



College of Visual Arts and Design 2025-2026 Faculty Handbook

The 2025-2026 Faculty Handbook is a compilation of the current policies and procedures of the University of North Texas and the UNT College of Visual Arts and Design. Any discrepancies between the contents of this handbook and the University Policy Manual are unintentional. In all such cases, please consider the University Policy Manual as the definitive source of policy information.

The College adheres to the letter and spirit of all rules and standards issued by the National Association of Schools of Art and Design and the Southern Association of Colleges and Schools.

The UNT Policy Manual can be found on the University Policy Office's Official Repository of Policies for UNT webpage at <https://policy.unt.edu/>

The NASAD Handbook can be found online at
<https://nasad.arts-accredit.org/accreditation/standards-guidelines/handbook/>

Index

Faculty Handbook for the College of Visual Arts and Design

1. Welcome and Introduction
 - 1.1. [About this Handbook](#)
 - 1.2. [History of the College](#)
 - 1.3. [Message from the Dean](#)
 - 1.4. [Strategic Plan 2022-2026](#)
2. University Governance
 - 2.1. [University of North Texas—History and General Information](#)
 - 2.2. [Texas Higher Education Coordinating Board \(THECB\)](#)
 - 2.3. [The University of North Texas System—General Information](#)
 - 2.4. [University Faculty Committees](#)
-
3. College Structure and Governance
 - 3.1. [Organizational Chart of the College](#)
 - 3.2. [College Administration](#)
 - 3.3. [College By-Laws + Committees](#)
4. Faculty Policies and Procedures
 - 4.1. [Policy Manual](#)
 - 4.1.1. Note: Chapter 6 is specific to faculty affairs
 - 4.2. University Policy
 - 4.2.1. [Academic Freedom and Responsibility](#)
 - 4.2.2. [Free Speech and Public Assembly on University Grounds](#)
 - 4.2.3. [Research Intellectual Property](#)
 - 4.2.4. [Human Subjects in Research](#)
 - 4.2.5. [New Employee Requirements](#)
 - 4.2.6. [Ethics](#)
 - 4.2.7. [Employee Information and Personal Data](#)
 - 4.2.8. [Employment of Veterans](#)
 - 4.2.9. [Sick Leave](#)
 - 4.2.10. [Leave of Absence without Pay](#)
 - 4.2.11. [Employment of Individuals with Disabilities/Workplace Accommodations](#)
 - 4.2.12. [Prohibition of Discrimination, Harassment, and Retaliation](#)
 - 4.2.13. [Course Materials, Textbook Adoption, and Disclosure](#)

- 4.2.14. [Development Leave](#)
 - 4.2.15. [Payment of Nine Month Contracts](#)
 - 4.2.16. [Joint Faculty Appointments](#)
 - 4.2.17. [Course and Curriculum Development](#)
 - 4.2.18. [Faculty Grievance](#)
- 4.3. [Faculty Information System](#)
 - 4.3.1. [Course Syllabi](#)
- 4.4. Faculty Reappointment, Promotion, and Tenure – *by unit*
 - 4.4.1. [CVAD Foundations](#)
 - 4.4.2. [Interdisciplinary Art and Design Studies](#)
 - 4.4.3. [Department of Art Education](#)
 - 4.4.4. [Department of Art History](#)
 - 4.4.5. [Department of Design](#)
 - 4.4.6. [Department of Studio Art](#)
- 4.5. [University Policy 06.004: Faculty Reappointment, Tenure and Promotion](#)
- 4.6. [University Policy 06.005: Professional Faculty Reappointment and Promotion](#)
- 4.7. Faculty Annual Evaluations and Merit Standards – *by unit*
 - 4.7.1. CVAD Foundations—see 4.4.1.
 - 4.7.2. Interdisciplinary Art and Design Studies—see 4.4.2.
 - 4.7.3. Department of Art Education—see 4.4.3.
 - 4.7.4. Department of Art History—see 4.4.4.
 - 4.7.5. Department of Design—see 4.4.5.
 - 4.7.6. Department of Studio Art—see 4.4.6.
- 4.8. [Faculty Travel and Reimbursements](#)
- 4.9. [Faculty Mentoring](#)
- 4.10. [SharePoint: Central Access Hub](#)
-
- 5. Duties of the Faculty
 - 5.1. Workload
 - 5.1.1. [UNT Policy](#)
 - 5.1.2. [College Guidelines](#)
 - 5.2. [Definitions of Faculty](#)
 - 5.3. [Duties of Full-Time Faculty](#)
 - 5.4. [Part-time Teaching Loads for Adjunct Instructors](#)
 - 5.5. [Summer Teaching](#)
 - 5.6. [Teaching Assistants and Fellows](#)
 - 5.6.1. [Teaching Assistant and Fellow Appointment and Renewal](#)

- 5.6.2. **Teaching Assistant and Fellow Mentoring**
 - 5.7. **Office Hours**
 - 5.8. **Dual Appointments**
- 6. Reviews, Admissions, and Academic Advising
 - 6.1. **Degree and Non-degree Granting Programs**
 - 6.2. **Undergraduate and Graduate Entry and Exit Review Processes**
- 7. Teaching: Administrative Resources
 - 7.1. Syllabi
 - 7.1.1. **Course Syllabi Requirements**
 - 7.1.2. **Syllabus Build Tool** (Studio Art)
 - 7.2. **Photocopying**
 - 7.3. **Canvas**
 - 7.4. **Course Roster**
 - 7.5. **Auditing Class Rolls**
 - 7.6. **Student Evaluations of Faculty (SPOT Evaluations)**
 - 7.7. **Incomplete Grades**
 - 7.8. **Study Abroad (International)**
 - 7.9. **Art on Location Courses (Domestic)**
 - 7.10. **Students with Disabilities**
 - 7.11. **Final Examinations**
 - 7.12. **Academic Integrity**
 - 7.13. **Reporting Grades**
 - 7.14. **Special Problems and Internship Courses**
 - 7.15. **Curriculum and Course Changes**
- 8. Technology and Innovation in Teaching
 - 8.1. **CVAD IT Services**
 - 8.1.1. **Organizational Flowchart**
 - 8.1.2. **IT Services Computer Use Policy**
 - 8.2. **Center for Learning Experimentation, Application, and Research**
- 9. CVAD Scheduling and Facilities
 - 9.1. **Health and Safety**
 - 9.2. **Building Hours and Access**
 - 9.3. **Book Scheduler**
 - 9.4. **Access to Technology and Software**

- 9.5. Studio and Equipment Use Guidelines
- 9.6. **Building Maintenance and Custodial Services**
- 9.7. Event and Lecture Scheduling
- 9.8. **Critique Spaces**
- 9.9. **Area Studios**
- 9.10. **Galleries Across Campus**
- 9.11. **CVAD Gallery Proposals**
- 9.12. Texas Fashion Collection
- 9.13. **After Hours Access**
- 9.14. **Art Exhibited on Campus**
-
- 10. Faculty Research and Professional Development
 - 10.1. **Faculty Development Leave**
 - 10.2. **Institute for Advancement in the Arts (IAA)**
 - 10.2.1. **College Grants and Internal Funding Opportunities**
 - 10.3. **University Libraries**
 - 10.4. **Office of Research and Innovation**
 - 10.5. **Intramural Seed Funding**
 - 10.6. **External Funding**
 - 10.7. **International Affairs**
 - 10.8. **Office of Faculty Success**
 - 10.9. **Course Buy-out**
- 11. Faculty Awards and Recognition
 - 11.1. **University Awards and Honors for Faculty**
 - 11.2. **Research and Creative Achievement Awards**
 - 11.3. **Criteria for Emeritus Faculty**
- 12. Marketing, Communications, and Branding
 - 12.1. **Event Marketing**
 - 12.2. **Digital Communications**
 - 12.3. **University Branding**
 - 12.4. **Print and Promotional Materials**
 - 12.5. **Marketing Recommendations**
- 13. Assistance for Faculty and Their Family Members
 - 13.1. **Employee Assistant Program**
 - 13.2. **Assistance with Employee Benefits**

- 13.3. **[Employee Tuition Benefit](#)**
- 13.4. **[Center for Young Children](#)**
- 13.5. **[Parental Leave](#)**
- 13.6. **[Family and Medical Leave](#)**

Introduction to the Faculty Handbook

(1.1) About This Handbook

This handbook is intended to assist new and continuing faculty members in three areas.

- (1) Providing background information about the College of Visual Arts and Design and the University;
- (2) Successfully navigating many common processes they may encounter; and
- (3) Providing answers to frequently asked questions within the College and the University.

The handbook is also an attempt to organize the collected policies of the College of Visual Arts and Design.

The handbook, though it may be printed, is most useful as an electronic resource, because it takes advantage of two features not available in print form. First, because the handbook has been divided by sections online, it allows faculty members to search for specific topics listed in the table of contents and access the content they need instantly. Second, throughout the handbook, links appear that allow users to navigate to external web pages for additional information.

The handbook is organized according to issues that are pertinent to faculty members in their roles as teachers, scholars, and community members. Subsequent editions of the handbook will be reorganized to reflect the changing information needs of faculty members.

The material for this handbook is drawn from several sources, including the following:

[University of North Texas Policy Manual](#)

[UNT Board of Regents Rules](#)

[UNT College of Visual Arts and Design Bylaws](#)

The following websites contain a vast amount of information and were also critical sources in the development of this handbook.

[UNT College of Visual Arts and Design](#)

[UNT Provost and Vice President for Academic Affairs](#) **[UNT Board of Regents](#)**

[UNT Facilities](#)

[UNT Office of the Registrar](#)

[UNT International Affairs](#)

[UNT Office of Research and Economic Development](#)

Introduction to the Faculty Handbook

(1.2) History of the College

Art has been a vital part of UNT since it was first taught in 1893-1894, only a few years after the university was founded in 1890.

Cora Stafford, an imaginative leader who served on the faculty and as director for 35 years before retiring in 1964, played a major role in guiding the art program to its current reputation. Determined to keep the program aligned with new ideas, she hired young innovators on the faculty. These included **James Prestini** and **György Kepes**, early proponents of the Bauhaus system in the U.S., endeavoring to relate a new design approach to the world of technology and craft. Also on the faculty were **Carlos Mérida**, the internationally known Guatemalan painter and muralist, and **Octavio Medellín**, the celebrated Mexican sculptor and painter. Students included **Ray Gough**, a noted interior designer and UNT professor, and O'Neil Ford, one of Texas' most famous architects.



1: Students pose in a 1940 drawing and painting class.

Master's degrees were initiated in the 1930s, and the first M.S. degree in art was awarded in 1937 to **Ann Bookman Williams**, a long-time art teacher in the campus demonstration school. UNT's modern art program has been one of continual growth. After World War II, professional programs in advertising art, fashion design and interior design supplemented traditional studio and art education programs. Following an extensive study of the arts

in Texas by the Texas Higher Education Coordinating Board in the 1960s, UNT was designated as a major visual arts program in the state and was approved to offer the B.F.A., M.F.A. and Ph.D. degrees beginning in 1971. With the Southwest's demographic population shift in the late 1970s and early 1980s, enrollment increased dramatically. At the same time, the department's comprehensive art programs were being recognized for their quality.

By the mid-1980s, to meet future challenges, the Department of Art faculty led by Vernon Fisher began discussing the possibility of reclassification as a separate school from the College of Arts and Sciences. An arts model for this already existed on campus in UNT's world-renowned College of Music. A School of Visual Arts Advisory Board was formed with the assistance of Dallas businessman **Raymond D. Nasher**, Kimbell Art Museum director **Ted Pillsbury**, and art and education community members. That vision became reality in 1992 when the Texas Higher Education Coordinating Board reclassified the **Department of Art** as the **School of Visual Arts** effective in the 1993-94 academic year. In 2007, yet another formal stage of growth in the school and university was recognized when SOVA became the **College of Visual Arts and Design**. Today, CVAD is one of the nation's largest and most comprehensive visual arts programs, with more than 2,200 students enrolled.

The 21st century has brought major changes in population and cultural facilities to the Dallas-Fort Worth region. The Dallas Arts District, the nation's newest and largest, is complemented by the Museum District in Fort Worth. The Dragon Street, Deep Ellum and Bishop Arts Districts in Dallas blossom with commercial galleries, many of which are directed by and/or feature CVAD graduates. The Dallas and Fort Worth art and design communities provide students with valuable resources and expanded learning opportunities. Advertising, fashion, interior design businesses, product design and retail establishments, and a wide variety of K-12 educational environments and government and non-governmental agencies provide partnership opportunities. CVAD graduates play leadership roles in museums, design companies and education agencies throughout the area.

CVAD's academic programs are supported by research institutes, including the Onstead Institute, the Print Research Institute of North Texas, P.R.I.N.T. Press, the Texas Fashion Collection, the Design Research Collaborative in Dallas, and the Contemporary Arab and Muslim Cultural Studies Institute, as well as an extensive visiting artist/scholar program. The college now operates three galleries: the **CVAD Gallery**, the **Cora Stafford Gallery** and the **Paul Voertman Gallery**. The Institute for the Advancement of the Arts, Art in Public Places Program and UNT on the Square exhibition and performance facility enhance these opportunities.

The UNT Art Building, home of the College of Visual Arts and Design, is a prominent gateway to the University of North Texas campus, occupying a significant campus edge. Previously spread across eight buildings throughout the campus, the expansion and renovation of the existing building completed in 2019 unites 15 diverse programs under one roof. The seamless consolidation of these programs encourages interdisciplinary collaboration and connects the

college to the larger Dallas-Fort Worth arts community through both interior and exterior transparencies.

The new addition honors the existing campus architecture while creating a modern face for the community. A large gallery space on the east corner of the ground floor features the artwork of students, alumni, and the broader Denton community. Prominent light monitors on the fourth floor create an iconic façade while maximizing natural light for painting and drawing studios. Student display units are spread throughout the building to showcase student work from conceptualization through the creation process, while enlarged, naturally lit corridors serve as critique spaces. Spaces for making, discussing, and viewing were connected through merged studio spaces, large glass walls, and neutral materials, showcasing both the process and the final product. In 2022, the Art Annex was added as the new home of the Studio Art Ceramics program and 40 studios for M.F.A. students.

Text from [CVAD History webpage](#), March 2024

Introduction to the Faculty Handbook

(1.3) Message from the Dean

Dear Colleagues,

It is a true privilege to serve as Dean of the College of Visual Arts and Design. I continue to be thrilled and inspired by the creativity, scholarship, and dedication that define this extraordinary community of faculty, staff, and students.

This Faculty Handbook is intended to serve as a reliable and evolving resource — a living document that reflects both the foundational policies that guide our work and the dynamic, forward-thinking spirit of CVAD. It provides clarity on procedures, expectations, and available resources, and is designed to support you in your teaching, research, creative activity, and service.

As a community, we are united by a shared commitment to excellence in the visual arts and design, to fostering inclusive and innovative learning environments, and to contributing meaningfully to the cultural and intellectual life of our region and beyond. The work we do here matters, and it is my honor to support and champion that work alongside you.

Thank you for your ongoing contributions to the life of the College. I hope this handbook serves as a helpful guide and a reflection of our shared values, practices, and aspirations.

Warmly,

Karen Hutzell, Ph.D.

Dean and Professor, College of Visual Arts and Design
University of North Texas

Introduction to the Faculty Handbook

(1.4) Strategic Plan 2022-2026



The future of the College of Visual Arts and Design at the University of North Texas is limitless. As we continue to build upon our foundational elements of a diverse student population, incredible facilities, a robust regional creative economy, and dedicated and passionate faculty and staff, we will enact our vision and mission through distinctive, inclusive, and purposeful innovation.

Purpose. The Why. To elevate the transformative power of visual arts and design.

Vision. The What. To be an internationally recognized college of art and design known for providing opportunities, taking chances, and changing lives.

Mission. The How. Cultivation of creative talent and critical minds within a collaborative and caring environment.

Goals. The How-tos. Leveraging our distinct assets and opportunities, CVAD will innovate through three priority areas to support the purpose, vision, and mission.

Distinctive

Conceptual Foundations and Professional Preparation

The College of Visual Arts and Design will stand out as unique among its peers in its approach and contributions to arts and design through scholarship, production, and education of a diverse student population from entry to exit and from undergraduate through doctoral.

Foundations Program. As we implement the new Foundations program — college-wide and conceptually focused — curriculum and practices at all levels will be impacted.

Career Readiness. Every CVAD student will graduate having completed (with support) at least one of the following: Internship, Student Teaching, Business/Artist Plan with Branding, and Grad School Prep.

Bragging Rights. Why be distinctive if we don't brag about it a little? We will increase our public-facing activities through on- and off-campus events and showcase our facility by hosting conferences and symposia. We will invite people in and get out physically and tune in virtually. We will focus on marketing and communications both internally and externally.

Inclusive

Access and Experience

The College of Visual Arts and Design will endlessly pursue excellence in its curriculum, pedagogy, culture, and climate. CVAD uniquely offers access and opportunity to the visual arts and design while redefining and supporting excellence and success for its students, faculty, staff and friends. We will continue challenging existing internal and external norms, striving to live up to the opportunities our students and regional population demand.

Communications and Climate. We will improve internal communications, faculty and staff involvement, and voice within the college. We will treat each other well, honor differences, and forgive irritations. We will assume good intentions and ask when in doubt.

Purposeful

Students First and Focus on Fundamentals

The College of Visual Arts and Design will engage in making a difference locally, nationally, and globally. We will provide students with a positive learning experience and purposefully prepare them for life after graduation. We will impact the local creative economy, stand as leaders in our various fields of study, and collaborate globally through art and design for social impact.

- **Research Support.** The college will build support and reward systems for research/scholarship. Building upon the Research Roadmaps, existing resources, and repurposed funds, we will provide a one-stop-shop CVAD Research Program.
- **Student Experience.** We will provide for a positive and affordable student experience where opportunity is available, and standards are high. We will strive to maintain, and best serve current student numbers, balance student affordability against increased expenses, and support students' timely degree completion or opt-out decision-making.
- **College Governance.** We will review and revise governing policies and systems in CVAD to decrease faculty service time and decentralize practices to departments and units. We will streamline and document internal operational systems and build a staffing structure to sustainably support needs and growth within the college.
- **External Relations and Development.** We will prioritize external relations with the regional arts community, current and prospective donors, alumni, and friends. We will create and enact a feasible and ambitious fundraising plan.
- **Hard Choices.** We will recognize that resourcing strategic priorities requires hard choices around resource allocation.

University Governance

(2.1) University of North Texas — History and General Information

The University of North Texas originated in 1890 when Joshua C. Chilton founded the Texas Normal College and Teacher Training Institute. A private institution, the normal college operated for the first eleven years of its life in buildings provided by the City of Denton. An 1893 act of the Texas State legislature allowing the school to certify teachers added the word “North” to its name. In 1901, the Texas State Board of Education, pursuant to an 1899 act of the state legislature, took control of the school and renamed it North Texas State Normal College. The school awarded its first bachelor’s degrees in 1919 and changed its name to North Texas State Teachers College in 1923. Two years later, the secondary-school program (a feature of normal schools in this era) was consigned to a separate Demonstration School, allowing North Texas to receive accreditation from the Association of Colleges and Secondary Schools of the Southern States. Graduate study began in 1935, and the college gradually moved toward emphasis on liberal arts study as well as education programs. In 1949 the Texas Legislature recognized the school’s growth by renaming it North Texas State College and by authorizing a separate Board of Regents.

North Texas began to award doctoral degrees in education and music during the 1950s, and in 1961, as a recognition of increasing emphasis on research and graduate study, the state legislature approved yet another name, North Texas State University. The University grew very rapidly and became the largest, most comprehensive public institution of higher learning in the Dallas-Fort Worth Metroplex by the early 1970s. In 1988, the legislature approved the present name, the University of North Texas.

In January 1999 the Texas Higher Education Coordinating Board authorized the creation of the UNT System Center at Dallas. This Center offers junior, senior, and graduate- level courses leading to the completion of baccalaureate and master’s degree programs, certificates, and endorsements. In January 2000 the UNT System Center at Dallas opened a new facility at 8915 South Hampton Road. The university leases the 78,000 square foot facility, which features state-of-the-art classrooms and computer labs, and the first virtual library in the Metroplex.

