SMFA Faculty Handbook

The AS&E Faculty Handbook applies to all SMFA faculty. The purpose of this document is to supplement the AS&E Faculty Handbook with information that is specifically relevant to SMFA Faculty.

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# SMFA Faculty Handbook
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Teaching and classroom resources

Center for the Enhancement of Teaching and Learning

CELT offers a wide range of teaching resources and professional development opportunities. For example, CELT can help faculty develop more effective syllabi, advise on the use of technology in the classroom, and holds workshops on a variety of issues relevant to effective teaching. For more information, write to the CELT office at celt@tufts.edu.

Classroom policies and statements

Below are several policies and statements that faculty may wish to include on their syllabi. The first three (academic integrity, accommodations, and attendance) must be included on every SMFA syllabus. You are strongly encouraged to include the others as well.

Academic Integrity

Tufts holds its students and faculty members strictly accountable for adherence to academic integrity. It is critical that you understand the requirements of ethical behavior and academic work as described in Tufts’ Academic Integrity policy. If you have questions about the expectations concerning a particular assignment or project in this course, be sure to ask me for clarification. The faculty of the School of Arts and Sciences and the School of Engineering are required to report suspected cases of academic integrity violations to the Dean of Student Affairs Office. If I suspect that you have cheated or plagiarized in this class, I am obliged to report the situation. If you are tempted to plagiarize or otherwise cheat because you feel desperate to complete an assignment, don’t: instead, come talk with me.

Accommodations for Students With Disabilities

Tufts University values the diversity of our students, staff, and faculty; recognizing the important contribution each student makes to our unique community. Tufts is committed to providing equal access and support to all qualified students through the provision of reasonable accommodations so that each student may fully participate in the Tufts experience. If you have a disability that requires reasonable accommodations, please contact the StAAR Center at StaarCenter@tufts.edu or 617-627-4539 to make an appointment with an accessibility representative to determine appropriate accommodations. Please be aware that accommodations cannot be enacted retroactively, making timeliness a critical aspect for their provision.
Academic Support at the StAAR Center

The StAAR Center (formerly the Academic Resource Center and Student Accessibility Services) offers a variety of resources to all students (both undergraduate and graduate) in the Schools of Arts and Science, Engineering, SMFA and Fletcher; services are free to all enrolled students. Students may make an appointment to work on any writing-related project or assignment, attend subject tutoring in a variety of disciplines, or meet with an academic coach to hone fundamental academic skills like time management or overcoming procrastination. Students can make an appointment for any of these services by visiting go.tufts.edu/TutorFinder, or by visiting our website (https://students.tufts.edu/staar-center).

Attendance

SMFA has an institutional attendance standard that expects students to attend and fully participate in all class meetings.

Full attendance in regular class sessions is required. If a student taking a course for credit is tardy to class (20 mins late) more than three times or absent from class more than twice without a reasonable (preferably documented) excuse, the student will receive a grade of NO CREDIT for the course in question, and this grade will appear on the student’s transcript.

Exceptions to this policy will be made on an individual basis at the discretion of the instructor, for students meeting asynchronously as well as for students who might encounter technical difficulties accessing classes synchronously. Making up missed work will be the responsibility of the student who should be in close contact with their instructor. Students are encouraged to speak with their instructor at the beginning of the course should they have any concerns about their ability to access the course remotely.

Students who will be missing class for legitimate medical and/or personal issues must contact the Associate Dean of Undergraduate Advising (for undergraduates) or the Associate Director of Graduate Programs (for graduates) immediately to explore the possibility of flexibility with their faculty. Students should also contact the Associate Dean of Student Affairs if they need to pursue a medical leave or other support for prolonged medical or personal issues.
Commitment to Equity, Inclusion, and a Practice of Freedom

By registering for this course you are agreeing to a social contract. We recognize that in order to establish the conditions wherein we will collectively and individually develop a practice of freedom, we must confront and undo the work of oppressive indoctrination by challenging, unlearning and relearning modes of thought and existence in a space of generosity, support, and mutuality. In the context of this class, cultivating a practice of freedom refers to the right of freedom from discrimination, which is afforded every member of this class, as it pertains to citizenship, race, ancestry, ethnicity, cultural expression, class, disability, place of origin, skin color, religious belief, sexual orientation, gender, age, record of offenses, marital status, and family status. This applies to all areas of shared space and related classroom activities including interactions with faculty, visitors, colleagues, and the class as a whole. By registering for this course you acknowledge that you will be an active and engaged member of this community. You agree to uphold, and when appropriate, advocate for the practice and maintenance of this freedom.

