

Art & Design
FACULTY
AND
LECTURER
HANDBOOK



RUTGERS-NEW BRUNSWICK
Mason Gross School of the Arts

Department of Art & Design

Civic Square Building (CSB)
33 Livingston Avenue, Suite 124
New Brunswick, NJ 08901
Dept. Office phone 848-932-5210
Fax 732-932-2217

Livingston Arts Building (LAB)
Road 3
(at Joyce Kilmer & Sutton's Lane)
Piscataway, NJ 08854

ABOUT US

Mason Gross School of the Arts was founded in 1976. Previously separate fine arts departments within the various Rutgers New Brunswick colleges merged in 1981, formally establishing the Department. From the early years the department was a vibrant locus for innovation, interdisciplinary inquiry, and critical reflection. Artists on the faculty at that time included Allan Kaprow, Geoffrey Hendricks, Robert Watts and Carolee Schneemann, all instrumental figures in the Fluxus movement which is known for upending rules and blurring boundaries between disciplines. The department's open approach included the founding of the first non-disciplinary MFA program in the United States. Renowned faculty in the department over the decades have included Roy Lichtenstein, Joan Semmel, Emma Amos, Mel Edwards, Martha Rosler, George Segal, Leon Golub, Thomas Nozkowski, and Raphael Montañez Ortiz. These roots continue to influence the department's approach.

The Department currently offers BFA and BA degrees in Visual Arts with concentrations in Design, Drawing, Media, Painting, Photography, Print, Interdisciplinary Practice, and Sculpture. Students may also opt to pursue a BFA in Design. An Art Minor is also available. Students at the graduate level may pursue an MFA in Visual Arts or Design.

Key Contacts

Jackie Thaw

Chair, Department of Art & Design
848-932-5215
thaw@mgsa.rutgers.edu

Hanneline Røgeberg

Associate Chair
rogeberg@rutgers.edu

Atif Akin

Interim Undergraduate Director (Fall 24)
848-932-5219
aakin@mgsa.rutgers.edu

Barbara Madsen

Graduate Director, Visual Arts
848-932-5221
bmadsen@mgsa.rutgers.edu

Gerry Beegan

Graduate Director, Design
gbeegan@mgsa.rutgers.edu

Administrative Staff (CSB)

Stacey Surguy

Department Administrator

CSB 127 // Tel 848-932-5222 // stacey.surguy@mgsa.rutgers.edu

Handles finances and HR for all of Art & Design

Cassandra Oliveras-Moreno

Administrator, Communications & Collaboration

CSB 126 // Tel 848-932-5399 // c.oliveras@rutgers.edu

*Handles events, partnerships, communications, and calendar;
administrative support to Chair and faculty*

Sabrina Gattuso

Academic Advisor

CSB 128 - 848-932-5216

sig36@mgsa.rutgers.edu

*Advises all Art & Design, and Film BFAs and BAs through scheduling,
registration and meeting graduation requirements*

Rosemarie TeNyenhuis

Academic Programs Coordinator

CSB 124 // Tel 848-932-5210 // rflores@mgsa.rutgers.edu

*Advises all MFAs, supports Art & Design majors and minors, maintains
student records*

Frances Jeon

Administrative Assistant/ Department Scheduler

CSB 124 // Tel 848-932-5244 // frances.jeon@rutgers.edu

*Oversees course and room scheduling, requisition and payroll preparer,
manages P-Card*

Tech and Facilities Staff (CSB and LAB)

Associate Director of Technology, Shane Whilden

CSB 238 // 848-932-5204 // whilden@rutgers.edu

Manages all academic and research related computer support/ Computer & software troubleshooting in classrooms / General maintenance / Area budgeting and purchasing / Security and network services / Serves as consultant to all other departments at Mason Gross on computer matters

Master Printer, Randy Hemminghaus

CSB 239 // 848-932-5244 // tobyern@mgsa.rutgers.edu

Oversees Print area / Health & Safety Liaison for Print Area to REHS / Orders equipment and supplies for Print Area

Design and Media Technician, Jahi Sabater

CSB 221A // 848-932-2941 // jls620@mgsa.rutgers.edu

Oversees Design and Media area equipment and other departmental portable media equipment / Equipment troubleshooting in Classrooms / Orders equipment and supplies for Media & Design Areas

Photography Area Coordinator, Sean Zujkowski

CSB 337 // 848-932-5267 // sdz18@mgsa.rutgers.edu

Oversees Photo Labs & Classrooms / Health & Safety Liaison for Art & Design to REHS/ Contact for any facility issues related to Classrooms, Studios, Labs, etc / Orders equipment and supplies for Photo Areas

Sculpture Area Coordinator, Rhys Bambrick

LAB 108 // 732-932-4246 // rhys.bambrick@rutgers.edu

Oversees Sculpture area and supervises monitors /Health & Safety Liaison for Art & Design LAB to REHS / Orders equipment and supplies for Sculpture Area

Gallery Director & Head Preparator // Richard Siggillino

CSB Gallery Office // res241@mgsa.rutgers.edu

Oversees all Art & Design Exhibitions in the Mason Gross Galleries and Departmental Exhibition spaces.