UNT is the fourth-largest institution among 35 public senior colleges and universities in the state of Texas. There are also 50 community/junior college districts, one technical college system, seven state medical schools, three dental schools, and several other health-related schools. Ten separate boards of regents govern the senior institutions. The governance of state-supported higher education is the responsibility of the Texas Higher Education Coordinating Board, the Texas Legislature and the governor.

The Texas Higher Education Coordinating Board has broad programmatic responsibilities. Such matters as new degree programs, course additions, degree requirements, and changes in departmental name and/or structure as well as construction requests are matters for Coordinating Board action after local procedures have been met. The Board itself is composed of gubernatorial appointees; it is aided by a full-time professional staff located in Austin.

Higher education in Texas is funded according to a formula determined by the state legislature that emphasizes enrollment as the principal determinant of state funding to colleges and universities. During the past decade, the organization of the University of North Texas has evolved into a complex system. This evolution has been in large measure a process of adapting to rapid growth, diversification of programs in response to demands, and changes in concepts regarding the roles of the administrative staff, the faculty, the students, the alumni and other interested groups.

The nine members of the UNT Board of Regents are appointed by the governor and subject to confirmation by the Texas Senate. Three members are appointed every two years to serve six-year terms with terms expiring in May. In 1975, the Texas College of Osteopathic Medicine in Fort Worth, formerly a private institution, was placed under the same board of regents as UNT. The medical campus in Fort Worth became the University of North Texas Health Science Center at Fort Worth in 1993 through further legislative action. The Chancellor serves the two separate institutions. Beginning in the fall 2000, the position of Chancellor/President was separated, and a separate position of President of the University of North Texas was established.

The University of North Texas has a long history of institutional planning. The current process is described as an “integrated community approach with several opportunities for faculty input.” First, faculty members participate in examining strengths and potentials at the department, division or program level. Second, faculty work with department/division chairs to formulate department missions and plans. Third, faculty are involved with planning at the college/school level according to the model adopted by the individual dean.

The UNT strategic plan consists of goals and objectives to set the direction of the institution. Academic units use these goals and objectives, and the planning priorities approved by the Board of Regents and derived from them to mold department and college/ school plans. Progress toward meeting goals is reported in unit annual reports that are submitted to deans and then to the Provost and Vice President for Academic Affairs. In each odd-numbered year, the university also submits a strategic plan to state officials to demonstrate long- and short-term needs,

including major facility needs. Funding requests must closely follow this plan, referred to as the “agency plan,” and provide an opportunity for the university to describe its needs.

The University of North Texas is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of North Texas.

Note: The Commission should be contacted only if there is evidence that appears to support the institution’s significant non-compliance with a requirement or standard. Normal inquiries about UNT, such as admission requirements, financial aid, and educational programs, should be addressed directly to UNT and not the Commission’s office.

University Governance

(2.2) Texas Higher Education Coordinating Board (THECB)

The [Texas Higher Education Coordinating Board](#) provides leadership and coordination for the Texas higher education system. Since being created by the Texas Legislature in 1965, the Board has worked to achieve excellence for the college education of Texas students. The Board meets four times a year. Meetings occur in Austin but are usually also broadcast on the internet. The Board's mission is to work with the Legislature, Governor, governing boards, higher education institutions, and other entities to help Texas meet the goals of the state's higher education plan, [Closing the Gaps by 2015](#), and thereby provide the people of Texas the widest access to higher education of the highest quality in the most efficient manner.

The Board is made up of 9 members appointed by the Governor for six-year terms. The Governor also appoints the chairman and vice-chairman. No Board member may be employed in education or serve on a community college board of trustees. Board Members serve on the Standing Committees. [Advisory Committees](#) provides guidance to the board on various topics.

University Governance

(2.3) The University of North Texas System—General Information

The University of North Texas System inspires courageous discovery that empowers our students, campuses, and communities to pursue a brighter vision for tomorrow. UNT System is the only university system based in and exclusively focused on the Dallas-Fort Worth region. We embrace our role in creating opportunities through education and developing the workforce of tomorrow for North Texas.

Purpose: With our heart in North Texas, we transform lives and create economic opportunity through education.

Vision: By 2026, the UNT System is one team, values-driven and customer-focused with an emphasis on excellence, curiosity, and innovation.

<i>Three Universities</i> • University of North Texas Denton, Frisco • UNT Health, Fort Worth • UNT Dallas, southern Dallas, downtown Dallas	Enrollment 49,060 Student Enrollment UNT: 46,940 UNTH: 2,458 UNT Dallas: 4,230	14,730 Employees UNT: 11,607 UNTH: 1,906 UNT Dallas: 775 UNT System: 442
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UNT System Institutions

UNT: Ranked a Tier One research institution by the Carnegie Classification and designated a Hispanic- and Minority-Serving Institution, UNT is the flagship institution of the UNT System and is in Denton, Texas. Boasting 250 degree-granting programs and a thriving community of nearly 47,000 students, UNT serves the North Texas region and helps drive the state's economy through innovative research, educational excellence focused on career readiness, and a spirit of entrepreneurship. Together, with its branch campus in Frisco, UNT students earned more than 12,000 degrees last year.

UNT Health: UNT Health in Fort Worth is one university, built on values, defining and producing the healthcare providers of the future. UNTH is one of the nation's premier graduate academic medical centers, with more than 2,400 students and six schools that specialize in patient-centered education, research and health care. UNTH is the top producer of primary care physicians in Texas and is a leader in DNA and aging/Alzheimer's Disease research.

UNT Dallas: Through education and community connectedness, UNT Dallas aspires to be the pathway to socioeconomic mobility in its primary market. UNT Dallas is one of the fastest-growing universities in Texas with more than 4,200 students, UNT Dallas' main campus is in southern Dallas, while its UNT Dallas College of Law is in downtown Dallas.

University Governance

(2.4) University Faculty Committees

The UNT Faculty Senate — with its shared governance mission — strives to assist the university in meeting the needs of its students, faculty and staff. Developing and nurturing a vibrant committee structure with strong faculty involvement is a critical part of that effort.

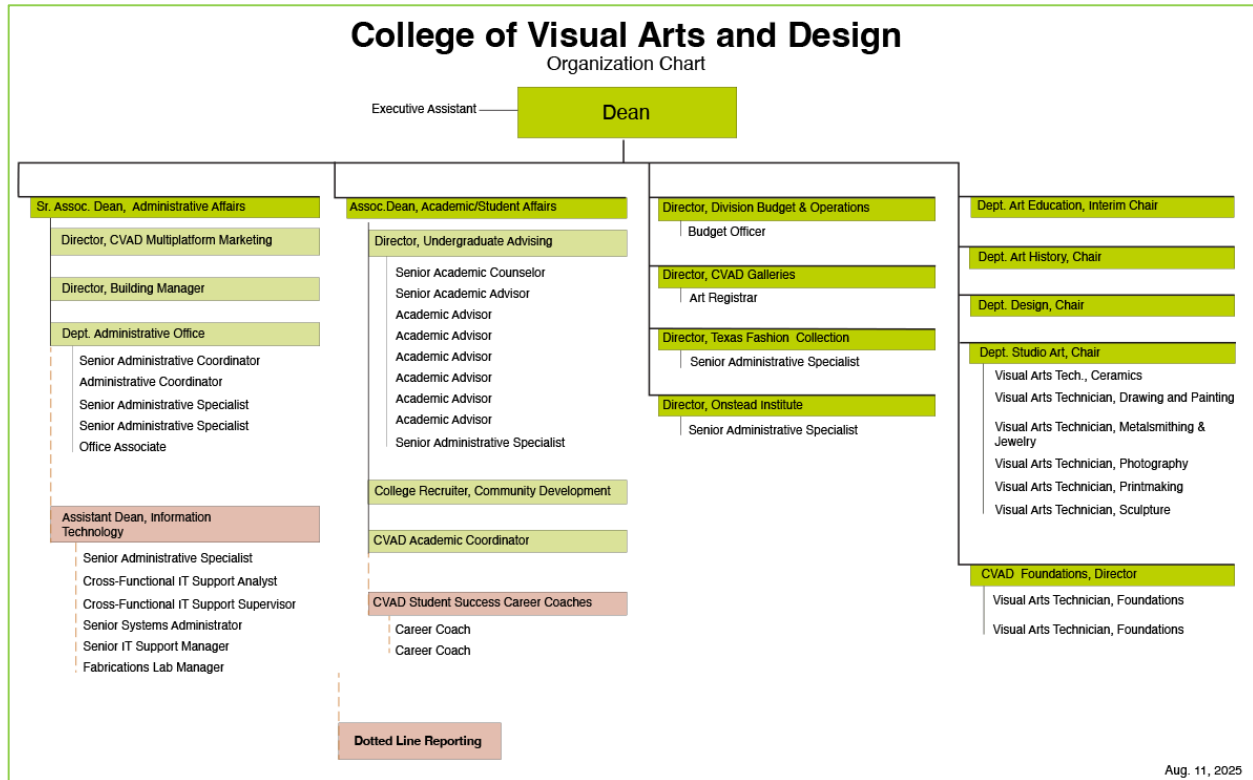
The UNT Faculty Senate has 23 active standing committees, three of which are elected by full-time faculty. The Senate fills these committees, as well as other university committees, with interested faculty throughout the year as vacancies arise. Faculty members who participate in committee service find it is a good way to become knowledgeable about university policies and structures. Faculty wishing to serve on a committee which has a vacancy in their voting group or in an at-large position may contact the [Faculty Senate office](#) to express their interest in being nominated.

Each committee has specific responsibilities and charges which emanate from the organization's governing documents and from the Executive Committee, the primary leadership body of the Senate. Chairs of these committees are chosen either by the committee members or by appointment of the EC. Guidance for committee chairs may be found in the [Committee Chair Tool Kit](#).

For a full list of university committees, members, and charges please visit:
<https://facultysenate.unt.edu/standing-committees/index.html>

College Structure and Governance

(3.1) Organizational Chart of the College



College Structure and Governance

(3.2) College Administration

Dean of the College of Visual Arts and Design

Role Description and Responsibilities

The Dean of the College of Visual Arts and Design is the chief academic and administrative officer of the college and is responsible for advancing its mission through excellence in teaching, learning, research, creative practice, and professional engagement. The Dean reports to the UNT Provost and Vice President for Academic Affairs and serves as the primary representative of CVAD both within the University and to external stakeholders, including the broader arts and design communities.

The Dean provides leadership for all areas of the college, including its four academic departments — Art Education, Art History, Design, and Studio Art — as well as key initiatives such as the Jo Ann (Jody) and Dr. Charles O. Onstead Institute for Education in the Visual Arts and Design and the Texas Fashion Collection.

Major Duties and Responsibilities

- Provide visionary academic and creative leadership to a diverse community of faculty, staff, and students, aligned with the strategic priorities of both the College and the University.
- Collaboratively develop and implement a comprehensive college-wide strategic plan that supports student recruitment, retention, and success; promotes faculty research, scholarship, and creative activity; and fosters public engagement and external partnerships.
- Advance the College's reputation for artistic excellence, innovation, and interdisciplinary collaboration through the continuous review and improvement of undergraduate and graduate programs.
- Support the University's core commitment to diversity, equity, inclusion, and access in all academic, personnel, and community-facing matters.
- Ensure the College adheres to high ethical standards and maintains a culture of transparency, respect, and shared governance.
- Serve as the College's chief advocate, representing its interests to the University's leadership, community partners, alumni, donors, and professional organizations.

- Provide oversight for compliance with institutional, state, and federal policies, and support the College's accreditation efforts, including those under SACSCOC and any discipline-specific accreditation as appropriate.
- Develop and manage the annual operating budget to ensure alignment with the College's strategic goals and promote the efficient use of resources.
- Lead and oversee the College's institutional effectiveness efforts, including the use of assessment data for program evaluation and strategic planning.
- Recommend faculty appointments, reappointments, tenure, and promotion decisions in coordination with academic departments and College-level review committees.
- Support the professional development and recognition of faculty and staff, including the nomination of candidates for UNT and external awards.
- Collaborate with College governance bodies on the development of policies and procedures that affect the academic direction and administration of the College.
- Oversee the operations and personnel practices of each department to ensure compliance with UNT policies and promote organizational effectiveness.
- Build and sustain a positive, collaborative, and inclusive college culture through effective communication and shared leadership.
- Keep the Provost and University administration informed of significant developments in academic, operational, and strategic matters affecting the College.
- Actively support and attend CVAD exhibitions, lectures, critiques, symposia, and other public events, both on campus and in the community.
- Appoint and mentor Associate and Assistant Deans, building a strong leadership team that advances the College's mission and supports its departments and units.
- Provide direct oversight to departmental Chairs and administrative leaders, ensuring alignment across academic and operational functions.
- Foster alumni and donor engagement, working closely with the Vice President for University Advancement and CVAD development staff to cultivate philanthropic support.
- Partner with the UNT Vice President for Research and Innovation to advance the College's external funding and grant initiatives, supporting both faculty projects and institutional priorities.
- Represent CVAD to national and international audiences, including professional associations, arts institutions, accrediting bodies, and governmental agencies.
- Promote a balanced emphasis on research, creative work, teaching, and service, while recognizing and valuing the unique contributions of each CVAD discipline.
- Support and encourage interdisciplinary collaboration across the College and with other colleges and units at UNT.

- Ensure faculty and staff are properly trained to meet all legal, safety, and ethical standards, and that compliance systems are in place to meet all relevant regulations.
- Maintain a secure, ethical, and professional working environment by enforcing appropriate safety, security, and confidentiality practices.

Associate Dean for Academic and Student Affairs

The Associate Dean for Academic and Student Affairs serves as a key academic leader in the College of Visual Arts and Design, supporting the Dean in advancing the College's mission and vision. This position provides strategic and operational leadership for academic programming, student success, and faculty support across the College's departments and initiatives.

Working collaboratively with the Dean, senior leadership, and unit administrators, the Associate Dean oversees critical aspects of academic and student affairs, including undergraduate and graduate curriculum development, course scheduling, enrollment management, student recruitment and retention efforts, and faculty instructional support. The Associate Dean also coordinates faculty hiring and placement for adjuncts and graduate assistants/teaching assistants (GA/TAs), supports faculty research and professional development services, and oversees processes for program accreditation and academic program review.

Primary Responsibilities

- Serve as unit administrator for the Interdisciplinary Art and Design Studies program, providing academic leadership and administrative oversight.
- Provide strategic and operational support to the Foundations program, coordinating with faculty and staff to ensure excellence in first-year experience and core curriculum.
- Supervise the CVAD Milnes Advising Center for undergraduates, ensuring alignment of advising services with college goals and student success outcomes.
- Oversee career readiness programming in collaboration with assigned career coaches from the UNT Career Center, aligning initiatives with the needs of CVAD students and academic programs.
- Lead college efforts in student recruitment, enrollment, and retention, including targeted strategies to support student engagement, persistence, and degree completion.
- Coordinate course planning and scheduling, curriculum development, and catalog updates across departments, ensuring academic offerings meet student needs and institutional goals.
- Facilitate the hiring and assignment of adjunct instructors and teaching assistants, teaching fellows and graduate student assistants, TA, TF and GSAs, ensuring instructional quality and equitable staffing processes.

- Provide support to departments in faculty research development, grants support, and professional advancement.
- Oversee college-level responsibilities related to accreditation, program review, and compliance with university academic policies.
- Collaborate with department chairs and academic program leaders to ensure high standards of teaching, academic integrity, and student support across programs.
- Represent the Dean's Office in a variety of academic functions and serve as a liaison to other university academic units and administrative offices.
- Contribute to strategic planning, policy development, and administrative oversight of the College's academic and student affairs operations.
- In the absence of the Dean and the Senior Associate Dean, serve as the collegiate executive officer, ensuring the continued effective functioning of the College.

Additional Responsibilities

As a senior member of the Dean's leadership team, the Associate Dean for Academic and Student Affairs plays a key role in broader college operations, including support for administrative and development initiatives, oversight of internal procedures, and contributions to the long-term planning and visioning of the College.

Senior Associate Dean for Administrative Affairs

The Senior Associate Dean for Administrative Affairs is a key executive leader in the College of Visual Arts and Design, serving under the direction of the Dean to advance the College's mission, vision, and values. This position provides comprehensive oversight and strategic leadership for the College's administrative operations, ensuring efficient, compliant, and forward-thinking management of critical institutional functions.

The Senior Associate Dean leads efforts in areas including instructional technology; human resources; financial planning and management; marketing, communications and branding; space and facilities; policy development; accreditation and program review; and data governance. The position also plays a central role in supporting faculty affairs, including the coordination and oversight of reappointment, promotion, and tenure processes and implementation of college-wide policies and procedures.

Primary Responsibilities

- Provide leadership and strategic oversight for operational activities across the College, including facilities planning, technology infrastructure, and day-to-day administrative operations.

- Supervise and coordinate human resources functions, including the hiring, onboarding, and performance management of faculty and staff.
- Manage the college's fiscal operations, including budget development, financial reporting, resource allocation, and oversight of financial compliance.
- Lead and manage the Reappointment, Promotion, and Tenure processes, ensuring adherence to university policies and faculty governance standards.
- Oversee the development, review, and implementation of college policies and procedures, including the CVAD bylaws and written operational practices.
- Support and coordinate data and information management, including institutional reporting, compliance documentation, and strategic use of data for planning.
- Provide analysis and recommendations to the Dean on space utilization, budgetary priorities, personnel planning, and accreditation requirements.
- Ensure compliance with institutional, state, and federal regulations across all administrative operations.
- Represent the College in administrative matters with university offices such as the UNT Provost's Office, Budget Office, Office of the President, and others.
- Collaborate with the Dean and other senior leaders on strategic planning and organizational development.
- Support faculty and departments in accreditation processes and program reviews, ensuring timely and accurate documentation and response to institutional requirements.
- Contribute to the ongoing enhancement of college operations, promoting a culture of transparency, accountability, and continuous improvement.

Additional Responsibilities

As a senior executive in the Dean's Office, the Senior Associate Dean for Administrative Affairs contributes to broader college leadership and strategic initiatives, including curriculum planning, faculty development, advancement efforts, and office operations. In the absence of the Dean, the Senior Associate Dean serves as the collegiate executive officer, providing continuity in leadership and decision-making for the College.

Academic Unit Chairs and Directors

Department Chairs and Program Directors in the College of Visual Arts and Design provide essential academic and administrative leadership within their units. In coordination with the Dean, they are responsible for guiding their departments and programs in alignment with the policies, procedures, and mission of CVAD and the broader university. Chairs and Directors are appointed based on a recommendation by department faculty to the Dean, reflecting a majority

faculty vote. Appointments are for a three-year term and may be renewed, pending a performance review by the Dean and renewed support of the department faculty.

General Responsibilities

Academic Chairs and Directors oversee the daily operations of their units in collaboration with the Dean, Provost, faculty, and other university administrators. Their leadership responsibilities may include but are not limited to the following.

Faculty and Staff Development

- Lead faculty and staff recruitment efforts to promote excellence, diversity, and equity.
- Conduct annual meetings with faculty and staff to review performance, workload, and professional goals.
- Prepare annual evaluations and make merit and salary recommendations.
- Coordinate faculty promotion and tenure processes per college and university policies.
- Support faculty development in research, teaching, and creative practices.
- Guide long- and short-term departmental planning aligned with strategic goals.
- Foster a collegial and inclusive departmental culture.
-

Curriculum and Academic Programs

- Oversee the development, implementation, and assessment of undergraduate and graduate curricula.
- Ensure compliance with academic standards, policies, and accreditation requirements.
- Develop course schedules and assign faculty teaching loads equitably, balancing student demand and resource availability.
- Plan long-term course offerings to support timely student progress toward degree completion.
- Collaborate with campus and external partners on curriculum alignment and articulation agreements.
- Lead and manage academic program reviews and outcomes assessments.

