



**Ringling College
of Art + Design**

STAFF HANDBOOK

**About Ringling College, Vision, Mission
and Governance**

About Ringling College of Art and Design

History

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, the Ringling College has been able to attract talented art students from around the country 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, and creating the art that enhances our work and leisure environments.



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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, national, and international 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.



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College Vision

Ringling College of Art and Design will be the preeminent college of art and design in the world.

College Mission

Ringling College of Art and Design provides excellence in education; promotes innovation in art and design; and fosters the creative, intellectual, professional, and personal development of its students and the greater community at large. The College recognizes that scholars, artists, designers, and creative professionals play a significant role in society. Through its policies and practices, the College provides educational programs that help students, the community, and the world understand art and creativity as essential dimensions of life.

Adopted by Board of Trustees on February 15, 2024, with an approved update on November 6, 2024.



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 search and 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



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policies established by the Board of Trustees and to the standards of sound academic practice. The employee is largely responsible for the maintenance of existing institutional resources and the creation of new resources. The employee is the chief spokesperson and representative of Ringling College of Art and Design and works for public understanding. The President retains faculty status and voting privileges.

Executive Vice President

The Executive Vice President (EVP) advances the College's strategic priorities by administering and overseeing high-level, cross-functional projects and initiatives and working closely with the President and Vice Presidents (Senior Officers) to achieve institutional goals.

Reporting to the President and working in close partnership with the members of the President's cabinet and staff, the EVP shares broad responsibility to advance the mission, reputation, and capacity of the College to fulfill its strategic priorities. The EVP will be expected to build strong partnerships throughout the college community, the greater Sarasota area community, and the extended higher education community. Key elements in this endeavor include working with other administrators to foster efforts across academic and administrative units to plan, organize and execute strategic priorities.

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.

Director of Human Resources, Operations

The Director of Human Resources, Operations provides direction for human resources operations for faculty, staff and student employees. Directs, performs, and supervises day to day Human Resources functions including, but not limited to, employment, benefits, job classification, salary administration, faculty contracting, payroll, performance, and employee relations. Manages faculty,



staff, and student employment personnel budgets. Assures compliance with applicable employment laws and regulations. Works closely with the Assistant Vice President in developing, implementing, and evaluating ongoing HR policies, programs, and functions and to manage the delivery of human resources services. Researches and prepares confidential personnel data for government reporting and other data collections services. Advises and coaches College management personnel in employee relations strategies that contribute to meeting departmental and institutional goals and objectives.

Assistant Vice President for Planning and Institutional Effectiveness

The Assistant Vice President for Planning and Institutional Effectiveness (AVPPIE) is responsible for providing leadership and support for the College's planning and institutional effectiveness processes. The AVPPIE 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 AVPPIE 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. The employee 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 for Strategic Initiatives

The Assistant Vice President for Strategic Initiatives 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



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significant support for campus development through property acquisition and redevelopment strategies.

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 and voting privileges.

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 and voting privileges.

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.



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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 and voting privileges as full-time faculty.

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, the employee 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.

Director of Advising

The Director of Advising leads a team of Academic Advisors to guide visual arts students on course selection, degree requirements and academic policies and procedures; to monitor their academic progress; to counsel students in academic difficulty; and to assess student needs and make appropriate referrals. Comfortable using electronic degree audits and designing them for use as the sole advising tool. Experience creating policies and procedures for an academic advising office. The director maintains accurate student records, evaluates transfer credit and tracks



students' progress toward their degree. Needs to be familiar with the complexity and challenges of advising cohort style academic programs. The director must be able to work effectively as a team member and form effective working relationships with staff and faculty throughout campus.

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.

Associate Dean for Student Accessibility Services

The Associate Dean for Student Accessibility Services facilitates access to courses, programs, services, activities, and facilities for students with disabilities through the interpretation of complex laws and regulations. These services are provided in accordance with Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act (ADA, 1990), the Americans with Disabilities Amendments Act (ADAAA) and the Fair Housing Act. Applying independent judgment and expertise, the Associate Dean works with students, faculty and administrators to improve the accessibility of campus through the delivery of programs and services that promote inclusive design for both academic and nonacademic settings. This position leads the development and implementation of best practices in promoting inclusive design, determining and providing reasonable accommodations, and assessing service efficacy. Proactively collaborates with partners at the College to remove barriers and foster a welcoming and inclusive environment.