Faculty

Faculty Name	Area	E-mail	Office
Atif Akin (S)	Design	aakin@mgsa.rutgers.edu	CSB 234
Gerry Beegan	Design	gbeegan@mgsa.rutgers.edu	CSB 232
Natalie Bookchin (F)	Media	nbookchin@mgsa.rutgers.edu	CSB 124
Marc Handelman (F/S)	Painting	marcha@mgsa.rutgers.edu	CSB 239
Heather Hart	Sculpture	hhart@mgsa.rutgers.edu	LAB
Sue Huang	Design	sh1971@mgsa.rutgers.edu	CSB 233
Julie Langsam (F)	Drawing	jlangsam@mgsa.rutgers.edu	CSB 129
Steffani Jemison (F/S)	Media	sjemison@mgsa.rutgers.edu	CSB 235
Cheon Pyo Lee	Foundations	cl1828@mgsa.rutgers.edu	CSB 318
Miranda Lichtenstein	Photography	ml891@rutgers.edu	CSB 320
Barbara Madsen	Print	bmadsen@mgsa.rutgers.edu	CSB 124
Mark McKnight	Photo	mark.mcknight@rutgers.edu	CSB 319
Jeanine Oleson (S)	Sculpture	Jeanine.oleson@rutgers.edu	LAB 118
Hanneline Røgeberg	Painting	hrogeberg@mgsa.rutgers.edu	CSB 309
Jacqueline Thaw	Design	thaw@mgsa.rutgers.edu	CSB 125
Chat Travieso	Tepper Chair	chat.travieso@rutgers.edu	CSB 235
Stephen Westfall	Painting	westfall@mgsa.rutgers.edu	CSB 319
Didier William	Print	dwilliam@mgsa.rugers.edu	CSB 315
John Yau	Critical Studies	johnyau@mgsa.rutgers.edu	CSB 314

(F) Fall Sabbatical
(S) Spring Sabbatical

Getting Started

Becoming a Rutgers Employee

- Once you are in Human Capital Management (HCM), you will receive a “Welcome to Rutgers” email from the University. **Please read this email** since it will have your assigned Rutgers employee ID.
- Your Rutgers employee ID will allow you to request a NetID and email address online, using Employee Self Service in the HCM system (see “Getting Your NetID”).

Net ID

- To obtain a Net ID, go to <https://netid.rutgers.edu/index.htm> and click “Net ID Activation.”
- Complete all fields on this webpage and click the “Continue” button.
- If all of the information entered is correct, and you are in HCM, you will be assigned a Net ID and asked to provide a password. **Your Net ID and password are essential to accessing many important digital portals at Rutgers.**
- If you forget the password, you may contact Rutgers Computer HELP desk (732-445-HELP) for assistance.

MY RUTGERS Portal

The newly implemented My Rutgers portal helps automate key functions within the areas of Human Resources, Payroll, Procurement, Budgeting, and more.

- Visit my.rutgers.edu and log in with your NetID
- Go to “Self Service” to set up direct deposit and view other important payroll related information

Paychecks

The Department of Art & Design highly recommends that faculty and Lecturers sign up for direct deposit. Checks will be mailed to home addresses if you are not signed up for it.

- Signing up for Direct Deposit is simple: log into your “my Rutgers” portal at my.rutgers.edu and click on the box in the My Apps tab that says “Employee Self Service” (under Human Resources category). Then select “Direct Deposit” on left side bar to add your account information.

Benefits

- Lecturers are automatically eligible and placed in a NJ state pension plan effective the first semester of teaching at Rutgers. For questions regarding the pension plan call Rutgers HR at 848-932-3805.
- Lecturers may purchase health insurance through the state – not Rutgers. For questions regarding health insurance call 848-932-3876.

Parking

- Faculty & Lecturers have parking privileges to the CSB parking deck (off Kirkpatrick Street).
- For parking permission PRIOR to your first paycheck, visit: [TA/GA, PTL, Fellow Fall 2024 /Grace permit](#)
- **Once you have received your first paycheck**, [click here to purchase a faculty/staff permit](#) from Rutgers Parking Department
- After you have secured your permit, you can request swipe access from Stacey Surguy at stacey.surguy@mgsa.rutgers.edu; Rutgers ID Card is required to enter the deck.

Rutgers Access/ ID Card

- Photo ID cards may be secured in-person at the ASB Building on Route I, Rutgers One Stop building, located at 65 Davidson Road on Busch Campus, or online via Rutgers One Source. You should first access <https://ipo.rutgers.edu/publicsafety/iam/online-photo-submission> to submit the photo that you would like to appear on the ID.
- [CLICK HERE](#) to submit an ID request via One Source online.
- Obtaining a Rutgers Access/ID card will enable you to:
 - Enter into Civic Square Building 24/7 (see Stacey Surguy for swipe access)
 - Swipe into Civic Square Building's Parking Deck (See Stacey Surguy for access)
 - Check books out of Rutgers Libraries
 - Free use of Rutgers Gyms

Travel & Expense Reimbursement

Effective July 1, 2024 there is a new system called Concur for arranging travel and being reimbursed. Under this new system, TRAVEL MAY ONLY BE BOOKED VIA CONCUR, and YOU MUST SECURE PRE-APPROVAL BEFORE ANY BUSINESS TRAVEL is booked there. Out-of-pocket expenses that you need to be reimbursed for should also go through this portal via Expense Report. Faculty may elect to assign a staff delegate to process their reimbursements. Note: Concur is accessed via the my.Rutgers.edu portal; Chrome is the most compatible browser.

Printing

All faculty and lecturers are responsible for their printing and copying. Please plan in advance.

The copier in the Art & Design office has been integrated into a centralized printing system for Mason Gross. Lecturers may use the copier/scanner in the Art & Design office copy room using your NetID credentials or by tapping your ID card.

MGSA enabled a feature to our fleet of Ricoh printers called **Mobility Print** that allow you to send printouts from your personal devices (computers, smartphones and tablets) and release them with your ID card/NetID credentials at any of the Ricoh printers around MGSA.

To install from your tablet, mobile device (iOS/Android) or laptop (Mac/Windows) please follow the instructions at the link below:

Note: This link (and mobility print) will only work on VPN or while on campus

<https://go.rutgers.edu/mgsa-print>

If asked to select a printer, please check "mgsa_mp_q"

If asked to login, use your NetID and password when prompted

Please note that advanced options are limited to standard paper sizes, color/grayscale and single/double-sided printing and stapling. There are no advanced finishing such as booklet printing or hole punching. If you need those advanced features on your device, please submit a ticket by emailing help@mgsa.rutgers.edu and the IT team can assist.

IT Support Ticketing System

If experiencing IT issues, initiate a ticket by email to the Mason Gross IT Help Desk: help@mgsa.on.spiceworks.com. Help Desk tickets may also be submitted through web browser: <http://masongross.rutgers.edu/help>

Please use the ticketing system for all support requests rather than contacting individual tech staff to ensure they are handled as quickly as possible.