Basic Needs Security

If you have difficulty affording groceries or accessing sufficient food to eat every day, or if you lack a safe and stable place to live, there are resources to help you. Some of them may be found here, and I can direct you to further resources. You may also contact your advisor or advising dean for assistance.

Mental Health Support

During these challenging times, attending to your mental health and well-being is more important than ever. Please know that Tufts Counseling and Mental Health (CMHS) is here to support you. Don’t hesitate to give them a call to consult about what might be most helpful. CMHS offers individual telehealth appointments, virtual support groups/workshops, and/or assistance with referral, as appropriate. To make an appointment call 617-627-3360, or for more information visit the CMHS website at http://go.tufts.edu/counseling.

Important Resources

- StAAR Center - https://students.tufts.edu/staar-center
- Student Affairs - https://students.tufts.edu/student-affairs
Policy on faculty missing classes

Planned absences

Faculty members may occasionally miss class due to planned events (conferences, research travel, etc.). If you plan to miss only one meeting of a class in a given semester, you do not need to notify the Dean’s Office. If you wish, you may either hold a makeup class or arrange for a FULL-TIME faculty member to stand in for you. A faculty member may not ask a graduate student, PGTF, part-time faculty member, or someone from outside SMFA to substitute for them without prior approval from the dean of faculty, who can also help if you want a substitute and don’t know whom to ask. You should also contact the dean of faculty if you need to miss more than one meeting of a class.

Note that students cannot be penalized for failure to attend a makeup session unless the make-up session is noted on the syllabus (and the syllabus is available to students at the first class of the term). In the event that a student has a conflict during the rescheduled session, please work with them to come up with a mutually agreeable solution.

Unplanned absences

If you must miss a class because of weather, illness, family emergency, etc., please notify your students via email, cc’ing SMFAddeansoffice@tufts.edu as soon as possible. There is no need to check in with anyone else unless you need further assistance.

Research funds

Professors of the Practice receive $1,500 in micro-research funds per year. These funds are distributed automatically to faculty members’ personal research accounts each August and roll over indefinitely. Faculty members can view their research accounts in Data Warehouse. If you have questions about your research account, please write to SMFAddeansoffice@tufts.edu. Guidelines for the use of these funds—including what Tufts will and will not pay for and per diem guidelines, can be found in the AS&E Faculty Handbook (p. 75).

Professors of the Practice are eligible to apply for a Tufts credit card to pay for expenses related to their research or scholarship. All expenses charged to Tufts credit cards must be posted on Aptricity for approval. For assistance with Aptricity, please contact Tufts Support Services or the SMFA Dean’s office.

Expenses related to teaching should be charged against department funds. Before incurring such expenses, faculty members should obtain approval from their department chair.
Professional development funds

Any full-time lecturer may apply to receive up to $1,300 over a two-fiscal-year period. Senior Lecturers and Distinguished Senior Lecturers are entitled to additional professional development money consistent with the provisions of the extant Collective Bargaining Agreement.

Full-time senior lecturers receive $750 per year in professional development funds that can be used for opportunities related to their scholarship, artistic, or professional practice that will contribute to the improvement of their teaching. These funds, which do not roll over from one fiscal year to the next, are distributed to faculty members’ personal professional development accounts each August. Faculty members can view their accounts in Data Warehouse. If you have questions about your research account, please contact the SMFA Dean's office.

Classroom-related expenses

If you need funds for classroom supplies, please speak with your department chair. Chairs control departmental budgets and must approve all such expenses.

Field trip policy and taking students off campus

Faculty who incorporate field trips into their class sessions are encouraged to include such excursions in course syllabi at the beginning of every semester. Faculty planning co-curricular field trips are required to follow the guidelines below.