Student Affairs

- Promote student recruitment, retention, and success in collaboration with college leadership.
- Support advising and mentoring efforts, working closely with CVAD Advising and Student Services and the UNT Career Center.
- Manage student concerns, grievances, and appeals in accordance with university policy.
- Maintain appropriate student records and oversee program-specific student services.

Management and Administrative Oversight

- Manage space, facilities, and equipment in consultation with the Dean's Office.
- Ensure appropriate staffing of departmental and college committees.
- Oversee department budgets, course fees, and fiscal responsibilities with transparency and stewardship.
- Respond to compliance, data reporting, and administrative accountability requirements.
- Serve on college and university committees and represent the department at official functions.
- Prepare departmental reports and communications as required.
- Support external engagement efforts, including fund-raising and advancement, in collaboration with the Dean and University Advancement.
- Act as liaison between faculty/staff and college or university administration.
- Foster connections with alumni, community partners, and professional organizations.
- Promote a professional, inclusive, and respectful climate for all faculty, staff, and students.
- Attend leadership development and university events as needed or assigned by the Dean.

Delegation and Interim Appointments

Chairs may delegate responsibilities to Associate Chairs, Area Coordinators, or Directors where unit size or complexity warrants. These roles may carry specific curricular, operational, or administrative oversight as defined by the Chair and approved by the Dean, in consultation with departmental faculty. Terms for these roles are typically three years and are renewable upon review.

In cases of an unexpected vacancy, the Dean may appoint an Interim Chair or Director for a defined period, in consultation with the department faculty and the College's Faculty Advisory Committee.

College Structure and Governance

(3.3) College Bylaws and Committees

Adopted: August 14, 2023

If any aspect of this document should conflict with official university policy, official UNT policy will take precedence.

Preamble

The faculty of the College of Visual Arts and Design of the University of North Texas affirm their collective commitment to research, teaching, and service to the University. Members of the college recognize their responsibility in these areas to the university administration, the Board of Regents, and the people of Texas.

“Shared governance is a central tenet of academic decision-making at UNT, as it is in higher education at major public universities throughout the United States, and the participation of faculty assures that academic quality remains at the heart of the decision-making process. Faculty shall have a voice in academic policy and all academic decisions, as authorized by state law, rules of the Texas Higher Education Coordinating Board, Regents Rules, and UNT policy, through the Faculty Senate; department and school/college elected and appointed committees; and faculty advisory councils. Authority for decisions, however, vests in the Board of Regents, chancellor, and the president. The president may delegate authority to other members of the university administration as allowed by state law and Regents Rules; however, authority rests only with individuals — who are directly accountable for the decisions they make — and may not rest with a committee.” (UNT Policy 06.047)

Article I. The Faculty

A. Membership and Voting Rights

The voting membership of the faculty includes all continuing full-time faculty with at least a 50% appointment in the College of Visual Arts and Design at the University of North Texas, unless prohibited by other university regulations. Voting privileges are not extended to adjunct instructors hired on an equivalent to a full teaching load. Faculty on leaves of absence from the university, including sick leave and development leave, relinquish voting rights for the duration of their leave. Quorum is met by 50% plus one (1) of voting membership.

The faculty of CVAD also affirm their collective commitment, as both a responsibility and a prerogative, to the principle of shared governance of the college, as defined by UNT policy

06.047_ Shared Governance and the Role of Advisory Committees and the Academic Administration.

B. Meetings and Meeting Notifications

Regular meetings of the college full-time faculty are called at least once each long semester by the Dean or by petition of one-third of the college faculty. Agenda items are solicited from all faculty members at least one week prior to the notification of the meeting. Notification of meetings is given to all faculty members at least one week in advance of the meeting, which will include the general order of business to be considered. Any issue or concern affecting the college rather than an individual or department, may be brought before the college faculty. These may include, for example, issues of governance, budget, strategy, or mission. Any issue that has not been previously listed in a notification will not be brought to a vote until the next meeting of the faculty. When necessary, the Dean may waive the one-week notification. The faculty may, by a two-thirds vote of those present and voting, waive any limitations imposed by this section, to consider a particular item of business.

Article II. College of Visual Arts and Design Committees

The effective operation of the College and Departments is dependent upon the active participation of all faculty members in the various committees and groups that represent the college in academic, administrative, and personnel matters. All members of the faculty should share in non-instructional activities carried out by the committees and groups of the college in congruence with their individual faculty workload.

All full-time faculty members with voting privileges who have at least a 50% appointment in the College of Visual Arts and Design can be elected to serve on all college governance committees, standing committees, and ad hoc committees, except when prohibited by university regulations. Faculty with less than a 50% appointment in the College of Visual Arts and Design and part-time faculty may serve on Standing and Ad Hoc Committees when it is mutually agreeable.

A. CVAD Committee Groups and Subgroups

1. Governance Committees

- a. College Review Committee;
- b. Departmental Unit Review Committees — these committees will be responsible for both Reappointment, Promotion, and Tenure (RPT), and Annual Merit Evaluation (PAC). (Due to the numbers of eligible faculty at rank, the departments of Art Education and Art History will caucus together to form a single departmental unit review committee among their members);
- c. Full-Time Professional Faculty Unit Review Committee; and
- d. College Academic Committee.

2. Standing Committees

- a. Research Infrastructure Committee;
- b. Faculty Advisory Committee;
- c. Staff Advisory Committee; and
- d. Student Advisory Committee

3. Ad Hoc Committees, which serve special functions not delegated by these bylaws or standing committees and are appointed only as needed.

B. Election and/or Appointment to Committees

1. Governance and Standing Committees

In all cases, the members will be chosen by a simple majority vote of all full-time faculty members who are eligible to vote.

All Unit Review Committees shall be selected by a vote of eligible department faculty by department. Professional Faculty Unit Review Committee membership will be selected by a vote of full-time non-tenure system faculty across the college.

This vote shall occur at the end of the Spring semester prior to the term of service on the committee. Appointments will be granted priority, as follows.

Departmental Unit Review Committees
Professional Faculty Unit Review Committee
College Review Committee
Academic Committee
Faculty Advisory Committee

Faculty are not eligible to serve two consecutive two-year terms on the Departmental RPT Committee or College RPT Committee, except in such cases where committee membership would otherwise be compromised. Faculty members are eligible to serve two consecutive two-year terms on the Academic and/or the Faculty Advisory Committees.

C. Ad Hoc Committees

Appointment to ad hoc committees is made by the Dean in consultation with Department Chairs and Directors.

D. Replacement of Members

If a committee member is not participating fully or is unable to participate fully in the duties of the committee, the appropriate committee chair will address any concerns with the committee member. If the needs of the committee cannot be met through the contributions of the member, the following process will be followed: the committee chair will inform the Dean and the appropriate Department Chair. The Department Chair will secure a replacement, who will be put forward to the Dean for approval.

Replacements to ad hoc committees are made by the Dean, in consultation with the appropriate unit administrator(s).

E. Composition and Actions of Governance Committees

Academic Committee

The Academic Committee is chaired by the Associate Dean for Academic and Student Affairs, who is responsible for the agenda and only votes in the event of a tie. Additional committee members having voting rights include the following.

Department Chair of Art Education

Department Chair of Art History

Department Chair of Design

Department Chair of Studio Art

Director of CVAD Foundations

Three full-time faculty members elected at-large from across the college.

There may be no more than two representatives at large from any single department at any time on this committee.

This committee is responsible for both graduate and undergraduate instructional programs. Specifically, the Academic Committee studies and makes recommendations concerning requests for the addition, deletion, or modification of graduate and

undergraduate courses or programs. The committee will not vote on matters related to a particular program in the absence of a representative from that program. Department Chairs and the Associate Dean for Academic and Student Affairs are considered representatives of the programs under their purview. These recommendations are then brought forward to the Dean and subsequently to the appropriate university body, such as the Undergraduate University Curriculum Committee or Graduate Council, for consideration and action.

1. Departmental/Programmatic Unit Review Committees

The committee membership shall comprise the following.

Five members from within the department at the rank of Professor or Associate Professor. Membership at the rank of Professor may be necessitated by scheduled RPT action. Should there be insufficient faculty at rank, substitutions may be necessary.

These committees will have a staggered membership to ensure continuity year-to-year. (In order to deal with matters of service equity across the college, it may be necessary for larger departments to provide faculty members to serve on smaller departmental unit review committees.)

2. Professional Faculty Unit Review Committee

The committee membership shall be comprised of the following:

Five members from within the college from the professional faculty at the rank of Senior Lecturer/Principal Lecturer

Membership at the rank of Principal Lecturer may be necessitated by scheduled retention or promotion action. Should there be insufficient faculty at rank, substitutions may be necessary. Should there be no RP actions scheduled for a committee, the membership may be reduced to three.

This committee will have a staggered membership to ensure continuity year-to-year.

In the College of Visual Arts and Design, the members of the various departmental unit review committees and Professional Faculty Unit Review Committee share dual responsibilities. In the fall semester, these committees are responsible for matters of retention, promotion, and/or tenure. In the spring

semester, these committees are responsible for annual merit review comments and may be responsible for progress toward tenure reviews for tenure candidates in their first, second, third and fifth years. The departmental Unit Review Committees, Professional Faculty Unit Review Committee, and the College Review Committee elect their own chairs and chairs-elect.

- a. In matters of annual peer evaluation for merit, the Departmental and Professional Faculty Unit Review Committees:

Follow the procedures for annual merit recommendation, as outlined in relevant university policy (see 06.007: Annual Review) and these bylaws, and conduct the process in cooperation with the appropriate unit administrator,

Follow the relevant departmental/programmatic evaluation criteria in teaching, research, and service relevant to each faculty member,

Provide a consultative document to the unit administrator in line with the provost's established calendar and the Administrators' content and formatting requests; and

In the College of Visual Arts and Design, faculty members have the opportunity upon the receipt of the merit evaluation to meet with their unit administrator.

- b. In matters of retention, promotion, and tenure, the Departmental Unit Review Committees:

Follow the procedures for reappointment, promotion, and tenure recommendation, as outlined in relevant university policy (see 06.004: Faculty Reappointment, Tenure and Promotion, and Reduced Appointment) and these bylaws.

Follow the departmental/programmatic evaluation criteria relevant to each faculty member; and

Review the pertinent faculty members, in line with the calendar established and published for the college, which is created in coordination with the calendar provided by the Provost's Office.

- c. In matters of retention and promotion, the Professional Faculty Unit Review Committee:

Follows the procedures for reappointment, promotion, and tenure recommendation, as outlined in relevant university policy (see 06.005: Professional Faculty Reappointment and Promotion) and these bylaws;

Follows the departmental/programmatic evaluation criteria relevant to each faculty member; and RPT/PAC guidelines for evaluating faculty in programs that exist outside of a specific department; and

Reviews the pertinent faculty members, in line with the calendar established and published for the college, which is created in coordination with the calendar provided by the Provost's Office.

CVAD Interdisciplinary Art and Design Studies, and Foundations Tenure/Tenure-Track Faculty Unit Review Committees

An IADS and Foundations unit review committee will be constituted by five members selected from the three departmental unit review committees. Membership will be resolved between the Department Chairs, Director of Foundations, and the Associate Dean for Academic and Student Affairs; however, there must be at least one representative from each of the three-unit review committees. This committee will evaluate IADS and Foundations tenure-track and/or tenured members using the programmatic criteria. The committee will make its recommendations to the faculty member's unit administrator.

CVAD Interdisciplinary Art and Design Studies, and Foundations Professional Faculty Unit Review Committees

Full-time Professional Faculty members in IADS and Foundations will be reviewed by the Professional Faculty Unit Review committee. The committee will evaluate the IADS and Foundations non-tenure system faculty member using their programmatic criteria. The committee will make its recommendations to the faculty member's unit administrator.

3. College Review Committee

There is one College Review Committee in the College of Visual Arts and Design. This committee is composed of five tenured faculty members elected at large. The faculty representatives are elected to a two-year term. All members of the committee must be at rank, in keeping with the faculty members to be reviewed.

The College Review Committee:

Follows the procedures for reappointment, promotion, and tenure recommendation as outlined in relevant university policy (see 06.004: Faculty Reappointment, Tenure and Promotion and Reduced Appointments, and 06.005: Non-Tenure Track Faculty Reappointment and Promotion) and these bylaws;

Follows the departmental/programmatic evaluation criteria relevant to each faculty member;

Reviews the pertinent faculty members, in line with the calendar established and published for the college, which is created in coordination with the calendar provided by the Provost's Office.

F. Composition and Actions of Standing Committees

1. Research Infrastructure Committee

The Research Infrastructure Committee evaluates applications for the following opportunities: Faculty Development Leave, CVAD Cornerstone and Flagship Faculty/Staff Grants, and the CVAD Student Project Awards. In CVAD, in addition to traditional definitions and practices, “research” always includes creative activity, practice and community-engaged work. The committee membership shall comprise the following.

Associate Dean for Academic and Student Affairs

One Full Professor — nominations, at large

One Associate Professor or Assistant Professor — nominations, at large

One Full-Time, Non-Tenure System Faculty — nominations, at large

Two At-Large — nominations, at large

There may be no more than two representatives from any single department at any time on this committee.

The Research Infrastructure Committee will:

Evaluate and recommend awards for Cornerstone and Flagship Grant applications;

Evaluate and recommend awards for CVAD Student Projects Award applications; and

Review Faculty Development Leave review applications and make recommendations to the Dean.

The chair of the committee will be the Associate Dean for Academic and Student Affairs.

Members of the Research Infrastructure Committee are elected by the faculty, and membership will consist of one full-professor, one associate or assistant professor, one professional faculty, and two additional members, elected at-large. All members are nominated and elected from across the College.

2. Faculty Advisory Committee

The Faculty Advisory Committee primarily serves as a communication conduit between the faculty and the Dean. It may make recommendations to the Dean concerning planning, college structure and governance, faculty affairs, and other matters pertinent to the mission of the College of Visual Arts and Design.

Members of the Faculty Advisory Committee are elected by the faculty, and the representation consists of three persons from the tenured/tenure track faculty, one member of the professional faculty, and one (1) at-large member. There may be no more than two representatives from any single department at any time on this committee.

3. Staff Advisory Committee

The Staff Advisory Committee primarily serves as a communication conduit between the staff and the Dean. It may make recommendations to the Dean concerning staff issues pertinent to the general operational issues of the College of Visual Arts and Design. The workload of staff elected to serve in this capacity should reflect this position and its activities.

Members of the Staff Advisor Committee are elected by the full-time staff, and the membership consists of five (5) persons from staff across the College.

4. Student Advisory Committee

The Student Advisory Committee primarily serves as a communication conduit between the students and the Dean. It may make recommendations to the Dean concerning student issues pertinent to the mission of the College of Visual Arts and Design.

Members of the Student Advisor Committee will be chosen to represent the various departments and programs in the College of Visual Arts and Design. Student representatives will be selected by the departmental/program unit administrator in consultation with departmental/program faculty. There may be up to two members from each department/program.

G. Composition and Actions of Ad Hoc Committees

Ad Hoc Committees serve special functions not delegated by the bylaws or standing committees. Ad Hoc Committees are appointed only as needed. While the grievance committee structure and process described below is one specific instance of an ad hoc committee, there are others. Even while the college's grievance policy is delineated below, it should be noted that the Office of [Equal Opportunity and Title IX](#) is the primary office at the University of North Texas responsible for enforcing the university's equal opportunity policies and for investigating complaints of discrimination, harassment, and retaliation.

Article II. College of Visual Arts and Grievance Committees

It is the philosophy of these bylaws that all grievances be resolved between the two parties and their immediate supervisors. Grievances related to discrimination, harassment, or retaliation are not subject to this requirement. If all attempts fail to reach accord, it is then appropriate to lodge a formal grievance following the procedure outlined below.

A. CVAD Grievance Processes and Procedures – Unit Level

Should any member of the faculty within a particular unit wish to register a grievance, the exact nature of the grievance must be presented in writing to the unit administrator.

Within 10 business days of presentation of the written statement of the nature of the grievance, the unit administrator convenes a formal meeting between the aggrieved parties. At this time, the unit administrator presents the grievance. Completion of this act constitutes formal initiation of the case, and the unit administrator opens the meeting for discussion.

Should a resolution not be reached at this meeting, an Ad Hoc Unit Grievance Committee is appointed to handle the resolution. This committee is composed of the following.

- One individual selected by the complainant
- One individual selected by the party against whom the claim is directed
- One individual selected by the unit administrator who will serve as chair of the committee. (The unit administrator is not eligible to serve on this committee.)

If the party against whom the claim is directed fails to appoint their own representative within five business days of the failure of resolution, the case at the unit level is forfeited. If the complainant fails to appoint their own representative within five business days, the case at the unit level is dismissed. Notice of such forfeiture or dismissal becomes a part of the record of the case.

Once all representatives have been designated by the concerned parties, the unit administrator shall charge the Ad Hoc Unit Grievance Committee. This meeting will constitute the beginning of the 10 business-day period the committee has to make its report to the unit administrator.

The Ad Hoc Unit Grievance Committee and the complainant have access to all documents relevant to the investigation. The Ad Hoc Unit Grievance Committee refers its evaluation of the case to the unit administrator. Within 10 business days, the unit

administrator must report to all parties what actions will be undertaken based on the ad hoc committee's evaluations.

In all cases, the chair of the Ad Hoc Unit Grievance Committee is responsible for the conveyance of records, one copy of which is placed in the permanent personnel file of the party against whom the claim is directed, and another given to the complainant. If the situation remains unresolved to the satisfaction of the complainant, they may appeal to the Dean of the college for redress in accordance with university policy.

B. CVAD Grievance Processes and Procedures — College Level

Should any member of the faculty or administrator wish to register a grievance before the College of Visual Arts and Design, the exact nature of the grievance must be presented in writing to the Dean.

Within 10 working days of presentation of the written statement of the nature of the grievance, the Dean convenes a formal meeting between the aggrieved parties. At this time, the Dean presents the grievance. Completion of this act constitutes formal initiation of the case, and the Dean opens the meeting for discussion.

Should a resolution not be reached at this meeting, this failure of resolution is reported to the Dean through confidential inter-office memo by the next working day. An Ad Hoc CVAD Grievance Committee is appointed to handle the resolution. This committee is composed of the following.

- One individual selected by the complainant
- One individual selected by the party against whom the claim is directed
- One individual selected by the Dean, who will serve as chair of the committee. The Dean is not eligible to serve on this committee.

If the party against whom the claim is directed fails to appoint their representative within five business days of the failure of resolution, the case at the unit level is forfeited. If the complainant fails to appoint their representative within five business days, the case at the unit level is dismissed. Notice of such forfeiture or dismissal becomes a part of the record of the case.

Once all representatives have been designated by the concerned parties, the Dean shall charge the Ad Hoc CVAD Grievance Committee. This meeting will constitute the

beginning of the 10 business-day period the committee must make its report to the Dean. The Ad Hoc College Grievance Committee and the Complainant have access to all documents relevant to the investigation. The Ad Hoc College Grievance Committee refers its evaluation of the case to the Dean of the College. Within 10 business days, the Dean must report to all parties what actions will be undertaken based on the ad hoc committee's evaluations.

C. Grievance Processes and Procedures — University Level

If the situation remains unresolved to the satisfaction of the complainant, they may choose to appeal per University Faculty Grievance Policy 06.051.