Important Websites

- NetID <https://netid.rutgers.edu/index.htm>
- My Rutgers <https://my.rutgers.edu>
- REGIS <https://sims.rutgers.edu/rosters/>
- Office of the Registrar <http://nbregistrar.rutgers.edu/undergrad/calendar.htm>
- Parking <http://parktran.rutgers.edu/permits.shtml>
- Human Resources
<http://uhr.rutgers.edu/worklife-balance/working-rutgers/gateway-new-faculty>
- Academic Calendar <https://scheduling.rutgers.edu/scheduling/academic-calendar>
- Office of Employment Equity <http://uhr.rutgers.edu/policies-resources/policies-procedures/policy-and-compliance-guidelines/discrimination-and>
- Rutgers Division of Diversity, Inclusion, and Community Engagement
<https://nbdiversity.rutgers.edu>
- Art & Design Department Portal <https://art.rutgers.edu/>
- Mason Gross Galleries: <https://masongrossgalleries.rutgers.edu/>

Guidelines for all Lecturers

Lecturers are invited to ask administrative staff and full-time faculty about the curricular and departmental policies addressed in this document.

Designing an Inclusive Syllabus and Classroom

This departmental handbook provides a great range of pedagogical resources on how to make one's syllabus and classroom, more inclusive, equitable, and supportive. From the tone of language in syllabi and the use of gender pronouns, to how we consider the ways we take up or share space in discussion and critiques, this living document offers video trainings, links to best practices and expanded critical community resources for students, and faculty alike.

Please review this document throughout the semester:

https://docs.google.com/document/d/1wdRNTNp8vaDdWCJ7_MWzze634g9S-72kuvz2Y5KR1CE/edit?usp=sharing

Syllabus

Each Lecturer must provide a course syllabus that includes a course description, clearly articulated goals and objectives for the course, class schedule or calendar with studio, reading, and writing assignments, attendance rules, methods of critique and evaluation, and an explanation of grading/assessment. The syllabus is essentially a contract between the Lecturer and the student so it is very important to clearly outline what is expected of the student to get an "A" vs a "B" etc. For more info on preparing your syllabus, please see:

<https://ctaar.rutgers.edu/teaching/syllabus/>

Art & Design has developed a syllabus template modeled on best practices from the handbook [Designing an Inclusive Syllabus and Classroom](#). This syllabus also includes a significant amount of new mental health and wellness resources and is structured to support accessibility, and ease of navigation, including instructions on integration with Canvas. While not required, we strongly encourage everyone to [adapt as much of this template as possible](#).

Please include the following on your syllabus:

Academic Integrity Policy: <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/>

ODS Statement: <https://ods.rutgers.edu/faculty/syllabus-statement>

The syllabus is to be distributed on the first day of class. Please provide a PDF copy of the undergraduate syllabus to the Administrative Assistant by the Friday of the first week of classes. Students do request these syllabi so it is important to submit in a timely manner.

Class Schedule

Class schedules must comply with the University calendar. No teacher can require rearrangement of a student's schedule outside of assigned class meeting time. The schedule, which is part of the syllabus, includes assignment deadlines and dates of other important activities such as critiques, required field trips, etc. Exams and critiques should not be given on reading days; students are not required to attend class or crits during reading periods. Some Art & Design classes do have exams officially listed "as by arrangement". Refer to exam schedule: <https://scheduling.rutgers.edu/scheduling/exam-scheduling>

Attendance

Attendance taking is required, as records may be needed by the department at a later time (to justify a grade, for instance). Attendance policies are left to the discretion of each Lecturer, however they have to be clearly stated in the syllabus (ie: three unexcused absences = one

letter grade down). *Note: Absences are excused for religious observances. Please contact the Senior Advisor and Student Success Counselor if a student misses several classes consecutively.*

Instructor Absence

- Lecturers must report their absences via email to the Undergraduate or Graduate Administrators in advance of class. Anyone who misses 1-2 classes should make up classes within the semester. Alternatively, colleagues may agree to cover one another's courses, on an exchange basis.
- Short-Term Leave: Faculty seeking to take professional leave of 2 weeks or more during a semester must complete a Short-term leave form (Appendix E), that is then signed by the Chair and then the Dean. [Note: These forms are *not* to be used for Family Leave or Unpaid Personal Leave requests].
- Extended Leave: If a Lecturer will be out for an extended period of time and seeks to secure substitute coverage, they must first obtain approval from the Department Chair in advance with recommended plan for coverage. They cannot appoint and pay substitutes themselves.
- It is the Lecturer's responsibility to inform students in advance if class is cancelled due to personal reasons, health emergency etc.
- If, at the last minute, Lecturer needs to cancel or is running late (i.e., stuck in traffic or on the train), please call:

Art & Design Office at 848-932-5210
Academic Advisor at 848-932-5216

Cancellation of Class due to Inclement Weather or Emergencies

In the event of a weather emergency, a "University Operating Status" page will be accessible via <http://emergencymanagement.rutgers.edu/Weather.php> . Please refer to this webpage for how to learn of updated information on closings, class cancellations or delayed openings, as well as bus schedules, and parking lot availability.

You may also sign up to receive text/ email message notifications at https://eas.rutgers.edu/?ht_kb=emergency-notification-system-ens ; this Emergency Notification portal is also accessible via your Cornerstone. Please do not call the Rutgers police for closing or cancellation information, as these advisories are issued via email.

In the event the Department notifies you of an emergency closure or exceptional circumstances when the department must close, we ask that you please email your students as well to notify them of class cancellation to ensure that they do not come out.

Office Hours

Lecturers are not required to hold office hours, however, please plan to be available to meet with students online as needed on a by-appointment basis. This should be stated in the syllabus. Full-time faculty must post and maintain a minimum of two office hours per week. The scheduled hours should also be stated in the syllabus. To help facilitate lecturer in-person office hours, CSB Room 416 is outfitted with a desk space and chair, as well as a host of art reference books. Note: These books are for in-building use only, it is not a lending library.

