

FACULTY **INFORMATION** **GUIDE**

2017-18



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It is the policy of SAIC not to discriminate on the basis of age, handicap, color, creed, national origin, religion, race, sex, or sexual preference in student recruitment and admissions, in financial aid programs, in student and employee services, in educational programs and activities, or in employment practices.

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GENERAL INFORMATION

WELCOME TO SAIC

WELCOME TO THE SCHOOL OF THE ART INSTITUTE OF CHICAGO

(SAIC), one of the most historically significant accredited independent schools of art and design in the nation located in one of the greatest American cities. Our accolades are many, including recognition by Columbia University's National Arts Journalism survey as "the most influential art college in the United States" and our consistent ranking among the top graduate fine arts programs in the nation by *U.S. News and World Report*.

SAIC is distinct in the way that it provides graduate, post-baccalaureate, and undergraduate students an interdisciplinary curriculum and the necessary freedom to develop as artists, designers, and scholars. At the same time, we strive for a level of rigor, investigation, and cultural relevance that makes SAIC truly special. Our students translate the most complex ideas into tangible forms—paintings, sculptures, films, performances, books, installations, inventions, buildings, community projects, and, more often than not, a combination of the above. Few schools in the United States provide such a broad range of possibilities.

Our engaged student body and award-winning faculty of leading artists, designers, and scholars work in close proximity, sharing exceptional resources and establishing a forum for a vigorous exchange of ideas. The heralded new Modern Wing of the Art Institute provides an incredible resource for inspiration and study. Other unique SAIC resources include our cutting-edge facilities, Gene Siskel Film Center, Visiting Artists Program, and Sullivan Galleries that exhibit work to a wide audience.

Of course, downtown Chicago gives our students access to one of the world's most creatively vibrant and architecturally rich cities, and we encourage engagement in its full spectrum of cultural amenities. However, we fully recognize that we live in a globalized society—reflected also in the demographic makeup of our student body—and thus provide a wealth of invaluable international study opportunities across the globe.

Welcome to our community of dedicated, multifaceted faculty. We are eager for you to add your voice to SAIC's dialogue at this critical moment in the history of Chicago, the nation, and the world.

CORE VALUES

Our core values were developed by passionate faculty, students, alumni, and staff as part of SAIC's 2009 strategic planning process. Taken together, they convey the flavor of SAIC—a school of art and design so distinct from any other.

WE ARE EXPLORERS

At SAIC, we exceed boundaries. Our commitment to an open structure is embodied in a curriculum of self-directed study within and across a multiplicity of disciplines and approaches that promote critical thinking, rigorous investigation, and playful creativity. Through interdisciplinary practices and in deeply focused media, faculty and students conceive and accomplish exchanges in cultural study, production, and research with artists and scholars around the world. We are a community that challenges the notion that any field is ever beyond rediscovery.

MEANING AND MAKING ARE INSEPARABLE.

At SAIC, we believe that meaning and making are inseparable, existing as a perpetual and productive cycle driven by experience, research, and critique. Our commitment to a wide range of media and processes supports our assertion that the artist, designer, scholar, and writer are uniquely qualified as makers to provide leadership, creative perspective, and hands-on skill for shaping today's world, as well as contributing to its opportunities. Critique, as a fundamental component of the creative process, provides assessment as well as new ideas, possibilities, and directions that enable our community to sustain

argument, rigor, experimentation, playfulness, invention, subversion, and mutual respect.

WE ARE ARTISTS AND SCHOLARS

The students, faculty, and staff of SAIC are engaged and innovative creators of art, design, scholarship, and writing. The faculty drives our curriculum, and each member brings the diverse experiences of his or her practice directly into the classroom and studio. Our students are viewed as emerging peers and full participants in the learning that occurs in collaboration with faculty and each other. Through their diverse practices, the staff participate to support the learning process; promote the overall well-being, growth, and development of students; and enhance student success and the realization of students' full artistic potential.

CHICAGO

Our symbiotic relationship with the city radiates outward as students, faculty, and staff connect themselves to the diverse communities of Chicago and the entire world. Forming a city within a city, a campus, close and yet not contiguous, we are urban. The city's richness, complexity, and contradictions are the perfect environment for our own diverse community.

WE MAKE HISTORY

Our major encyclopedic art museum, libraries, special collections, and public programs create an unparalleled environment for maintaining a thoughtful and tangible relationship to history and the ways in which it is continually revisited and represented, fueling our innovation and experimentation and keeping our historical and critical discourse completely active. Students, faculty, and alumni of SAIC have made significant and groundbreaking contributions to the art, design, and scholarship of the 20th century, and continue to do so in the 21st.

DEGREES & PROGRAMS

UNDERGRADUATE DEGREES

Bachelor Of Fine Arts In Studio
Bachelor Of Fine Arts with an Emphasis
in Art Education
Bachelor of Fine Arts with an Emphasis
in Writing
Bachelor of Arts in Art History
Bachelor of Arts in Visual and Critical Studies

GRADUATE DEGREES

Master of Fine Arts in Studio
Master of Fine Arts in Writing
Master of Arts in Art Education
Master of Arts in Art Therapy
Master of Arts in Arts Administration
and Policy
Master of Arts in Modern and
Contemporary Art History
Master of Arts in New Arts Journalism
Master of Arts in Teaching
Master of Arts in Visual and Critical Studies
Master of Science in Historic Preservation
Master of Architecture
Master of Architecture with an
Emphasis in Interior Architecture
Master of Design in Designed Objects
Master of Design in Fashion,
Body and Garment
Low-Residency Master of Fine Arts
Dual Degree: Master of Arts in Modern and
Contemporary Art History and Master of
Arts in Arts Administration and Policy

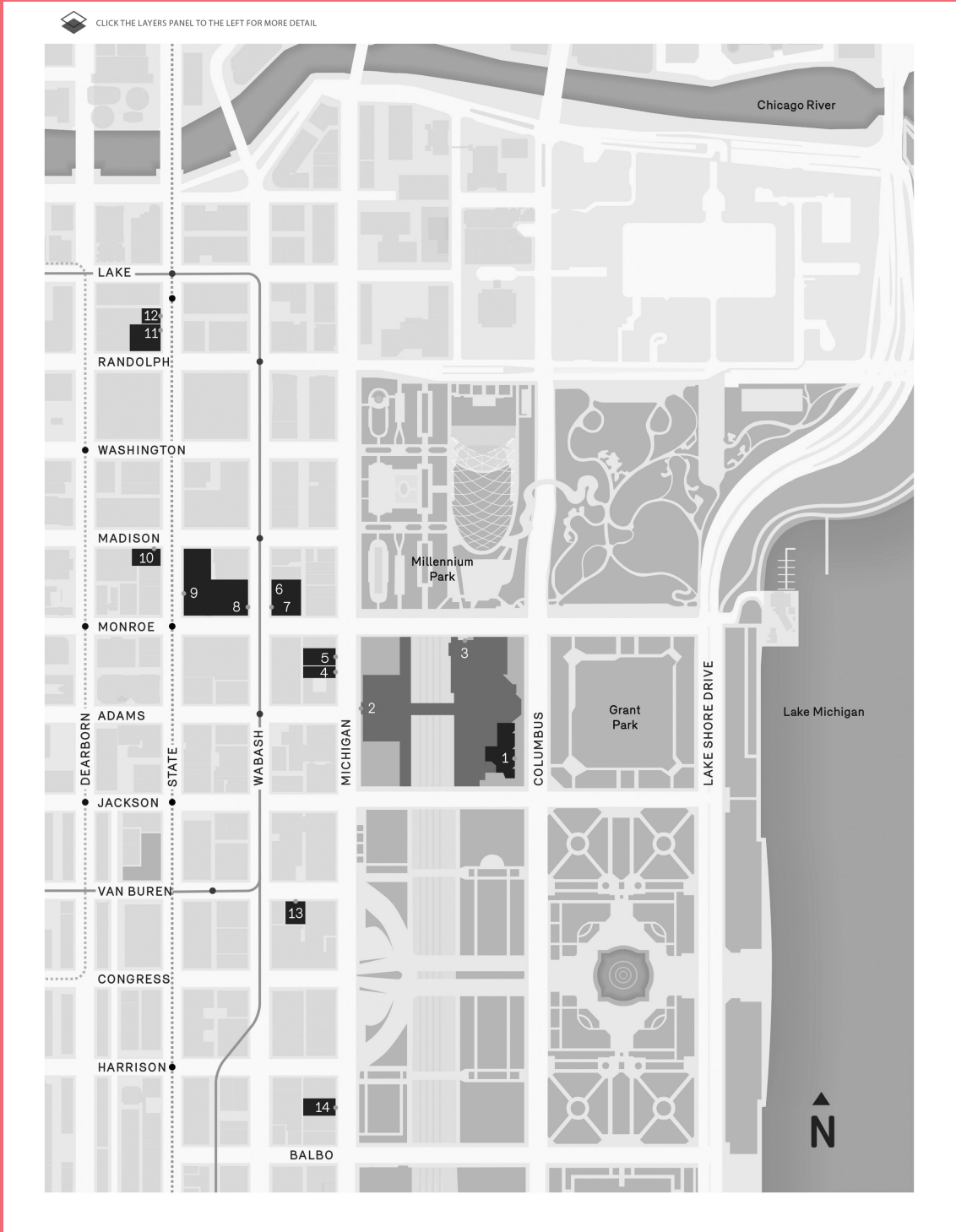
POST-BACCALAUREATE PROGRAMS & CERTIFICATES

Post-Baccalaureate Certificate in Fashion,
Body and Garment
Post-Baccalaureate Certificate in Studio
Certificate in Historic Preservation

MAKING
YOUR WAY

7

CAMPUS MAP



ACADEMIC BUILDINGS

ACADEMIC BUILDINGS

- 1 COLUMBUS BUILDING**
280 South Columbus Drive
Departments: Ceramics, Painting and Drawing, Performance, Photography, Printmedia, and Sculpture
- 2 LAKEVIEW BUILDING**
116 South Michigan Avenue
Departments: Historic Preservation, IRFM main office, Wellness Center, graduate studios, general use classrooms, science labs, and Art Institute of Chicago museum offices
- 3 MACLEAN CENTER**
112 South Michigan Avenue
Departments: Art History, Theory, and Criticism; Visual and Critical Studies; Liberal Arts; New Arts Journalism; Art and Technology Studies; Film, Video, New Media, and Animation; graduate studios; undergraduate studios
- 4 SHARP BUILDING**
37 South Wabash Avenue
Departments: Contemporary Practices, Art Therapy, Art Education, Writing, Fiber and Material Studies, Visual Communication Design, Deans and Division Chairs, President's Office, Flaxman Library, Campus Life
- 5 SULLIVAN CENTER**
36 South Wabash Avenue
Departments: Architecture, Interior Architecture, and Designed Objects; Fashion Design; Office of Exhibitions and Exhibition Studies; Student Affairs; Admissions; Financial Aid; Registrar; Continuing Studies; and graduate studios

- 6 SPERTUS INSTITUTE**
610 South Michigan Avenue
Departments: Liberal Arts; Art History, Theory, and Criticism

- 7 SULLIVAN GALLERIES**
33 South State Street, 7th floor

- 8 GENE SISKEL FILM CENTER**
164 North State Street
312.846.2600

RESIDENCE HALLS

- 9 162 NORTH STATE STREET RESIDENCES**
162 North State Street

- 10 JONES HALL**
7 West Madison Street

- 11 THE BUCKINGHAM**
59 East Van Buren Avenue

MUSEUM BUILDINGS

- 12 ART INSTITUTE OF CHICAGO**
111 South Michigan Avenue
312.443.3600

- 13 MODERN WING**
159 East Monroe Street
312.443.3600

All buildings are smoke free. No smoking is allowed within 15 feet of a building entrance as per Chicago law.

BUILDING HOURS & HOLIDAYS

BUILDING HOURS & HOLIDAYS

Academic Buildings—fall and spring semesters—All SAIC buildings are open 24 hours per day, with some restrictions. Students, faculty, and staff can scan into any academic building using their ID from 7:00 a.m. to 12:00 a.m. After 12:00 a.m., anyone who wants to enter the building will need to scan their ID and have room-specific access for overnight entry. If an individual is already in a building and plans to stay past 12:00 a.m., that person must go down to the security desk and sign in for overnight access by 12:00 a.m.

Academic Buildings—summer and winter—All SAIC buildings are open from 7:00 a.m. to 11:00 p.m. Anyone in the building at 11:00 p.m. will be asked to leave. No overnight access is given during the summer or winter terms.