Article III. Faculty Workload

As delineated in UNT Policies 06.027: Academic Workload and 06.035: Academic Freedom and Academic Responsibility:

“Faculty members at the University of North Texas have a variety of duties and responsibilities associated with the mission of the institution, including the essential functions of teaching, research/scholarship/creative activities, and professional service/leadership. Work in these areas constitutes the faculty member’s professional obligation to the University and must reflect a 100%-time effort.” (UNT Policy 06.027)

“Faculty members are expected to maintain professional competence in their field of specialization, congruent with the teaching, service, and scholarly expectations of their UNT assignments. They are expected to exercise such competence in their teaching, public lectures, discussions, publications, performances, exhibitions, or other activities whereby scholarly and professional stature are demonstrated and may be appraised.” (UNT Policy 06.035)

“Specific faculty members’ responsibilities include, but are not limited to, preparing for and meeting their assignments (including scheduled classes); conferring with, mentoring, and advising students; evaluating fairly and promptly reporting student achievements; assessing learning goals and outcomes; participating in those group deliberations which relate to the development of instructional programs; and working collaboratively with their colleagues in their respective units and with administrators to facilitate student learning and educational experiences.” (UNT Policy 06.035)

“Appropriate stewardship of resources, participation in governance, cooperation and collaboration toward department, college, and university goals, and the ability to compromise and work to benefit these units and their constituents are expected of faculty members, as are respect for diverse personalities, perspectives, styles and demographic characteristics, and maintenance of an atmosphere of civility.” (UNT Policy 06.035)

While not all members of faculty will have a workload percentage assigned in each of the below categories, the cited workload policy and the below definitions and practices apply equally to tenure-system faculty, non-tenure system faculty, and faculty who hold administrative appointments.

A. Standard Workload Assignments

While workloads are by their nature variable depending upon faculty performance and other responsibilities, in the College of Visual Arts and Design, standard workloads are as follow.

Professional faculty

Teaching: 80%

Service: 20%

Tenure-system faculty*

Teaching: 40-60%

Research, Creative Activity: 20-60%

Service: 0-20%

Tenure-system faculty administrators

Administration: 60-95%

Teaching: 0-20%

Research, Creative Activity: 0-20%

Service: 0-20%

*It is anticipated that most tenure-system faculty will be research active and fall into the following workload schema.

Teaching: 40%

Research/Creative Activity: 40%

Service: 20%

Definitions

1. **Teaching** includes that taking place during organized classes. A single class in an academic year will normally represent 10% of a faculty workload, but this percentage may be more or less than 10% depending upon the local context. Teaching also includes supervising special problems, internships, research projects, projects in lieu of thesis, theses, and dissertations, as well as serving on related committees. Supervision of undergraduate or graduate research will not typically warrant adjustments to a faculty member's standard teaching load, but workload adjustments may be appropriate in exceptional circumstances.
2. **Research Creative Activity** includes original and applied research, scholarship, creative activity, and design work, as delineated in departmental and/or program evaluation criteria.
3. **Service** includes faculty citizenship activities that contribute to the functioning and shared governance of the program, department, college, and university, as well as to the discipline of the individual faculty that is regional, national, or international in scope. A 20% service load should be understood as the equivalent of one day per week over nine months on service-related activity.
4. **Administration** roles here refer to those assigned to unit administration, such as Director of CVAD Foundations, Department Chair, and Associate Dean. Responsibilities include those related to the operation of the college or its programs. Administrative responsibilities may be related to educational, budgetary, and/or scholarly operations of the college, as well as to personnel management and student affairs.

Per policy, "[t]he responsibility for assigning faculty workloads rests with the unit administrator," who is charged "to ensure that the unit meets instructional responsibility while respecting the faculty member's academic goals." To that end, in the College of Visual Arts and Design, as part of each faculty member's annual meeting with their unit administrator at the completion of the merit review process, workload for the following academic year will be established using the form in the appendices. Both the merit review and the draft workload document should be distributed to the faculty member by the unit administrator in preparation for the meeting in which variations or adjustments to workload are addressed and documented. Faculty seeking an adjustment to their workload should discuss this with their unit administrator.

Should an agreement not be reached, faculty may choose to engage in the described grievance process.

Article Iv. Administrative Organization of the College

A. Agents of the College

In keeping with the university and college's policy and principle of shared governance, college affairs are conducted by the agents of the college.

Dean

Senior Associate Dean for Administrative Affairs

Associate Dean for Academic and Student Affairs

Chair of the Department of Art Education

Chair of the Department of Art History

Chair of the Department of Design

Chair of the Department of Studio Art

Director of Foundations

B. Academic Departments, Programs, and Concentrations

For the purposes of administration, representation, and evaluation, full-time faculty members are housed either within a department or a program. The College of Visual Arts and Design is organized into four departments, the CVAD Foundations program, and the Interdisciplinary Art and Design Studies program.

Programs

Foundations

Interdisciplinary Art and Design Studies with concentrations in:

- Open Track
- Design Management
- Arts Management

Departments

Department of Art Education, with programs in:

- Art Museum Education
- Art Education

Department of Art History, with programs in:

- Art History

Department of Design, with programs and concentrations in:

- Communication Design
 - Graphic Design
 - User-Experience Design
- Fashion Design
- Interaction Design
- Interior Design

Department of Studio Art with concentrations in:

- Ceramics
- Drawing and Painting
- Metalsmithing and Jewelry
- New Media Art
- Photography
- Printmaking
- Sculpture

Definitions

Programs: According to the university, programs are directly related to degree titles or certificates, i.e.: B.F.A. in Interior Design, M.A. in Art History, B.A. In Interdisciplinary Art and Design Studies. Further, according to the provost's office, it is also a term that can appropriately be applied to a non-degree granting program, as in the CVAD Foundations program.

Concentrations: Concentrations are generally discipline specific subdivisions within a program, 1.3: B.F.A. in Communication Design with concentrations in graphic design and user-experience design, B.F.A. in Studio Art with concentrations in ceramics, drawing and painting, metalsmithing and jewelry, new media art, photography, printmaking, and sculpture. This term is used to reference our concentrations in the UNT Catalog.

Track: Tracks is a term that is frequently used but has no official definition. The term correlates directly to "concentrations."

C. CVAD Initiatives, Centers, and Institutes

Administrative responsibilities for and oversight of CVAD initiatives, centers, and institutes are assigned by the Dean. Administrators report directly to the Dean or the Dean's designee.

Article V. Bylaw Implementation and Amendments

These bylaws are a living document and are automatically reviewed every three years (next review required in Academic Year 2025/2026) by an ad hoc committee appointed by the Dean but may be reviewed at any earlier time by a majority vote of the voting faculty or at the request of the Faculty Advisory Committee.

University policy supersedes the bylaws of an individual college. Should relevant university policy change, this will require an automatic review of this document.

Amendments to this document are ratified by a majority vote consisting of at least two-thirds of the voting faculty of the college at a meeting of the full college faculty or, (as necessary) via an appropriate electronic method. Any voting outcome will constitute a formal recommendation by the faculty of the college to the Dean of the college, in accordance with both CVAD and university policies on shared governance.

Faculty Policy and Procedures

(4.1) Policy Manual

The University of North Texas maintains a comprehensive set of policies and procedures designed to guide faculty in their professional responsibilities, teaching, research, service, and governance roles. These policies ensure consistency, fairness, and clarity in the academic and operational practices of the university.

All faculty members are expected to be familiar with university-wide policies, which are maintained in the official [UNT Policy Manual](#).

While the full manual provides detailed information on all institutional policies, this section of the CVAD Faculty Handbook highlights and links to selected policies that have a significant impact on the work, responsibilities, and rights of faculty within the College of Visual Arts and Design. These include policies related to academic freedom, faculty evaluation, workload, promotion and tenure, student engagement, and other essential areas relevant to the college's mission and disciplines.

Faculty are encouraged to review these highlighted policies and consult the full UNT Policy Manual regularly to stay informed about institutional updates and requirements.

Faculty Policy and Procedures

(4.3) Faculty Information System

The Faculty Information System is the University of North Texas' official, searchable, and comprehensive database of all faculty at UNT. This system is maintained in accordance with the Texas Education Code 51.974, which requires public access to certain faculty information at Texas higher education institutions.

FIS serves as an essential tool for faculty, providing a centralized platform to update and maintain employment-related information, including:

- Contact and appointment details
- Academic credentials
- Teaching assignments
- Research, scholarly, and creative activities
- Service contributions
- Awards and recognitions
-

Faculty are responsible for ensuring the accuracy and currency of their information in FIS. This system is used to generate reports for a variety of institutional and administrative processes, including:

- Annual Faculty Performance Reviews
- Promotion and Tenure Reviews
- Accreditation and Institutional Reporting
- Departmental and College Reports
-

Regular updates to FIS help support accurate institutional records, transparent reporting, and timely administrative processes that affect faculty careers and the reputation of the university.

Faculty may access FIS through the UNT Faculty Success portal at <https://my.unt.edu/>.

Training resources and support for FIS are available through the Office of the Provost and each academic department.

Faculty Procedures

(4.8) Faculty Travel and Reimbursement

Faculty travel plays a vital role in advancing the scholarly, creative, and professional missions of the College of Visual Arts and Design. To ensure proper planning, fiscal accountability, and compliance with university and state policies, all CVAD faculty must follow the procedures outlined below when engaging in university-related travel.

1. Travel Pre-Authorization

All faculty travel must be pre-authorized using the [CVAD Faculty Travel Request Form](#). This form must be:

- Fully completed and approved by the relevant account holder(s).
- Submitted to the CVAD Budget Officer at least 10 business days prior to the date of departure.
- Accompanied by a copy of the award memo if funded through a university grant account.

Important: Travel that is not pre-approved will not be reimbursed. This includes after-the-fact travel submissions, which are prohibited under CVAD regulations.

International Travel

- Faculty using university funding to travel internationally must register with **Risk Management** via the **UNT System International Travel Registry**.
- Ensure compliance with export control regulations and destination-specific requirements.

UNT System [Concur Travel System](#)

- All travel, including booking and reimbursements, must be processed through Concur.
- Each faculty member must submit their own travel in Concur; airfare for others, e.g., students or colleagues, may not be purchased.

2. Travel Reimbursement Procedures

Reimbursements are processed in accordance with the following.

- State of Texas Travel Regulations — for state-funded travel
- University policy and applicable law — for locally funded travel

To request reimbursement:

- Submit all receipts within 10 business days of your last day of travel.
- Any request submitted more than 60 days after travel will be treated as taxable income under IRS guidelines.

Receipts and Documentation

- **Meals:** If no receipts are submitted, the per diem rate will apply as funds allow. Actual cost reimbursements require itemized receipts with proof of payment.
- **Mileage:** Provide a point-to-point Google map or similar document.
- Receipts should be scanned as PDFs and emailed to the CVAD Budget Officer.

Useful resources

- Per Diem Rates Lookup
- UNT System Travel Guidelines
- Travel Discounts

3. Faculty Eligibility and Funding Limits

Only full-time faculty on continuing appointments, including Professors, Lecturers, and Resident Artists, are eligible to apply for CVAD faculty travel funds. Funding supports travel for the following.

- Presenting at academic conferences or exhibitions.
- Giving invited lectures, workshops, or performances.
- Serving as an officer or organizer for national or international organizations.
- Conducting research or official university business.

Funding is limited to actual expenses and may not exceed external support or personal funding contributions. Faculty are generally eligible for one funded trip per academic year through CVAD. Additional trips may be considered by the Dean on a case-by-case basis.

4. Supplemental Travel Support

The Office of the Provost offers a competitive Supplemental Travel Fund for faculty representing UNT at prestigious national or international events. Eligibility and award considerations include the following.

- Only full-time, continuing faculty.
- Events must be refereed, invited, or selected through a rigorous process.
- Funding supplements — but does not replace — departmental or external support.
- Activities must contribute significantly to the visibility and reputation of UNT and CVAD.

Only one supplemental award is allowed per faculty member per academic year. Applications must demonstrate the scholarly importance of the trip and include a minimum match of \$300.

5. Best Practices

- Always retain detailed, itemized receipts.
- Book travel through Concur or use personal funds (reimbursed after travel).
- Coordinate early with the CVAD Budget Officer to avoid processing delays.
- Notify the department immediately if a planned and approved trip is canceled or postponed.

Reminder: Incomplete or late travel requests will be returned.

Faculty Policy and Procedures

(4.9) SharePoint: Central Access Hub

What is SharePoint?

SharePoint is CVAD's centralized digital platform for storing, organizing, and accessing important college documents, resources, and communications. It serves as a secure, cloud-based repository where faculty and staff can find up-to-date materials relevant to academic and administrative operations. These may include policies, meeting agendas and minutes, forms, instructional resources, strategic planning documents, and more.

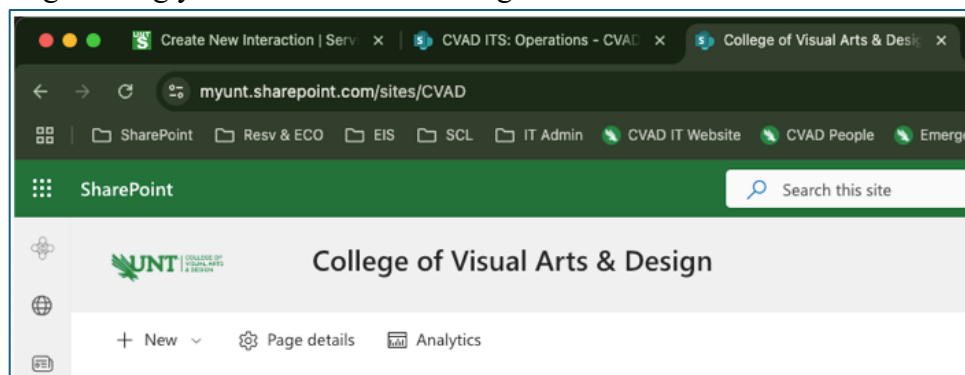
By consolidating resources into one accessible location, SharePoint helps streamline communication and ensures consistency across departments.

How to Access SharePoint Dashboard and File Share website

To access the CVAD SharePoint Dashboard and File Share site:

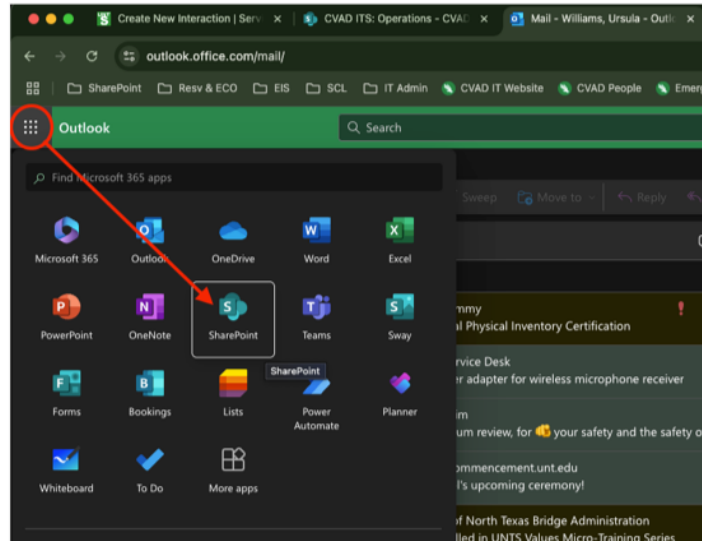
1. Use your Web Browser for Direct Access

- You can access the CVAD SharePoint directly through any web browser by visiting the following link. **Recommendation:** Bookmark the URL for easy access.
- URL: <https://myunt.sharepoint.com/sites/CVAD>
- Log in using your UNT credentials to gain access.



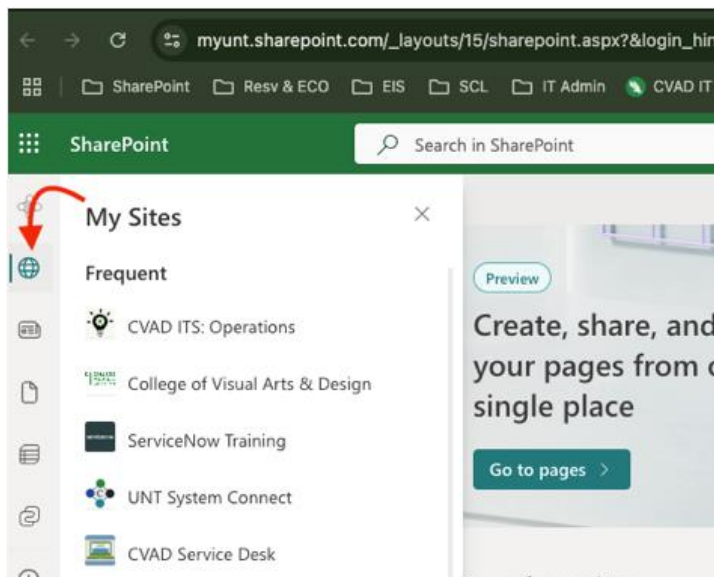
2. Access Through Your Online Microsoft Account

- If you are already logged into your Microsoft account through a web browser, <https://outlook.office.com/mail/>, simply click the grid icon in the upper left corner of any Microsoft page and select **SharePoint** from the menu.
- You will be directed to a landing page that displays all the SharePoint sites you are following, recently accessed sites, and news from other SharePoint sites.



3. Navigating Frequent and Followed Sites

On the left side of the landing page, you can click the globe icon to access a list of SharePoint sites you visit frequently and those you are following.



4. Need Help?

- a. For assistance accessing or using SharePoint, please contact [CVAD IT Services](#).

Important Tip: Be sure to regularly check SharePoint for updates, as new documents and announcements are posted frequently to keep faculty informed and equipped.

Duties of the Faculty

(5.1) Duties of Full-time Faculty

Full-time faculty in the College of Visual Arts and Design are responsible for a combination of teaching, professional development, and service to the college, university, and broader community. These duties are outlined as follows.

Teaching and Related Responsibilities

The standard full-time teaching load is as follows.

- 12 contact hours per week for studio courses, or
- Six contact hours per week for academic lecture courses.

Faculty assigned to teach across multiple formats (e.g., a mix of studio, lecture, and independent study) will have their teaching loads proportionally balanced based on these established ratios.

In addition to teaching assigned courses, full-time faculty are responsible for:

- Collaborating with colleagues on curriculum development and departmental policy
- Maintaining accurate records of student attendance, academic progress, and course materials
- Advising students, including participating in semester-end evaluations, seminar advising, and student reviews as appropriate
- Holding regular office hours, with a minimum of one hour per week for each 3-credit course taught, to provide students with opportunities for individual consultation and support
- Maintaining timely and professional correspondence with students, college, and university personnel through email, online platforms, or in-person communication
- Participating in college events such as First Flight, commencement, CVAD Celebrates, and general faculty meetings
- For studio faculty: actively supporting the Hazardous Materials Management and Safety Precautions Program, and providing students with clear, written and verbal safety guidelines

Professional Responsibilities

Full-time faculty are expected to maintain and demonstrate professional activity and accomplishment through the following

- Public exhibitions of creative work, commissions, scholarly publications, or other professionally presented work
- Active participation and leadership in relevant professional organizations
- Staying current with developments, literature, and trends within their areas of specialization, engaging in continuous professional growth.

Service Responsibilities

Service is a vital component of full-time faculty duties. Faculty are expected to:

- Participate in college and university committees, initiatives, and governance
- Contribute to the advancement of college programs, student projects, and institutional priorities
- Engage in activities that represent the college and their professional fields within the broader community
- Serve on at least one college or university committee per year as part of their service commitment

Note: Specific teaching, professional, and service responsibilities may vary by area. Faculty are encouraged to consult with their Division Chair or Director for guidance and clarification regarding their duties and expectations.

Duties of the Faculty

(5.1.2) Faculty Workload

Faculty workload assignments at CVAD are made in consultation with your department chair during the late spring and early summer months. These assignments reflect a balance of teaching, research, service, and other professional responsibilities, in alignment with the department's goals and the college's academic mission.

Workload Components

The workload for each faculty member typically includes the following areas.

- **Teaching:** Classroom instruction, course development, and advising responsibilities.
- **Research:** Scholarly or creative activities, including research projects, publications, or exhibitions.
- **Service:** Participation in departmental, college, and university committees, as well as professional service outside of the university.
- **Other Assignments:** This may include administrative duties, curriculum development, and mentoring.

Assignment Process

Workload assignments are made after a collaborative discussion between faculty members and their department chairs. This process usually takes place in the late spring or early summer to ensure all faculty members are informed of their responsibilities for the upcoming academic year. The final assignments will be based on factors such as teaching needs, research goals, and departmental priorities.

Accessing Workload Documents

All faculty workload documents, including specific assignments and guidelines, can be found on the CVAD SharePoint site. Faculty are encouraged to review these documents regularly to stay informed about any updates or changes to workload expectations.