Field Trips

A field trip can happen during class time. However, it can be challenging for students due to their other classes/commitments. Please announce a trip at least three weeks in advance — ideally 4 to 6 weeks — so students can plan accordingly. Field trips cannot be made mandatory; alternately, you can arrange a day other than the class day/time when the majority can meet as long as they can make it up on their own (ie: go see the same show(s) on a different day, do an alternate project/paper). You must get each student to sign an [informed consent form](#). Once compiled, please turn these in (before the trip!) to the Undergraduate Assistant for students' files.

To maximize inclusion, when scheduling field trips, please consider checking venues for accessibility and any overlapping dates or times that may conflict with religious observance. Limited funding for train tickets may be available from the department. Please check with your respective area faculty or Frances Jeon. If funds are available, please share the following [Art & Design Field Trip Financial Assistance Request Form](#) with your students.

Site Specific Installations at CSB

For your students to create any kind of installation that will be in a public or shared space at Civic Square (inside or outside) it is necessary to first get permission. Each student must complete the Installation Permission form and get it signed by you – their instructor – and Rich Siggilino, Gallery Director, before any installation begins. (please see appendix)

It is important that fire codes and egress regulations are considered, in addition to scheduling. This form is for CSB ONLY. Note: Students are discouraged from installing work on the first floor, and red walls throughout the building are not an option. If lobby is desired related to Gallery exhibition, students should obtain Gallery Director signature as well. Students are expected to restore the space to a better condition than they found it, including patching and painting.

Reserving Project Spaces, Channel Gallery and Forum at CSB

There are a host of spaces on site to reserve for showcasing the work of your class. CSB Room 110 "Forum" has been renovated to include an upgraded sound system, disco ball, and streamlined seating set up and storage. It's a great multi-purpose space for lectures, critiques, installations, performances, screenings, and events. Faculty and Lecturers encouraged to reserve the space and take advantage of its features. Reserve FORUM by contacting Frances Jeon frances.jeon@rutgers.edu. You may also reserve the shared Project Space, CSB Rm 418 for your class by [signing up for a slot here](#). The Channel Gallery may be reserved for Media showings by emailing Rich Siggillino at res241@mgsa.rutgers.edu.

Grading

Grading methods must be reasonable, understandable and equally applied to all students. The grading system is determined by each Lecturer and must be clearly conveyed to students from the beginning of the semester through the syllabus and classroom discussion. Since art projects are difficult to quantify, students must be aware of how a final grade will be calculated. This may include a percentage breakdown (for example: 60% assigned class projects, 20% final project, and 20% class participation), but it also must include a rubric that explains what an "A" is, what a "B" is etc. Students should be graded regularly; this serves both you and the

student in that there is documented clear communication throughout the semester about how the student is doing in your class.

In creating your grading system, please be mindful of students' divergent backgrounds, often a result of uneven access to preparatory arts education in different socioeconomic circumstances. Consider inclusive grading systems such as specification-based grading, points-based grading, offering students a choice of assignments to meet the same learning goal (especially in upper-level courses), and other means of accommodating different levels of preparation and learning styles. Also consider flexibility with respect to participation; students from different cultural backgrounds may have been trained not to "speak up," so please consider allowing for alternate modes of participation whenever possible.

Standard Semester Grades

Students are graded at the end of each course, in accordance with the grades and symbols authorized by the University Faculty Senate, as follows:

A= Outstanding

B+

B=Good

C+

C=Satisfactory

D=Poor (not used in graduate courses)

F=Failing

W=ASSIGNED BY REGISTRAR to students who officially withdraw from a course

W (Withdrawal). A *W* is assigned when a student has withdrawn from a course, without any evaluation made of course work, on or before the completion of eight weeks of any regular term with the permission of the appropriate authority designated by each faculty. Under no circumstances shall the assignment of *W* be allowed when the withdrawal from a college is dated during the last two full weeks of instruction in any term. Should withdrawal occur without permission, the Lecturer will give the appropriate letter grade.

Other Grade Symbols

TB+, TB, TC+, TC, TD, TF and TZ grades: These grades are used for all incomplete and temporary grades in undergraduate courses and are also used in some graduate courses (for details, see below). Temporary grades are given at the discretion of the Lecturer when the student has not properly completed the course requirements (i.e., major assignments or examination). Except for the TZ grade, the letter grade following the T represents the grade the Lecturer would assign if the outstanding work were to remain uncompleted. The temporary grade becomes permanent if the work is not completed as required (see "TZ" grade below). When the student has completed the required work, the Lecturer will assign a permanent grade. In no case will this permanent grade be poorer than the assigned temporary grade. Lecturers should specify a time limit for completing the course requirements prior to the end of the following term. All grade changes are completed online, see:

<http://nbregistrar.rutgers.edu/facstaff/grades.htm>

Temporary Grades

TZ grade: Temporary or incomplete grade is used only in undergraduate courses, and should only be assigned when a student is unable to finish his/her course work due to a verifiable emergency situation. The student and faculty member should endeavor to reach an agreement

as soon as possible as to how the course should be completed. The TZ will have no immediate effect on a student's GPA, however, if the situation is not resolved within the following semester, the TZ will convert to an F, and the GPA will be recalculated accordingly. ("TZ" is not used in graduate courses).

Temporary grades can be a great tool to nudge a student to work harder or to give them more time to complete work.

Mason Gross Schoolwide Grading Scale

This applies to all credit-bearing courses in which numeric grades 0–100 must be converted into letter grades. Note that students in graduate-level courses cannot receive a D as a final course grade; therefore, students in such courses with a numeric grade lower than 70 as their final course grade would receive an F in the course.

A = 90–100 RU 4.0

B+ = 86–89.9 RU 3.5

B = 80–85.9 RU 3.0

C+ = 76–79.9 RU 2.5

C = 70–75.9 RU 2.0

D* = 60–69.9 RU 1.0

F = less than 60 RU 0.0

If you use the Canvas gradebook and would like to import this grading scale, you may do so by following [these instructions](https://canvas.rutgers.edu/documentation/support/using-grading-schemes/). (<https://canvas.rutgers.edu/documentation/support/using-grading-schemes/>) Additionally, please note that students in graduate-level courses cannot receive a D as a final course grade; therefore, students in such courses with a numeric grade lower than 70 as their final course grade would receive an F in the course.

