Committee is charged with monitoring regulatory statutes and contractual obligations specific to the Payment Card Industry Data Security Standards (PCI DSS). The committee is a Standing Operational Committee and is responsible for understanding the PCI DSS requirements and the application of those requirements to Ringling College of Art and Design. Through recommendations to the Administrative Technology Advisory Sub-Committee (ATAS), the committee will recommend actions, develop draft policies, guidelines, practices and procedures for review, and alert College leadership of



business practices which are not aligned with PCI DSS requirements. The Committee will have the authority to assign tasks and responsibilities to departments and individuals as necessary to meet the requirements of PCI DSS.

Specifically, the Committee has the following responsibilities:

- Monitor, review, and continually evaluate the College's cardholder data environment and cardholder data handling activities.
- Review and understand the PCI DSS Requirements and how they apply to the College's payment activities and cardholder data environment.
- Act as a campus-wide review group for requests for new or modified initiatives.
- Recommend to the Administrative Systems Operations Committee and/or Administrative Technology Advisor Subcommittee appropriate strategic directions, processes and tools designed to manage PCI DSS compliance risk at the College.
- Recommend to the Administrative Technology Advisory Subcommittee (ATAS) and/or the Administrative Systems Operations Committee (ASOC) the establishment of PCI- related policies and procedures in alignment with the directives of the Payment Card Industry Security Standards Council.
- Monitor the PCI Security Standards Council's website for the release of new PCI DSS versions.
- Review requests by departments to accept electronic payment and recommend approval or denial to ATAS.
- Develop and recommend contract standards to be included as terms and conditions in all agreements with third-party vendors who handle payment card transactions or cardholder data.
- Annually review and report on compliance with the PCI DSS requirements to the ATAS Subcommittees.

RCAD Art Supply Store Advisory Committee

The Art Supply Store Advisory Committee is charged with soliciting information and experience from faculty, students, administrators, and staff for review and discussion by the Committee. The Committee will resolve any issues identified and document the resolutions in timely manner. The committee is advisory to Associate Vice President for Academic Affairs/Dean of Undergraduate Studies and the Assistant Vice President for Administration.



Sustainability Committee

The Sustainability Committee is charged with reviewing current and proposed sustainability practices, providing oversight in the implementation of such practices, raising awareness of sustainability practices and devising the appropriate communication of such practices. Working collaboratively, the Committee will entertain proposals from various campus constituencies. The Committee functions in an advisory capacity to the President.

Institutional Research Board

Ringling College of Art and Design strives to create respect and awareness of the rights and welfare of human subject research participants, while supporting efficient research. The Institutional Research Board (IRB) is charged with the responsibility for reviewing research proposals where human subjects are involved, thus protecting the rights and welfare of those who agree to participate in research. Proposals may be submitted by faculty, staff and student researchers, as well as any individual outside of the Ringling College community doing research that involves Ringling College students, faculty staff, or graduates. Upon review, the IRB will approve, require modifications, or disapprove of the research activities defined in the proposal. In addition, the IRB will also set the policies and standards to which the research must adhere to. The IRB process is based on the U.S. Department of Health & Human Services' Protection of Human Subjects, which are the rules and regulations for federally funded research.

Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. A human subject is a living individual whom an investigator (whether professional or student) conducting research obtains (1) Data through intervention or interaction with the individual, or (2) Identifiable private information.

Classroom activities do not require a review if the activity meets the following criteria: part of pedagogy, participants are only students and the instructor(s) enrolled in the class, results are shared only with the students and the instructor(s) enrolled in the class, there is not risk to the students, and special populations are not participants (including children under 18 years, pregnant women, or cognitively impaired subjects).



Accreditation Leadership Team

The purpose of the Leadership Team is to guide the institution's activities associated with the reaffirmation of its accreditation by SACS-COC and NASAD, and to manage and validate the internal institutional assessment of compliance with all SACS Core Requirements and Comprehensive Standards. The Leadership committee will also provide oversight of the development of the Quality Enhancement Plan (QEP) required by SACS-COC.

The charge to the committee is to:

- Ensure that the appropriate follow up activities are in place to address compliance issues and to monitor the successful implementation and progress of the QEP
- Approve and oversee the structure and timelines for the internal review process
- Oversee the committees and work teams as needed to prepare the Compliance Certification and QEP and ensure that these teams receive appropriate staff and research support
- Oversee the institutional review of the extent of compliance with the SACS Principles of Accreditation and the documentation of evidence supporting the extent of compliance
- Ensure that the institution is engaged in the review process and is informed of the progress of the review
- Review and approve the Compliance Certification and the QEP
- Organize the on-site visits

Artwork Committee

The Artwork Committee is charged with developing, reviewing, and providing input on policies surrounding the acquisition, recording, maintenance, insuring, exhibition, and de-accession of College-owned and loaned artwork. The Committee functions in an advisory capacity.

