

Marshall University
The School of Art & Design
Governance Document

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N.B.: The policies in this document may not supersede those of the College of Arts and Media, or Marshall University, including administration and the Division of Academic Affairs, and the Marshall Greenbook.

I.

a. Mission of the College

To advance excellence, creativity, and integrity through arts and media.

b. The School of Art & Design

To empower students to become dynamic civic-minded artists, designers, filmmakers, scholars, and educators, who innovate in their fields.

In the pursuit of our mission, we are committed to the following goals:

- Cultivating an environment that is diverse, inclusive, and student-centered; that inspires artistic achievement, academic excellence, and personal growth,

- Educating students to think critically, work creatively, communicate effectively, and demonstrate technological and visual literacy,
- Supporting a faculty of distinguished artists, scholars, and educators who inspire students to achieve their full potential,
- Enriching the cultural life of the University by providing exhibitions, lectures, and other arts events,
- Engaging Marshall University faculty, staff, and students through campus and community outreach,
- Collaborating with arts organizations and agencies to support the arts and cultural life of the community and region.

c. Access and Opportunity Statement:

The School of Art & Design is committed to cultivating a welcoming community for students, staff, and faculty from all backgrounds.

We draw on the particular histories of the tri-state region in our creative, scholarly, and pedagogical work. The land of the Ohio River Valley has belonged to numerous Indigenous groups, including the Fort Ancient culture, whose earthwork mounds are found at Green Bottom and other regional sites, and later the Shawnee, Mingo, and Osage peoples.

In the School of Art & Design we are inspired by our region's history of diverse workers migrating for the railroad, mining, and manufacturing industries, and by the rich heritage of labor struggle. We simultaneously recognize Appalachia's strong traditions of place-making, especially via the folk craft traditions of the region. We seek to be a part of the increasing awareness of the presence and contributions of all peoples in Appalachia.

Art is a crucial site of interrogation, reflection, and experimentation, and we embrace scholarship that sheds light on and counters how visual art has sometimes reinforced inequality. We recognize that art history and art institutions have historically overlooked the contributions of artists from underrepresented groups and minorities; we teach the creative work of these artists while drawing on a diverse set of contemporary art frameworks. We want all of our students to see themselves represented in artwork and also be exposed to art and ideas from a variety of backgrounds and viewpoints. (Approved by MU Legal and MARCOMM, August 20, 2025)

d. Membership: Voting membership of the School of Art & Design includes SOAD full-time and tenure-track faculty. Non-voting members include SOAD Gallery Director, Administrative Assistants, and Academic Lab Manager. SOAD Director is non-voting except for items listed in IV.

II. Administrative Personnel and Staff

A. Director: (See the Marshall Greenbook: <https://www.marshall.edu/academic-affairs>).

- a. Establishing departmental statements of mission and objectives, curricular policies in cooperation with faculty, coordinating recruitment initiatives, planning, and presenting course schedules,
 - b. Counseling and guiding faculty; teaching, research, development, and service. Promoting faculty development, protecting faculty rights, evaluating faculty annually, recruiting new faculty, and appointing faculty to co-curricular responsibilities. Convey University and College policies to faculty,
 - c. Organizing faculty and staff meetings and department committees,
 - d. Managing departmental facilities and instructional resources, administering budgets, acting as departmental liaison with university offices, planning long-range financial programs, writing and reviewing funding and grant proposals in cooperation with faculty, and accounting to the Dean for the fiscal management of departmental accounts,
 - e. Advising students, monitoring student/department scholarships and prizes, and responding to student grievances and grade appeals. Convey University and College policies to students,
 - f. Hiring, supervising, and evaluating departmental staff and establishing the department's office procedures,
 - g. Representing the department in the College and University and with off-campus organizations,
 - h. Maintaining teaching, research, and professional activities, including participation in professional associations and community service,
 - i. Share P&T documents, deadlines, and dates with faculty,
 - j. Carrying out other duties as assigned by the Dean.
- B. Program Director: The program director will be appointed to a three-year term; there will be no limit to the number of terms an individual may serve as program director.
- a. Serve as curricular/assessment liaison to the school director,
 - b. Coordinate mentoring/advising for visual art and art history minors,
 - c. Collaborate with the school director and faculty on the development of extra-curricular programming, student enrichment opportunities, and publications,
 - d. Assist the school director with developing course schedules, school calendars, and facility hours,
 - e. Assist with recruitment coordination and activities, including Green & White/Preview days,
 - f. Assist with summer orientation as needed,
 - g. Attend College of Arts and Media Directors' meetings,
 - h. Serve as a sounding board to the director.
- C. Gallery Director/Facilities Coordinator:
- a. Oversee and plan exhibitions in the Carroll, Birke, and Pneumatic Galleries. Install/de-install artwork, and coordinate with students during Foundations, Capstone, and Student solo/group exhibitions,
 - b. Coordinate artist agreements, shipping/receiving of art, and guest artist presentations accompanying gallery exhibits,