Rosters

Your course roster can be found online by using the Rutgers Electronic Student Grading System (REGIS). <https://sims.rutgers.edu/rosters>. Access into REGIS requires a valid Rutgers Net ID and password. Lecturers that do not have a Net ID (i.e. new appointments) will receive a copy of their roster (s) in their mailbox located in the Department of Art & Design. Class year and major(s) are listed next to student name when you click on EXCEL. NOTE: Deadlines for both warning and semester grades are at the top of the roster.

Warning Roster

A mid-semester warning roster alerts a student if they are doing work below a B-level, or are having a problem with attendance, or some other academic issue. The warning grade is not permanent, it drops off the student's record after the final grade is entered. The warning roster serves several purposes.

- First, it alerts the student to a problem while there is enough time to either improve and pass the course, or withdraw from the course and earn a "W" grade rather than an "F."

- It provides a paper trail that you have communicated your concerns to the student via the warning grade, and it alerts the UG Program Director to a potential problem or pattern.

Warning should be followed by a conversation in which the Lecturer reviews difficulties regarding class performance with the student while there is still time for the student to improve. Use simple clear language detailing what they need to do to raise their grade. (Please be mindful there is only a short window in which a student can withdraw rather than fail.)

Please email Sabrina Gattuso, Senior Advisor and Student Success Counselor, at sig36@mgsa.rutgers.edu with any student warnings issued.

Final Grade Roster

The semester final grade roster is online at REGIS <https://sims.rutgers.edu/rosters>. Final grades must be uploaded by the end of the exam period following the specific deadlines issued by the Registrar's office. Temporary grades may be issued under special circumstances and you may consult the Undergraduate Advisor for clarity in using them.

Student Course Evaluation System:

The University has migrated from a paper to online system for Course Evaluations known as SIRS (Student Instructional Rating Survey). Faculty can add questions (through "Choose personalized questions" task) and monitor real-time response rates. Students should receive advance notice from their Lecturer as to when the evaluations will take place, asking that they bring their laptops and cell phones as able. SIRS is very mobile friendly, and faculty are encouraged to set aside 25 minutes for students to complete the survey in-class or be excused to a computer lab. Reports are available only after grades are due and can be found directly on the SIRS dashboard. For complete information and directions, visit <https://ctaar.rutgers.edu/sirs/BlueForFaculty>.

Material & Lab Fees

Many studio Art & Design courses carry material and computer lab fees, which are determined in advance and collected from registered students as part of their term bill. Lecturers have no responsibility for the collection of these fees. Lecturers can reach out to area technicians/specialists and core area-faculty to understand which materials have been ordered for their classes, and/or what funds remain to be used.

Guidelines for working with Live Models

Lecturers and students must take an inclusive, healthy, respectful, and safe approach when working with models and conducting model sessions in the department. Any lecturer employing a live model for their course is obligated to review and adhere to the guidelines outlined in Appendix E. of this handbook.

Communication with Students **

Written communication with students should be formal and needs to be restricted to a dedicated Rutgers email address so that written documentation exists. Texting and other informal methods of communication such as social media are discouraged.

FERPA

Part-time faculty should be mindful of FERPA (privacy act), and not release any confidential information about their students. This includes grades to parents; if parents call to inquire

about a grade, they must present a signed waiver in order to have information released to them. (See Appendix)

Sexual Harassment

Sexual relationships between undergraduate students and faculty members, including graduate student Lecturers are strictly prohibited as per Mason Gross School policy. Mason Gross strongly discourages all sexual relationships between a faculty member and graduate (or professional) student, even though this protocol does not categorically prohibit sexual relations of this nature. Please see **Appendix D** for full Mason Gross Policy on Teacher -Student Consensual Relations, and [click here](#) for University policy prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking, and related misconduct by employees and third parties. Faculty with questions regarding these policies are advised to speak with the Mason Gross School of the Arts Associate Dean for Finance and Administration.

ART LIBRARY

Rutgers Art Library

Located on College Ave Campus, has a wealth of books available to all Rutgers students. This library is circulating. Art Librarian Megan Lotts is available to assist with any questions or book requests at megan.lotts@rutgers.edu. ARTstor and other portals are available through the Art Library Research Guide <http://libguides.rutgers.edu/artlibrary>.

RESOURCES FOR STUDENTS

It is important as faculty and members of our community that you follow the appropriate protocols when a student displays concerning behavior. As a community who cares, we **do something** when we are concerned about one of our community members. Anonymous concerns will be accepted.

[Click here to share a concern regarding any of the following:](#)

1. A student who may be using dangerous **drugs (heroin, prescription drugs)**
2. A student representing a **threat to themselves or others**
3. A student's **emotional state and well-being**
4. **Disruptive or aggressive behaviors** in a classroom or on campus

Student Counseling

If a Lecturer notices that a student is having problems with attendance, class behavior, illness or any other matter, they may tell the student that support is available from a trained counselor from Counseling, Alcohol and Drug Assistance, and Psychiatric Services (CAPS) at Rutgers. These sessions are open to all students free of charge; The main CAPS office at 17 Senior Street on the College Avenue Campus and Next Step at 185 Bevier Road on Busch Campus are open. Services are being offered via tele-health, phone, or in-person. This academic year, a counselor will be in Civic Square Building Room 239 on select days of the week. To schedule an appointment, call [848-932-7884](tel:848-932-7884). More information and current hours at <https://health.rutgers.edu/medical-and-counseling-services/counseling-services/therapy-options/community-based-counseling> .

English Tutoring

Students facing difficulty with the English language are offered support and tutoring resources through the Learning Resource Center, <http://lrc.rutgers.edu>.