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Center Director for INDEX

The Center Director for INDEX Center supports industry and client projects that are experiential learning opportunities at Ringling College. The College is committed to the promise that every student enrolled will have the opportunity to work with a real-world client on a real-world project by the time they graduate. Oversight of this area includes marketing and management of the INDEX brand, client management, project scoping, resource coordination, budget management, contract support, assessment, communication of all aspects of INDEX opportunities and outcomes. The Director has regular contact with clients, faculty, and staff of the College, as well as students and oversees one full time staff member.

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 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. The Director is the Certifying Officer for the Veterans Administration, and is the designated College official for the Immigration and Naturalization Service.

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



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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. The employee engages community partners and engages/motivates operational volunteers to be involved with the EAC.

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.

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. Department Heads and Program Directors are reviewed annually by their respective faculty and the Vice President for Academic Affairs. The Vice President for



Academic Affairs, or his/her designee, together with the department or program faculty, will conduct a national search for a department head/program director vacancy. The Vice President for Academic Affairs will appoint a Department Head or Program Director after consultation with the search committee, Vice President for Academic Affairs, and the department or program faculty. In lieu of a national search, an exception may be made by the President to appoint a current, regular full-time faculty member as department head/program director, upon recommendation of the Vice President for Academic Affairs, and after consultation with the department or program faculty and the Associate Vice President for Academic Affairs/Dean of Faculty.

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.

Director of Alumni Relations and Annual Giving

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.

Executive Director of TOWN HALL

The Executive Director of TOWN HALL provides leadership, stewardship, and direction for the TOWN HALL Speaker Series. The Executive Director will maintain a commitment to excellence, and translate the organization's strategic goals and objectives into actionable plans and strategies. The Executive Director will provide day-to-day management and have oversight over all programmatic, educational, operational, and production-related functions while ensuring that speaker series remains compelling, thought provoking, and entertaining.

Senior Director for Advancement Services and Research

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/receiving system, reporting, data integrity and list development.

Senior Director for Events and Engagement

The Senior Director for Events and Engagement is responsible for developing and implementing strategic communication and engagement initiatives to support fundraising goals. This role oversees the creation and execution of high-impact events and communication strategies that cultivate relationships with major donors, alumni, and other constituents. By managing a team of dedicated professionals and ensuring alignment with the College's brand and objectives, the Senior Director drives the College's efforts in achieving its philanthropic mission.

Director for Museum Advancement

The Director for Museum Advancement creates and oversees short and long-term plans to increase contributed income and develop a larger Museum donor base, in order for the Museum's operations to be more self-sustaining, and to advance its mission through broadened programming and community engagement. An active relationship manager on the Advancement team, the Director for Museum Advancement will work in close coordination with the Ringling College VP for Advancement and other relationship managers to



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maximize contributed income opportunities for the Museum, and to identify and cultivate Museum donors for other areas of College giving. The Director for Museum Advancement will prioritize engaging new residents to the area that demonstrate arts interest and major giving capacity, and diversifying current donors' giving areas and scope.

Vice President/Chief Digital Information Officer

The Vice President/Chief Digital Information Officer (VP/CDIO) is responsible for all academic and administrative computing services, technology planning, and the maintenance and implementation of computer, video and audiovisual systems. The VP/CDIO 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.

Chief Academic Technology Officer

The Chief Academic Technology Officer (CATO) 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 CATO maintains system documentation and ensures system security features. The employee 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.

Vice President for Enrollment Management and Marketing

The Vice President for Enrollment Management and Marketing (VPEMM) 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 responsible for leading institution-wide marketing and communications efforts to



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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.

Dean of Admissions

The Dean of Admissions directs and administers all matters related to College undergraduate admissions and prospective students. The Dean assists the VPEMM 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 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 Financial Aid

The Director of Financial Aid serves as 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 Marketing and Communications

The Director of Marketing & Communications is a strategic leader who manages marketing and external and internal communications and strategy for Ringling College. The Director leads the Marketing & Communications team in the development and execution of a marketing and communications plan that promotes wider recognition and awareness of Ringling College to internal and external audiences, including prospective and current students, alumni, faculty, staff, donors, and the general public while reinforcing and promoting the College's strategic plan and institutional identity/brand. This position works closely with the VPEMM to provide strategic, creative, and innovative leadership



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for the college's digital marketing, communications, public relations, online and social media engagement, website strategy and development, advertising, and crisis communications.