CCTV Oversight Committee

The CCTV Oversight Committee is charged with overseeing the use of CCTV by the Office of Public Safety. The Committee shall review the purposes of the surveillance system and operating procedures, approve camera locations, hear privacy concerns and develop guidelines for video



image storage, release and sharing. The Committee will annually review the Institutional Policy Governing CCTV and CCTV Operating Procedures.

Committee on Diversity and Inclusion

The purpose of the Committee on Diversity and Inclusion is to elevate awareness and discourse around our welcoming campus climate which supports the rights of all individuals and reflects respect for diverse cultures, identities, and ideas. The Committee will work to identify ways for Ringling College to further embrace and share our campus culture as one of inclusion and support for the diversity of all people within our campus community. This will be done through support of programming, communication, mentoring, modeling and education.

Retention Committee

The purpose of the Retention Committee is to study the existing potential barriers to student success at Ringling College, to examine our current retention efforts and aligned outcomes, and to consider new strategic initiatives and best practices that could be recommended for adoption in order to improve student retention and success.

FACULTY COMMITTEES:

Standing Educational Policy Committees:

Academic Affairs Committee

The members of the Academic Affairs Committee (AAC) evaluate proposed curriculum and educational policy changes, including new course proposals brought to it by the Office of Academic Affairs. Curriculum is defined as the course of study that leads to the completion of the baccalaureate degree.

Committee membership consists of one regular, full-time (not Visiting) faculty member elected from each academic department, program, and the library; the Associate Vice President for Academic Affairs/Dean of Undergraduate Studies, the Registrar, and the Director of Assessment serve as ex-officio, non-voting members of the committee. Faculty members are elected by the eligible voting faculty of each degree program, department or program, and the library. Faculty members of the committee serve three-year, staggered terms. The Vice President for



Academic Affairs appoints the elected members to the committee and provides written notification.

Curriculum matters should be discussed at the department and program level, allowing faculty members to participate freely in the discussion. Proposed changes should be reviewed by the Vice President for Academic Affairs and designees before being discussed at AAC meetings. AAC then provides an administrative review when any proposal would trigger substantive change notification to accreditors, and/or when proposal affects more than just the department proposing it. A copy of the proposal must be reviewed and approved by the Vice President for Academic Affairs before being forwarded to the President.

Departmental Affairs Committee

The members of the Departmental Affairs Committee (DAG) share responsibility to provide leadership and vision within the mission of Ringling College. DAG members share the responsibility for the management and operational issues related to academic proposals, processes and policies, such as: budget, facilities, staffing, scheduling, communication, etc. DAG reviews the development of academic proposals and institution-wide curriculum for the future in alignment with the Academic Master Plan and the Institutional Strategic Plan. DAG advises the Vice President for Academic Affairs on issues of faculty and institutional concern, as well as interdepartmental and external concerns.

The Committee is composed of the Department Heads, Program Directors, Associate Vice Presidents and the Vice President for Academic Affairs. The Vice President for Academic Affairs chairs the Committee.

Standing Faculty Affairs Committees:

Faculty Welfare and Handbook Committee

The charge of the Faculty Welfare and Handbook Committee includes identifying faculty concerns, serving as a liaison between faculty and administration, strengthening communication between faculty and administration, and revising the Faculty Handbook.

The committee consists of five regular, full-time (not Visiting) faculty members who are not on probation, excluding senior officers of the institution. Committee membership must include faculty from at least three



distinct academic units. The Associate Vice President for Academic Affairs/Dean of Faculty and the Vice President for Human and Organization Development serve as ex-officio, non-voting members of the committee.

A minimum of one nomination from each department or program and the Library is sent to the Vice President for Academic Affairs in accordance with the eligibility requirements described in the Committee Operating Procedures. The Vice President for Academic Affairs prepares the slate of nominees for election by the eligible voting faculty. Elected members are appointed by the Vice President for Academic Affairs. The term of service is two years and faculty are elected for staggered terms.

Within its regular meeting schedule, the Committee will include three meetings per semester with the Associate Vice President for Academic Affairs and Dean of Faculty and the Vice President for Human and Organizational Development.