To access the documents, please visit the [CVAD SharePoint Dashboard and Fileshare](#) and log in with your UNT credentials.

Duties of the Faculty

(5.4) Part-time Teaching Loads for Adjunct Instructors

Part-time teaching assignments in the College of Visual Arts and Design are determined in relation to the standard teaching load of a lecturer. A full teaching load for part-time faculty or lecturers is four courses, each carrying three semester credit hours. A half-time load is two courses or fewer per semester.

Responsibilities of Part-Time Faculty

In addition to their teaching responsibilities, part-time faculty members are expected to:

- Support instructional duties related to capstone exhibitions and events.
- Participate in division or area activities and, when invited, take part in divisional or area voting.
 - Participation in entry and exit reviews will be determined by the Division Chair at the time of appointment.

College Faculty Meetings

Attendance at college faculty meetings is optional for part-time faculty members.

Duties of the Faculty

(5.5) Summer Teaching

The College of Visual Arts and Design follows the summer school policies established by the University. To assist in preparing the college's summer instructional budget, faculty will be asked to submit their proposed summer teaching plans to their Division Chair during the fall semester. These plans are subject to approval by the Associate Dean for Academic and Student Affairs. Compensation for summer teaching assignments will follow the University's established guidelines. Additional information can be found on the [Summer School Compensation](#) page of the Provost's website.

Summer Salary Guidelines

Full-time summer salaries are calculated at a rate of 2.77% of the faculty member's nine-month budgeted salary per semester credit hour. Summer compensation rates are subject to change in accordance with university policy.

Examples of full-time summer assignments (100% FTE):

- Teaching two three-credit courses
- Teaching a combination of courses and applied work that together equal 100% FTE

Academic Courses and Enrollment Minimums

Summer course salaries are contingent upon meeting the minimum enrollment standards set by the state.

Duties of the Faculty

(5.6) Teaching Assistants and Fellows

TA, TF and GSAs: Positions for Teaching Fellows, Teaching Assistants, and Graduate Service Assistants are allocated annually to the College of Visual Arts and Design. The Associate Dean for Academic and Student Affairs distributes these positions to each department/program, often in consultation with them. These allocations are typically based on the prior year's allocations, college needs, and undergraduate enrollment. Department/Program Chairs/Directors are also responsible for assigning positions within their areas according to enrollment demands and strategic priorities.

Teaching Fellows have direct student contact in a formal instructional setting and are charged with primary responsibility for teaching a course for credit under the direct supervision of a faculty member or chair, receiving regular in-service training and planned and periodic evaluations. Teaching fellows are listed as the instructor of record.

Teaching Assistants are graduate students who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process, such as grading, tutoring, etc. Teaching assistants may not be listed as instructor of record and duties must be part of the graduate students overall educational program.

Graduate Services Assistants are graduate students whose responsibilities are administrative in nature or consist of other activities that do not generally fit within the TF or TA job responsibilities but contribute to the overall academic progress or professional development of the student. Duties assigned should be part of the graduate students overall educational program.

Research Assistants are graduate students who are engaged in research activities under the direction and supervision of a principal investigator or faculty working on research. RAs are very rarely appointed by the college; they are almost always paid for by funding obtained by individual faculty members.

Eligibility and Application Process

For appointments in the Fall and Spring terms, students must be enrolled full-time (nine credit hours) to be employed as a TA, TF, or GSA. If the student is in their final term of graduate school and cannot enroll in nine hours, they must apply for a Reduced Courseload Request with the [Reduced Course Load Request](#) on the Toulouse Graduate School website.

Students who apply without having their enrollment completed will have their application rejected and be asked to reapply once they fulfill this requirement.

To ensure compliance with university policy criminal history checks will be conducted on all salaried graduate students once they accept their position. Students must maintain good academic standing — a minimum 3.0 GPA — while employed. All new TAs, TFs, and GSAs whose first language is not English must provide verification from Intensive English Language Institute, confirming completion of English proficiency testing, as required by state law.

All appointments for TFs, TAs, and GSAs must comply with university guidelines for recruitment, selection, orientation, supervision, and evaluation, as outlined in the [University Policy Manual](#).

- Recruitment and Selection of Teaching Fellows and Teaching Assistants (06.020)
- Orientation, Supervision, and Evaluation of Academic Assistants (06.021)
-

Position Types and Benefits

- TF, TA, and GSA positions are typically offered at either:
 - o 50% Full-Time Equivalent (FTE) — 20 hours per week
 - o **25% FTE** — 10 hours per week
- Funded positions at **50% FTE** are considered full-time for benefits eligibility and include certain benefits and in-state tuition rates. For additional details on tuition exemptions and waivers, refer to Exemptions and Waivers from Tuition and Fees (10.001).

Positions funded from sources outside the regular TA, TF, or GSA budget, referred to as unfunded positions, do not carry tuition benefits. Stipend rates for TFs, TAs, and GSAs are determined in accordance with the UNT Graduate Student Recruitment and Retention Plan available on the [Graduate Student Appointments webpage](#) of the UNT Office of the Provost website.

Teaching Fellow Credentials

A graduate student with fewer than 18 credits can serve only as a Teaching Assistant and a regularly appointed faculty member must be instructor of record. The faculty member is responsible for ensuring the delivery of proper instruction.

Duties of the Faculty

(5.6.1) Teaching Assistant, Teaching Fellow, and Graduate Services Assistants Appointment and Renewal

Renewal of TA, TF, GSA Appointment

Teaching Assistant, Teaching Fellow, and Graduate Services Assistants positions in the College of Visual Arts and Design are appointed on an annual basis, with no guarantee of renewal beyond the academic year of appointment. All appointments are contingent upon student enrollment and available funding. Given satisfactory job performance and under normal circumstances, salaried graduate appointments are limited to the following.

- Two years total for students pursuing a master's degree
- A maximum of five years total for students pursuing a doctoral degree

A division may request an exception to these limits by submitting a written rationale to the Associate Dean for Academic and Student Affairs, based on either critical instructional need or extenuating circumstances regarding the student's academic progress.

Note: Faculty within a division or area may establish stricter renewal limits, but these must be formally approved, published, and communicated to applicants prior to their initial appointment.

Renewal Process and Deadlines

- There is an **early spring semester priority deadline** for TA, TF, GSA applications, typically **around April 5** for the following summer and fall terms and **around Oct. 14** for the following spring term.
- Current appointees must reapply for renewal by this deadline.
- Renewal decisions will be made alongside scholarship decisions. The Associate Dean for Academic and Student Affairs will set an advisory deadline for chairs, directors or other supervisors to submit renewal recommendations.
- When a renewal is not recommended, one of the following reasons must be documented.
 - o The student has reached their total eligibility limit.
 - o The student is graduating or otherwise leaving their UNT program.
 - o The student's performance of duties has been unsatisfactory.
 - o The student has not made satisfactory progress toward their graduate degree.

The college has a Graduate Student Assistant Evaluation form to be used for evaluation of TFs, TAs, and GSAs. Non-renewal may not be based on the identification of other applicants with greater promise.

New Appointments

After renewal decisions are finalized, the Associate Dean for Academic and Student Affairs and Division Chairs and Directors will determine new appointments based on enrollment projections, instructional needs, and available funding. New appointments should be made as early as possible to support recruitment efforts, ideally in coordination with scholarship offers.

Only full fellowships and assistantships with confirmed funding and enrollment will typically be authorized for appointment in the spring. As with renewal recommendations, all new appointment recommendations must reflect the collective decision of the division or area faculty and be submitted by the Division Chair or Director.

Once approved by the Associate Dean for Academic and Student Affairs, appointment letters and contracts will be issued by the Dean's Office. These documents will include the acceptance deadline and instructions for submitting all required documentation. Letters will be distributed on a rolling basis, as appointments are finalized.

Offers may be rescinded due to low enrollment numbers and subsequent course cancellations, or due to the students' inability to attend the mandatory orientation or course schedule. At the time of application, students are responsible for notifying the college of any unavailability they have for the term.

Orientation and Mentoring

All newly appointed and returning Teaching Assistants, Teaching Fellows, and Graduate Services Assistants are required to attend a mandatory division- or area-wide orientation before the start of fall semester classes; some of these begin a full week before classes begin. Specific teaching assignments and responsibilities will be determined by the division and supervised according to the college's Teaching Assistant and Fellow Mentoring Policy.

College Employment Prioritization

CVAD follows the following list of employment prioritization:

1. **Full-time/contracted faculty** – faculty need their expected teaching assignments to match their workload expectations. The college will be monitoring this at the college level more than in the past to ensure faculty are being deployed as they should. The 2021

change in teaching load from 3-2 to 2-2 should be accompanied by a concomitant increase in creative activity/research output.

2. **Graduate Assistants *within their funding window*** – The college has a commitment to the strength of its grad programs and must be committed to funding them through teaching, primarily.
3. Adjuncts
4. **Graduate Assistants *past their funding window*** – they may apply for funding beyond their offer letter but are not guaranteed placements/funding.

The funding window differs according to degree. The maximum but not guaranteed amount of time that a doctoral student can be funded is a total of five years. The maximum but not guaranteed amount of time that a M.F.A. student can be funded is a total of three years. The maximum but not guaranteed amount of time that a M.A. student can be funded is a total of two years.

Nobody is assured of teaching placements. It is always dependent on enrollments and funding, as well as regular evaluations of teaching or administrative work.

Duties of the Faculty

(5.6.2) Teaching Assistant and Fellow Mentoring

The College of Visual Arts and Design is committed to providing high-quality educational experiences for Teaching Assistants, Teaching Fellows, and Graduate Services Assistants and their students. Their college training should provide them with the guidance to achieve the two following main objectives.

1. To ensure that students are taught and assisted by qualified and dedicated Teaching Assistants, Fellows, and Graduate Services Assistants in an effective and supportive classroom or studio environment.
2. To prepare the aforementioned groups for successful careers as educators and creatives.

The Department of Studio Art has a mentoring program to help ensure that TAs, TFs, and GSAs receive the guidance and support necessary for this part of their academic career. In this program, each M.F.A. student receives a mentor who does not specialize in the student's medium.

Selection Process

Teaching Assistantships, Teaching Fellowships, and Graduate Services Assistants within the College of Visual Arts and Design require specific areas of expertise. Applications for these positions are reviewed by Division Chairs, Area Coordinators, or other designated faculty, in accordance with the guidelines outlined in Section 5.6.1, Teaching Assistant and Fellow Appointment and Renewal.

Orientation

A mandatory orientation is held at the beginning of each fall semester for both new and returning Teaching Assistants, Teaching Fellows, and Graduate Services Assistants. The orientation will cover key university policies, procedures, and expectations. Orientation materials will outline the specific expectations and responsibilities for TAs, TFs and GSAs within each division or area.

Syllabus Development

Instructors of record, Teaching Fellows, are responsible for developing course syllabi. The university requires that each syllabus include consistent elements, including UNT-specific and institutional academic requirements as well as legislative mandates. Instructors can find the required elements and additional guidelines in the **UNT Course Syllabi Requirements Policy** (Policy Manual, section 06.049). This policy also includes optional syllabus statements and

suggested language for course syllabi. We encourage all instructors to review the policy to stay updated on university and legislative syllabus requirements.

Observation & Assessment

To ensure the quality of instruction, mentor teachers or other approved faculty will observe each Teaching Fellow at least once during the long semester. Teaching Assistants will be observed as deemed appropriate by the faculty. Graduate Services Assistants will be evaluated by their supervisors. University-wide in-service opportunities will be provided to enhance teaching skills. TAs and TFs with teaching responsibilities are expected to meet all deadlines for submitting grades. After student evaluations of SPOT scores, [Student Perceptions of Teaching](#), and when applicable, Graduate Student Assistant Evaluation forms, are processed, the Chair/Director will review these evaluations and determine whether additional mentoring or support is necessary.

Duties of the Faculty

(5.7) Office Hours

Each faculty member is required to establish, post, and maintain office hours to ensure that students have adequate opportunities to meet and discuss academic matters. These office hours must comply with department and college policies and must be included in the semester schedules submitted to the division and college administrative offices.

While office hours may vary depending on course level and format, faculty must ensure that they are available to students on a regular, consistent basis that is convenient for student schedules. Compliance with this requirement will be considered during the annual merit evaluation process.

To support efficient and effective functioning of the division and college administrative offices, faculty members must promptly inform their Division Administrative Assistants of their office hours and any subsequent changes. These schedules should be submitted at the beginning of each semester or term to facilitate the smooth coordination of instructional and administrative activities.

Reviews, Admissions, and Academic Advising

(6.1) Degree and Non-Degree Granting Programs

As one of the nation's most comprehensive visual arts schools, CVAD offers 16 undergraduate and 13 graduate degree programs, a graduate certificate program and concentrations in areas ranging from Art History to Communication Design to Photography, including eight programs with minor fields of study. Through effective teaching, CVAD faculty help students achieve excellence in their individual, artistic, and career goals. After the 2019 renovation and expansion, CVAD's 238,000-square-foot Art Building and the 25,242-square-foot Art Annex set a new standard for state-of-the-art facilities for teaching and scholarship in studio art, design, art education, art history and interdisciplinary art and design studies.

Degree Granting Programs | [Academics webpage](#)

B.A.: Bachelor of Arts

B.F.A.: Bachelor of Fine Arts

GAC: Graduate Academic Certificate

M.A.: Master of Arts

M.F.A.: Master of Fine Art

Ph.D.: Doctor of Philosophy

▲: Entry Review for Candidacy is Required

Art Education

B.F.A. ▲ | M.A. | Ph.D.

Art History

B.A. | M.A.

Communication Design

Graphic Design – B.F.A. ▲

User-Experience Design – B.F.A. ▲

Design

Interaction Design: M.A.

Fashion Design: B.F.A. ▲ | M.F.A.

Interior Design: B.F.A. ▲ | M.F.A.

IADS

Interdisciplinary Art & Design Studies: B.A.

Arts Management: B.A.

Design Management: B.A.

Studio Art | B.F.A. ▲ | M.F.A.

Ceramics

Drawing and Painting

Metalsmithing and Jewelry

New Media Art

Photography.

Printmaking

Sculpture

Non-Degree Granting Programs

Foundations courses

Art Museum Education: Graduate Academic Certificate

Reviews, Admissions, and Academic Advising

(6.2) Undergraduate and Graduate Entry- and Exit-Review

Processes

Entry and exit reviews are essential for maintaining high academic and creative standards across the College. While each program has its own specific requirements, all faculty are expected to participate in these reviews annually. Faculty should consult regularly with program coordinators, division chairs, and the associate dean to stay current on review procedures, schedules, and expectations.

These examples are provided for general guidance. Faculty should confirm timelines and details with their Division Chair as needed.

Undergraduate Entry Reviews

Many CVAD programs require students to complete an entry review before formally declaring their major. These reviews often include portfolio evaluations or other assessments to determine readiness for upper-division coursework.

Faculty Responsibilities

- Review student materials (e.g., portfolios, statements)
- Provide recommendations for acceptance into the major
- Participate in the development or refinement of review criteria
- Coordinate with CVAD Milnes Advising Center to complete official major declaration through the Advising Office

Studio Art Entry Review

- **Deadlines:** Oct. 15 and March 15
- **Process**
 - After the deadline, CVAD's [Milnes Advising Center](#) confirms student eligibility
 - Faculty receive notification via email to begin reviews (usually one week later)
 - Reviews are conducted in [UNT SlideRoom](#)
 - Faculty provide decisions on acceptance into the respective concentrations
 - Faculty should verify procedures with their program coordinator or chair each cycle

Interior Design Entry Review

- **Timeline:** Spring semester (freshman year)
- **Process:**
 - Students enrolled in **ADES 2630: Drawing for Interior Design** develop a portfolio for review
 - Portfolios are submitted near the end of the semester and evaluated through a **blind jury process** in May
 - Jury includes Interior Design faculty and invited design professionals
 - Evaluation criteria are developed collaboratively during faculty meetings and focus on technical skill, creative process, and professional potential
 - Approximately 80 to 120 students apply annually; 38–40 are selected for ADES 2640: Design Studio I
 - Faculty teaching ADES 2630 provide mentoring and preparation support throughout the semester

Graduate Entry Reviews

Graduate application review processes differ by department but generally require faculty to evaluate the following.

- Portfolios of creative work
- Statements of purpose or research interests
- Résumés or CVs
- Letters of recommendation

Art Education

- Accepts students for **fall and spring** admission
- Reviews conducted each semester based on current deadlines
- The program is transitioning to **UNT SlideRoom** for digital submissions

Art History

- **Deadlines:** Feb. 1 for fall, and Oct. 1 for spring
- Faculty conduct independent reviews of applications and then convene in mid-to-late February or October to finalize decisions.

Studio Art

- **Deadline:** Feb. 1 (priority)
- Faculty meet in early February to review applications collectively and determine final admissions decisions

Faculty are encouraged to communicate with program coordinators for the latest updates on tools and deadlines.

Exit Reviews, Capstone Projects and Exhibitions

Faculty play a central role in overseeing and assessing senior exit experiences, final projects, and public exhibitions across undergraduate and graduate levels.

Art History – B.A.

- Faculty teaching **ARTH 4800** and **ARTH 4848** complete institutional effectiveness rubrics
- Based on major writing assignments and research projects
- Faculty are encouraged to support presentations at UNT Scholars Day or local conferences
-

Art History – M.A.

- Faculty teaching **ARTH 5800**, **ART 5900**, and **ARTH 5849** complete assessment rubrics for final writing and research work
- The program hosts an M.A. Colloquium, where students publicly present research to their committee, faculty, and guests

Interior Design – B.F.A.

- Capstone Project — ADES 4640: Design Studio V
 - Seniors undertake independent research-based design projects in areas such as hospitality, healthcare, or workplace design
 - Faculty mentor students through project development, research integration, and design iteration
 - Students are encouraged to assemble interdisciplinary mentor teams including faculty and industry professionals
 - Projects are evaluated by faculty based on design quality, conceptual clarity, and presentation
- Interior Design Senior Show Exhibition
 - Held in late April or early May, depending on gallery availability
 - Faculty coordinate logistics, curate work, establish display standards, and invite external reviewers
- Interior Design Exit Review
 - Final assessments are conducted as part of ADES 4640 and ADES 4625: Professional Practice
 - No separate exit review process is held; evaluation is embedded within the course structure

Studio Art – B.F.A. and M.F.A.

- Capstone exhibitions are coordinated at the end of the program, as part of the Senior Studio course
- Faculty assess final artworks, support professional presentation, and may organize public exhibitions or critiques

Teaching: Administrative Resources

(7.2) Photocopying, Printing and Scanning

The primary copier/scanner for CVAD faculty use is located the Art Building, Room 235, against the back wall. This Ricoh copier/scanner is available for faculty to use for class-related copying, printing, and scanning.

Important Usage Guidelines

- This copier is not intended for producing bulk course materials, e.g., multiple copies of syllabi, exams, or handouts. For those requests, please see the section titled “Obtaining Materials for Your Classes.”
- The copier is for class-related materials only.

Copying Instructions

- Insert pages face up in the tray on top or place them on the glass screen.
- Select COPY and enter your personal copy code — provided by your department.
- Contact the Departmental Administrative Office staff, Art Building, Room 230, if you do not know your copier code.
- Letter-size copy paper is stored in boxes in the back left corner of the room. Legal and tabloid-sized paper are on the shelf unit.
- **Important:** When finished, hold down the reset button until the "copy code" screen appears. If it doesn't, press the reset button again until you are fully logged out.

Scanning Instructions

- Place pages in the tray or on the glass.
- Select SCAN and choose your name from the options.
- The scanned document will be emailed to your **UNT email address**.

Printing Instructions

- Select the printer “CVAD 235-HD color LaserJet M751DN on cvadprinta” on your computer.
- This printer will only print one copy of a document at a time.