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/Controller

The Assistant Vice President oversees all fiscal activities for the College, providing administrative, budgetary, and fiscal direction that ensures efficient and effective operations. The employee 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.

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.

Assistant Vice President and Director of Facilities Operations

The Assistant Vice President for Facilities Management (AVPFM) is responsible for overseeing the maintenance, operations, and housekeeping of all facilities and grounds, and the telecommunications system. The AVPFM assists in the planning and management of capital renewal and replacement budgets as they



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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.

Vice President for Student Life and Dean of Students

The Vice President for Student Life and Dean of Students (VPSL/DoS) directs and coordinates the Student Life programs which include Residence Life, Student Health Services, Center for Diversity and Inclusion, Student Government Association, Campus Ministry, Food Services, Career Services, Title IX, Madeby Gallery, and Mail Services. The VPSL/DoS provides leadership and support for New Student Orientation, student conduct programs, student activities and leadership development, clubs and student organizations, community engaged learning, and student volunteerism. Ringling considers learning outside the classroom to be an important outcome of its educational mission. VPSL/DoS 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.

Associate Dean for Community Engaged Learning

The Associate Dean for Community Engaged Learning empowers students through volunteerism, civic engagement 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 Associate Dean 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.



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 and Medical Services. 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 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.

Associate Dean of Students for Residence Life

The Associate Dean of Students for Residence Life is responsible for overall operation and management of the Residence 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. The Associate Dean oversees the Mail Room services. The Associate Dean serves as primary Hearing Officer for residential violations of the Code of Conduct; serves as a member of the Dean's Hearing Panel for serious student conduct violations and assist with management of the Conduct Tracking Database.

Director of Housing Operations

The Director of Housing Operations is responsible for the operation and management of the Housing facility component of the Residence Life



program, including facility readiness, housing assignments, housing agreement, and strategic planning for future growth. Participates in “on-call duty rotation” and crisis response.

Director of Residence Life

The Director of Residence Life is responsible for working to create a strong and positive sense of community amongst students living on-campus. Develops a residential co-curriculum in terms of a programming model aimed at increasing the holistic development of residential students living in campus housing. This will include development, implementation, and evaluation of educational initiatives and programming for residential students. Provides direct oversight for recruitment, selection, training and overall development of student and professional staff. Assists with the handling of violations of the Student Code of Conduct through an educational lens and works to resolve other student issues that may arise. Participates in “on-call duty rotation” and crisis response.

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 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 for conduct and care cases.

Director of Recreation and Wellness

The Director of Recreation and Wellness is responsible for the operational, administrative and programmatic aspects of a comprehensive recreational sports program including facility management, informal recreation, e-sports, club sports, intramural and extramural sports, outdoor recreation, as well as supporting special event offerings within the Student Life department.

Director of Student Activities and Leadership Development



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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. The Director also works closely with student clubs and organizations and student government association.

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, identification of potential internship opportunities, 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.

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.

Senior Curator of Sarasota Art Museum



The Senior Curator 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 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.

Deputy Director, Museum Services and Business Operations

The Deputy Director, Museum Services and Business Operations ensures appropriate oversight of all Sarasota Art Museum operations, including budgeting and financial controls. The incumbent manages operations and works collaboratively with other Museum leadership and staff members to develop and implement strategic plans and ensure the smooth running of the organization which includes a robust education arm comprised of the Osher Lifelong Learning Institute of Ringling College (OLLI) and studio and digital art programs.

Director of Learning and Engagement

The Director of Learning and Engagement develops, implements, and oversees the Museum's full range of creative and engaging educational offerings, including classroom learning, gallery teaching, public programs, studio art classes, and outreach initiatives. This position oversees a diverse team of professional educators and volunteers committed to increasing public involvement and expanding the Museum's role in the community.

Director of Museum Special Events and Facilities Rental

The Director of Museum Special Events & Facility Rental is responsible for the Sarasota Art Museum's (SAM) special events and rental program, to include managing event rental staff and outside vendors in a way that produces an excellent service experience for internal and external clients, achieves revenue targets, and enhances and expands client relationships with the museum. This position plays a vital role as a member of the team that engages and interacts with new and prospective donors to deepen their relationship with the members.



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Special events include all external facility sales, internal events as they pertain to trustees and major donors, as well any ad hoc events that the Ringling College executive staff may decide to conduct.