Residence Halls—year-round—Residence halls are only accessible to current residents. Both the 162 North State Street Residences and Jones Hall are 24-hour facilities. Residents can scan into either residence hall; however, nonresidents must be signed in by a current resident and be escorted by their host during their visit.

All SAIC facilities, with the exception of the 162 North State Street Residences and Jones Hall, are closed on Thanksgiving Day, and from Christmas Eve through New Year's Day.

SCHOOL CAFETERIAS

1 LEROY NEIMAN CENTER CAFÉ

The LeRoy Neiman Center
37 S. Wabash Ave., 2nd floor
Monday–Thursday, 8:00 a.m.–10:00 p.m.
Friday, 8:00 a.m.–7:00 p.m.
Saturday, 8:00 a.m.–3:00 p.m.
Sunday, 12:00 p.m.–8:00 p.m.

A full-service café and food service, the LeRoy Neiman Center café offers hot breakfast items, coffee drinks, grab-and-go options, smoothies, hot entrées, sandwiches, burgers, and much more. The café is also open until 10:00 p.m. during the week to accommodate students who have evening classes. Vegan, vegetarian, and gluten-free options are available each day.

2 COLUMBUS DRIVE CAFÉ

Columbus Drive Building
280 S. Columbus Dr., 2nd floor
Monday–Friday, 8:00 a.m.–8:00 p.m.
Saturday, 8:00 a.m.–3:00 p.m.,
Grab-and-go options only
Sunday, Closed

This full-service café offers hot breakfast items, coffee drinks, burgers and sandwiches, a salad and soup bar, and well as rotating entrée items available on a seasonal basis. Vegan, vegetarian, and gluten-free options are available each day.

3 MACLEAN CENTER CAFÉ

MacLean Center
112 S. Michigan Ave., 12th floor
Monday–Thursday, 8:00 a.m.–7:00 p.m.
Friday, 8:00 a.m.–6:00 p.m.
Saturday–Sunday, Closed

The MacLean Café and lounge, located on the 12th floor of the MacLean Center at 112 South Michigan Avenue, has a wonderful view of the lake and Millennium Park. Offerings at this café include coffee drinks, smoothies, juices, muffins and assorted pastries, soups, grab-and-go items, as well as sandwiches and paninis; vegan, vegetarian, and gluten-free options are available each day.

2017-18 ACADEMIC CALENDAR

AUGUST

30 Fall semester classes begin

SEPTEMBER

4 Labor Day (no classes)

12 Fall add/drop ends

OCTOBER

11 Winter Interim 2018 study trip registration

31 Last day to withdraw from a fall class

NOVEMBER

13 Winter Interim 2018 open registration begins

Spring 2018 advance registration for students with disabilities

Spring 2018 advance registration for MA/MS students

14 Spring 2018 advance registration for MFA/MFAW/PBACC students

14-17 Spring 2018 advance registration for undergraduates

20 Spring 2018 advance registration for currently enrolled SAL students

22-26 Thanksgiving break (no classes)

27 Spring 2018 open registration for new students begins

2017-18 ACADEMIC CALENDAR

DECEMBER

- 4-8 Critique Week
18 Fall 2017 classes end

JANUARY 2018

- 2 Winter Interim 2018 begins
3 Winter Interim add/drop ends
12 Last day to withdraw from a Winter Interim course with a grade of "W"
15 Martin Luther King, Jr. Day (no classes)
23 Winter Interim 2018 classes end
25 Spring 2018 classes begin

FEBRUARY

- 7 Spring add/drop ends

MARCH

- 14 Summer 2018 study trip registration begins
15-18 Spring Break (no classes)
19-23 Summer 2018 advance registration
26-30 Critique Week
26 Open summer 2018 registration begins
30 Last day to withdraw from a spring course with a grade of "W"

2017-18 ACADEMIC CALENDAR

APRIL

- 2 Fall 2018 advance registration for students with disabilities
Fall 2018 advance registration for MA/MS students
- 3 Fall 2018 advance registration for MFA/MFAW/PBACC students
- 3-6 Fall 2018 advance registration for undergraduates
- 9 Fall 2018 advance registration for currently enrolled SAL students
Fall 2018 open registration for new students begins

MAY

- 13 Spring semester ends
- 14 Graduation
- 29 Summer 2018 Session 3W1 begins
Summer 2018 Session 6W1 begins
- 30 Summer 2018 Session 3W1 add/drop ends

JUNE

- 1 Summer 2018 Session 6W1 add/drop ends
- 8 Summer 2018 Session 3W1 last day to withdraw from a class
- 15 Summer 2018 Session 3W1 ends
- 18 Summer 2018 Session 3W2 begins
- 19 Summer 2018 Session 3W2 add/drop ends
- 20 Summer 2018 Session 6W1 last day to withdraw from a class
- 28 Summer 2018 Session 3W2 last day to withdraw from a class

2017-18 ACADEMIC CALENDAR

JULY

4	Independence Day (no classes)
6	Summer 2018 Session 3W2 ends
	Summer 2018 Session 6W1 ends
9	Summer 2018 Session 3W3 begins
	Summer 2018 Session 6W2 begins
10	Summer 2018 Session 3W3 add/drop ends
12	Summer 2018 Session 6W2 add/drop ends
19	Summer 2018 Session 3W3 last day to withdraw from a class
27	Summer 2018 Session 3W3 ends

14

JULY

30	Summer 2018 Session 3W4 begins
31	Summer 2018 Session 3W4 add/drop ends

AUGUST

2	Summer 2018 Session 6W2 last day to withdraw from a class
9	Summer 2018 Session 3W4 last day to withdraw from a class
17	Summer 2018 Session 3W4 ends
	Summer 2018 Session 6W2 ends

GETTING STARTED

FACULTY DASHBOARD

FACULTY DASHBOARD

saic.edu/faculty

The Faculty Dashboard is a page on the SAIC website designed to be your entry point to all of the important information and resources you need as an SAIC faculty member. To get there, type saic.edu/faculty into your browser or visit SAIC's home page and click the Faculty link in the right-side menu.

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We recommend that you bookmark this page or set it as your browser's home page so you can easily find your way back.

WHAT YOU WILL FIND:

- **Quicklinks.** Access Self-Service, Canvas, your Google Apps, the SAIC Events Calendar, and further resources for Part-Time Faculty.
- **Faculty Handbook and Guides.** Refer to the Handbook, its Supplements, and New Hire Paperwork.
- **Policies.** Study SAIC's policies on employment, preparedness, and student interactions.
- **Online Tools.** Connect to the Libraries and Special Collections, search for faculty and staff in the Online Directory, search for Courses, request service from the Media Productions Bureau, and connect with Computer Resources and Information Technologies (CRIT), SAIC's expert IT team.

- **Resources.** Find the information you need to support your students.
- **Opportunities.** Learn about faculty grants and residency opportunities and study the promotions process.
- **Campus Security.** Quickly access information you need to keep yourself and your students safe.
- **Stay Connected.** Follow SAIC on Facebook, Twitter, Instagram, YouTube, and Vimeo.

SAIC EMAIL

Visit StartIT to activate your personal SAIC email account: startit.artic.edu/kb/artic/general/artic_overview.html

All students, faculty and staff affiliated with the Art Institute and the School of the Art Institute of Chicago receive an email account. All official SAIC communications will be delivered to your SAIC email, and faculty are required to use it for this purpose.

This email account is just one of the services you get when you activate your ARTIC Account. Explore StartIT to learn about additional resources, including:

- **Webspaces.** The ARTIC Personal Web Space provides 15 megabytes of web space on the ARTIC web server to all students, faculty and staff at the AIC/SAIC.
- **Wireless network (wireless.artic.edu).** [Wireless.artic.edu](http://wireless.artic.edu) (ARTIC Wireless) is a wireless network provided by AIC/SAIC as a convenient way for faculty, students, and staff to connect to the AIC/SAIC network without plugging into a wall jack.
- **Library Webproxy.** A proxy server is available so that members of the AIC/SAIC community with an ARTIC Account can access the library licensed databases from off-campus locations.

SAIC

SELF-SERVICE

- **SAIC Keyserver.** Software owned by the School of the Art Institute of Chicago is made available to the Art Institute community by way of a Key Server. The Key Server allows authorized users to launch the applications while retaining the legal licensing agreement of SAIC.

Termination of SAIC Accounts

Accounts are made available for currently enrolled/employed students, faculty, and staff. Faculty and staff accounts are inactivated upon termination of employment, while student accounts remain active for two academic semesters after their last enrollment.

Anyone wishing to retain his or her work should copy it somewhere else prior to the removal of the account. As always, keep a backup of your work at all times. It is the responsibility of the account holder to keep a backup of their email and web space files.

SAIC SELF-SERVICE

Self-Service is where you can go to see all of the information about the course(s) you are teaching. You can see who is taking your class plus the course title, time, and location. You can also use Self-Service to update your personal contact information and view and print your paychecks.

Accessing Self-Service

1. Visit saic.edu/faculty
 2. Click the Self-Service link under Quicklinks
 3. Enter your ARTIC username and password
- Your name, address, social security number, phone number(s), and email address(es) are held in strict confidence, but they should be updated whenever a change is made. Please access the Self-Service system to review your contact information and revise as appropriate.

CANVAS

Canvas is a cloud-based learning management system that you and your students access from any computer with an Internet connection. It provides tools to help manage your curricular resources and communication with students. You can store and deliver files including syllabi, assignments, readings, quizzes, surveys, videos, and other media to your students. You can also collect student work online.

Once you create your course in Canvas, the system automates communications. If you change a due date or create a new assignment, Canvas notifies all students enrolled in the class.

Getting Started in Canvas

Before you use Canvas, you will need to complete a required orientation, which is available as either a self-paced online course within Canvas, or a three-hour instructor-led workshop. Visit <http://www.saic.edu/crit/canvas/#training> to view the online course or enroll in a live workshop.

FACULTY ARTICARD ID

ARTICARD OFFICE

Sharp Building
37 S. Wabash Ave., room 254
312.629.9362

articard@saic.edu

Office Hours: Mon.-Tues. 8:30 a.m.-5:00 p.m.
Wed.-Fri. 8:30 a.m.-4:30 p.m.

Every faculty member is required to have an SAIC ARTICard photo ID. Your ARTICard is required for access to all campus buildings, and you should keep it with you at all times while at SAIC.

MAILBOXES

Use your ARTICard ID to:

- Access all buildings at the School of the Art Institute of Chicago
- Access restricted departmental spaces such as classrooms, workshops, studios, and faculty lounges
- Access the Museum
- Check out items at Flaxman Library
- Check out equipment from Media Centers
- Pay for printing and photocopies
- Purchase items from Resale locations
- Pay for Service Bureau orders
- Access the Museum of Contemporary Art, the Field Museum, the Adler Planetarium, and the Shedd Aquarium at no cost
- Receive discounts from area retailers and partners

All new faculty, and faculty who have not taught at SAIC for over one year, must first submit their completed background check form to Human Resources. Please allow 1-3 business days for the background check to be completed. Once the background check has been completed, new faculty may visit the ARTICard office to receive their ID. You must also bring a government issued ID (driver's license, state ID, or passport) and a copy of your contract as proof of employment.

Returning faculty must turn in their expired ID in order to receive a new ID.

There is a \$15 replacement fee for lost IDs (even if expired).

MAILBOXES

Your faculty mailbox is typically located in the same building you are teaching in or centralized in the administrative office for your department.

COLUMBUS DRIVE BUILDING

280 S. Columbus Dr.

Faculty mailboxes are located across from the mailroom on the main floor or in the administrative office for your department.

SHARP BUILDING

37 S. Wabash Ave.

Departmental boxes are located in the 8th floor mailroom and individual faculty boxes are located in the administrative office for your department.

SULLIVAN CENTER

36 S. Wabash Ave.

Faculty mailboxes are located in the administrative office for your department.

MACLEAN CENTER

112 S. Michigan Ave.

Faculty mailboxes are located on the first floor or in the administrative office for your department.

LAKEVIEW BUILDING

116 S. Michigan Ave.

There are no faculty mailboxes located in this building. Mailboxes for faculty who teach in this building are located in the MacLean Center at 112 South Michigan Avenue.

If you are a faculty member who teaches in more than one department or more than one building, please contact the mailroom in the Sullivan Center at 36 South Wabash Avenue and let them know where you prefer to receive your mail. Check your mailboxes weekly for US Mail, SAIC Interdepartmental Mail, and various announcements.