Technical Support

If the copier, printer, or scanner malfunctions, do not attempt repairs yourself. Please contact CVAD IT for assistance by submitting a ticket at: <https://itservices.cvad.unt.edu/ticket>

Copier Code Management

The **Office Manager** for CVAD Academic Departments & Foundations maintains an updated list of all faculty copier codes, which are reassigned and distributed annually.

Teaching: Administrative Resources

(7.3) Canvas

Canvas is the official learning support system at UNT. Canvas provides an internet-based course site for each class taught at UNT, giving faculty and students a centralized location for course materials, announcements, assignments, grading, and communication.

Faculty are strongly encouraged to use Canvas to support their teaching, reduce the need for printed materials, and improve course organization and accessibility. Even for in-person courses, Canvas can serve as an essential tool for sharing syllabi, resources, assignments, and feedback.

Canvas Support and Training

The Division of Digital Strategy and Innovation's **Center for Learning Experimentation, Application, and Research** offers training, resources, and personalized support for using Canvas in your courses, including the following.

- Set up your course site
- Organize course content and files
- Create and grade assignments, quizzes, and discussions
- Communicate with students through announcements and messaging
- Manage grades and feedback through the gradebook

To access training opportunities and resources, visit the **Canvas Learning Management System webpage** of the Division of Digital Strategy and Innovation.

For additional assistance, you can contact CLEAR directly or explore their collection of self-paced guides and workshops.

Teaching: Administrative Resources

(7.4) Course Roster

To access your class rosters, please visit the faculty tab on your **MyUNT webpage**. If you encounter any onboarding issues and do not have access, please contact the CVAD Department Administration office staff to request a copy of your roster. They can download and send you the roster until your access is fully established.

Teaching: Administrative Resources

(7.5) Auditing Rolls

All faculty are required to report to the Registrar's Office on the attendance and academic progress of every student enrolled in their classes.

To report this information, faculty can use the Online Audit Roll available through the **MyUNT Faculty Center**. This system allows faculty to accomplish the following.

- Report attendance or non-attendance
- Report academic progress
- Add students who are attending a class but are not showing on the class roster
- Notify students and the Registrar's Office of all these items

The system will send emails to students with attendance or academic progress issues, along with any comments that the instructor wants to include. Students are *not* dropped because of this email.

Instructions for processing audit class rolls in the MyUNT Faculty Center can be found on the **EIS Help page**.

Teaching: Administrative Resources

(7.6) Student Evaluations of Faculty — SPOT Evaluations

Student Perceptions of Teaching Evaluations are the official course evaluation system at the University of North Texas. These evaluations are completed electronically by students at the end of each semester and are an important tool for gathering student feedback on teaching effectiveness and course experience.

Faculty Responsibilities

Faculty are expected to:

- Encourage students to complete their SPOT evaluations when the surveys become available via email toward the end of the semester.
- Remind students that their responses are anonymous and valuable in improving courses and teaching practices.
-

Accessing SPOT Results

Faculty can access their SPOT evaluation results online by logging in with their valid Enterprise User ID, EUID, at [MyUNTSys](#)tem — under the Faculty tab.

Additional Evaluation for Adjunct Faculty

In addition to SPOT evaluations, Adjunct Faculty are evaluated through classroom observations. Please refer to the “Classroom Evaluation of Adjunct Faculty” form available in the Forms Library on SharePoint for more information about this process.

Teaching: Administrative Resources

(7.7) Incomplete Grades

What is an Incomplete (I) Grade?

An Incomplete grade is a temporary, non-punitive grade assigned to a student who meets the following two key conditions.

1. The student is passing the course at the time the grade is assigned.
2. The student has a justifiable and documented reason, e.g., serious illness, military service, for being unable to complete the course requirements by the end of the term.

An “Incomplete” grade can be assigned only during the last one-fourth of the term or semester.

The student and instructor must agree on a timeline and specific requirements for completing the remaining coursework. These requirements should be detailed in the Request for Grade of Incomplete form, which must be signed by the instructor, student, and department chair. The instructor is also responsible for entering this information into the grade roster.

For courses taken Fall 2007 or later, if the incomplete work is not completed within the designated timeframe (not exceeding one year), the I grade will automatically convert to an “F” unless the instructor has specified a different automatic grade.

How to Assign a Grade of “Incomplete”

To assign an “I” grade, the following conditions must be met.

1. The student must be passing the course at the time the Incomplete grade is given.
2. The student must provide a valid reason (e.g., illness, personal emergencies) for not completing the coursework on time.
3. The student and instructor must agree upon a plan to complete the outstanding work later, with specific requirements listed by the instructor on the electronic grade roster.

All incomplete coursework must be completed within one year of the course term. Failure to meet this deadline will result in the I grade automatically converting to an “F” (or a grade specified by the instructor).

How to Remove an Incomplete (I) Grade

To remove an “I” grade, the student must complete the required coursework within one year from the end of the semester in which the Incomplete was granted. Once the work is completed, the instructor of record will submit a Grade Change Form to the Registrar’s Office, with the necessary signatures from both the instructor and the department chair. The instructor's academic dean will process the grade change, and the student's GPA will be adjusted accordingly.

For courses taken Fall 2007 or later, if the student fails to complete the work within the allowed timeframe, the grade will default to an "F" unless the instructor has designated a different automatic grade. The GPA will reflect this change, and the student may face academic penalties as a result.

Teaching: Administrative Resources

(7.8) Study Abroad - International

Faculty-led study abroad programs are one of the most impactful ways to extend classroom learning into the global arena. At the University of North Texas (UNT), these programs are a primary entry point for students exploring international education. Designed and led by UNT faculty, these programs offer students UNT credit, affordability, and a sense of academic continuity in a new cultural context.

Faculty as Global Educators

UNT faculty play a central role in the success of study abroad initiatives. Your dedication, subject expertise, and mentorship provide students with meaningful academic experiences while fostering intercultural understanding and global awareness. Faculty-led programs typically run during summer or winter terms, making them accessible to students and compatible with faculty teaching schedules.

Faculty are also encouraged to integrate study abroad promotion into their regular teaching by discussing global opportunities and encouraging students to expand their academic journeys internationally.

Support from the Study Abroad Office

The **Study Abroad Office** collaborates closely with faculty to support the development, coordination, and execution of study abroad programs. SAO provides essential administrative and logistical support, which includes the following.

- Program budgeting and financial planning
- Student recruitment and enrollment
- Health and safety protocols
- International travel coordination
- Risk management and emergency planning

Steps to Propose a Faculty-Led Program

1. **Review the Faculty-Led Handbook**

Begin by reading the [Faculty-Led Study Abroad Handbook](#) to understand program types, planning timelines, academic considerations, and UNT policies regarding study abroad instruction.

2. **Determine the Program Model**

Choose the type of program that aligns best with your course goals:

- a. Traditional single-location courses

- b. Traveling seminars or site-intensive programs
 - c. Fieldwork and service-learning experiences
- 3. **Coordinate with SAO Early**

Engage the Study Abroad Office early in your planning process—typically at least 12–15 months in advance of the intended program term. They will guide you through proposal development, location selection, budgeting, vendor partnerships, and compliance with university travel policies.
- 4. **Submit a Proposal**

Faculty must complete and submit a program proposal through the Study Abroad Office's portal. This includes:

 - a. Course syllabus and itinerary
 - b. Preliminary budget
 - c. Program learning objectives
 - d. Health and safety considerations
- 5. **Obtain Approvals**

All proposals must be reviewed and approved by the department chair and college dean prior to final approval by the Study Abroad Office and the Vice Provost for International Affairs.
- 6. **Recruit and Prepare Students**

Once approved, faculty work with SAO to recruit students and host orientation sessions to prepare participants academically and culturally for their study abroad experience.

Important Considerations

- Faculty must remain with students throughout the duration of the program.
- Programs must meet academic standards and comply with university regulations regarding travel, grading, and student conduct.
- Budget and program fees must be managed in coordination with the SAO to ensure financial transparency and compliance.

Ready to Get Started?

To begin planning your program or to schedule a consultation, contact the Study Abroad Office.

- Email: studyabroad@unt.edu
- Website: studyabroad.unt.edu
- Faculty Info Page: Faculty-Led Programs

Teaching: Administrative Resources

(7.9) Art on Location (Domestic)

Art on Location courses offer CVAD students unique opportunities to engage with the art world beyond campus by experiencing museums, galleries, design studios, cultural landmarks, and professional networks in major U.S. cities. These domestic travel-based courses are designed to enhance disciplinary knowledge through immersive, place-based learning and often serve as pivotal experiences in a student's academic and professional development.

Overview

Art on Location courses are typically offered during the summer — most commonly in the **Maymester** — and are led by CVAD faculty. These courses can take place in cities such as New York, Los Angeles, Chicago, or other relevant U.S. locations, and they integrate site visits, guest speakers, and local research into the curriculum. Typically, two or three faculty co-teach an Art on Location course.

Each course must enroll a minimum of **two sections (approximately 24–30 students total)** to proceed. These courses are open to both undergraduate and graduate students, depending on the course level and structure.

Proposal Process

1. Departmental Coordination
 - a. All Art on Location courses must be coordinated in advance with the relevant Department Chair and CVAD leadership team.
 - b. Discuss the proposed destination, course objectives, and curricular alignment with your Chair to ensure departmental support.
2. Course Planning
 - a. Faculty are responsible for developing the syllabus, proposed itinerary, and a budget in collaboration with CVAD administrative staff.
 - b. The course should clearly articulate how the location supports student learning goals and professional development.
3. Housing and Logistics
 - a. Faculty must coordinate housing, transportation, and other program logistics with the CVAD Administrative Coordinator or Business Office.
 - b. While planning, consider cost-effective and safe accommodations for students, proximity to key sites, and ease of group travel within the destination city.

4. Budget and Fees

- a. Program fees (to cover housing, site entry, and group transportation) are assessed in addition to tuition and must be approved through standard college procedures.
- b. Faculty will work with administrative staff to ensure accurate cost estimates and compliance with university travel and financial policies.

5. Enrollment Requirements

- a. A minimum of two full sections must be enrolled for the course to move forward.
- b. Faculty are encouraged to actively promote the course to ensure enrollment goals are met.

Timeline

Proposals for summer courses should be submitted at least six to nine months in advance to allow time for approvals, promotion, student recruitment, and logistical planning.

Faculty Responsibilities

- Serve as the on-site instructor and group leader throughout the duration of the course.
- Coordinate with administrative staff for travel documentation, housing contracts, and budget planning.
- Promote the course to prospective students via class visits, info sessions, news articles on CVAD News and Views and CVAD social media with support from the CVAD Marketing Office, if desired.
- Ensure students receive a thorough pre-departure orientation, including safety protocols and conduct expectations.

Additional Information

For questions about planning and budgeting, or to begin a proposal, please contact your Department Chair and the CVAD Administrative Departmental Office.

Teaching: Administrative Resources

(7.10) Students with Disabilities

In alignment with university policies and in compliance with state and federal regulations, the University of North Texas is committed to ensuring full academic access for all qualified students, including those with disabilities. Academic units are expected to provide reasonable and appropriate modifications to the learning environment, as well as to teaching, testing, and instructional methods, to support equitable educational opportunities for students with disabilities.

Faculty should refer to the policy titled Disability Accommodation for Students and Academic Units ([UNT Policy Manual, Section 16.001](#)) for guidance. Students seeking accommodations should follow the procedures outlined on the [Office of Disability Access](#) website.

Teaching: Administrative Resources

(7.11) Final Examinations

Faculty are required to administer final examinations at the officially scheduled times during the final exam week of each long semester and on the designated day for each summer term. Any changes to the published final exam schedule must receive prior approval from the appropriate academic dean.

Students with three final examinations scheduled on the same day may request to reschedule one of those exams by submitting an appeal to their academic dean.

Refer to Pre-Finals Days, Reading Day, and Final Examinations ([University Policy Manual, Section 06.031](#)) for additional guidance.

Teaching: Administrative Resources

(7.12) Academic Integrity

As a student-centered public research university, the University of North Texas upholds the integrity of the academic experience by establishing and enforcing clear academic standards. The Student Academic Integrity policy, University Policy Manual, Section 06.003, is grounded in educational principles designed to protect the rights of all participants in the learning process and to ensure the validity of the degrees awarded by the university.

This policy applies to all current and continuing UNT students. Each academic college, including the College of Visual Arts and Design, has a designated Academic Integrity Liaison who serves as a resource for faculty and students in matters related to academic integrity.

Teaching: Administrative Resources

(7.13) Reporting Grades

The Records area of the Registrar's Office is responsible for coordinating the submission, processing, and permanent storage of final grades each semester.

Faculty are notified of the availability of the Faculty Grade Roster prior to final exams and are provided with detailed instructions for submitting final grades electronically via my.unt.edu. Instructions are also available on the [Division of Enrollment's Faculty and Staff webpage](#).

Final grades must be submitted by faculty no later than the first working day following graduation. The Records area finalizes grades after submission, and official approval typically occurs two working days after graduation. Once finalized, students may access their grades through the MyUNT portal.

Grade Appeals

The University of North Texas has established the [Grade Appeals policy](#) (University Policy Manual, section 06.040) in order to assist students and faculty in resolving issues that arise when a student feels an awarded grade was done so inequitably.

Teaching: Administrative Resources

(7.14) Special Problems and Internship Courses

Overview

The College of Visual Arts and Design values experiential learning as a critical component of academic and professional development. Special Problems and Internship courses provide students with unique opportunities to gain hands-on experience, engage in focused study, and explore potential career paths. Faculty are essential in guiding, mentoring, and evaluating students participating in these high-impact practices.

Find more information on the following webpages.

UNT Career Center's: [Internship Program – CVAD](#)

CVAD Resources: [CVAD Internship & Guidance](#)

Internship Courses

Internships offer students “on-the-job” learning experiences directly related to their field of study. These experiences typically last one semester and may be paid or unpaid. While some degree programs require an internship, others allow students to earn elective credit through internship participation.

Internships support the development of:

- Practical, discipline-specific skills
- Professionalism and workplace readiness
- Career exploration and networking
- Academic-to-professional transition

Internship Course Numbers

- **ART 4450:** Undergraduate Internship (3 credit hours)
- **ART 5450:** Graduate Internship (3–6 credit hours)
- **ADES 4700:** Design Internship (used across Interior, Communication, and Fashion Design programs)
- **ASTU 4900 / 5900:** Studio Art Apprenticeship

Undergraduate Internship Requirements

- Must have Junior standing
- Internship must align with the student's major or area of concentration
- Faculty approval is required
- Students must work with their Academic Advisor and Internship Specialist to confirm eligibility and enrollment

Communication Design

- Internship is **optional**
- May count toward menu requirement
- Requires faculty approval and Junior standing
- Questions: email cvad.Design@unt.edu attention Communication Design

Fashion Design

- Internship is **optional**
- May count toward menu requirement
- Must have completed **ADES 3550**, have faculty approval, and be Junior standing
- Questions: cvad.Design@unt.edu attention Fashion Design

Interior Design

- Internship is **required**
 - Students enroll in **ADES 4700**
 - Must complete **ADES 3640** prior to internship
 - Internships typically occur **during the summer**
- Questions: email cvad.Design@unt.edu attention Interior Design

Graduate Internship Requirements

- Students may enroll in **ART 5450** with approval from a CVAD faculty member
- The internship may fulfill degree requirements in graduate design programs. Check with the graduate advisor found on the [CVAD Graduate Programs and Advisors webpage](#).
- Can only be taken once for credit.

Art Museum Education

- Required for Graduate Academic Certificate in Art Museum Education
- Students enroll in six credit hours of ART 5450
- Questions: email cvad.ArtEducation@unt.edu.

Unpaid Internship Scholarship

Undergraduate students participating in unpaid internships may apply for scholarships through the UNT Career Center to support their experiential learning.

Special Problems Courses

Special Problems courses allow students to engage in individualized study under faculty mentorship. These courses are intended for projects that fall outside standard curriculum offerings and may include the following.

- Research-based projects
- Specialized studio production
- Professional practice development
- Faculty-led apprenticeships

Enrollment Guidelines

- Students must work with a CVAD faculty mentor and receive department chair approval
- Students must complete a Special Problems in Lieu of a Syllabus form
- May be repeated for up to six credit hours
- Faculty teaching Special Problems courses are not assigned instructional workload credit

Studio Apprenticeships

Students interested in exploring the realities of professional studio practice may pursue an apprenticeship with a faculty member.

Requirements

- Completion of at least one 3000-level course
- Approval and commitment from the faculty mentor
- Consistent weekly availability (minimum 10 hours/week)
- Reliable transportation
- Signed liability waiver for travel and studio participation
-

Student Responsibilities

- Contribute meaningfully to studio tasks assigned by the faculty mentor
- Accumulate a minimum of 150 hours over a 15-week semester
- No financial compensation is provided

Faculty Responsibilities

- Provide materials necessary for apprentice tasks
- Offer process-based and professional insight through ongoing mentorship

Grading

Student performance is evaluated based on participation and engagement. Less than 150 hours of participation will result in a proportionally reduced grade.

Finding Internship Opportunities

Faculty are encouraged to direct students to the UNT Career Center's CVAD Career Coaches and UNT Handshake, UNT's online career platform, to explore current internship openings. Internship Specialists are also available to assist students in identifying suitable opportunities, including international internships and alternatives such as co-ops, service learning, or short-term professional projects.

Resources

- Internship FAQs
- Internships 101 Video
- Internships: Prepare for the Unexpected
- Internship Alternatives
- For Interior Design Students: [Interior Design Blog](#)

Summary

Both internships and special problems courses provide essential experiential learning opportunities that prepare students for life beyond college. Faculty involvement is crucial in approving, mentoring, and evaluating students through these unique academic experiences. Faculty should communicate with department leadership regarding current expectations and best practices for these offerings.

For additional information or support, please contact the CVAD Associate Dean for Academic Affairs, your department chair or program director.

Teaching: Administrative Resources

(7.15) Curriculum and Course Changes

The integrity and quality of the curriculum in the College of Visual Arts and Design are shared responsibilities between faculty, department leadership, and administrative committees.

Curriculum decisions must reflect a commitment to academic rigor, alignment with institutional goals, and responsiveness to evolving disciplinary standards and student needs.

1. Types of Curriculum Changes

Curriculum changes are categorized into two primary types, programmatic curriculum changes and routine course material changes.

A. Programmatic Curriculum Changes

These include the following.

- New degree programs or concentrations
- Changes to degree requirements
- Addition, deletion, or substantial modification of courses
- Alterations to the structure or content of major or minor programs
-

Approval Process

1. **Initiate Proposal:** Faculty proposing programmatic changes must consult with their Department Chair.
2. **Preliminary Review:** Work with the Associate Dean for Academic and Student Affairs to ensure alignment with college and university standards.
3. **Curriculum Committee Review:** Submit the proposal to the CVAD Curriculum Committee, which serves as a faculty committee and an administrative advisory body. The committee is responsible for:
 - Ensuring the academic integrity of course and program offerings.
 - Assessing how proposals align with institutional and disciplinary standards.
4. **Faculty Senate Review:** Approved proposals are forwarded to the Faculty Senate Curriculum Committee, and then to the Executive Committee of the Senate, as required.
5. **Core Curriculum Changes:** If a proposed change affects the core curriculum, the following additional steps apply.
 - Collaborate with the Oversight Committee on the Core Curriculum, Academic Affairs Committee, and relevant Associate Deans.
 - Specify educational objectives and assessment measures for all core courses.
 - Submit recommendations on a timely basis to meet academic catalog deadlines.

- All changes should be consistent with faculty values and the broader institutional goal of reducing the core curriculum by five credit hours.

B. Routine Course Material Changes

Routine changes refer to updates made within an existing course that do **not** alter its catalog description or learning outcomes. These include the following.

- New project assignments
- Updated textbooks or reading lists
- Modified instructional methods
- Adjustments to assessments or grading criteria (aligned with stated outcomes)

Approval and Implementation

1. Faculty should consult with their Department Chair and area faculty before implementing routine changes.
2. Discuss plans with the department administrative assistant to ensure proper documentation and support.
3. All course learning outcomes and objectives must be clearly stated in the course syllabus and remain consistent with those published in the catalog.