Office of Disabilities Services

The Office of Disabilities Services is available to faculty and students to make assessments and accommodations for students. Students must get an official letter of accommodation from O.D.S., as these special accommodations should not solely be at the discretion of the Lecturer. <https://ods.rutgers.edu/>

The Office for Violence Prevention and Victim Assistance (VPVA)

You are required to report if a student discloses to you Sexual Harassment, Gender based harassment, Sexual Intimidation, Exploitation, Assault, and non-consensual sexual contact, relationship violence, Dating violence, stalking, or retaliation. A report should be filed via <https://nbttitleix.rutgers.edu/>. You can also provide the student with information about VPVA; Their website has info for victims & faculty with concerns about a student: <https://vpva.rutgers.edu/need-help>. Students may call 848-932-1181 to speak with a confidential advocate, 24 hours a day, 7 days a week.

Cultural Centers Around Campus

Asian American Cultural Center

49 Joyce Kilmer Ave, Livingston Campus // <http://aacc.rutgers.edu/>

Bildner Center for the Study of Jewish Life

12 College Avenue, College Avenue Campus // <http://bildnercenter.rutgers.edu/>

Center for Islamic Life

122 College Avenue, College Avenue Campus // <http://cilru.org>

Center for Latino Arts & Culture

122 College Avenue, College Avenue Campus // <http://clac.rutgers.edu/>

Center for Social Justice Education & LGBT Communities

17 Bartlett St., College Avenue Campus // <http://socialjustice.rutgers.edu/>

Center for Women in the Arts and Humanities

<https://cwah.rutgers.edu/home/>

Paul Robeson Cultural Center 600 Bartholomew Road, Busch Campus // <http://prcc.rutgers.edu/>

Food Pantries

Rutgers Student Food Pantry

39 Union Street New Brunswick, NJ 08901 // 848-932-5500

<http://ruoffcampus.rutgers.edu/food/>

Open Mon-Fri from 12-4pm, with Mobile Food Pantry operating weekly. If these hours do not work with your schedule, please contact them for appointment at oclcp39@gmail.com. A wider scope of resources is available to students through the Rutgers Student Food Pantry/Basic Needs Center (basicneeds.rutgers.edu)

Art & Design Micropantry

The Department of Art & Design now maintains a modest micropantry located in the office for students in need of a meal, to be used for extenuating circumstances. It is stocked with soups and protein bars. For more information on this service, email art.design@mgsa.rutgers.edu

Other Pantries in the New Brunswick Area

- [Elijah's Promise](#)
- [Ebenezer Baptist Church Food Pantry](#)
- [Five Loaves Food Pantry](#)
- [Christ Episcopal Church](#)

Commuter Resources

Rutgers Commuter Student Association: <http://rcsa.rutgers.edu/commuter-checklist/>

Off Campus Living and Community Partnerships: <http://ruoffcampus.rutgers.edu/>

Commuter Lounges & Resources: <http://involvement.rutgers.edu/commuter-resources/>

Emergency Assistance, Division of Student Affairs

For guidance on how to receive emergency assistance – including unusual and non-chronic financial hardships (i.e. house fire, burglary, medical emergency); Food Insecurity Fund, or LBGTQ Emergency Fund for LBGTQ+ students who are facing financial hardship often as result of family separation or challenges due to social identity, students should contact the Assistant Dean of Advising and Student Success.

Health & Safety

ALL lecturers teaching studio courses* are required to complete an online training each year, in order to remain aware and current with safety procedures in the field. Professors and technical staff are responsible for teaching and enforcing safe work practices in the classroom and studio environment. This online training will take approximately 45 mins. (*Exception: not required for media and design course Lecturers.)

Access the training via Rutgers REHS website: <http://myrehs.rutgers.edu/>

(Use Firefox or Chrome)

1. Click here to login with your Rutgers NetID
2. Click on training calendar.
3. Under **Online Training Links** Click on **Art Safety Training** to begin.
5. Deadline: Email the certificate of completion to Sean Sujkowski for courses at CSB and Rhys Bambrick for those at LAB **during first month of the semester**. Faculty who completed it in the fall are covered for the entire year.

ACADEMIC CALENDAR

Event	2022–2023	2023-2024	2024-2025
Fall Semester Begins	Tuesday, September 6, 2022	Tuesday, September 5, 2023	Tuesday, September 3, 2024
Regular Saturday Classes Start	Saturday, September 10, 2022	Saturday, September 9, 2023	Saturday, September 7, 2024
Changes in Designation of Class Days	Tuesday, November 22, 2022 (Thursday Classes)	Tuesday, November 21, 2023 (Thursday Classes)	Tuesday, November 26, 2024 (Thursday Classes)
	Wednesday, November 23, 2022 (Friday Classes)	Wednesday, November 22, 2023 (Friday Classes)	Wednesday, November 27, 2024 (Friday Classes) (Friday Classes)
Thanksgiving Recess	Thursday, November 24 - Sunday, November 27, 2022	Thursday, November 23 – Sunday, November 26, 2023	Thursday, November 28 – Sunday, December 1, 2024
Regular Classes End	Wednesday, December 14, 2022	Wednesday, December 13, 2023	Wednesday, December 11, 2024
Reading Days	Thursday, December 15, 2022	Thursday, December 14, 2023	Thursday, December 12, 2024 Friday, December 13, 2024
Fall Exams Begin	Friday, December 16, 2022	Friday, December 15, 2023	Monday, December 16, 2024
Fall Exams End	Friday, December 23, 2022	Friday, December 22, 2023	Monday, December 23, 2024
Winter Session Begins	Friday, December 23, 2022	Friday, December 22, 2023	Monday, December 23, 2024
Winter Session Ends	Friday, January 13, 2023	Friday, January 12, 2024	Friday, January 17, 2025
Spring Semester Begins	Tuesday, January 17, 2023	Tuesday, January 16, 2024	Tuesday, January 21, 2025
Spring Recess Begins	Saturday, March 11, 2023	Saturday, March 9, 2024	Saturday, March 15, 2025
Spring Recess Ends	Sunday, March 19, 2023	Sunday, March 17, 2024	Sunday, March 23, 2025
Regular Classes End	Monday, May 1, 2023	Monday, April 29, 2024	Monday, May 5, 2025
Reading Days	Tuesday, May 2, 2023 Wednesday, May 3, 2023	Tuesday, April 30, 2024 Wednesday, May 1, 2024	Tuesday, May 6, 2025 Wednesday, May 7, 2025
Spring Exams Begin	Thursday, May 4, 2023	Thursday, May 2, 2024	Thursday, May 8, 2025
Spring Exams End	Wednesday, May 10, 2023	Wednesday, May 8, 2024	Wednesday, May 14, 2025