Director OLLI

The Director is responsible for managing the OLLI program at the Ringling College Museum Campus and at various external locations in Sarasota and Manatee counties. OLLI offers intellectual and cultural experiences for its members and students who are primarily age 50+. The Director develops the strategic direction for the programs, oversees curriculum development, develops and manages the programs budget, supervises staff and committees, develops marketing and promotion plans, and developing and sustaining a supportive coalition of supporters and donors. This position works with the staff of Continuing Studies, and works to align OLLI programming with those of Studio + Digital Arts.

General Counsel

The General Counsel serves as the College's chief legal officer. The attorney hired for this position will be a generalist and may advise on the full range of issues the College faces including the following areas: general litigation, administrative agency complaints, student affairs, employment, security, and privacy laws including FERPA, HIPAA, and public records, general transactional matters, real estate matters, risk management matters, and review and revision of College policies. The position manages the provision of all legal services to the College to ensure the maximum protection of legal rights and to maintain the operation in compliance with a multitude of laws and regulations. On occasion, General Counsel may represent the College in legal proceedings but will primarily be involved in supervising outside representation. General Counsel is responsible for reviewing, editing and resolving all contractual documents and analyzing various legal and regulatory issues. General Counsel is required to undertake and coordinate legal research on issues that may be highly sensitive and/or important to the College.

Internal Governance

Governance at Ringling College of Art and Design is through committee recommendation and administrative action. 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; 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 input in decision-making is intentionally organized on several levels to ensure thorough consultation, discussion and recommendation by the:

- Academic Departments and Programs
- Faculty-at-Large
- Institutional Committees

Academic Departments and Programs

There are 13 undergraduate degree programs (emphases in parentheses) housed in 12 Departments. The Departments are:

1. BA in Business of Art and Design - Business of Art and Design
2. BA in Visual Studies – Fine Art
3. BFA in Animation - Computer Animation
4. BFA in Creative Writing - Creative Writing
5. BFA in Entertainment Design (Themed Environments) - Entertainment Design
6. BFA in Film (Narrative) (Branded Entertainment) - Film
7. BFA in Fine Arts - Fine Arts
8. BFA in Game Art – Game Art
9. BFA in Graphic Design – Graphic Design
10. BFA in Illustration (General Illustration) (Visual Development) - Illustration
11. BFA in Motion Design - Motion Design
12. BFA in Photography and Imaging - Photography and Imaging
13. BFA in Virtual Reality Development - Virtual Reality Development

There are two Programs that support the curriculum in addition to our academic departments. They are:

1. First Year Studio Program
2. Liberal Arts Program

Department and Program participation in governance includes regular departmental or program meetings, curriculum and/or program development, planning and assessment, recommendations of the physical and material needs of the department, faculty search committees and hiring recommendations, as



well as objectives, descriptions and revisions of teaching programs or curricula, and course descriptions for the College catalog and the Academic Affairs Committee.

Faculty-at-Large

Faculty vote on policy amendments and changes to Part II of the Faculty Handbook. The vote can be in person at All-College faculty meetings or by a secure remote electronic vote process.

Fifty percent plus one of all eligible full-time voting faculty members must participate for business to be conducted and a vote confirmed. The faculty can 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.

Voting faculty include the following:

1. All full-time faculty
2. Adjunct faculty who have been appointed for six semesters, for a minimum of one (1) teaching unit each academic year, and are currently teaching in the semester of the vote.

If a faculty member has not been appointed in three (3) consecutive semesters, an adjunct or long-term part-time faculty member must meet the six semester criteria prior to becoming eligible to vote again.

Prior to any vote, amendments and changes are reviewed and discussed by the Faculty Welfare and Handbook Committee. After vetting, the Committee makes a written recommendation to faculty at large for a vote. The Faculty Welfare and Handbook Committee solicits change recommendations from the faculty and administration on an ongoing basis.

Institutional Committees

PREFACE

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.



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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 Committee Operating Procedures will be provided to all offices, including departments, programs and the Library. Those offices will be responsible for keeping the Operating Procedures accessible for reference purposes. Additional groups of faculty and/or administrators to address a specific task or subject area may be constituted as “working groups.” Such groups are to be considered *ad hoc* and are not subject to the Operating Procedures and will not be included. Committees designated as “ad hoc” are not standing committees of the College. They are listed in the Directory as a matter of information and for convenience of reference by the faculty and staff.

For a current list of Committees and operating procedures please refer to the Office of the President’s Portal webpage.