LOCKERS

Lockers are available to faculty on a limited basis. If faculty would like to use a locker, it must be registered by logging on to SAIC Self-Service. Do not put a lock on prior to registering online. You are responsible for supplying your own lock. Faculty may register one locker only.

Registering for a locker online

1. Use Firefox, not Safari when reserving a locker online.
2. Log in to Self-Service (Visit saic.edu/faculty and click the Self-Service link under Quicklinks).
3. Go to Student Center page.
4. Under the Personal Information section, click on Locker Registration.
5. Click Add Locker.
6. Select the building, floor, and locker number (use the magnifying glass icon to see the available options).
7. Read and agree to the Locker Registration Policy and click save.
8. Put a lock on your registered locker.

Forgot your locker number? Need to switch to a different locker? Not using your locker and want to release it for someone else to use? Return to the Locker Registration page in Self-Service. Your registered locker number, building, and floor will be listed. You may change your locker location or delete your locker registration at any time.

Locker Checks

Lockers are checked for valid registration two times per year. During this time, online locker registration is suspended. Lockers are checked after Add/Drop of both the fall and spring semesters. If an unregistered locker is found locked, the lock will be cut and the contents disposed/recycled. A

registered locker found without a lock will be released for someone else to use. All locker registrations will automatically expire at the end of the summer sessions in August and all remaining locks will be cut and the contents will be disposed/recycled. Security will not honor "Faculty Locker" or "Do Not Cut" signs placed on lockers at any time.

Pay attention to all announcements notifying you when locker checks will be taking place. Available lockers may be registered at any point during the school year; however, you must keep a lock on your locker for the duration of your registration or your locker may be released.

OFFICE AND CLASSROOM SUPPLIES

Your department can help you purchase the office and classroom supplies you need. Contact your Administrative Director or Department Chair for specific account numbers, budget restrictions, and ordering procedures.

SAIC TELEPHONES

This information is also available at: startit.artic.edu/kb/telecomm/index.html.

Internal dialing (between SAIC campus buildings)

Dial the last five digits of the phone number
Local calls (all area codes)*

Dial 8 + 1 + (area code) + xxx-xxxx

*Area codes: 224, 312, 630, 847, 773, and 708

Long distance calls

For long distance calls, you need an individually assigned PAC access code. Ask your administrative office for assistance if you need to make a long distance call.

Dial 8 + 1 + (area code) + xxx-xxxx, then dial your PAC when prompted.

SAIC TELEPHONES

International calls

Dial 8 + 011 + country & city code
+ telephone number

Look up country codes at
hcountrycallingcodes.com

Toll free calls (800, 888, 877, 866)
Dial 8 + 1 + (toll free code-above) + xxx-xxxx

Special Functions

Put caller on hold
Press HOLD (HOLD)

Take caller off hold
Pick up receiver, press the flashing line button

Transfer a call
Press TRANSFER (XFER), dial extension
or 8 + outside number, and hang up;
line connects with caller. You cannot
transfer an already transferred call.

Cancel call transfer
Press CONNECT (CNCT)

Forward calls
Press FORWARD (FWD). Dial extension
to receive forwarded calls. Line
flashes when forwarding is on.

Undo-forward
Press flashing line; press FORWARD (FWD) or
press * * 91; forward flashing light turns off.

Accessing PhoneMail

From your office telephone:

1. Dial the on-site direct access number.
2. When prompted, press pound.
3. When prompted, dial your password.
4. Press pound.

From an off-site telephone:

1. Dial the off-site direct access number.
2. When prompted, dial your extension.
3. Press pound.
4. When prompted, dial your password.
5. Press pound.

PHONEMAIL DIRECT ACCESS NUMBERS	ON-SITE	OFF-SITE
Museum and Columbus (280 S. Columbus Dr.)	3-3775	312.443.3775
Sullivan (36 S. Wabash Ave.)		
Sharp (37 S. Wabash Ave.)	9-6516	312.629.6516
Lakeview (116 S. Michigan Ave.)		
MacLean (112 S. Michigan Ave.)	5-3698	312.345.3698

Forward calls to voice mail system: Press
FORWARD (FWD); dial extension for voicemail
you are forwarding to.

Feature Access Codes

If you do not have a key on your phone
for a feature, you can use that feature
by dialing its feature access code.

To access a feature using the key pad:

1. If you have a dial tone, dial
the feature access code.
2. If you are already connected to
another line, press the TRANSFER key
followed by the feature access code.

Commonly used feature codes:

- Bad Line Reporting: *563
- Changing Ring Tone: *572
- Forwarding, Variable—All: #91
- Forwarding, Variable—External: #92
- Forwarding, Variable—Internal: #93
- Forwarding, Variable—Cancel: ##91
- Last Number Redial: ##4

FACULTY SERVICES

LETTER OF APPOINTMENT

LETTER OF APPOINTMENT

Requests are submitted to the Deans' Office by the department(s) in which you are scheduled to teach. Letters of Appointment are typically issued as either: term-only appointments, which last for one semester (fall, winter, spring, or summer) for lecturers, nine-month appointments, which last for two semesters (fall and spring) for lecturers, or 12-month appointments for full-time faculty, visiting artists, and adjunct faculty with benefits.

You will receive three copies of your Letter of Appointment via mail. You must return two signed copies to the Faculty Employment Resources office prior to the beginning of the semester; keep one copy for your records.

Look for this process to go digital in the near future.

TITLES AND RANK

Lecturers

Part-time faculty members are generally hired at the rank of Lecturer. Lecturers generally teach one to three courses per year. When there is exceptional curricular need, they can teach a maximum of five courses total between the fall and spring semesters and may take additional assignments during the winter interim and summer semester. Lecturers newly hired for fall 2017 or later are allowed to teach for a maximum of eight years, at which time, unless they have been promoted, they are terminated.

Adjunct Assistant Professor

Promotions to the rank of Adjunct Assistant Professor depend on the number of openings for Adjunct Assistant Professor available in each department due to program growth or, more likely, departures of other Adjunct Assistant Professors. Criteria for eligibility for promotion to the rank of Adjunct Assistant Professor are teaching effectiveness,

professional involvement, and a minimum of three years or equivalent as a faculty member at SAIC. The Adjunct Review Committee considers departmental support, student evaluations, original date of hire, courses taught, and letters of recommendation.

Adjunct Associate Professor

Promotions to Adjunct Associate Professor school-wide depend on the number of Adjunct Associate Professor positions approved by the Academic Affairs and Budget and Planning Committees of the Board of Governors. Criteria for eligibility for promotion to the rank of Adjunct Associate Professor are teaching effectiveness, a minimum of five years as a faculty member at SAIC, and professional involvement. The Adjunct Review Committee considers departmental support, student evaluations, original date of hire, and letters of recommendation.

Adjunct Professor

Promotion to the rank of Adjunct Professor begins with nomination by the department, and is reserved for individuals who meet all of the qualifications of Adjunct Associate Professor, but have also achieved a significant reputation in their field and can be described as experienced master teachers.

Promotion

Faculty who plan to apply for promotion should work closely with their department heads and administrative staff regarding the process and timetable.

Promotion to adjunct ranks entitle the faculty member access to institutionally supported medical, dental, and welfare benefits if the minimum teaching requirements (six credit hours in fall and spring) are met. Adjunct Associate Professors and Adjunct Professors with 10-year continuous employment are eligible to participate in the Tuition Exchange Scholarship program.

BACKGROUND CHECKS

Timetables and procedural guidelines are available in the Faculty Handbook and Faculty Handbook Supplement, and on the Faculty Dashboard under “Opportunities.” Look for further guidelines and information sessions on adjunct promotion early in the fall semester.

BACKGROUND CHECKS

An offer of employment from SAIC is contingent upon your legal eligibility to work in the United States, either as a US citizen or as a foreign citizen with the necessary authorization, as well as successful completion of a background check. Upon an offer of employment, you will be instructed on the steps needed to complete your background check from the Faculty Employment Resources department via the email you supplied on your Personal Information form. Submitting the background check form completes your participation in the background check process.

You must complete a background check no less than 72 hours before your teaching assignment begins. You will be unable to teach if your background check has not been processed. Any irregularities with your background check, i.e. an indication of a police record, are forwarded to the Dean’s Office for review and evaluation of employment impact.

The School, in its sole discretion, shall determine whether you have satisfactorily completed these items. In the event that the School determines that you have not, your First Contract and Letter of Appointment will be null and void and neither party hereto shall have any claim against the other.

TRANSCRIPTS

In accordance with Higher Learning Commission accreditation procedures, all faculty are required to have official transcripts of all earned degrees on file with the Office of Faculty Employment Resources. If a faculty member does not have the appropriate academic credentials to teach courses at a particular level in a particular discipline, a rubric for Equivalent/Tested Experience for faculty may satisfy this requirement.

FEDERAL AND STATE INCOME

TAX FOR FACULTY

The IRS accepts the fact that full-time faculty at SAIC can only achieve and maintain full-time tenured status if there is evidence of professional involvement, outside recognition by peers, the industry and/or profession and evidence of ongoing professional activity such as documentation of work and exhibition, publications reviews, etc.

As such, annual Faculty Letters of Appointment include the following language:

“You are expected to be a practicing artist or scholar and to maintain a working studio or office, off-campus, and at your own expense.”

This passage is intended to provide support for faculty who claim deductions for the expense of maintaining an off-campus studio or office. Since it is in our contract, the IRS recognizes it as a required expense for those who maintain such workspaces.

SERVICES

Computer Resources and Information Technologies (CRIT) acts to coordinate computer resources and information for administrative, academic, and student users within the SAIC community. CRIT

TUITION REMISSION

TUITION REMISSION

View the Tuition Remission Policy at:

information.artic.edu/eeguide/15-tuition.shtml

Access the Tuition Remission

Request form at:

information.artic.edu/hr/tut_remiss.pdf

The tuition remission benefits outlined below can be applied to courses offered by SAIC, and to courses offered by other institutions via SAIC's Off-Campus Programs.

Active full-time, part-time, special projects staff, and retirees (as defined in section 15.1 of the Tuition Remission Policy in the Employee Guidelines) are eligible to receive tuition remission beginning the semester after they have successfully completed their orientation period (90 days after hire). In addition, full-time and part-time faculty are eligible for tuition remission for any semester for which they have an active faculty contract.

TUITION REMISSION

EMPLOYMENT CATEGORY	SAIC TUITION BENEFITS/SEMESTER
Full-time & Adjunct Faculty/ Regular Full-time Staff	100% for no more than 6 credit hours per semester
Special Project	100% for no more than 3 credit hours per semester
Spouse/domestic partner of Full-time & Adjunct Faculty/Regular Full-time Staff*	100% for no more than 3 credit hours per semester If enrolled in an undergraduate or graduate degree program at SAIC, the greater of 3 credit/noncredit hours or 50% of tuition.
Child(ren) of Full-time & Adjunct Faculty/Regular Full-time Staff*	100% for no more than 3 credit/non-credit hours per semester If enrolled in an undergraduate degree program at SAIC and the faculty or staff member has two years of continuous employment* as a full-time or adjunct faculty member or as regular full-time staff, 100% tuition.
Lecturer/ Regular Part-time Staff	100% for no more than 3 credit hours per semester
Spouse/domestic partner/child(ren) of Lecturer/Regular Part-time Staff	100% for no more than 3 credit hours per academic year**
Retired Faculty/Retirees (with 20 years of service)	100% for no more than 3 credit hours per semester

*Employment service is as of the first day of the semester for which the benefit is sought

COMPUTER RESOURCES
AND INFORMATION
TECHNOLOGY (CRIT)

SERVICES

addresses academic support needs for the institution, and ensures access to a wide range of technical support, documentation, equipment, and services.

CRIT provides the SAIC community with support services: on-site computing technicians, purchasing coordination and project support, training, instructional information and documentation, departmental-use copy machines, faculty laptops and software access, departmental and general access computer labs and support, black and white and color printers, a full-service color printing Service Bureau, and many other services.

In addition to purchasing, coordinating and distributing software for school-wide use, CRIT also develops in-house applications, point-of-sales systems, and communication tools.

CRIT HELP DESK

The CRIT Help Desk is your central source for computing support. Call, email, or visit.

312.345.3535
crithelpdesk@saic.edu

Locations

MACLEAN HELP DESK
112 S. Michigan Ave., room 905

SHARP HELP DESK
37 S. Wabash Ave., room 401

Hours
8:30 a.m.–5:00 p.m. Monday–Friday.

PHOTOCOPY SERVICES

Photocopy service is available for school-related purposes. Departments administer this service and provide a maximum number of copies to you for each course taught. Consult your Administrative Director for access and budgetary restrictions.