- c. Manage and develop Art Loan program, including collecting art, lessor, lessee agreements, and art installation/de-installation,
 - d. Placement of art on campus as requested,
 - e. Produce and/or review gallery press, calendars, publications, and social media,
 - f. Present proposals to the Gallery Committee. Convenor of Gallery Committee,
 - g. Manage galleries, and rental spaces in the VAC and work with on/off-campus units to coordinate events and collect rental fees,
 - h. Paint touchups as needed in the galleries or VAC spaces,
 - i. Reports to SOAD Faculty and Director,
 - j. Other duties as assigned by SOAD Director.
- D. Administrative Assistant:
- a. Assists the Director by maintaining calendars, receiving and composing communications, and replying to inquiries,
 - b. Processes documents, including letters of agreement, expense reports, invoices, and collates tax documents from external vendors,
 - c. Organize meetings and events,
 - d. Works with and maintains program and student records, school website, and promotional materials. Provides administrative and logistical support as directed,
 - e. Conducts research and supports staff members regarding project and programmatic efforts. Supervise work-study students and volunteers,
 - f. Other duties as assigned by SOAD Director.
- E. Administrative Assistant (VAC):
- a. VAC security and safety oversight for building alarms, card swipe for guests, receiving packages, accident reports, file work orders, and building maintenance and cleaning requests,
 - b. Assist with building tours, provide information to the public, parents, and potential students,
 - c. VAC gallery docent, assist Gallery Director as needed,
 - d. Assist staff with daily operations, pick up/deliver mail from the main campus, oversee university equipment, student locker assignments, recycling, custodial supplies, and knowledge of community events that might impact VAC operations,
 - e. Other duties as assigned by SOAD Director.
- F. Sculpture/Ceramics Academic Lab Manager:
- a. Provides operation assistance for ceramics and sculpture studios, maintenance, oversight of areas and activities in each studio, safety training, originating and updating policy and procedure manuals for safety and training, and inventory,
 - b. Consults with area faculty and SOAD Director, facilitate SOAD students with project completion. Create and coordinate schedules of work-study and student assistants,

- c. Supervise correct use of equipment in each studio, repair and maintain tools, coordinate with cleaning staff, and organize of Art Warehouse facility.

III. Faculty and Curricular Areas:

- A. Faculty Responsibilities: The Marshall Greenbook and Board of Governor's policies outline faculty responsibilities concerning teaching, scholarly/creative activities, service, promotion and tenure, adjunct faculty, and policies regarding student academics (e.g., syllabi, grading, attendance, student evaluations, office hours, etc.) and student life (e.g., student organizations, student government, athletics, etc.). All faculty are encouraged to review these policies in The Marshall University Greenbook (<https://www.marshall.edu/academic-affairs>).
 - a. For information related to promotion and tenure within the School, Faculty should refer to the SOAD Promotion and Tenure Handbook, and documents distributed by the CAM Dean,
 - b. SOAD faculty will recommend apportionment of their annual budget allocations in consultation with the School Director,
 - c. SOAD Faculty and Art History Faculty are responsible for mentoring/advising students in the School of Art & Design.

- B. Foundations Coordinator:
 - a. Create and update: Foundations Experience Instructor's Guide, syllabus templates, Foundations Review Checklist, Art into Words calendar, and workshop rotation schedule for ART 214, 215, 217, 218, 219,
 - b. Distribute all relevant materials to instructors,
 - c. Field questions from students and faculty regarding the sequence and with SOAD Director regarding transfer students and Foundations Review,
 - d. Work with SOAD Director to identify and interview/review adjunct faculty teaching in Foundations. Support adjunct faculty as needed,
 - e. Recommend apportionment of the Foundations' budget allocation,
 - f. Work with the Gallery Director for the exhibition of Foundations Review work.

IV. Committee of the Whole:

All full-time faculty and SOAD Director participate in Foundations Reviews, Capstone Exhibition and Capstone Studio Reviews, and scholarship and tuition waiver recommendations.