APPENDIX

- A. Field Trip Permission Form
- B. Installation Permission Form
- C. FERPA Waiver
- D. Mason Gross Policy on Teacher -Student Consensual Relations
- E. Guidelines and Best Practices for Working with Models
- F. Faculty Short-Term Leave Form

INFORMED CONSENT

I, _____, will be participating in a trip to _____
on _____, as part of my academic program through the Mason Gross
School of the Arts, Rutgers, The State University of New Jersey. Furthermore, I recognize
and acknowledge the following:

- That participation is at my own risk;
- That travel to and from the site in a vehicle, or by a mode of public transportation, such as a bus, train, or subway, entails risks of bodily injury or property damage;
- That I am physically able to participate in the activity and know of no disability that would prevent my participation;
- That while I am on the trip there are risks of bodily injury or property damage caused by or resulting from slips, trips, falls and other forms of physical harm;
- That participation in the trip takes place in an urban environment, in which there is a possibility to encounter unfortunate events, such as crimes such as theft, physical assault, car accidents, separation from the participating group, among others;
- That in the event that a need for emergency medical services arises, I authorize and consent to such service being provided and assume the cost thereof;
- For any activity that I engage in which is not scheduled by Rutgers' staff, I assume full responsibility for my engagement in the said activity.

Notwithstanding these risks, I, for myself, and assigns do waive, release and discharge Rutgers, The State University of New Jersey, its governors, trustees, officers, employees and agents from any and all claims, demands, actions, causes of actions, costs and expenses for and by reason of any personal injury, property damage, loss and expense, which heretofore have been or hereafter may be sustained or suffered by me in consequence of and as a result of a certain accident, casualty or event or my present or activities in connection with this activity. I also agree to indemnify and hold harmless Rutgers for injuries sustained either by me and/or caused by me to other during this activity. Furthermore, I acknowledge that the risks outlined above are not intended to be all-inclusive and voluntarily accept all risks known or unknown.

Participants' Name (Print)

Participant's Signature

Date

Emergency Contact's Name

Contact's Phone Number

PERMISSION REQUEST for SITE SPECIFIC INSTALLATION AT CSB

Permission is required for any kind of installation in a public or shared space (inside or outside.)

Complete this form and obtain all signatures BEFORE you begin any installation.

It is important that fire codes and egress regulations are followed.

Installing on the red walls throughout Civic Square Building is not permitted.

Students are discouraged from installing work on the first floor of CSB.

Please allow at least a week for the form to be reviewed and signed.

Student	Concentration
Phone (where you can be reached)	Email (that you check regularly)
Course	Instructor or Project Advisor
Install Date and Time	De-Install Date and Time

Proposed Specific Location of Installation:

On the back of this or on attached pages, please sketch your proposal as it will appear in the space requested.

Approval Signatures (required before you begin any work)

Course Instructor or Project Advisor	Signature	Date
Rich Siggillino, Galleries Coordinator	Signature	Date

By signing, I agree:

- To not do any permanent alterations to any space, wall, floor etc.
- To leave the space/location in the same or better condition that I found it by cleaning, spackling, painting, etc as needed.
- I am responsible for purchase of all materials necessary to return the space to its pre-installation condition.
- I am responsible for any damage done as a result of my installation.
- I understand that if I do not de-install and/or return the space to its proper pre-installation condition within 24 hours of de-installation date, I may be charged an hourly fee for the hire of costly outside contractors to complete this work.

Student name	Student signature	Date
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Once you have obtained proper signatures, submit this form to **Rose TeNyenhuis** in the Art & Design office, CSB 124, rflores@mgsa.rutgers.edu

RUTGERS

Office of Financial Aid

FERPA RELEASE FORM

I, _____, hereby authorize _____
(Student name) (Name of office or entity which is custodian of record)
to disclose, make accessible, and furnish the following information

- Official Transcript
- Financial Aid record(s)
- Judicial Affairs File(s) – College or University
- Student Accounts Information
- Deans' Office File(s)
- Residence Life File(s)
- Other: - Description _____
- All of my records**

to _____ These records will be used for the
(Name of person or entity to whom records are to be released)

purpose of _____

This release shall be effective until _____ unless revoked by me
(Date)
in writing.

(Student ID Number) (Student Signature) (date)

NOTARY PUBLIC:

State of New Jersey, County: _____

The Foregoing "Release Form" was acknowledged before me by _____

This _____ day of _____

Witness my hand and Official Seal: _____

My Commission expires on: _____

Mason Gross Policy on Teacher-Student Consensual Relations

This policy is applicable to all faculty, instructors, part-time lecturers and co-adjunct faculty.

Effective date: September 1, 2018

The teacher-student relationship is the foundation of any university's educational mission. At Mason Gross School of the Arts, we recognize that it is especially important for our community to foster a relationship of trust between the faculty, who have authority and control, and our students, who look to our faculty as their mentors, educators, and evaluators. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and thereby the potential for coercion or exploitation. Therefore, we are adopting a school-wide policy that will protect the pedagogical relationship between teacher and student from influences or activities that can interfere with our students' learning and personal development.