Copier Emergency?

Dial 5-3535 from any campus phone.

Self-Service

For smaller jobs, self-service machines are available at the following locations:

COLUMBUS DRIVE BUILDING

280 S. Columbus Dr.
rooms 111 & 204

MACLEAN CENTER

112 S. Michigan Ave.
rooms 516, 607, & 9th floor corridor

LAKEVIEW BUILDING

116 S. Michigan Ave.
2nd floor corridor

SHARP BUILDING

37 S. Wabash Ave.
rooms 247, 703A, 805, 6th floor
Flaxman Library, & 11th floor hallway

SULLIVAN CENTER

36 S. Wabash Ave.
7th floor lounge, 12th floor lounge, & 12-C33

Use your ID card to make copies (this allows your department to track budget expenditures). For more information on available public printers and to download print drivers please visit: crit.artic.edu/printing.

Scan-to-PDF

Use Scan-to-PDF to distribute class materials to students electronically. Instructions are posted above all self-service copiers.

SERVICE BUREAU

SHARP BUILDING
37 S. Wabash Ave. room 1111
312.629.9155
fax: 312.899.5191
servicebureau@saic.edu
Monday–Thursday:
8:30 a.m.–9:00 p.m.
Friday: 8:30 a.m.–5:00 p.m.
Closed Saturday and Sunday

SAIC PUBLICATIONS

For large jobs (more than 50 total pages), please use the Service Bureau. The Service Bureau is the School's on-campus professional digital-output center, specializing in laser printing and archival, wide-format inkjet printing.

The Service Bureau provides printing and finishing services to students, faculty, and staff as well as informs and instructs on proper file setup, color management, resolution, file management, print longevity, and paper types.

The Service Bureau accepts most printing jobs via email, and some through an online order form. For more information, visit sites.saic.edu/servicebureau/.

When picking up orders from the Service Bureau please make sure to provide your ID card that is connected to your department account.

Limit Paper Copies

Generally, do not plan more than 35 pages per student, per semester. This is the maximum number of photocopies most departmental budgets can afford, and should amply cover a syllabus, course description, tests, and a short reading assignment. Anything beyond 35 pages should either be included in a course packet that students purchase or put on reserve in the library.

SAIC PUBLICATIONS

Bulletin

The Bulletin is the primary source for SAIC's curriculum. Updated annually, the Bulletin outlines the requirements, policies, and procedures for every degree offered at the School.

Undergraduate Catalogue

This annual publication gives prospective undergraduates a sense of what it means to

be a student at SAIC. The catalogue details degree requirements, highlights student work, and describes the resources and experiences available to undergraduate students.

Graduate Catalogue

Like the Undergraduate Catalogue, the Graduate Catalogue provides a comprehensive perspective on life as a graduate student at SAIC. The catalogue describes each degree in great detail, features student work, and outlines the admissions process.

School of the Art Institute of Chicago Magazine

Each semester, the *School of the Art Institute of Chicago* magazine shares stories from campus with the community, highlighting School news, profiling faculty and students, and featuring alumni stories. See recent issues at issuu.com/saic1866.

F Newsmagazine

F Newsmagazine is a journal of arts, culture, and politics edited and designed by students at the School of the Art Institute of Chicago. The print edition is published eight times a year and the web edition is published year-round. Visit fnewsmagazine.com.

This Week at SAIC

This Week at SAIC is an internal weekly email newsletter detailing activity around campus. Follow This Week at SAIC to remain informed of exhibition openings, lectures, workshops, symposia, and screenings. Learn about opportunities available to the campus community and keep up with important deadlines. Keep an eye on stories about SAIC in the press, including faculty, student, and alumni achievements.

Share Your Accomplishments

Do you have an exhibition coming up? A new book out? Share your accomplishments

FACULTY PROFILES

with the campus community. Faculty and staff exhibitions, performances, and publications are highlighted on the Faculty Dashboard and in This Week at SAIC. To submit your achievement, complete the online accomplishment submission form at the bottom of the Faculty Dashboard at saic.edu/faculty.

Share Your On-Campus Events and Opportunities

Hosting an open workshop? Coordinating a public presentation of your students' work? Connect first with your department's administrative staff to coordinate efforts to spread the word.

FACULTY PROFILES

SAIC publishes 100-word profiles

online for all faculty. In your first semester, submit your bio to Marketing & Communications via onlineupdates@saic-media.net. After review and final formatting, your profile will be listed on the School's website and in appropriate publications. View existing faculty profiles at saic.edu/profiles/faculty.

Example Profile

JANE DOE Assistant Professor, Photography (2005). BFA, 1985, Tyler School of Fine Arts, Philadelphia; Post-Bac, 1992, School of the Art Institute of Chicago; MFA, 1995, Cranbrook Academy of Art, Bloomfield Hills, MI. Exhibitions: Chicago Cultural Center; Rhona Hoffman Gallery, Chicago; Renaissance Society, University of Chicago; Museum of Modern Art, New York. Publications: *Artforum*; *New Ideas in American Art*; *P-form Magazine*. Bibliography: *Modern American Painting*; *Encyclopedia of the Midwest*; *Who's Who in American Art*. Collections: Philadelphia Museum of Art; Microsoft Collection, Seattle;

New Enterprises Corporation, London. Awards: Community Arts Assistance Program Grant, City of Chicago; John D. and Catherine T. MacArthur Foundation Fellowship. Website: janedoe.com

Writing your Faculty Profile

Keep your profile to a maximum of one hundred words. Be selective, listing three to five entries in as many of these categories—exhibitions, publications, bibliography, collections, and awards—as they apply.

Do include:

- Name, rank, departmental affiliation, and year of original hire. Names are not included in word limit.
- Educational background, beginning with bachelor's and ascending to highest attained degree.
- Exhibitions (and/or screenings, performances, broadcasts, etc). Emphasize recent activities. List the gallery, museum, or site rather than the work or the title of the show.
- Books and/or Publications. Your own writing, images, and artwork in print.
- Bibliography. Reviews and commentary written by others about your work.
- Collections. Public collections in which your work is represented.
- Awards. Includes residencies, fellowships, and grants. Do not include SAIC faculty enrichment grants or fellowships received while a student.
- Website or online access. Include your URL or link. Websites are not included in word limit.

Do not include:

- Previous employment
- Previous teaching appointments

FACULTY PROFILES

Tips

Having trouble keeping your bio under 100 words? Please try:

- Removing redundancies and commonly assumed information in locations (e.g. “Chicago Cultural Center” instead of “Chicago Cultural Center, Chicago, IL” and “Museum of Modern Art, New York” instead of “The Museum of Modern Art, New York, NY”).
- Omitting article titles in publications and specific prize names in awards (e.g. *Artforum* instead of “Title of Article; *Artforum* and “Toronto Film Festival” instead of “Breakout Achievement from Emerging Talent, second place, Toronto Film Festival”).

INSTRUCTIONAL
RESOURCES
AND FACILITIES
MANAGEMENT (IRFM)

SERVICES

Main office phone number: 312.499.4920

The department of Instructional Resources and Facilities Management provides the SAIC community with integrated administration of SAIC's facility operations, academic resource management and education, campus planning and design and constructions services. IRFM advances the School's academic mission through the operation of Media Centers, Instructional Shops and Fabrication Facilities, Resale, Technology Training and Academic Classrooms and Facilities. IRFM provides the community with support for instruction and exhibition and is the largest employer of students on campus. Additionally, IRFM manages SAIC's campus services including housekeeping, mailroom, planning, design and construction of campus renovation projects, maintenance and upkeep of SAIC's instructional, residential, and public property.

CLASSROOM AND FACILITY SERVICES

A video walk-through of common installed classroom AV technology may be found at saic.edu/academics/mediareources/classroomtechnology/.

For services or to report a problem related to classrooms or other facilities including AV System assistance, climate control, utilities, resources, supplies, housekeeping or any other operational need please dial extension 9-IRFM (9-4736) from any house phone. Staff will be on hand to assist you. Alternately, you may enter a work ticket in the online building work order system, Facility 360. To access Facility 360, visit the Faculty Dashboard at saic.edu/faculty and click on the link "360 Building Work Request System" under the Online Tools section.

INSTRUCTIONAL FABRICATION

From bedazzlers to sewing machines, traditional wood/metalworking to CNC milling, the SAIC Instructional Fabrication

Making Labs have the resources to need to help you realize your projects. The labs are equipped with a wide range of hand, power, and stationary tools. Staff are available to guide you forward, whether you need project consultation, assistance developing your project, or to simply checkout tools.

Authorizations and Workshops

Before you begin working in any space, you may be required to attend a lab Authorization to familiarize yourself its basic operating procedures and safety protocols. Area technicians can provide insight into Authorization schedules and procedures.

Additionally, we offer workshops and specialized equipment clinics throughout the academic year to develop your familiarity with machines, materials, and processes. Workshops can be tailored to fit curricular inquiries or a class project. They encompass process and material investigations with emphasis on step by step demonstrations.

Past workshops have included bent-ply laminations, pattern making, inflatables, LED wiring, thermoforming plastic, lathe, stretcher/panel, and more. We welcome your suggestions and requests for future workshops.

Getting Ready

Once you have completed any requisite authorizations, you are ready to work. Users will be required to have SAIC ID, and come dressed appropriately for the lab environment.

Tool Checkout

Hand tools are available for daytime and overnight checkout. Please support your community of makers and return tools on time—fines accrue if tools are returned late to incentivize good shop citizenship.

LAB LOCATIONS

LAB LOCATIONS

COLUMBUS WOODSHOP

280 S. Columbus Dr., room B1-24
312.443.3773

Access

The Columbus Woodshop is open to any and all undergraduate and graduate students, faculty, and staff.

Tool Highlights

- Belt and disc Sanders
- Jointer
- Miter saws
- Sewing machine
- Table saw
- Double miter saw for framing
- Mortise machine
- Routers
- Various hand tools
- Drill presses
- Lathes
- Planer
- Scroll saws
- Band saw

Authorizations, Workshops, and Demos

- Wood Shop Authorization—2 hours
- Stretcher Building—1 hour
- Panel Building—1 hour
- Pedestal & Display Fabrication—1½ hours
- Wall Construction—1½ hours
- Fasteners and Anchors for Displaying Work—1 hour

COLUMBUS METAL SHOP

280 S. Columbus Dr., room B1-27
312.443.7243

Access

The Columbus Metalshop is open to any and all undergraduate and graduate students, faculty, and staff.

Tool Highlights

- Forges
- Torches
- Band saws
- Plasma cutters
- Belt and disc sanders
- Various hand tools
- Hossfield bender
- MIG & TIG Welders
- Oxygen fuel welding and cutting
- Sheet metal power hammer

Authorization, Workshops and Demos

- Intro to Metal—1 1/2 hours
- Mig Welding—1 hour
- Oxy Welding—1 hour
- Tig Welding—1 hour
- Plasma Cutting—30 minutes
- Grinding Room—1 hour
- Forge—45 minutes

COLUMBUS DIGITAL FABRICATION STUDIO

280 S. Columbus Dr., room 120
312.443.4764

Access

The Columbus Digital Fabrication is open to any and all undergraduate and graduate students, faculty, and staff.

Tool Highlights

- Laser Cutters
- 3D Printers
- CNC Routers

LAB LOCATIONS

Authorization Workshops

- Laser Cutter— hour (delivered online)

LAB LOCATIONS

SHARP INSTRUCTIONAL SHOPS

37 S. Wabash Ave., room 312
312.899.5235

Access

The Sharp Instructional Shop is open only to students currently enrolled in the Contemporary Practices department.

Tooling Highlights

Woodshop

- Belt and disc sanders
- Jointer
- Miter saws
- Sewing machine
- Table saw
- Double miter saw for framing
- Mortise machine
- Routers
- Various hand tools
- Drill presses
- Lathe
- Planer
- Scroll saws
- Band saws

Moldmaking

- Slop Sink
- Portable Dust Filtration Units
- Plaster Working Area + Tools

Digital Fabrication Lab

- 3D Printers
- Digital Embroidery Machine
- Digital Plotter Cutter
- NC Drawing Machine
- Arduino Microcontroller Kits

SULLIVAN FABRICATION STUDIO

36 S. Wabash Ave., room 1243
312.629.6699

Access

Open only to students currently enrolled in Architecture, Interior Architecture, and Designed Objects courses.