- A. Foundations Review:
 - a. The review occurs in both the Fall and Spring semesters. Students enroll in either the ART 298 (BFA) or the ART 299 (BA Visual Art and Design or Art Ed) course once they complete the 6 Foundations courses (ART 101 or 112, 214, 215, 217, 218, and 219),
 - b. SOAD Faculty and SOAD Director participate in the review process,

- c. Faculty are assigned to evaluate a group of student oral presentations and will assess the exhibitions of those students exhibited in the Visual Arts Center,
 - d. There are separate assessment rubrics for both the portfolio presentation and the art exhibition,
 - e. Foundations Review for BFA (ART 298) and BA (ART 299) are 1-credit graded courses.
- B. Capstone Studio Review:
- a. Capstone Studio review occurs in semesters when Art 497 is offered. Students being assessed enroll in the ART 497 section specified for BA in Visual Art & Design,
 - b. All full-time SOAD Faculty and the Director participate in the review process,
 - c. Faculty assess BA students' Capstone Studio Presentation,
 - d. The metacognitive assessment is completed by the Capstone professor, faculty mentor, Program Director, and School Director,
 - e. The SOAD assessment rubric is used for the presentation. A separate rubric is used for the metacognitive assessment.
- C. Capstone Exhibition Review:
- a. Capstone Exhibition review occurs in the Fall and Spring semesters. Students being assessed enroll in the section designated for BFA students,
 - b. All full-time SOAD Faculty and Director participate in the review process,
 - c. Faculty assess BFA students' Capstone Exhibition and oral presentation,
 - d. The metacognitive assessment is completed by the Capstone professor, faculty mentor, Program Director, and School Director,
 - e. The SOAD assessment rubric is used for the review's oral presentation and exhibition. A separate rubric is used for the metacognitive assessment.
 - f. **Resubmit Policy:** Students with a cumulative score lower than 3.25 (Capstone Low) on two (2) or more of the following traits: Design (2D, 3D, 4D), Technical Skills, and Conceptual Development of the Capstone Faculty Rating Form must redo specific parts of the capstone project. The capstone professor and/or mentor will decide the additional work required and set a resubmission deadline.
- D. Scholarships/Awards:
- a. Students apply for scholarships early in the spring semester,
 - b. All faculty vote on awards,
 - c. Faculty voting and final awards adhere to scholarship criteria established by donors,
 - d. Student eligibility is based on scholarship criteria and 2.75 cumulative GPA or higher.
- E. Tuition Waivers:
- a. The School Director allocates equal amounts of award money to faculty for distribution,
 - b. Faculty distribute scholarships per their preference,
 - c. Tuition waiver distributions are made concurrent with scholarship/award distributions.

- F. Responsibility of the School Director in distributing scholarships/awards and tuition waivers (sections D, E).
- a. The School Director notifies the faculty of scholarships/awards and tuition waivers that can be distributed,
 - b. Once award recommendations are received, the School Director confirms student eligibility and adjusts to ensure that the distribution of funds mirrors faculty recommendations.

V. Committee Structure and Procedures for Faculty Governance

Committee Membership: The School Director will collate Faculty committee assignments before the beginning of the academic year, accounting for SOAD, CAM, and University assignments. SOAD Director determines committee assignments in consultation with faculty.

Ad Hoc committees may be initiated by the School Director or the Faculty Affairs Committee on an as-needed basis. Ad Hoc committees may become standing committees with a supermajority (2/3) full faculty vote.

- A. Assessment Committee:
- a. Membership is composed of the School Director, Program Director, Capstone and Capstone Studio Professor, Foundations Coordinator, Art Education Faculty, and other faculty as needed,
 - b. Develops assessment points, evaluative procedures, and rubrics for SOAD programs,
 - c. Convened on an as-needed basis,
 - d. Annual program assessment and the five-year program review is completed by SOAD Director.
- B. Committee on Opportunity, Access, and Learning:
- a. Membership: five (5) full-time faculty members,
 - b. Encourage practices and policies that support diversity and inclusion and cultivate an environment that promotes anti-racism and understanding in a multicultural, global community,
 - c. Create and review policies and objectives,
 - d. Encourage faculty to adopt the SOAD diversity statement in their syllabi,
 - e. Encourage discussion of diversity and related issues among students, faculty, and university administration, especially on SOAD progress towards fostering an atmosphere of inclusiveness,
 - f. Encourage recruitment of women and minorities for regular, full-time, and adjunct faculty appointments,
 - g. Encourage student body diversity and assist SOAD, CAM, and University programs in recruitment efforts,
 - h. Reports to the SOAD Faculty and Director.