Routine changes do not require Curriculum Committee or Faculty Senate review but must still support the course's intended learning outcomes and assessment standards.

2. Syllabus Requirements

Every course syllabus must:

- List catalog-approved student learning outcomes and objectives.
- Reflect how teaching activities, e.g., projects, readings, assignments, support those outcomes.
- Include any updates to instructional material or course delivery (routine changes).

3. Best Practices and Responsibilities

- Coordinate early with department chairs and the Associate Dean for Academic and Student Affairs.
- For programmatic changes, allow adequate lead time for committee review and catalog deadlines.
- Maintain documentation of changes, especially for accreditation and assessment purposes.
- Ensure that any course modifications uphold the pedagogical and scholarly standards of CVAD and UNT.

Note: All faculty are expected to stay informed about the procedures and timelines for curriculum changes, especially as they relate to the academic catalog and degree audits. Please contact the CVAD Associate Dean for Academic and Student Affairs with any questions regarding this process.

Technology and Innovation in Teaching

(8.1) CVAD IT Services

CVAD IT Services is the central hub for technology support within the College of Visual Arts and Design. We provide comprehensive support for all faculty, staff, part-time instructors, and students across all CVAD departments. Our team is responsible for managing college-specific technology resources, including classroom technologies, digital labs, software, hardware, and digital fabrication tools. CVAD IT Services also serves as a point of contact for campus-wide IT services provided by the UNT System.

Whether you're experiencing a technical issue, need help setting up classroom technology, or require guidance on using university-supported platforms, CVAD IT Services is available to assist. For more information, please visit the [CVAD IT Services webpages](#).

How to Contact CVAD IT Services

You can reach us through several convenient channels:

- **Email:** cvad.ITservices@unt.edu
- **Phone:** 940-565-4522
- **Microsoft Teams:** In your Chat tab, under Channels, search for the **CVAD Service Desk** for live support
- Submit a request for assistance through the [UNTS ServiceNow Ticketing System](#).
- CVAD IT Services Staff: [Directory and Contact Information](#)

CVAD Scheduling and Facilities

(9.1) Health and Safety

Health and Safety

The College of Visual Art and Design is committed to maintaining a safe and supportive environment for all faculty, staff, and students. Please review the following procedures and resources to ensure preparedness and promote campus well-being.

Security and Public Safety

During fall and spring semesters, a **UNT Public Safety Officer** is stationed in the Art Building during after-hours to ensure a safe environment for CVAD students with valid ID swipe access.

In Case of Emergency Dial 911

When calling 911:

- Clearly state your location and describe the emergency.
- Assist emergency responders by designating individuals to guide them to the scene, e.g., hold elevators, open doors.
- Remain calm and cooperative.
- After the incident, complete and submit an official incident report found on the UNT Risk Management webpage: [Report an Issue](#)

University Eagle Alert System

All faculty members are required to register for the Eagle Alert System, which provides real-time notifications for campus emergencies, including severe weather events.

To register or update your contact information, visit your [UNTS Employee Self Service webpage](#) by logging in with EUID and password.

Campus Police

- Emergency: Dial 911
- Non-Emergency: 940-565-3000
- **Location:** Sullivant Public Safety Center, 1700 Wilshire St., Denton, TX 76201
- Criminal Incident Reports: Report incidents within 24 hours on the UNT Police website's [Report A Crime webpage](#).
UNT Police Department's [Campus Safety Programs webpage](#).

Students, Faculty, or Staff in Distress

The UNT Division of Student Affairs' Dean of Students administers the [UNT CARE Team](#) and provides confidential support for individuals experiencing distress or exhibiting concerning behavior.

CARE Team Mission

The CARE Team works to promote the safety, welfare, and academic success of our community by responding proactively to signs of potential harm, whether to self or others.

To refer a student, staff, or faculty to the CARE Team, please go to the [CARE Reporting Form](#).

Student Health & Wellness Center

- [Website](#)
- **Phone:** 940-565-2333

The Student Health and Wellness Center supports student well-being through high-quality healthcare and health education. Their mission is to empower students to make informed, responsible health decisions that support lifelong wellness and success.

CVAD Scheduling and Facilities

(9.2) Building Access and Hours

For up-to-date information related to building access and hours, please visit the [Hours webpage](#) on the CVAD website found under the About tab on the Home page.

CVAD occupies two primary buildings on the UNT campus:

- **UNT Art Building**
1201 W Mulberry St., Denton, TX 76201
- **UNT Art Annex**
1001 W Mulberry St., Denton, TX 76201

Art Building Operating Hours

Fall & Spring Semesters:

- Monday–Thursday: 7 a.m.–10 p.m.
- Friday: 7 a.m.–5 p.m.
- Saturday: 8 a.m.–5 p.m.
- Sunday: 8 a.m.–10 p.m.

Summer Semester:

- Monday–Friday: 7 a.m.–5 p.m.
- Saturday & Sunday: Closed

Note: Metalsmithing & Jewelry, Art Building, Room 170, has **swipe access only**.

Art Annex Access

- Access is **ID-card swipe only** year-round.
- Northside Entrance on W. Mulberry Street: Ceramics classrooms and faculty offices
- Southside Entrance on W. Sycamore Street: CVAD graduate studios

After-Hours Access

Summer Semester

- Limited access for graduate students only; **no undergraduate access.**

Fall & Spring Semesters

- Graduate Students: 24/7 access with UNT ID card
- Undergraduate Students with Approved Access:
 - Monday–Thursday: 12 a.m.–11:59 p.m.
 - Friday: Midnight–5 p.m.
 - Saturday: 9 a.m.–11:59 p.m.
 - Sunday: 12 a.m.–11:59 p.m.

Swipe Access Times

- Monday–Thursday: 10 p.m.–7 a.m.
- Friday: Building closed after 5 p.m.
- Saturday: Swipe access 5 p.m.–Sunday 7 a.m.
- Sunday: Swipe access 10 p.m.–Monday 7 a.m.

Swipe access requests for undergraduates can be submitted on the **first day of classes** of a long semester and will be processed **after UNT's census day**, taking up to 24 hours to activate.

For details and application instructions, visit the CVAD News and Views website: [*After-hours Student Access to the Art Building and Art Annex.*](#)

Specialized Facilities & Hours

Be sure to check the CVAD [Hours page](#) on the CVAD website for the most up-to-date hours.

Student Computer Lab (Room 375)

- **Note:** No after-hours access is available.
- Refer to the Hours webpage for the exact dates and times
- Contact: 940-565-2470

Digital Fabrication Lab (Room 361)

- Open to students enrolled in at least one CVAD course.
- Refer to the Hours webpage for the exact dates and times.
- Contact: CVAD.FabLabs@unt.edu | 940-565-3695

Photo Documentation Service (Room 316):

- Refer to the Hours webpage for the exact dates and times.
- Contact: 940-565-4522

CVAD Galleries Hours

CVAD Gallery | Art Building, Room 160

- Fall & Spring
 - Tuesday, Wednesday, Friday, Saturday: Noon–5 p.m.
 - Thurs: Noon–8 p.m.
- Summer — Check the CVAD Hours page for the exact dates and times.

Cora Stafford Gallery | Art Building, Room 100

- Tuesday–Saturday: 1–5 p.m. during exhibitions

Paul Voertman Gallery | Art Building, Room C105

- Open during regular Art Building hours

Departmental Facilities

Design Department Gough Research Study Space | Art Building, Room 269

- Check the CVAD Hours webpage.

Photography Lab | Art Building, Room 362

- Check the CVAD Hours webpage.

Additional Information

- **Einstein Bros. Bagels Restaurant in the Art Building:** Check the [UNT Dining Services website](#) for the restaurant's current hours of operation.
- **IT Services Help Desk | Art Building, Room 371):**
Mon–Fri: 8 a.m.–5 p.m. | Support: cvad.ITservices@unt.edu | 940-565-4522
- **University Holidays:** Refer to the [UNT System Holiday Schedule](#).

For questions or accommodations related to building access, contact the **CVAD Dean's Office**.

Note: Should a reasonable accommodation be needed because of a disability to participate fully in a CVAD event, please contact the CVAD Dean's Office at cvad@unt.edu, 940-565-4001.

Please make your request as soon as possible to allow sufficient time to arrange the accommodation.

CVAD Scheduling and Facilities

(9.3) Booked Scheduler

The CVAD Booked Scheduler is the online platform used by CVAD faculty and staff to reserve spaces such as critique rooms, conference rooms, and other shared facilities within the college.

How to Access the Scheduler

- Visit the CVAD [Booked Scheduler website](#).
- Log in using your UNT EUID and password.

What You Can Reserve

Faculty and staff can use the scheduler to book rooms they have been granted access to, including the following.

- Critique spaces
- Conference rooms
- Departmental meeting rooms

Note: Access to specific spaces may vary depending on your department or role.

Using the Scheduler

1. **Log In** with your EUID and password.
2. **Browse Available Rooms** by date and time or by room category, e.g., "Critique Spaces."
3. **Select a Time Slot** for your reservation.
4. Complete the Reservation Form with any required details.
5. **Submit Your Request.** You'll receive a confirmation if the reservation is approved.

Important Notes

- Faculty and staff are responsible for adhering to scheduled times and room usage policies.
- If you encounter any issues or need access to additional spaces, contact your department office or the CVAD Dean's Office.

For questions or technical issues with the platform, please contact CVAD IT Services at cvad.ITservices@unt.edu or call 940-565-4522

CVAD Scheduling and Facilities

(9.4) Access to Technology and Software

Please communicate with your unit administrator to address specific needs for teaching. Under new budget models from the university, the replacement schedule for computers is currently unclear.

CVAD Studios and Equipment Use Guidelines

(9.5) Access to Studios and Equipment

Under construction.

CVAD Scheduling and Facilities

(9.6) Building Maintenance and Custodial Services

Routine maintenance, repairs, and custodial services for the CVAD Art Building and Art Annex are managed through UNT Facilities.

How to Request Service

To report a maintenance issue or request custodial support:

1. Visit the UNT Facilities website's [Overview Service Requests webpage](#).
2. Complete the work order form with a description of the issue and the room/location.

Note: You do not need to include a chart string unless you're requesting installation of new equipment or features. General maintenance and repairs to classrooms and common spaces are typically not charged to departments.

Examples of Maintenance Requests

- HVAC issues (heating, cooling, ventilation)
- Lighting repairs
- Plumbing concerns
- Electrical problems
- Custodial needs (cleaning spills, restocking supplies, etc.)

For questions about a submitted request or follow-up on a service issue, contact UNT Facilities directly via their website.

CVAD Scheduling and Facilities

(9.7) Building Maintenance and Custodial Services

College of Visual Arts & Design Building Space Use Guidelines

The Art Building is a 238,000-square-foot, multi-level facility located in the heart of the UNT campus. The primary purpose of the Art building is to provide classroom, research and study space; however, the conference rooms, terrace and courtyard are conducive to hosting events.

Section 1 — General Information

Section 2 — Americans with Disabilities Act

Section 3 — Smoking Policy

Section 4 — Reservations and Reservable Spaces

Section 5 — Catering

Section 6 — Trash and Cleaning

Section 7 — CVAD Fire Code Compliance, Guidelines and Availability

Section 8 — CVAD Department and Student Organization Use of the building

Section 9 — Non-CVAD University Department, Community and Corporate Use of the building

Section 10 — Alcohol

Section 11 — Filming Within Art building

Section 12 — Signage and Decoration

Section 13 — Information Tables

Section 14 — Loading and Unloading Equipment

Section 15 — Appeals Process

Section 1 — General Information

CVAD facilities are available for use by the UNT community including students, faculty, staff, alumni and guests. The facility is also available to the business community. Please note that students have full access to public areas of the Art Building during regular business hours — 8 a.m. to 10 p.m. Sunday through Thursday, 8 a.m. to 5 p.m. Friday & Saturday.

No activities will be scheduled in the event spaces during pre-finals or finals week because of the academic nature of the Art Building.

The Dean of the College of Visual Art & Design reserves the right to close the building and cancel all activities, if necessary, due to emergency situations and/or inclement weather. If UNT leadership makes the decision to close the campus due to emergency situations or inclement weather, the Art Building will also close.

Neither UNT nor CVAD assumes responsibility for the damage or loss of articles, equipment or other items left in the facility prior to, during or following an event. All personal and vendor effects must be removed at the conclusion of the event. Items found in the facility will be in the Dean's Suite, Room 101. Lost and found is cleared out at the end of each week.

Other rules are as follows.

- A parent/guardian or other adult must accompany guests under the age of 16.
- Gambling is prohibited in the Art Building.
- In compliance with fire code, program attendance cannot exceed room capacity.
- Only service animals or animals that are part of a pre-approved scheduled program are allowed in the Art Building or Art Annex. Service animals must be on a leash.
- Wheelchairs, mobility devices, carts and dollies used to transport materials may be used in the Art Building and Art Annex; skateboards, skates, bicycles or other wheeled devices are prohibited. The CVAD Facilities Manager at cvad.Facilities@unt.edu must approve prior arrangements for the use of heavy equipment throughout the facility.
- Art Building equipment and/or furnishings may not be moved without prior approval. Please contact the CVAD Facilities Manager regarding your specific needs.
- The CVAD Facilities Manager reserves the right to deny use of the facility for programs, meetings, events or any other activity deemed a health or safety issue to the UNT campus community.
- The use of easels and other freestanding informational signage must be approved by the CVAD Facilities Manager.
- Please see Section 10 for specific information about the serving of alcohol in the Art Building.

PLEASE NOTE: UNT student organizations and departments are fully responsible for coordination of their event and compliance with the policies and procedures outlined in this document and are liable for damage to facilities and equipment during their event.

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Section 2 — Americans with Disabilities Act

It is the policy of UNT not to discriminate on the basis of sex, race, color, religion, national origin, age, disabled veteran status, veteran of the Vietnam era, or qualifying disability under the Americans with Disabilities Act in its programs, activities, admissions or employment policies. In addition to complying with federal and state equal opportunity laws and regulations, the university through its diversity policy declares harassment based on individual differences (including sexual orientation) inconsistent with its mission and educational goals.

Individuals qualifying under the Americans with Disabilities Act in need of special assistance to participate in a program, service or activity of the College of Visual Arts and Design in the UNT Art Building or the UNT Art Annex must be accommodated by the event host in coordination with the Office of the Senior Associate Dean for Administrative Affairs through the CVAD Facilities Manager by emailing cvad.Facilities@unt.edu.

Telephone: 940-565-4001 | TTY: 800-735-2989

Suggestions, problems, complaints or grievances concerning the services, programs or activities of the UNT Art Building or UNT Art Annex should be brought to the attention of the Senior Associate Dean for Administrative Affairs through the CVAD Facilities Manager by emailing cvad.Facilities@unt.edu.

Telephone: 940-565-4001 | TDD access through Relay Texas [800-735-2989](tel:800-735-2989).

Section 3 — Smoking Policy

The Art Building and Art Annex follows the UNT no smoking policy. No smoking, use of chewing tobacco, or use of vaping devices are allowed on the UNT campus or the Art Building or Art Annex grounds.

Section 4 — Reservations and Reservable Spaces

Event and meeting spaces available for reservation include the Art Building Courtyard, Fourth-floor Terrace, conference rooms, and lobby space between the Cora Stafford and Paul Voertman galleries. For non-student organizations, most of the rooms in the Art Building and Art Annex must be reserved through the CVAD Facilities Manager by emailing cvad.Facilities@unt.edu.

Art Building rooms 219, 223, and 226 must be reserved through Student Affairs. Contact Student Affairs for the request form by emailing Student.Activities@unt.edu.

Official CVAD-related student groups wanting to reserve rooms/spaces (other than Art Building rooms 219, 223, and 226) must reserve those through CVAD Recruiter Kevin Contreras by email at Kevin.Contreras@unt.edu.

Please contact the CVAD Facilities Manager at cvad.Facilities@unt.edu for information about any interior or exterior Art building space reservations.

For a complete listing of available Art Building spaces and a brief description of each, please see the Art Building Reservable Spaces document.

Coming soon: **Art Building Fee Schedule** for a complete list of fees associated with each space.

Reservations of spaces in the Art Building only cover the space specifically named in the reservation; **it does not include hallways, adjacent rooms, the Art Building Courtyard, classrooms or other spaces in the building.** When making reservations, if clients believe they will need additional space (for storage, as a “green room,” etc.), they must make that clear in their request.

Event spaces in the Art Building may be reserved two weeks to six months in advance, while meeting rooms may be reserved up to six months in advance. Reservations are available on a first-come, first-served basis. Exceptions will be reviewed on a case-by-case basis and must be requested in writing to the CVAD Facilities Manager and might include conferences and events that need to be publicized more than six months in advance. To accommodate the needs of the College, CVAD faculty and staff have scheduling priority and may reserve rooms one year in advance.

Clients must confirm or release tentative reservations within 10 business days of the original request. Clients may schedule no more than two tentative dates for the same event.

Reservations remain tentative pending receipt of deposit. **A deposit in the amount of full room rental is required to confirm a reservation.** Reservations may be confirmed using a UNT account number, check or credit card. Failure to comply with the payment schedule may result in the cancellation of the event.

Deposits may be refunded if the reservation is cancelled at least 10 **business** days in advance of the scheduled event.

An invoice showing the estimated total balance for the event – including rental fees – will be provided to the client at least five business days before the event.

Important: Payment of estimated total balance for an event is required by noon at least three business days prior to the day of the event. Occasionally, additional charges may accrue on the event date (for example, if additional tables or chairs are determined to be necessary and must be rented). Final billing, to include any unpaid balance, will be sent within 10 **business** days of the event. Final payment is due within 15 business days of the date of the event.

Only CVAD student organizations may use space in the Art Building. To inquire about an exception, please contact the CVAD Facilities Manager at cvad.Facilities@unt.edu. Student organizations must comply with Art Building policy regarding registration to be eligible to reserve space in the Art building. Student organizations' events must be co-sponsored by a department or faculty member; when reserving spaces, CVAD student organization leadership should provide the department contact name, billable account number and phone number. All charges for co-sponsored events are billed to the sponsoring department's account number at departmental rates. A cooperative sponsorship does not guarantee an exemption from charges for labor, equipment or room rentals.

To prioritize the needs of CVAD, the College reserves the right to request that a group move its event to another location, up to 30 days prior to the event, if the scheduled room is needed for CVAD purposes.

To accommodate as many users as possible, the CVAD Facilities Manager reserves the right to adjust space assignments according to the number of guests expected and the type of event. The CVAD Facilities Manager only adjusts space assignments upon consent of the client and with adequate advance notice so as not to negatively impact the event.

All personal and vendor effects must be removed at the conclusion of the event. Liability for damages or conditions requiring additional cleaning of the reserved space is charged to the client named as the responsible party. The CVAD Facilities Manager will determine whether a cleaning fee is warranted. Please see the CVAD Fee Schedule for more information. Please see Section 14 for information about the Appeals Process.

Inclement weather/rain accommodations are the responsibility of the client and must be made in advance. The CVAD Facilities Manager reserves the right to mandate the time in which rain backup site cancellations must be made.

Section 5 — Catering

Verde Catering is the official caterer of UNT and is the preferred caterer for events in the Art Building, Art Annex or TFC.

Important: For events that involve a staffed buffet or waiter-served meals, clients are required to use Verde Catering of UNT's Dining Services.

Clients are also required to use Verde Catering for events that include alcoholic beverages. Please see Section 9 for more information about alcohol at events in the Art Building.

Only Verde Catering may use chafing dishes with Sterno® or other canned heat in the Art Building, Art Annex or TFC.

For events at which guests will serve themselves come-and-go, such as boxed lunches, outside catering such as Panera or Papa John's is permitted.

For departmental meetings and non-catered events, pre-packaged snacks (chips, bottled water, etc.) are permitted; however, clients must be prepared for excess trash that may be generated by providing packaged snacks and may need to contact UNT Facilities to order additional trash cans.

Clients are **required** to discuss their catering plans with the CVAD Facilities Manager when booking the event.