Tooling Highlights

- Belt and disc sanders
- Jointer
- Miter saw
- Sewing machine (commercial and industrial)
- Table saw
- Mortise machine
- Routers
- Various hand tools
- Drill presses
- Lathe
- Planer
- Scroll Saw
- Band Saw
- Thermo-Former
- CNC Routers
- Commercial Grade Panel Saw
- Downdraft Table

Authorizations, Workshops & Demos

- Wood Shop Authorization—2 hours

For more information on SAIC Fabrication resources, please visit saic.edu/academics/instructionalfabrication/.

MEDIA CENTERS

The Media Centers, located in three of our main academic buildings, are your resource for the tools you'll need to display, teach and create electronic media, as well as to provide digital documentation of your class projects, assignments and activities. Our

MEDIA CENTERS

mission is to enhance the overall educational experience across all disciplines at SAIC. Each Media Center provides access to media production equipment, such as cameras and microphones; and presentation equipment to supplement the AV systems installed in most classrooms. Faculty and staff may also borrow laptop computers for same-day use for teaching, and longer-term loans as available.

LOCATIONS

MACLEAN MEDIA CENTER (AND RESALE CENTER)

112 S. Michigan Ave., room 801
312.345.3512

SHARP MEDIA CENTER

37 S. Wabash Ave., room 307
312.899.5081

COLUMBUS MEDIA CENTER

280 S. Columbus Dr., room 233
312.443.3759

Hours of Operation

Mon.–Thurs., 8:30 a.m.–9:30 p.m.
Fri.–Sat., 8:30 a.m.–5:00 p.m.
Sun., 8:30 a.m.–5:30 p.m. at
Columbus Drive only

All locations closed on holidays and school breaks between semesters. Winter and summer hours vary.

Access

Portable media production equipment is available to all students, faculty, and staff in three access categories:

- General Access: Resources that are simple to use, inexpensive to operate. These items are available to borrow from your first day at SAIC. Basic equipment such as point-and-shoot digital and consumer video cameras are general access, as well as self-serve media dubbing stations.
- Authorized Access (see Media Equipment Workshops & Authorizations section below): Resources that require a short training workshop with one of our instructional trainers. Workshops are required for all users in this category, including faculty. After attending the workshop once, your authorization will not expire until you leave SAIC. Prosumer and professional quality DSLR and motion picture cameras, portable projectors and light kits are in this category, along with access to video editing facilities.
- Departmental Access: Resources circulated by the Media Center which are purchased for use by staff and faculty of a particular department and the students currently taking classes in that program. Departments such as Film, Video, New Media, and Animation; Contemporary Practices; Sound; Performance; Art and Technology Studies, etc., provide the Media Center with a list of faculty and staff allowed to access their departmental resources. The departments then empower the faculty to train students on the departmental resources and provide the Media Center with access lists.

Media Equipment Workshops & Authorizations (Training)

While many easy to use pieces of consumer quality technology are available to borrow without any prequalification, the Media Center Workshops and Authorizations offer knowledgeable training on advanced, professional quality audio and visual capture technologies. Whether it be for you, your teaching assistant, or a student, we welcome your participation in any of our weekly offered workshops.

Once a student, faculty, or staff completes one of our trainings, they are granted access to non-departmental advanced equipment for as long as they remain at SAIC. This is certainly helpful for students

RESALE CENTERS

who want to experience courses in different departments that don't currently offer these technologies, or when equipment access relies on enrollment in a specific class.

The Authorizations schedule starts after the add/drop period, and runs throughout the fall and spring semesters. Summer and winter workshops are per request to our email (mcexperts@saic.edu.) Workshops have limited spots and are updated on a biweekly basis. To sign up for a workshop you can visit or call the Media Center. We don't offer in-class training or authorizations, but faculty and TAs are encouraged to contact us for private training or refresher. Please avoid sending students during class time since these workshops exist independently from the curriculum.

If you are familiar with the equipment and wish to be deputized to authorize your class, please email us at mcexperts@saic.edu and our Training Manager will connect with you.

Current Equipment Workshops Include:

- Advanced HD Camcorders
- Microphones
- Advanced Light Kits
- Sound Recorders
- Photo DSLRs
- Photo Shooting Spaces
- Advanced 4K Cinema Cameras
- Video editing software such as Adobe Premiere Pro

Workshops may change depending on current academic needs.

Figure Models

In addition to equipment resources, the Media Center also hires and schedules Figure Models for work in life drawing and sculpture classes. A request system for models

and instructional equipment reservations is available at greenlight.artic.edu.

Go to saic.edu/academics/mediareources/mediacenterandequipmentloans/ for more information.

We hope you and your students take advantage of the amazing resources we offer here at SAIC. Whether it be learning how to use light kits and photo cameras to document art work, or HD cameras to create a short video experiment; we have our team of expert student trainers ready to help guide you to a solution.

RESALE CENTERS

The SAIC Resale Centers are a resource to purchase specialty supplies not sold through campus art supply stores or easily available downtown. Resale Centers are also a convenient source for heavy or bulky materials such as lumber and plaster or materials hard to find downtown such as film, safety equipment, and offset printing papers. Many of the products carried in Resale are directly related to SAIC coursework. There are a large number of products that are not available to students outside of SAIC, which are specifically sourced for their convenience. Resale operates four stores and one vending machine. Each Resale location is located adjacent to SAIC's shops & maker spaces, to make attaining and utilizing the materials with SAIC tools as easy as possible.

Download our latest catalog and read all our information at saic.edu/academics/mediareources/resaleandspecializedmaterials/.

Contact us at resale@saic.edu to discuss supplies and instructional kits that you may want us to put together and make available for your students to purchase.

CLASSROOM RESERVATIONS

LOCATIONS

COLUMBUS RESALE CENTER

280 S. Columbus Dr., room B-031
312.857.7173

MACLEAN RESALE CENTER

in the MacLean Media Center
room 801
312.345.9127

SHARP RESALE CENTER

with Sharp Instructional Shops Tool Checkout
room 302
312.899.5235

SULLIVAN RESALE CENTER

with Sullivan Fabrication Studio Tool Checkout
room 1243
312.629.6699

Hours of Operation

All Resale Center hours match those of the shops they are adjacent to/within.

CLASSROOM RESERVATIONS

Instructional Resources and Facilities Management (IRFM) offers spaces that any staff member or current student can check out. To make space reservations please email saic-roomreserv@saic.edu. Please follow the guidelines below when requesting a space reservation:

- Rooms are booked back to back, so please only use the room for the time that is allotted to you in the reservation.
- When reserving a room, you are responsible for cleaning up any mess made and returning it to the condition you received the room in (including moving back furniture).
- Regularly scheduled classes always have priority over reservations.
- IRFM only offers certain classrooms for reservations, so all spaces are not guaranteed for reservation.
- There must be at least a 15-minute gap between a class and a reservation.
- All classroom reservations must be made at least three days in advance.

POLICIES AND PROCEDURES

FACULTY HANDBOOK

FACULTY HANDBOOK

The current copy of the Faculty Handbook can be found on the Faculty Dashboard at saic.edu/faculty.

Links to the Faculty Handbook, Handbook Supplement and Legal Supplement can be found in the left-side menu, below the Quicklinks section.

The Faculty Handbook is a document designed to state the principles of governance and the exercise of responsibilities pertaining to faculty members of the School of the Art Institute of Chicago. The Handbook, with the Handbook Supplement, is therefore intended to provide information to faculty members concerning the organization and governance of the School; the responsibilities, both individual and collective, of faculty members; faculty recruitment, appointment, retention, and advancement as professionals; and the rights, benefits, and privileges of faculty members and members of the SAIC community.

CONSENSUAL FACULTY/STUDENT RELATIONSHIPS

SAIC has determined that there is an inherent conflict of interest when a teacher and a student simultaneously maintain both a direct teacher-student relationship or similar relationship of academic supervision and a consensual sexual or romantic relationship or encounter. Due to this conflict of interest, no teacher should initiate or participate in institutional or educational decisions involving a direct benefit or penalty to a person with whom that teacher has, or has had, a sexual or romantic relationship or encounter.

In particular, a teacher who has, or has had, sexual or romantic relations with a student is prohibited from teaching that student in a class, supervising that student in research or graduate work or as a TA or employee of any kind, serving on that student's critique

panel, or recommending that student for fellowships, awards, or employment. Engaging in such a relationship while in this supervisory or teaching role is a violation of the policy.

Any faculty member or other instructor who violates this policy shall be subject to sanctions commensurate with the magnitude of the harm caused, if any. For example, faculty may be able to minimize harm by promptly removing themselves from their teaching, supervisory, evaluative, or recommending role in a way that safeguards, to the greatest extent possible, the welfare of the students. Violations of this policy can lead to corrective action ranging from a notation in the file of the individual(s) violating the policy, up to and including termination.

For the full policy, see the Faculty Dashboard under Forms, Guides, and Policies. For SAIC's Policy against Discrimination, Harassment, and Retaliation, see the Legal Supplement to the Faculty Handbook, found on the Faculty Dashboard under Forms, Guides, Policies.

ELECTED FACULTY REPRESENTATIVES

Both full-time and part-time faculty may be elected by their peers serve SAIC in a variety of important ways. Through institution-wide elections, they serve as representatives of their constituencies within the administration, and contribute to the shaping of institutional policies, procedures, and programs. Elected faculty serve, for example, as Chair of Faculty with a five-year term within the central administration, and participate in searches, contract reviews and tenure appointments. Elected representatives serve on the Faculty Senate, the Academic Steering Committee, Part-Time Concerns Committee, Faculty Contract & Tenure Review Board, and on the Dean's selection committees for enrichment grants, team-teaching awards, Professor Research Days, Adjunct Paid-Leaves, merit raise review, and residency opportunities.

ELECTED FACULTY REPRESENTATIVES

In addition to the regular meetings of standing committees throughout the year, each semester the school-wide all faculty meetings provide an opportunity to receive updates and provide feedback.

Full-time Faculty Elected Positions

There are five areas of governance in which elected Full-time Faculty Representatives participate in SAIC's administration—the elected positions within the Dean's Office, Faculty Business Senate, various Senate Committees, Faculty Contract and Tenure Review Board, and the Full-time Faculty Representative-at-Large who participates in Department Heads, Faculty Business Senate, Academic Steering, and the Faculty Senate Committees. Elected Faculty Chairs and the Rep-at-Large are compensated for their time, while committee members serve as part of their ongoing institutional service.

Chair of Faculty

Serving a five-year term
through spring 2020

Elizabeth Wright
Associate Professor, Liberal Arts
ewright@saic.edu
Sharp Building, room 816A
312.759.1448

Faculty Liaison

Serving a four-year term
through spring 2019

Nora Taylor
Professor, Art History,
Theory, and Criticism
ntaylor1@saic.edu
Sharp Building, room 816
312.759.1441

Full-Time Faculty

Serving a two-year term through
spring 2018. Full-Time Faculty

Representative-at-Large
Andy Yang
Associate Professor, Liberal Arts
ayang@saic.edu

Faculty Business Senate Chair
Serving a one-year term
through spring 2018

Jim Termeer
Associate Professor, Architecture,
Interior Architecture, and Designed
Objects
jtermeer@saic.edu

Faculty Contract & Tenure
Review Board Chair
Serving a one-year term
through spring 2018

John Bowers
Professor, Visual Communication Design
jbowers@saic.edu

Part-time Faculty Elected Positions

There are three areas of governance in which elected Part-time Faculty Representatives participate in SAIC's administration—as the Part-time Faculty Representative-at-Large, as members of the Faculty Business Senate, and as members of the Part-time Faculty Concerns Committee. All Part-time Faculty Representatives are members of the Dean's Part-Time Faculty Advisory Committee that meets twice each semester to address issues of particular concern to part-time faculty. The committee includes the Deans, Chair of Faculty, Faculty Liaison, and the Part-Time Faculty Representatives.

Part-Time Faculty Representative-at-Large

Serving a two-year term through spring 2019

Melissa Raman Molitor
Adjunct Assistant Professor, Art Therapy
mmolitor1@saic.edu

Lecturer Rank Representative to the Part-Time Concerns Committee

Hope Esser
Lecturer, Contemporary Practices
hesser@saic.edu

Part-Time Faculty Representatives for Faculty Business Senate

Serving two-year terms

Christopher Meerdo
Adjunct Assistant Professor,
Photography (serving
through spring 2019)

Aay Preston-Myint
Lecturer, Fiber and Material Studies,
(serving through spring 2018)

SYLLABI

Departments are expected to establish and maintain a file of all syllabi for their current courses, and a history of syllabi is recommended for reference.