Faculty Grievance Review Committee

The Faculty Grievance Review Committee is charged with reviewing grievances filed by individual faculty members or by a group of faculty. A grievance is defined as an allegation by a faculty member or a group of faculty members, that there has been a claimed breach, misinterpretation, misapplication, a claimed violation of College policy or procedure as set forth in the Faculty Handbook, or a claimed infringement of the rights of a faculty member as set forth in the Faculty Handbook and individual contract which relate to appointment or reappointment, dismissal, suspension, reassignment, or termination.

The committee consists of five regular, full-time (not Visiting) faculty members whom are beyond their probationary period, and two alternates, excluding administrative officers. Committee membership must include faculty representation from at least three distinct academic units.

A minimum of one nomination from each department or program and the library is sent to the Vice President for Academic Affairs. The Vice President for Academic Affairs prepares the slate of nominees to the eligible voting faculty for election. The term of service is two years for members, and one year for alternates and faculty are elected for staggered terms. The Vice President for Academic Affairs appoints the elected members to the committee and provides written notification.



Faculty Professional Development Committee

The purpose of the Faculty Professional Development Committee is to provide financial support for faculty who want to travel to professional conferences, get special training or experience, or conduct research that will contribute to their work at Ringling College. This committee is responsible for the promotion and administration of a faculty program for continuing professional development to enrich the individual faculty, the College, and ultimately the student body. The Committee also ensures that the funded activities have been documented and shared with the College community.

The Committee should endeavor to include one member from each academic department, program and the library. The Associate Vice President for Academic Affairs will serve as chair without vote. The Vice President for Human and Organizational Development will serve as ex officio member. The Committee composition may consist of regular full-time faculty (not Visiting) and long-term part-time faculty members. The term of service is two years and faculty members are appointed by the Vice President for Academic Affairs for staggered terms. A faculty member may not serve again for two years. The Committee chairperson does not have voting privileges.

The Committee meets at least four times per year, immediately following the submission deadline of each grant application period. The Committee Guidelines are published annually to outline committee procedures and to provide the application form and other application requirements for receiving a grant from Committee funds. The chairperson provides a report listing proposals funded to the campus community each cycle.

A quorum of 50% of the Committee membership plus one is necessary for the Committee to conduct business and make recommendations. Written notification of decisions will be provided to each applicant from the committee chairperson within five (5) working days of the committee meeting.

Standing Faculty Operational Committees:

Academic Standards Committee



The purpose of the Academic Standards Committee is to make recommendations on academic standards and the consequent policies that affect the academic standing of students. In line with existing standards and policies, the Committee hears the appeals of students who have been academically dismissed.

The committee consists of the Associate Vice President for Academic Affairs, the Registrar, the Vice President for Student Life and Dean of Students, two Academic Advisors and regular, full-time faculty members. The faculty members will be appointed from the Liberal Arts Program and the Majors. One nominee from each Department or Program is sent to the Vice President for Academic Affairs. Members serve a one-year term and may be appointed in subsequent years. The Chair is the Vice President for Academic Affairs or his/her designee.

Career Center Advisory Committee

The Career Center Advisory Committee advises the Office of Academic Affairs and the Center for Career Services (CCS) on issues linking academic advising and career programs offered at the College. As an additional resource to Career Services, faculty members also serve as career advisors to students; assist Career Services personnel with internship, recruiter, and career resource library suggestions; meet with recruiters when they visit the campus, if class schedule permits; and recommend new service programs to promote better career preparation for students.

Figure Model Advisory Committee

The purpose of the Figure Model Advisory Committee is to serve as an advisory group of faculty to assist the Associate Vice President for Academic Affairs in overseeing the figure model program at Ringling College of Art and Design.

Health and Safety Sub-Committee

The purpose of the Health and Safety Sub Committee is to serve as an advisory group of faculty and staff to assist the College in the development and maintenance of a safe and healthy workplace. The Committee reviews inspection reports, health and safety policies and procedures and



discusses other occupational health and safety issues related to academic and support areas. The committee members approve health and safety procedures and forward policies to the Environmental Health and Safety Committee for approval.

Library Advisory Committee

Responsibilities of this committee include acting as liaison between academic departments and programs and the library; to provide input and feedback on development of library initiatives, collections, services and facilities in alignment with student learning outcomes and the scholar practitioner philosophy.

Quality Enhancement Project (QEP) Committee

The Quality Enhancement Project (QEP) Committee is charged with the oversight and coordination of the Quality Enhancement Project and annual progress reports to the Accreditation Leadership Team, faculty, staff, and SACS-COC.

Other Standing and Ad Hoc Committees

Other standing and ad hoc committees may be established by the President or Vice President for Academic Affairs if such committees are important for the operation of the College.