Whenever a teacher is or in the future might reasonably become responsible for teaching, advising, or directly supervising a student, a sexual relationship between them is inappropriate and must be avoided. Undergraduate students are particularly vulnerable to the unequal institutional power inherent in the teacher-student relationship and the potential for coercion, because of their age and relative lack of maturity. *Therefore, no teacher shall have a sexual or amorous relationship with any undergraduate student, regardless of whether the teacher currently exercises or expects to have any pedagogical or supervisory responsibilities over that student.*

Mason Gross strongly discourages all sexual relationships between a faculty member and graduate (or professional) student, even though this protocol does not categorically prohibit sexual relations of this nature. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may impair the learning environment for other students. Teachers must avoid sexual relationships with students over whom they have or might reasonably expect to have direct pedagogical or supervisory responsibilities, regardless of whether the relationship is consensual. Teachers must not directly supervise any student with whom they have a sexual relationship. In the case where a consensual relationship exists or develops, the person in the position of greater power must immediately report the relationship to his or her department chair, director, dean, or chancellor (in the case of a dean). It is the responsibility of both the person with the greater power in the relationship and the individual to whom the relationship is reported to ensure the party with the greater power is removed from any supervisory or evaluative authority over the other party to the relationship.

Teachers/faculty or students with questions about this policy are advised to consult with the Mason Gross School of the Arts Associate Dean for Finance and Administration or the Dean of Mason Gross. Failure to observe this school-wide policy could expose the teacher to potential formal or informal complaints for violation of laws against sexual harassment and sex

discrimination and could expose the university and the teacher to liability for violation of laws against sexual harassment and sex discrimination.

For purposes of this policy, a teacher is anyone employed by Rutgers University in any faculty title, including (but not limited to) part-time lecturer, co-adjunct, lecturer, or instructor. For the purposes of this policy, "direct supervision" includes the following activities (on or off campus): course teaching, examining, grading, advising for a formal project such as a thesis, performance or research, supervising required research or other academic activities, serving in such a capacity as Director of Undergraduate or Graduate Studies, and recommending in an institutional capacity for admissions, employment, fellowships or awards.

Adopted by the Mason Gross Executive Committee, spring 2018

- George B. Stauffer, Dean
- Lisa Baratta, Associate Dean
- Mandy Feiler, Dean of Students
- Linda Christian, Associate Dean for Development
- Robert Mortensen, Member, Rutgers Board of Trustees
- Barbara Bashaw, Interim Chair, Dance Department
- Gerry Beegan, Chair, Art & Design Department
- Williams Berz, Director, Music Department
- David Esbjornson, Chair, Theater Department
- Nicholas Pereda, Director, Rutgers Filmmaking Center
- Ruqqayya Maudoodi, Director, Rutgers Arts Online
- Kevin Viscariello, Director of Facilities

Department of Art & Design Guidelines and Best Practices for Instructors and Students Working with Models

The department regularly hires models for painting, drawing and open model sessions and classes. Each semester the department will inform instructors of the model list, alongside instructions on how to contact the models and submit hourly timesheets. Instructors must take an inclusive, healthy, respectful, and safe approach when working with models and conducting model sessions in the department. The following guidelines will help ensure that you create an equitable and comfortable working environment for all.

Instructors are obligated to review and adhere to the guidelines below:

1. When working with nude models, make sure that the door to the classroom is shut, and a sign is posted on the door that states **“A live model session is being held in this classroom. Only students registered for this class or explicitly here to work from the model are allowed inside. Please do knock before entering. Thank you.”**
2. Only students registered for class with a model, or students specifically there for an open model session should be present in the classroom. Please do not allow other students, staff, custodial crew, or faculty to come into the room while the model is live and unclothed. The instructor may step out of the room if a conversation is needed with someone outside of that model-session context.
3. Other Art & Design students are *not* allowed to work in the classroom during nude model sessions, even if they are quietly working on their own work or have a deadline.
4. Instructors are not allowed to be in a romantic or sexual relationship with models. This is a violation of employee conduct and may also violate the Mason Gross Policy on Teacher-Student Consensual Relations since some models are students in Art & Design, Mason Gross, or the larger University. Please see the linked document: [“Mason Gross Policy on Teacher-Student Consensual Relations”](#).
5. Instructors should communicate at the beginning of the semester and/or each class the desired goals for poses (long poses, standing, sitting, gestures, lying or reclining poses...) as well as timing and breaks with the model. All three factors should be agreed upon in advance, and instructors should be respectful and mindful of those timings and breaks. Models can also be asked to time themselves for poses.
6. Instructors must ensure that the nature of the poses is appropriate, agreed upon, and that the model feels comfortable holding them, both with regard to the nature of the pose itself, and to the specific physical conditions and factors, a comfortable chair, a lamp that is too close and hot etc.. Instructors should frequently check-in with models if they are comfortable, or need a break, and if the model has feedback on a pose. Often establishing the pose can be closer to a collaborative dialogue.
7. Under no circumstances should the instructor or any student ever touch a model. Nor should they get close enough that it invades a model’s personal space.

8. As with any employee, and any member of our community, models should be treated with respect and dignity, as one would want to be treated themselves. Please remember to use one's correct pronouns and chosen name, if applicable. (If you do not already know, please ask). Since the exposure of being nude in a group and institutional setting can be vulnerable, extra care, sensitivity and communication must be taken to make sure that models are comfortable and in agreement with what they are being asked to do.
9. Occasionally, an immature art student may make an intentionally offensive or derogatory treatment of a model. For instance, a rendering that overly sexualizes, or demeans the model or a part of their body. It is important that there are healthy and safe boundaries when working with a live nude model and a present human being. Models are there to support instruction of anatomy, the observation and representation of the figure, the movements and tensions of the body and musculature etc. Not to supply figural information for parody, or other contents. Holding students accountable to this is NOT a form of censorship. There are both contractual and ethical expectations of what the model is there to provide the class.

(revised 4/2/23)

MASON GROSS SCHOOL OF THE ARTS

Faculty Request Form

Short-Term Leave of Absence for Professional Work

Date _____

Name _____

Department _____

Date of requested leave _____

Purpose of leave _____

Arrangements for class coverage _____

Approval of the Chair/Director

_____ Date _____

Approval of the Dean (required for leaves of 10 days or more)

_____ Date _____

(One copy of this form should be retained by the Department; a second copy should be given to the faculty member for his or her files.)