Syllabi typically include:

- A summary description and goals of the course
- Criteria for successful completion of the course, outlining assignments and other measures as appropriate such as class participation, progress, and punctuality
- Faculty member's policy on attendance
- May include criteria for unsuccessful completion of course
- Planned absences where faculty member will not be present in class
- Planned field trips that are a required part of the course
- Plagiarism statement to be used on syllabi: The School of the Art Institute of Chicago prohibits "dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the School" (Students' Rights and Responsibilities, Student Handbook).

Plagiarism is a form of intellectual theft. One plagiarizes when one presents another's work as one's own, even if one does not intend to. The penalty for plagiarizing may also result in some loss of some types of financial aid (for example, a No Credit in a course can lead to a loss of the Presidential Scholarship), and repeat offenses can lead to expulsion from the school. To find out more about plagiarism and how to avoid it, use SAIC's "Avoid Plagiarism - Quick Guide" found under "Guides and Forms" on SAIC's Academic Advising Page at: saic.edu/lifeatsaic/academicadvising/.

- DLRC statement to be used on syllabi: Accommodations for Students with Disabilities
SAIC is committed to full compliance with all laws regarding equal opportunities for students with disabilities. Students with known or suspected disabilities, such as a Reading/Writing Disorder, ADD/ADHD, and/or a mental health or chronic physical condition who think they would benefit from assistance or accommodations should first contact the Disability and Learning Resource Center (DLRC) by phone at 312.499.4278 or email at saic.edu/dlrc. DLRC staff will review your disability documentation and work with you to determine reasonable accommodations. They will then provide you with a letter outlining the approved accommodations for you to deliver to all of your instructors. This letter must be presented before any accommodations will be implemented. You should contact the DLRC as early in the semester as possible. The DLRC is located on the 13th floor of the MacLean Center, 112 South Michigan Avenue.

For more information about syllabi, see saic.edu/media/saic/pdfs/lifesaic/careerco-opcenter/toolsforteaching/TFT_SyllabusWriting.pdf.

PLAGIARISM

PLAGIARISM

Please follow the procedures for academic misconduct/plagiarism described in the Student Handbook. In summary, if a student is suspected of academic misconduct/plagiarism the faculty member should:

- Review the allegation, sanction, and communicate this to the student.
- Offer to meet with the student if they wish to discuss the finding. (Note: this meeting is not expected to impact the outcome, and faculty are only asked to offer to meet—if the student declines to meet or respond, the process moves forward as below.)
- Assign a grade for the project/paper/class as appropriate and inform the student of this in writing.
- Refer the student to the Student Handbook for detailed information about student rights and responsibilities in an academic misconduct process.
- Inform the Department Chair and the Assistant Dean of Student Affairs for Academic Advising.
- If a student wishes to dispute the finding, he or she should contact the Assistant Dean of Student Affairs for Academic Advising.

Faculty teaching any first-year courses including: Art History Survey, Essay Writing, Writing Workshop, or First Year Seminar, must include a statement on their syllabi stating SAIC's policy on plagiarism.

For a guide on how to recognize and avoid plagiarism, please download a guide available here:

artic.edu/webspaces/portal/library/plagiarism_packet.pdf.

For when to give credit, please consult: artic.edu/webspaces/portal/library/plagiarism_credit.pdf.

You may refer your students to a useful quick guide, which can be found here: artic.edu/webspaces/portal/library/plagiarism.pdf.

FACULTY EVALUATION OF STUDENTS

Add/Drop Period

Add/drop period is the first two weeks of each semester. Anticipate students contacting you for permission to add your class. Do not feel obligated to go beyond the class limit. Book orders and room sizes are anticipated on the designated class capacity. If you decide to add students, simply sign their add/drop form, or obtain a permissions number for them to use Self-Service. To access Self-Service, go to the Faculty Dashboard at saic.edu/faculty and click on the link to Self-Service in the Quicklinks section.

Student Attendance

Your requirements for student attendance should be clearly stated on your syllabus and presented at the beginning of each semester. SAIC policy states that students are expected to attend all classes regularly and on time.

The Undergraduate Division strongly recommends that faculty members keep accurate attendance records and call for attendance at all classes in order to comply with federal student aid regulations.

Students should miss class only with reasonable cause. If a student needs to miss class with reasonable cause, it is the student's responsibility to contact the instructor to receive instruction for how to make up for the missed class. It is the instructor's responsibility to give this information to the student. Missing class for any reason other than a reasonable cause may jeopardize the student's academic standing in the class.

FACULTY EVALUATION OF STUDENTS

Our recommended institutional policy is as follows: If a student misses MORE than three classes, whether or not for a reasonable cause, the student will fail the class. If the student does not withdraw from the class prior to the deadline for withdrawal with a grade of “W,” the student will receive a grade of “No Credit.” Deadlines for withdrawal:

Tuesday, November 1, 2017 (fall semester) and
Wednesday, March 29, 2018 (spring semester).

Reasonable cause to miss a class might include:

- Illness or hospitalization (the student should contact Health Services, who will relay information to the faculty in whose class the student is enrolled)
- Observation of a religious holiday
- Family illness or death

Ultimately, it is at the faculty member’s discretion whether to adhere to or modify these recommendations. However, in all cases, your attendance policy should be clearly stated on the syllabus for each course.

Course Progress Reports (CPRs)

Course Progress Reports (CPRs) allow instructors to alert both a student and the Office of Student Affairs/Academic Advising that the student’s progress in the course may be compromised due to attendance, performance, or other reasons. Access CPRs via Self-Service under Quicklinks on the Faculty Dashboard at saic.edu/faculty

For instructions on how to use CPRs, please visit saic.edu/media/saic/pdfs/lifesaic/academicadvising/Submitting-a-CPR-Spring-2014.pdf.

Faculty may submit a CPR at any time in a semester and as often as necessary. CPRs are an important tool for academic advisors, who review them weekly, to identify and provide

outreach and advising to students who are demonstrating unsatisfactory academic progress or other concerning behavior.

If you have any questions about CPRs please contact Student Affairs Coordinator Josh Becker at jbecker4@saic.edu.

If there is any student about whom you are particularly concerned, and especially in the case of an emergency, please contact Office of Student Affairs/Academic Advising directly at 312.629.6800 or Campus Security at 312.899.5093.

Grades

REGISTRATION AND RECORDS

Sullivan Center
36 S. Wabash Ave., 12th floor
312.629.6700

SAIC functions under a credit/no credit grading system. However, undergraduate and non-degree-seeking students must achieve at least average performance in the course (the traditional grade equivalent of a C) in order to earn CR (credit). Graduate students must achieve the traditional grade equivalent of a B or better in order to earn CR (credit).

The following grade symbols are used to denote credit status:

CREDIT STATUS	
CR	Credit
NCR	No Credit
INC	Incomplete
W	Withdrawal*
IP	Thesis in Progress

FACULTY EVALUATION OF STUDENTS

* Withdrawals can only be entered on the roster by the Registrar, next to a student's name on your final grade roster if the student officially withdrew from the course. Faculty do not submit a grade of "W" if a student failed to show up to class, but rather "NCR."

If a student requests a grade equivalent, (for example, if he or she intends to transfer or apply to graduate school and requires a grade point average) the student should give you a Student Evaluation/Letter Grade Form with a SASE. Complete the form at the end of the semester and mail it to the student. This is an unofficial grade, so the record is kept by the student but not by the registrar.

Incompletes

Incompletes are granted by the instructor only upon request by the student, and only if the instructor believes that the student's reason for the request is justified. This implies that the student and the instructor have discussed the reasons for unfinished work and have agreed upon what the student needs to finish as well as a completion deadline. Furthermore, students requesting an INC should have attended the majority of classes and turned in assignments prior to the last day. Thus, it is inappropriate to issue an INC to a student who had excessive absences or did not perform academically. Such students ideally will have received Course Progress Reports indicating their danger of failing the course, and can also be referred to Academic Advising to discuss the options available to them.

Once the required work and deadlines have been set, it is the student's responsibility to uphold these and to submit their work in a timely manner. However, it is the instructor's responsibility to report the student's grade as CR or NCR to the Registrar's office within the first two weeks of the following regular semester, i.e. if the course was in spring, the

grade needs to be changed within the first two weeks of the following fall semester. Any INCs not changed by the end of the add/drop period will automatically be posted as NCR. This grade is still redeemable at any time after its conversion to a NCR, if the faculty member evaluates the work submitted by the student as reasonable for completing the course.

Grade Appeals (Disputed Grade)

If a student disputes a final grade received in a class, the student should first attempt to resolve the issue with the individual faculty member. If the student is unable to resolve the issue with the faculty member, he or she should meet with the applicable Department Chair to file a complaint. In the event the student is unable to resolve the issue after meeting with the Department Chair, a written appeal may be submitted by the student to the appropriate academic dean (or designee). The student must file this appeal no later than the end of the add/drop period of the next semester (e.g., if a final grade was received in the fall semester, the student has until the end of the add/drop period of the spring semester to file an appeal). In rare and extraordinary circumstances, the appropriate academic dean (or designee), at his/her discretion, may permit the consideration of an appeal after this time period. The appropriate academic dean (or designee) will not review the appeal if the student has not first attempted to resolve the issue with the appropriate academic department chair. The appropriate academic dean will notify the student and the faculty member of his/her decision in writing. This response will state the final determination of the appeal.

Additional Appeal Processes

In situations, other than grade disputes (addressed immediately above), where a student is requesting an exception to SAIC's academic or administrative policies or procedures, he or she should first seek a

DIGITAL COURSE EVALUATIONS

remedy with the individual or department that is involved. Students may appeal certain administrative and academic decisions affecting them by going to the Academic Review Board or the Refund Review Board. Depending upon the issues raised, SAIC reserves the right to refer any appeal to a more appropriate internal review process. A student may not pursue his/her complaint through more than one internal procedure, with the exception of appeals to the Academic Review Board and the Refund Review Board. All appeals must be filed with SAIC within one year from the date of the alleged violation. In rare and extraordinary circumstances, the appropriate appeal board/committee, at its discretion, may permit the consideration of an appeal after this time period.

Academic Review Board

The Academic Review Board considers student appeals for exceptions to SAIC's academic and administrative policies (e.g., late withdrawal with a "W" grade; academic suspension or dismissal; and exceptions to degree and certificate requirements). Exceptions will only be granted if the student can demonstrate extenuating circumstances. The Academic Review Board is composed of representatives from the Deans' Office, the Office of Student Affairs, and Enrollment Services. A student must submit a written appeal to the Registrar's Office for consideration by the board. The form can be obtained at the Registrar's Office or in Academic Advising. The student should also submit written copies of any supporting documentation (e.g., a doctor's note).

Request for Reconsideration of Academic Review Board Decision

The student may submit a Request for Reconsideration of the Academic Review Board's decision only if the request indicates that there is new information that was not available at the time the student submitted his/her original appeal. A Request for

Reconsideration should be in writing, state the basis for the request and be submitted to the Registrar's Office within 10 business days after receiving written notice of the initial decision. The Academic Review Board will consider any new information that was not available at the time of the original appeal and give notice of its decision to the student in writing.

Refund Review Board

The Refund Review Board considers student appeals for exceptions to SAIC's refund and administrative policies. Exceptions will only be granted if the student can demonstrate extenuating circumstances. The Refund Review Board is composed of representatives from the Dean's Office, the Office of Student Affairs, and Enrollment Services. A student must submit a written appeal to the Registrar's Office for consideration by the Board. The form can be obtained at the Registrar's Office, in Academic Advising, or on the Faculty Dashboard. The student should also submit written copies of any supporting documentation (e.g., a doctor's note).

DIGITAL COURSE EVALUATIONS

SAIC uses an online evaluation tool to invite student feedback about our curricular offerings in accordance with the procedure begun in fall 2012.

Each semester students will be asked via email to participate in a digital course evaluation for each class in which they are enrolled.

Faculty are asked to administer the course evaluations during class time in the following manner:

- Designate a 15-minute time block for students to fill out the evaluation for your course. This time block should be scheduled during one of the last two class meetings.
- Contact students via email or Canvas a day or two prior to the designated evaluation day to bring their laptops to class. Remind

CRITIQUE WEEK

them that they will be filling out course evaluations on their laptops. If necessary, students can share laptops or borrow from the Media Center. Please note that the students can also fill out the evaluations online via smartphones with web software.

- In class, explain to the students that the course evaluations help improve the quality of instruction throughout the school. Please try to be positive and detail why students should take these evaluations seriously.
- If a student cannot find the course evaluations email, follow these instructions:

First, the student should search their inbox for evals_admin@saic.edu.