For all field trips, faculty must provide a list of all attendees, including all students and their Tufts ID numbers, and all accompanying faculty and teaching or studio assistants.

For field trips that require transportation, faculty are also required to present a transportation accommodation plan to the Dean of Faculty (i.e., the logistics of the trip and how it will be funded). This information must be shared with the SMFA Dean’s office within the following timeframes:

Trips within walking distance
If the trip is to the Museum of Fine Arts, the Isabella Stewart Gardner Museum, or another location within walking distance, faculty should notify the SMFA Dean's office at least one week prior to the scheduled trip.

Trips within the greater Boston area
If the trip requires public transportation, a rental van, or carpooling to a location in the greater Boston area, faculty should notify the SMFA Dean's office at least two weeks prior to the scheduled trip.

*Trips to locations out of state*

If the trip requires train or plane fare to a location out of state, faculty should notify the SMFA Dean's office at least one month prior to the scheduled trip.

*Trips to international locations*

If the trip requires plane fare to a location out of the country, faculty should notify the SMFA Dean's office at least two months prior to the scheduled trip.

**Academic leaves**

Each Fall, the dean’s office issues a call for applications for academic leaves for the following academic year. Faculty members who wish to take an internally funded, externally funded, or non-funded Academic Leave must submit to the dean’s office before the stated deadline an application form, updated CV, and brief (roughly one page) statement of research plans.

**SMFA-sponsored research leaves**

These are, in effect, sabbaticals. Professors of the Practice may apply for an SMFA-sponsored academic leave every seventh year (i.e., after banking 12 teaching semesters). Tufts’ policy is to support a semester leave at full salary or a full-year leave for half-salary.

Professors of the Practice who are eligible for an SMFA-sponsored research leave will be notified well in advance of the application due date.

**Unpaid academic leaves**

Faculty are also welcome to apply during any leave-application cycle to take an unpaid academic leave of absence. Faculty who plan to take an unpaid academic leave must still submit a full application and propose a viable project.

**Externally supported research leaves**

Faculty are encouraged to apply at any time for outside funding for their research and art-making. You need not be eligible for an SMFA-sponsored academic leave to apply for a leave supported by outside funding. If you are awarded a grant that does not fully cover your salary for a term or a year, Tufts may in certain instances be able to top up the grant. Consult page 59 of the AS&E Faculty Handbook for more information about our Salary-Gap Funding Policy.
Non-academic leaves

A non-academic leave of absence is required when faculty members will be absent from work for more than two weeks for the purposes of taking parental leave, medical leave, family-illness leave, military leave, jury duty, and/or personal leave. Please speak with the Dean of Faculty directly or consult the AS&E Faculty Handbook (p. 63 - 71).

Annual merit reviews and Activity Insight

In order to receive an annual merit raise, faculty must provide an updated list of their professional activities in the online platform Activity Insight. The deadline for completing the update falls in April each year and will be announced by the Dean’s Office.

More information about Activity Insight is located here.

Faculty reviews

Professor of the Practice Reviews

Evaluations of Professors of the Practice on a two- or three-year contract are described here.

Evaluations of Professors of the Practice who are on, or intend to gain, a five-year rolling contract are described here.

Full Time Lecturer Reviews

Senior lecturer/lecturer evaluations are governed by the Full Time Lecturers Collective Bargaining Agreement. Article 12 describes the evaluation process.

Part-Time Lecturer Reviews

Part-time Lecturer evaluations are governed by the Part Time Lecturers Collective Bargaining Agreement. Article 12 describes the evaluation process.
Procedure for Promotion from Lecturer to Senior Lecturer

Promotions are governed by the Full Time Lecturers Collective Bargaining Agreement. Article 14 describes the promotion process.

**Faculty hiring procedures**

**Full-time faculty searches**

Full-time faculty (including Professors of the Practice and Full-time Lecturers) search and hiring procedures are outlined on the [AS&E faculty searches website](#).

**Part-time faculty searches**

Part-time faculty search and hiring procedures are outlined on the [AS&E faculty searches website](#).

In certain circumstances, unusual situations may arise in which following the above procedures may be unrealistic because of time constraints. In these cases, contact the Dean of Faculty in order to devise an alternative plan of action.