C. Curriculum Committee:

- a. Membership: five (5) full-time faculty members,
- b. Review proposed courses, concentrations, emphases, and all other curricula matters for conformity with university policies, initiatives, and the best interest of SOAD,
- c. Review changes in academic offerings and general education requirements under the purview of the school,
- d. Long-range planning and program development,
- e. Foster interdisciplinary and interdepartmental courses and programs,
- f. Reports to the SOAD Faculty and Director.

D. Faculty Affairs:

- a. Membership: All tenured faculty,
- b. The committee will elect a convenor,
- c. Review of faculty annual reports for merit raises,
- d. Review of probationary faculty undergoing pre-tenure review,
- e. Annual teaching observations of probationary faculty,
- f. Writing recommendation letters for probationary faculty,
- g. Faculty Affairs will address these areas as needed:
 - i. Review and updating of SOAD documents such as this Governance Document, P&T guidelines, or other future documents that are concerned or related to all faculty in the school,
 - ii. Serve as an advisory committee on faculty concerns,
- h. Reports to the SOAD Faculty and Director.

E. Gallery/Facilities:

- a. Membership: four (4) full-time faculty members and the Gallery Director,
- b. Gallery Director convenes the committee,
- c. Review proposals prepared by Gallery Director for exhibits in SOAD galleries,
- d. Reports to the SOAD Faculty and Director.

F. Recruitment & Retention:

- a. Membership: five (5) full-time faculty members,
- b. Develop/review strategies for recruiting new students and align recruitment objectives with university initiatives. Review SOAD promotional materials,
- c. Review student retention and develop goals and plans for improvement,
- d. Reports to the SOAD Faculty and Director.

G. Search Committees:

- a. Faculty Searches are requested by SOAD Director through the CAM Dean and are approved by Academic Affairs and HR,
- b. Faculty must complete HR training before serving on a search committee (every two years),

- c. Membership of search committees will be determined by Faculty Affairs and/or SOAD Director in consultation with the CAM Dean per Marshall University Search Committee and Human Resources Guidelines (<https://www.marshall.edu/human-resources/search-committee-training/>). Search committees have five (5) members which may include a tenured faculty from another school or college,
 - d. Faculty Affairs and the Search Committee, in consultation with SOAD Director, will assess program needs to construct a position description. If a vacancy occurs outside of the faculty nine-month contract, SOAD Director will finalize the position description in consultation with the Program Director and assemble search committee members,
 - e. The search committee chair and Director will finalize the search timeline, coordination with CAM Dean, Academic Affairs, and HR, the number of preliminary and final interviews, evaluation forms, HR paperwork, and required reports,
 - f. The Search Committee Chair in consultation with the committee and SOAD faculty is responsible for setting the itinerary for on-campus visits,
 - g. Reports to the SOAD Faculty, Director, and CAM Dean,
 - h. The search committee and the School Director recommend candidates for hire to upper administration by forwarding a list of strengths and weaknesses for each candidate,
 - i. See also ARDI committee Recommendations for Hiring Practices.
- H. Strategic Planning and Resource Allocation (SPRAC):
- a. SOAD Faculty are eligible for SPRAC funding for development, and travel or shipping costs,
 - b. Review Faculty research, development, and travel proposals and allocate funds to support these activities,
 - c. Funds are available to full-time faculty. Full-time staff are eligible for up to half the amount allocated to full-time faculty for the year that a proposal is submitted,
 - d. Faculty may sponsor a request on behalf of a student for up to the full amount allocated to full-time faculty.

VI. Faculty Mentors:

Probationary faculty members will choose or have a faculty mentor assigned to them who will assist in matters regarding work in the School of Art & Design, CAM, and the University including:

- A. Planning and preparing planning pages, annual reports, and pre-tenure/tenure dossiers, including aspects of teaching, scholarly/creative activities, and service to the school, college, and university as these pertain to areas of evaluation: Professional Development/Recognition, Teaching, Scholarly/Creative, Service, Librarianship, and Administration,
- B. Understanding policies, procedures, and practices at the school, college, and university levels, including sources of funding for their academic endeavors available to faculty to support the development of teaching or scholarship,
- C. General support of growth in university citizenship,

D. Once a mentee has achieved tenure, their mentor will be eligible to mentor another colleague.

VII. Publication/Availability of this Document

This document may be amended with a supermajority (2/3) full faculty vote.

After final faculty approval, the document will be available electronically on the "Faculty Resources" tab on the School of Art & Design website.