If students misplace or delete the email with evaluation links, please have them email evals_admin@saic.edu from their SAIC email account and include this message in the subject line, "Send course evaluations link."

Have them put their ID number in the main body.

Please note that the evaluation content is entirely anonymous though the software can track who has and who has not submitted course evaluations.

Students access course evaluations in an online database at evaluations.saic.edu.

CRITIQUE WEEK

Each semester, panels of four to five faculty meet with nearly 400 graduate students for 45-minute critiques. In the fall, you will be assigned to a panel within your department. In the spring, you will be assigned with faculty outside of your area/department, as well as critiquing students working in a variety of disciplines.

CRITIQUE WEEK

Fall 2017 Critique Week (departmental):
Monday, December 4–Friday, December 8

Spring 2018 Critique Week (interdisciplinary):
Monday, March 26–Friday, March 30

All Master of Fine Arts, Master of Design, and Master of Architecture students are required to have four critiques during their program. Post-Baccalaureate students are required to have two critiques.

During Critique Week, all classes are canceled EXCEPT 1000 level Art History classes, and classes in the following departments and areas:

- Art Education
- Art Therapy
- Arts Administration and Policy
- Historic Preservation
- Contemporary Practices Research Seminars
- Contemporary Practices Core Studio
- English for International Students
- Academic Access Program
- First Year Seminar I and II

Faculty are required to participate in Critique Week, unless your department or your course is listed above and therefore exempt, or if you are part-time and only teaching evening (after 4:00 p.m.) or weekend course(s).

- Non-exempt part-time faculty members are required to participate on one critique panel. Non-exempt full-time faculty are required to participate on two critique panels.
- You will be scheduled for your critique panel on your normal teaching day(s).

ART SCHOOL CONSIDERATIONS

- If you teach both in an exempt and a non-exempt department, you will be scheduled on the day(s) that you regularly teach for the non-exempt department or course.

If you would like to participate in a critique despite your exempt status please notify Lisa Majer, lmajer@saic.edu.

Contact Lisa Majer within the first six weeks of each semester if you anticipate any type of scheduling conflict that will necessitate you being put on a day other than your teaching day for that end of semester critique.

Lisa Majer
Administrative Director, Graduate Division
lmajer@saic.edu
312.629.6175
Sullivan Center, room 368

ART SCHOOL CONSIDERATIONS

Art School Considerations (ASC) is a committee that reviews student projects that may present potential health, safety, legal or other concerns to the student or the SAIC community.

The goal of ASC is to:

- Provide timely guidance to student art projects and advocate for student success;
- Enable Student Project Coordinators to work with students, faculty and staff to identify alternatives that will allow the student to proceed with projects in a way that is acceptable to the student and also addresses any health, safety and legal concerns.

For more information please contact the designated Student Project Coordinator in your department. To find out who your Student Project Coordinator is, see your department's Administrative Director or contact IRFM. Posters are

posted around campus regarding Art School Considerations. In general, the committee meets every two weeks throughout the fall and spring semesters.

TEXTBOOKS

DEPAUL BARNES & NOBLE BOOKSTORE

Manager contact: 312.362.8792.

Main Store, 312.362.8795

1 E. Jackson St.

Hours: Mon.-Fri., 7:00 a.m.-10:00 p.m.

Sat. 8:00 a.m.-8:00 p.m.

Sun. 11:00 a.m.-6:00 p.m.

Textbooks are ordered and sold through Barnes & Noble at their DePaul University Campus bookstore. To adopt a book for your class, complete and submit a Textbook Adoption Form or fill one out online at: depaul-loop.bncollege.com.

- Go to depaul-loop.bncollege.com to submit a Textbook Adoption Form. Place orders online or submit on paper via email or fax: bookstores@depaul.edu / 312.362.7265. This website also provides the Faculty Center Network, a resource to assist you in reviewing and receiving desk copies for potential textbook adoption, including publisher information and contacts as well as a means for creating adoption lists which can easily be transferred to the bookstore.
- The DePaul Bookstore website has a direct link to SAIC as one of its selected campuses, along with all of our courses, course numbers, and titles taken directly from the Self-Service database. Students will be able to see all of the books needed for their classes just by entering their schedules. They will also be able to use their ARTICard to make purchases at the DePaul University Loop Campus Bookstore.

TEXTBOOKS

- Although you will be turning in all of your materials directly to the Bookstore, your contact person for any difficulties, concerns, or questions will be your SAIC Departmental Administrative Director.
- DePaul Bookstore has a buy-back program for students and sells USED copies of the books you require semester after semester. Students will not only be able to save money at the time of purchase, they will also be able to get some of it back at the end of the semester.
- Once you have placed your textbook order either online, via email or fax, please make a follow-up phone call to the bookstore to ensure that they have received your order.

DUE DATES FOR BOOK ORDERS

Fall: February 15

Winter/Spring: September 14

Summer: February 1

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All textbooks for each course, required or only recommended, must be added to your textbook list in PeopleSoft with your Course Listing (this can only be done by ordering your book through Barnes & Noble). Since the DePaul University Loop Campus Bookstore is college-based and staffed by employees who deal with numerous varied publishers and a large consortium of faculty; you can be assured of their understanding, responsiveness, and support in dealing with you and your materials.

LIBRARIES

JOHN M. FLAXMAN LIBRARY

JOHN M. FLAXMAN LIBRARY

SHARP BUILDING

37 S Wabash Ave., 6th floor
Circulation Supervisor, 312.899.5097
Reference Desk, 312.899.5096
New Flaxman Library
saic.edu/library

The John M. Flaxman Library is available for faculty, student, and staff use seven days per week during the fall and spring semesters. The library collects to support the curriculum, with a strong emphasis on contemporary art, architecture, and design. Currently the library holds more than 130,000 items—most of which can be checked out. Several thousand new items are added annually to the library's physical collections along with a similar number of new digital resources. Digital collections are growing rapidly, including ebooks, ejournals and licensed databases. The Flaxman offers extensive audio-visual collections (with playback equipment for use on the premises), one small room and one large room available by reservation for library instruction, and a rich collection of web-accessible digital resources that are available at any time online. Streaming video services can be used for teaching and individual study via Kanopy, Docuseek2, Alexander Street Press, and the National Film Board of Canada. Interlibrary loan partners include I-Share, OCLC, and the Center for Research Libraries.

Please let the librarians know if there are additional materials needed to support your teaching and research at SAIC. Faculty requests for new materials are prioritized. You can also contact the library for research assistance, or to schedule instruction sessions tailored to your students' needs—to take place in the library or in your classroom. For more information on all available services and collections, please visit the library website or talk to a librarian.

Library Liaisons

A library staff member is assigned as liaison to each curricular department and will be contacting you early in the fall semester. This is a great opportunity to get acquainted and identify the resources needed for your teaching and research. Liaisons can also tell you about library instructional offerings, exhibition opportunities, and other services offered to support faculty.

Reserves

You are encouraged to use the Canvas learning management system in lieu of course packets or e-reserves (not provided by the library). Flaxman Library staff will take care of copyright permissions and fees for your Canvas readings, as long as you provide complete bibliographic information for each article (email the citations to reserves@saic.edu). If rights holders require excessively high fees, library staff will discuss costs and alternatives with you. Many articles can be found in digital format in the Flaxman's licensed databases, and their URLs can often be posted on your Canvas course page. These digital options are covered in faculty training for Canvas. You also have the option of putting paper/print copies of materials on reserve at the service desk, for your students to check out or use in the library. Contact Molly Barnes at reserves@saic.edu or 312.629.6597 if you have questions about reserves.

Film and Video Requests

To reserve or rent film and video materials for classroom use, contact Carolyn Faber, cfaber@saic.edu or 312.629.1341. Reserve materials owned by the library at least one week in advance to ensure that they're available when you need them. For rentals or new purchases, place your order at least 4–6 weeks in advance. Waits can be even longer for some rentals or purchases, so

FLAXMAN LIBRARY

SPECIAL COLLECTIONS

plan ahead. You are responsible for picking up and returning materials to the Flaxman Library on time. Information and forms are available on the library's website (see the "Forms" quicklink on the right menu).

FLAXMAN LIBRARY SPECIAL COLLECTIONS

SHARP BUILDING

37 S Wabash Ave., room 508
312.899.7486 (reading room)
312.759.1493 (Doro Boehme)
jfabc@saic.edu
aboehm@saic.edu
digital-libraries.saic.edu/jfabc

Our Special Collections department offers a variety of experimental art forms spanning the 1960's to the present. All are intended to actively support your teaching, research, and studio work.

The **Joan Flasch Artists' Book Collection** draws from many types of media, examining how visual conventions and dominant artistic practices may be questioned and modified. It includes Fluxus objects from the 1960s, contemporary multiples, sound works, and examples of mail art, zines, and exhibition catalogs as works of art. Almost 10,000 highly diverse examples from all fields of contemporary artists' publishing are available to you for hands-on exploration, with many new works added each month.

The **Randolph Street Gallery Archives** contain original artwork, publications, papers, and video documentation of an internationally renowned artists' collaborative that existed in Chicago from 1978 to 1998. It includes invaluable audio/video documentation of performance activities and innovative programming. These are only two highlights from our Special Collections department, which houses many smaller collections as well. To schedule class visits or to discuss teaching

opportunities based in the collections, please make an appointment as early in the semester as possible. Individual walk-ins are welcome throughout the semester.

LIBRARY DIGITAL SERVICES & VISUAL RESOURCES

SHARP BUILDING

37 S Wabash Ave., room 507
312.899.1224
vrc@saic.edu

The library's Digital Services staff manage the SAIC Art & Art History Visual Resources Collection, a constantly growing digital image collection containing hundreds of thousands of high-quality images created specifically for use by faculty in classroom instruction and lecturing. Thousands of new images are added annually and faculty may request new images at any time. This image collection, along with the related Roger Brown Study Collection and SAIC History Collection, resides in our "Shared Shelf" within the ARTstor database, making them available to you and your students along with ARTstor's own collection of millions of images. ARTstor can be used to create groups of images for use in classroom lectures, or to be shared with students outside of the classroom for study. Contact Digital Services staff to arrange for training or to request new images.

DIGITAL LIBRARIES

digital-libraries.saic.edu

The SAIC Digital Libraries is a joint project of the School and Museum libraries that allows us to share with the world of some of our most unique resources from the libraries' special collections and archives. New digital collections are always under development. Current highlights include: correspondence art, student and school produced newspapers over the past century, the catalog of the Joan Flasch Artists' Book

RYERSON AND BURNHAM LIBRARIES

Collection, selections from the Randolph Street Gallery Archives, Roger Brown Master Artworks, and much more. SAIC Digital Libraries is also the platform for the School's Digital Thesis Repository.

RYERSON AND BURNHAM LIBRARIES
THE ART INSTITUTE OF CHICAGO
111 S Michigan Ave., 1st floor
312.443.3671
artic.edu/research/visiting-libraries

The Ryerson and Burnham Libraries together form the second largest art museum library in the country, with encyclopedic collections totaling over half a million items. Approximately 10,000 volumes are added annually. All periods and media are covered, but special emphasis is placed on architecture of the 18th through 20th centuries and 19th century painting, prints, drawings, and decorative arts. Special collections include the Percier and Fontaine Collection of 17th–19th century architectural books, the Mary Reynolds Collection on Dada and Surrealism, the George R. Collins Archive of Catalan Art and Architecture, the Mrs. James Ward Thorne Collection of illustrated books, and the Archives of the Art Institute of Chicago. Materials do not circulate, but free photocopies are available for all faculty. The library will also provide instruction for your classes and will put course materials on reserve for you. After the completion of an orientation, SAIC faculty have access to the library stacks and reading room MTWF, 10:30a.m.–5:00 p.m. and Th, 10:30 a.m.–8:00 p.m. For more details please contact the libraries.

VIDEO DATA BANK
MACLEAN CENTER

112 S. Michigan Ave., 3rd floor
312.345.3550
info@vdb.org
vdb.org
Open: Mon.–Fri., 9:00 a.m.–5:00 p.m.

The Video Data Bank (VDB) is a leading resource in the United States for videos by and about contemporary artists. Established at SAIC in 1976 by graduate students Lyn Blumenthal and Kate Horsfield, VDB has become world renowned as a major resource for video art and artist interviews. The VDB collection contains more than 6,000 titles that, seen as a whole, describe the development of video as an art form, originating in the late 1960s and continuing through the present. The collection includes seminal early works by artists such as Vito Acconci, Joan Jonas, Bruce Nauman and Martha Rosler, as well as contemporary moving image artists like Sadie Benning, Paul Chan, Miranda July, George Kuchar, and Walid Raad.

VIDEO DATA BANK IS GREAT RESOURCE

Through an international distribution service, the VDB makes video art, documentaries made by artists, and artist interviews available to a wide range of audiences. The organization provides video art to venues worldwide, including galleries, major museums, micro-cinemas, festivals, educational institutions, libraries, and media centers. In addition to the archive, VDB operates a preservation program, a research center and screening facility, regularly curates programs, and publishes artists' monographs. The website—vdb.org—can be used to search the collection, read title descriptions and artist biographies, view clips, create wish lists, and scan resources on the history and practice of video art.

As one of the only video art distributors in the United States, VDB is an unparalleled resource for faculty and students. Nearly all titles in the archive are available for viewing in the VDB Screening Room, which is free and accessible to the SAIC community

VIDEO DATA BANK

and the general public, by appointment. Faculty are welcome to place videos on hold with VDB and assign students to visit the Screening Room independently. Current faculty of SAIC can also check DVDs out for classroom use on campus. Set up a faculty user account by contacting us in person, by phone, or via e-mail (info@vdb.org), and place classroom DVD orders online at vdb.org. Please note, VDB requires at least one week's notice for requests, to enable staff sufficient time to make copies of titles if necessary. The maximum number of items faculty can reserve at one time is six. DVDs are due back the same day as check out.

VISITING ARTISTS PROGRAM

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VISITING ARTISTS PROGRAM

VISITING ARTISTS PROGRAM

VISITING ARTISTS PROGRAM

Sharp Building, 37 S. Wabash Ave., suite 1220

Phone: 312.899.5185 Email: events@saic.edu

Website: saic.edu/vap

Office Hours: Mon.–Fri., 9:30 a.m.–5:00 p.m.

The Visiting Artists Program (VAP) at SAIC is one of the city's leading public forums for the presentation and contemplation of contemporary art, design, and scholarship. It was founded in 1868 and formalized in 1951 with the establishment of an endowed fund by Flora Mayer Witkowsky. Each academic year, VAP hosts a variety of internationally recognized artists, designers, and scholars through public lectures, screenings, conversations, and readings. Its primary mission is to foster a greater understanding and appreciation of contemporary art and culture through discourse. More than 1,000 presenters representing 70 countries have contributed to VAP's rich history of distinguished guests who have inspired and influenced generations. Recent guests include Xu Bing, Sophie Calle, Natalie Chanin, Ann Cvetkovich, Cao Fei, Ann Hamilton, Juliana Huxtable, Toyo Ito, Jeff Koons (SAIC 1975–76, HON 2008), Daniel Joseph Martinez, Tal R, Claudia Rankine, Arlene Shechet, Wael Shawky, and Walid Raad. Visit our website, saic.edu/vap, for a list of participants since 2000.

An invaluable resource for SAIC students, faculty, and the public alike, the Visiting Artists Program is central to the School's interdisciplinary curriculum. In addition to public presentations, visitors directly engage with SAIC students through studio visits and roundtable discussions, providing them with direct access to world-renowned speakers working across disciplines.

VAP guests are determined by a faculty advisory committee, and recommendations from the SAIC community are welcomed on a rolling basis. Faculty are invited to provide introductions for guest speakers, moderate student discussions, assist with hospitality, and attend cultivation dinners. Faculty are highly encouraged to build VAP events into their syllabi. Events are always free and open to the general public unless otherwise noted.

VISITING ARTISTS PROGRAM

The Visiting Artists Program's website offers audio podcasts from the archive for streaming and download, as well as links to articles on upcoming speakers. For SAIC faculty, staff, and students, video recordings of past lectures are available to view online at saic.edu/video or by visiting the John M. Flaxman Library. These recordings may be used in the classroom.

Please note, not all lectures are available for release in compliance with the speakers' wishes.

RESOURCES FOR STUDENTS

DISABILITY AND LEARNING RESOURCE CENTER (DLRC)

DISABILITY AND LEARNING RESOURCE CENTER (DLRC)

LAKEVIEW BUILDING

116 S. Michigan Ave., 13th floor
Chicago, IL 60603
Phone: 312.499.4278
TTY: 312.499.4287
Fax: 312.499.4290

DLRC Staff

Valerie St. Germain, Director
312.499.4286
vstger@saic.edu
saic.edu/dlrc

Mission Statement

The mission of the DLRC is to:

- Deliver innovative and high quality services to SAIC students with disabilities.
- Facilitate and advocate for reasonable accommodations so that students have equal access to all programs, activities, and services of the institution.
- Cultivate opportunities for students to articulate their strengths and empower them to advocate for their own learning needs.
- Identify and respond to the dynamic nature of student needs and learning environments.

What is a Disability?

The Americans with Disabilities and Amendments Act (2008) considers a person with a disability to be someone who has (or has a record of having, or is perceived to have) a physical or mental impairment that substantially limits one or more major life activities such as walking, speaking, seeing, hearing, learning, concentrating, and working. Names of disabilities include: Learning Disabilities (LD), Attention Deficit Hyperactivity Disorder (ADHD), Deaf and Hard of Hearing (D/

HH), Blind or Visually Impaired. Mental health disorders and physical impairments can also be considered a disability.

What is an Accommodation?

An accommodation is an adjustment or modification in the academic environment that enables an individual to have the benefit of equal access to all programs, services or activities. Examples of academic accommodations include, but are not limited to: alternative testing, extended time, interpreters, distraction-reduced study environments, Braille materials, recorded lectures, and closed captioning.

The provision of auxiliary aids may be an accommodation as well. Auxiliary aids are effective methods of making academic materials available to students with disabilities. Examples of auxiliary aids include, but are not limited to, note takers, talking calculators, Braille keyboards, readers, assistive listening devices, raised line drawings, adaptive software, and screen magnifiers.

Faculty Role

In order to best support students with disabilities, we encourage faculty to:

- Notify all students that accommodations may be available to them and offer students DLRC contact information.
- Provide and/or allow approved accommodations outlined in the letter from DLRC; if accommodations conflict with essential course requirements, or if there are questions or concerns about approved accommodations, faculty should notify the DLRC immediately to discuss reasonable alternatives. Further, if the student fails to give their instructor a copy of the accommodation letter, he or she is not obligated to provide accommodations and should refer the student to the DLRC. Accommodations are never retroactive.

COUNSELING SERVICES

- Remember that it is the student's choice whether to disclose his or her specific disability/diagnosis to instructors.
- Refer to DLRC any student who reports a disability or requests an accommodation or modification—include this information on your syllabus (see pp. 12 for more information)

DLRC Role

The DLRC accomplishes its mission by:

- Providing services, accommodations, and support to individual students with disabilities in keeping with all course requirements and program standards.
- Determining eligibility for reasonable accommodations by conducting a thorough review of the information provided by students and the documentation received from treatment providers.
- Providing students with a letter that lists and describes the approved accommodations in a timely manner.
- Collaborating with faculty and staff on disability concerns, especially as they relate to academic performance and fulfilling requirements.
- Offering educational programming for the SAIC community on learning and disability topics, especially as it relates to creative thinking.
- Offering guidance and recommendations on use of adaptive technology.

COUNSELING SERVICES

LAKEVIEW BUILDING

116 S. Michigan Ave., 13th floor
312.499.4271

Joe Behen, Ph.D.
Executive Director
312.499.4272

Why do students come to Counseling Services?

- To get support as they make a transition (e.g. starting grad school, moving to a new city or country).
- To discuss family difficulties.
- To talk about feelings after the break-up of a relationship.
- To get help managing depression, loneliness, anxiety, trouble sleeping, or eating problems.
- To talk about a friend, family member, or roommate about whom they are worried.
- To deal with the aftermath of trauma, abuse, discrimination, gay bashing, or sexual assault.
- To learn how to better manage stress and create more balance in their life.
- To talk openly about drug use and learn ways to reduce excessive use.
- To break out of a creative block.
- To discuss core aspects of identity, such as sexuality, in a safe environment.
- To help manage feelings of anger.

Counseling Services is a CONFIDENTIAL service: information communicated to SAIC counselors will not be disclosed to anyone outside the Counseling Service without written consent from the client. There are rare exceptions to this policy, such as when a therapist has a concern an individual is at risk of seriously hurting him/herself or someone else. Counseling Services are free to all currently enrolled degree-seeking students. Students may receive up to 16 sessions per degree program.

Resources for SAIC Faculty

Counseling Services psychologists are available to faculty administration, academic department heads, full and part-time faculty and departmental staff for consultations regarding distressed students. Each year Counseling Services maintains an active consultative role to the SAIC community, and is available for both individual consultations and ongoing consultative relationships. As faculty members are in an excellent position to identify and respond to troubled students, consultation topics often include:

- Emotional/psychological/mental health & illness issues affecting academic performance
- Coping with various disorders (e.g., bipolar disorder, substance abuse & dependence)
- Response to personal crises
- Adjustment to transitions, such as the first semester in Chicago or graduation
- Responding to others' distressing behavior (e.g., public intoxication, students involved in self-destructive behavior)
- Topics affecting specific populations within the SAIC community, such as the unique challenges and stresses faced by international students and lesbian, gay, bisexual, and transgender students
- Counseling Services members are also available to provide information about mental health resources throughout the Chicago area to interested faculty.

WRITING CENTER

MACLEAN CENTER

112 S. Michigan Ave., room B1-03
312.345.9131

Coordinator

Leila Wilson, lwilson@saic.edu, 312.345.3588

[saic.edu/academics/
academicresources/writingcenter/](http://saic.edu/academics/academicresources/writingcenter/)

supersaas.com/schedule/saic/writingcenter

Fall and Spring Semester Hours

Mon.–Thurs., 9:00 a.m.–7:15 p.m.

Fri., 9:00 a.m.–5:15 p.m.

Designated walk-in hours:

Mon.–Thurs., 4:15–7:15 p.m.

Winter and Summer Hours

The Writing Center is open during the winter interim and summer sessions with limited hours. Please check the online schedule.

Services

SAIC offers free, hour-long writing tutorials at the Writing Center, which is located in the basement of MacLean. Tutors are available to assist all currently enrolled students with any stage of the writing process, including the following:

- Getting started with writing
- Forming a claim or thesis statement
- Developing ideas
- Strengthening organization
- Improving writing style
- Revising drafts
- Correcting grammar, spelling, and punctuation errors
- Addressing MLA, CMS, and APA style questions
- Citing references

Writing Center tutors work with students to help them find their own solutions to questions. Rather than correcting or editing papers for students, tutors work with students to help them identify issues that need further attention. Tutors may ask students to discuss their ideas as a way to specify, clarify, or deepen them. Tutors may also offer feedback on drafts, suggest writing approaches, review information, and help students analyze their own writing. Ultimately, the goal in the Writing Center is to help students become more proficient, independent writers.

Appointments

To schedule an appointment with a Writing Center tutor, students first need to create an account on our online sign-up system:

supersaas.com/schedule/saic/writingcenter

Once students have set up their own account, they may sign up for appointments. Though appointments are encouraged, walk-in appointments are welcome. Weekly standing appointments are available upon request.

When students come to their tutoring appointments, they should make sure to bring their assignments with them printed out.

Online schedule instructions are available outside of the Writing Center suite (in the hallway outside of MacLean Center, room B1-03).

ADMINISTRATIVE
OFFICES CONTACT
INFORMATION

SAIC ADMINISTRATIVE OFFICES

SAIC ADMINISTRATIVE OFFICES

SHARP BUILDING

37 S. Wabash Ave.
7th and 8th floors

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Zhang, Angela	Assistant to the President	312.899.1452	821E
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Mokma, Matthew	Associate Director for Board Relations		821A1

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SAIC ADMINISTRATIVE OFFICES

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TBD	Associate Dean of Graduate Studies	312.759.1645	818E
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Aldridge, Dio	Special Assistant to the Dean for Diversity and Inclusion	312.759.1647	808
Talbot, Gretchen	Dean of Administration, Planning and Budget	312.759.1693	821K
Falkowski, Amy Dane	Associate Dean of Budget and Administration	312.759.1497	811

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Rucker, Shirley	Accounts Payable Specialist and Assistant Staff Accountant	312.899.5142	820
Martinez, Miriam	Staff Accountant	312.899.5215	820B

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Scranton, Molly	Assistant Director of Faculty Services	312.899.7472	810
Morr, Dann	Associate Director Faculty Employment Resources	312.629.1879	819A



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