Clients are expected to clean up any trash or spills following their event. Cleaning supplies are not provided by the Art building. Clients may contact UNT Facilities if additional cleaning is necessary. See the work request form: <https://facilities.unt.edu/overview-service-requests.html>.

Catered event standards

- Breakfast, Brunch, Lunch or Reception — Two hours
- Dinner — Three hours
- Reception and Dinner — Four hours

In compliance with local Health Department regulations, food may not be removed from the catering site.

Section 6 – Trash and Cleaning

Trash Generated by Events (Catering Supplies, etc.)

For events that are expected to generate a considerable amount of trash (i.e., boxed lunches), the client must *either*:

- Contact UNT Facilities to procure additional trash cans, OR
- Provide their own trash bags and remove the trash from the Art building at the conclusion of their event
- Bagged trash may be left, securely tied off, on the loading dock outside the Art building facing Mulberry Street.

A flat cleaning fee will be assessed if trash is left in the building. The CVAD Facilities Manager will determine whether a cleaning fee is warranted. Please see the Art Building Fee Schedule. Please see Section 14 for information about the Appeals Process.

When using the CVAD Conference Room, Art Building, Room 464, or any space with a conference table, clients will be required to use coasters and place mats to prevent damage to the table. Clients are also encouraged to rent table linens through Verde Catering for food service tables.

Damage caused by catering or food service (carpet stains, etc.) will incur a fee to be assessed by CVAD administration and applied to the client's account.

Section 7 — Art Building Fire Code Compliance, Guidelines and Availability

Doors to meeting rooms allow egress to hallways. The International Fire Code states in Section 1008.1.8, "Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort;" therefore, **clients may never lock meeting room doors within the Art Building for any reason while a meeting is in progress.**

Every client reserving space in the Art Building or Art Annex will be expected to review the Building Emergency Plan. Clients must acknowledge receipt of this information and present the CVAD Facilities Manager their planned room layout and specific safety plan.
Candles and open flames are not allowed at events in the Art Building or Art Annex.

Reoccurring violations of the guidelines herein may result in the suspension of reservation privileges and/or service charges. Reoccurring violations include, but are not limited to, the locking of doors, repeated no-show for reserved spaces, and use of candles and other prohibited items in meeting rooms.

Many spaces in the Art building are available Sunday through Thursday from 8 a.m. to 10 p.m. and Friday & Saturday from 8 a.m. to 5 p.m. If you are interested in using the Art Building Courtyard and audio-visual equipment, please contact the CVAD Facilities Manager at cvad.Facilities@unt.edu for a tutorial and access or an employee to be present. Events must conclude at least one hour prior to closing, and all cleanup must be completed by closing. The exterior doors will be locked promptly at the closing times noted above.

Section 8 – CVAD Department and Student Organization Use of the Art Building

CVAD Department Reservations

Room reservations in the Art building will be available free of charge for all CVAD faculty/staff events, departmental business meetings, or the offering of educational programs of interest to the general student body at no cost to the attendees.

Service fees will apply for meetings requiring changes to existing room setup. The CVAD Facilities Manager must be in receipt of all special room setup requests at least two business days in advance of the event. Clients are expected to move furniture back after their event.

Departments may incur fees associated with reservations when:

- Meeting rooms are scheduled more than once a week,
- A change in room setup is required, or
- Reservation is for purposes other than departmental meetings or educational programs.

Data projectors, screens, table podiums and computer jacks are available free of charge in all meeting rooms and classrooms. The CVAD Facilities Manager has access to a limited number of tables, chairs and table linens, as well as centerpieces and other event-related materials, available to clients for an additional fee. Please see the attached Art Building Fee Schedule for more information about using these items.

For any additional equipment, the host department must place a work order through [UNT Facilities](#). Please send a copy of the work order to the CVAD Facilities Manager at cvad.Facilities@unt.edu at least two business days in advance of the event.

The client is responsible for rental fees for any additional equipment requested; please see Art Building Fee Schedule.

Please see Section 5 for more information about catering. Please send a copy of the catering order to the CVAD Facilities Manager at least two business days in advance of the event.

Sound amplification in any interior open space is prohibited.

Liability for damages or conditions requiring additional cleaning of the reserved space is the responsibility of the department named as responsible party. The CVAD Facilities Manager will use their judgment to determine whether a cleaning fee is warranted. To dispute charges, please refer to the Appeals Process in Section 14 of this document.

Student Organization Reservations

Room reservations in the Art Building will be available free of charge for registered College of Visual Arts & Design student organizations conducting business meetings or offering educational programs of interest to the general student body at no cost to the attendees, **if a change in the regular room setup is not required. A change to the regular room setup incurs an additional fee.** Classrooms should be reserved through the UNT Division of Student Affairs.

Important: CVAD student organizations must be officially registered in Student Affairs and must have an advisor or faculty sponsor, with email and phone number, listed on the space reservation request.

Series Reservations: Registered CVAD student organizations may complete the **Art Building Space Request Form** to reserve the same meeting room at the same time on the same day each week for the entire semester. Series reservations begin the first Monday in August for the fall semester and first Monday in December for the spring semester. All series reservations are on a first-come, first-served basis.

Student organizations may incur room rental or other fees associated with reservations when:

- meeting rooms are scheduled more than once a week,
- a change in room setup is required, or
- reservation is for purposes other than business meetings or educational programs.

Failure to arrive within 30 minutes of the scheduled time may result in room cancellation. Meetings are to adjourn by 9:45 p.m. Sunday through Thursday and 7:45 p.m. Friday and Saturday unless prior arrangements have been made.

All personal and vendor effects must be removed at the conclusion of the event.

Data projectors, screens, table podiums and voice/data jacks are available free of charge in all classrooms and conference rooms.

The requesting party is responsible for placing tables and chairs in the desired location. The key to the storage area containing the tables and chairs may be picked up in the Art Building, Room 101. Tables and chairs must be returned to the storage area following the event. The key must be returned to Room 101 once the client has ensured that the storage area is locked.

The client is responsible for rental fees for any additional equipment requested; please see the Art Building Fee Schedule.

Please see Section 5 for more information about catering. Please send a copy of the catering order to the CVAD Facilities Manager at cvad.Facilities@unt.edu at least **two business days in advance** of the event.

Service fees apply when meetings require changes to existing room setup; the CVAD Facilities Manager must be in receipt of all special room setup requests at least **two business days in advance** of the event. Clients are expected to move furniture back after their event.

Sound amplification in any interior open space is prohibited except for built-in P.A. systems with approval of the CVAD Facilities Manager.

Liability for damages or conditions requiring additional cleaning of the reserved space is the responsibility of the student organization named as responsible party. The CVAD Facilities Manager will determine whether a cleaning fee is warranted. To dispute charges, refer to the Appeals Process in Section 14 of this document.

Section 9 — Non-CVAD University Department, Community and Corporate Use of the Art Building

Reservation of space is limited for non-College of Visual Arts & Design departments.

Reservation of event space in the Art Building is prohibited for non-CVAD student organizations. Student organizations that are not part of the College of Visual Arts & Design may still request classroom space in the Art Building by emailing Student Affairs at Student.Activities@unt.edu.

All reservations for Art Building facilities must be arranged through the CVAD Facilities Manager. Please submit the Art Building Space Request Form and view the Art Building Fee Schedule.

Service fees will apply for meetings requiring changes to existing room setup. The CVAD Facilities Manager must be in receipt of all special room setup requests at least two business days in advance of the event. Clients are not expected to move furniture back after their event.

Data projectors, screens, table podiums and computer jacks are available free of charge in all meeting and classrooms. The CVAD Facilities Manager must be in receipt of additional technical requirements two business days in advance of the event, and rental fees will apply.

Please see Section 5 for more information. Please send a copy of the catering order to the CVAD Facilities Manager at least two business days in advance of the event.

Parking is available, for a fee, in UNT Parking Lot 50. Parking validations are available through the CVAD Facilities Manager. Clients must provide the number of validations required to the CVAD Facilities Manager **at least one week before the event**. The total cost for validation will be added to your final bill — see Art Building Fee Schedule.

Sound amplification in any interior open space is prohibited except for built-in PA systems that must be requested through the CVAD Facilities Manager.

Liability for damages or conditions requiring additional cleaning of the reserved space is the responsibility of the client named as responsible party. To dispute charges, please refer to the Appeals Process in **Section 14** of this policy.

Section 10 – Alcohol

All events proposing the inclusion of alcohol beverage service must be pre-approved by the CVAD Facilities Manager and provided through Verde Catering, UNT's on-campus caterer. Consumption of alcohol is very restricted on UNT property.

Note: Absolutely no alcoholic beverages may be brought into or removed from the Art Building without prior arrangements being made through the CVAD Facilities Manager.

Alcohol is prohibited in the building Mondays through Thursdays. The serving of alcoholic beverages may not commence before 5 p.m. on Friday; before 9 a.m. on Saturday; or before noon on Sunday. Very limited exceptions may be granted by the dean; please speak with the CVAD Facilities Manager for more information.

TABC-certified bartenders, arranged through UNT's Verde Catering, must serve all alcoholic beverages. Verde determines the number of bartenders needed for an event.

The TABC-certified bartender may deny alcoholic beverage service to any patron with notification to Art Building management and the event host.

Client is responsible for ensuring consumption of alcoholic beverages occurs in a lawful and responsible manner.

Food and non-alcoholic beverages must be available in reasonable quantities at all events serving alcohol. All food and beverage must remain in the areas scheduled for said event.

Security provided by the UNT Police Department may be required at the expense of the client for events serving alcoholic beverages. Consult with the CVAD Facilities Manager to determine the number of officers required for said event.

Section 11 – Filming/Photography/Videography within the Art Building or Art Annex

All campus departments, organizations and individuals (*including students*) must adhere to the following guidelines for filming, taking photos or video recording within the Art Building:

Departments, companies, organizations and individuals must obtain approval from the CVAD Marketing Office that is under the Senior Associate Dean for Administrative Affairs at least 10 business days prior to filming/video recording within the Art Building, Art Annex or TFC. Proof of approval must be present during filming and made available upon request prior to and during filming. Contact the Marketing Office at cvad.Marketing@unt.edu.

An Art Building, Art Annex or TFC representative will complete a building walk-through prior to the recording date to review the site for safety and traffic flow.

Film or video may **not** be recorded for commercial use without approval from the Division of University Branding Strategy and Communications obtained through the CVAD Marketing Office.

Departments, students, organizations and individuals are responsible for obtaining releases from any parties featured during filming. Filming of minors is strongly discouraged.

Art Building leadership reserves the right to refuse or stop filming at any time. Departments, organizations and individuals must provide their own equipment.

Rooms and event spaces within the Art Building must be reserved for intended use.

Section 12 – Signage and Decorations

All signage, including directional signage and banners/pop-up banners, must be approved by the CVAD Facilities Manager before being displayed.

Signage, posters or decorations are prohibited on facility surfaces, including doors, walls, posts, light posts, columns, windows, walkways, fountains or planters.

Taping up of any signage is strictly prohibited in the Art Building; anything taped in the building, or the grounds of the Art Building will be immediately removed.

Signage, including directional signage, may be displayed on sandwich boards throughout the Art Building. The CVAD Facilities Manager has sandwich boards that may be rented for a fee. Clients must submit a request for sandwich boards at least two days before the event. Please see the Art Building Fee Schedule for more information.

Signage may be ordered through UNT's Eagle Images (individuals and student organizations) or Printing and Distribution Services (UNT departments).

An open bulletin board is provided on multiple floors of the Art Building; signage may be posted there with prior approval of the CVAD Dean's Office.

Any material considered inappropriate (unsuitable use of language or graphics) or that does not follow these guidelines will be removed.

Posting Policy

In accordance with [UNT Policy 11.003: Signs, Posters and Advertisements](#), there may be no posting of flyers, posters, show cards, etc., except in designated areas. Nothing may be posted on doors, walls, windows, trees, or other surfaces on the campus. College faculty and staff, grounds and building custodial personnel will routinely remove all such material.

The Art Building has public bulletin boards above all trash/recycling stations throughout.

Prior to hanging any materials on the board, you must bring all copies to the CVAD Dean's Office. Each item will be stamped "approved" and assigned a "remove by" date. A copy of the material must be added to the CVAD Marketing in the CVAD Mail Room or emailed to cvad.Marketing@unt.edu.

Any posted item without approval will be removed and discarded. Any item in an alternative location will be removed and discarded.

Upon request, a copy of the CVAD Posting Policy is available in the Dean's Office, Art Building, Room 101 or on the [CVAD News and Views Share News webpage](#).

Banners and Pop-Up Signage Indoor Banners

All banners must be approved by the CVAD Facilities Manager; files may be sent to cvad.Facilities@unt.edu and cvad.Marketing@unt.edu for approval. A sticker will be placed on the back of the banner indicating that it has been reviewed and approved. Banners that are displayed without this sticker will be taken down.

Hanging banners must be hung on stand-alone banner stands; they may not be suspended from any interior surface of the Art Building.

Banners can only advertise special departmental and/or organizational events and programs. Banners advertising guest speakers must include speaker name and topic, meeting location, date, and time.

All events advertised on a banner must be open to anyone with a valid UNT ID.

A single banner may hang for no more than seven days in any given period during the semester.

Banners can be no larger than 4' x 10' vertical or horizontal.

The organization/department is responsible for the hanging and removal of banners.

Banners cannot hang directly over the stairs on any floor or from any balcony. Banners placed in these areas will be removed and taken to the CVAD Dean's Suite, Art Building, Room 101.

Any written material that is not in English must have an English translation prominently adjacent that has been approved by International Studies & Programs.

Any banners removed by Art Building leadership will be destroyed.

Outdoor Banners & Signage

All banners must be approved by the CVAD Facilities Manager; files may be sent to CVAD Facilities, cvad.Facilities@unt.edu and cvad.Marketing@unt.edu for approval. A sticker will be placed on the back of the banner by CVAD Facilities indicating that it has been reviewed and approved. Banners that are displayed without this sticker will be taken down.

Outdoor banners and signage must be hung on stand-alone stands; they may not be suspended from any exterior surface of the Art building.

All events advertised on a banner or outdoor sign must be open to anyone with a UNT ID.

Outdoor banners can only be displayed for one week. Outdoor signage (such as those advertising an event) may be displayed for one week prior to an event.

Any banners or signs removed by Art Building leadership will be destroyed.

Outdoor banners shall be made of canvas or permanent banner cloth using printed waterproof or laminated materials. Outdoor signage shall be laminated and affixed to stable ground stakes.

Any written material that is not in English must have an English translation prominently adjacent that has been approved by International Studies & Programs.

Decorations

All decorating arrangements must be made through and approved by the CVAD Facilities Manager. Client is responsible for requesting early facility access for decorating. *Under no circumstances is anything to be attached to facility doors, walls or columns.*

Client may not use the following items when decorating rooms: confetti, glitter, streamer tape, adhesive tape of any kind, silly string, shoe polish, permanent marker/paint pens, candles (flameless LED candles are permitted), or screws, nails, tacks, etc.

Neither the University of North Texas nor the College of Visual Arts & Design assume responsibility for any injuries that might occur while a client is decorating for an event or the damage or loss of articles, equipment or other items left in the facility prior to, during or following an event. Client must remove all personal and vendor effects at the conclusion of the event. Liability for damage to the premises is the responsibility of the client, as named responsible for the event.

Section 13 — Information Tables

Information tables, where literature is available for passers-by to pick up from table, are the only tables allowed in the Art Building.

University departments and student organizations are responsible for any activity at their sponsored table(s), including conduct. Failure to adhere to these guidelines may result in department, student organization or corporate/community entity being blocked from future scheduling of information tables.

Student organizations and university departments may request the use of a table in the Art building by filling out the Event Request Form. The requesting party will receive approval of their tabling event via email.

The requesting party is responsible for placing tables and chairs in the desired location. The key to the storage area containing the tables and chairs may be picked up in the Dean's Suite, Room 101. Tables and chairs must be returned to the storage area following the event. The key must be returned to Room 101 once the client has ensured that the storage area is locked.

A maximum of two chairs per table is allowed. Persons staffing the table are to remain behind it, and activity shall not disrupt the flow of traffic. All materials belonging to the organization or persons staffing the table must be placed on or under the table and must be removed at the end of the event.

The client is responsible for bringing their own materials, including table linens, signage, easels and literature.

Tables are not available to student organizations during pre-finals week and finals week. For safety reasons, the number of tables in public areas and hallways will be restricted.

Tables may be used to promote any event and/or project sponsored by a university department or by a registered student organization. *Individuals or off-campus groups cannot reserve tables for use unless sponsored by a registered organization or department.* The sponsoring organization or department is responsible for completing the necessary approval process.

Signs or banners used at the table may be hung from the front of the table. Large floor displays are not allowed. For additional space, other locations may be available, for a fee, through the CVAD Facilities Manager; to inquire, email cvad.Facilities@unt.edu

Signs or banners may not be affixed to walls, doors, columns or other surfaces within the Art Building or Art Annex.

Any written material that is not in English must have an English translation prominently adjacent that has been approved by UNT International Affairs.

An information table can be reserved for a maximum of five, three-day periods per semester. Clients must submit additional requests for approval five business days in advance and are contingent upon space availability.

Free dispensing of food or beverages (prepared or prepackaged) is prohibited without prior approval of the CVAD Facilities Manager; please email cvad.Facilities@unt.edu to gain approval *before* advertising that food will be available.

Tables for political candidates are not allowed unless sponsored by a student organization or university department.

Soliciting, singing, preaching or sound amplification in any interior open space is prohibited.

Each student organization, university department or other organization is responsible for any damage or theft of Art Building equipment occurring during the use of the same. The user will be assessed repair or replacement costs.

Section 14 — Loading and Unloading Equipment

Loading and unloading will be coordinated with the [CVAD Facilities Manager](#).

Large items must be loaded/unloaded via the Art Building Loading Dock on Mulberry Street.

The Loading Dock is to be used for loading/unloading only. Failure to move vehicles after loading/unloading may result in vehicle being ticketed and/or towed by the UNT Police Department.

Requests for the use of carts and/or dollies are made through the CVAD Facilities Manager. The customer must leave a UNT I.D. card until the equipment is returned.

Section 15 — Appeals Process

An established committee shall hear appeals of any decision made by Art building leadership. The following outlines the hearing process.

- Written request for appeal must be made to the CVAD Facilities Manager.
- All relevant parties are to be present to ensure an adequate and fair hearing.
- The committee shall render a decision by the following business day. The decision of the committee is final.
- Decisions of the committee shall be in accordance with university and Art Building guidelines.



2025-2026 Faculty Handbook

Contact Information

Physical Address

University of North Texas
College of Visual Arts & Design
1201 W Mulberry Street
Denton, Texas 76201

Mailing Address

University of North Texas
College of Visual Arts & Design
1155 Union Circle #311160
Denton, TX 76203-5017

CVAD Scheduling and Facilities

(9.8) Critique Spaces

CVAD maintains multiple critique spaces throughout the Art Building and Art Annex to support teaching, presentation, and group discussion. These rooms are available for reservation by faculty and staff through the [CVAD Booked Scheduler](#).

Art Building – Public Critique Spaces

These five open-access critique areas are in corridors and are suitable for informal presentations and class critiques:

- **Critique Space 1** – Second Floor, Corridor 240, near Art Building, Room 243
- **Critique Space 2** – Second Floor, Corridor 259, at the top of the Grand Staircase, next to Art Building, Room 269, the Gough Design Research Room
- **Critique Space 3** – Second Floor, Corridor 277, near Art Building, Room 274
- **Critique Space 4** – Third Floor, Corridor 340, near the Art Building, Room 375, faculty offices
- **Critique Space 5** – Third Floor, Corridor 370, near Art Building, Room 375

Art Building – Closed Critique Spaces

These rooms offer more privacy and controlled access:

- **ART, Room 450** – Fourth Floor, southern end of the hallway
- **ART, Room 470** – Fourth Floor, northern end of the hallway
-

Art Annex – Closed Critique Space

CVAD also maintains a single closed critique room in the Art Annex:

- Art Annex, Room 108

Reservation Guidelines

- All critique spaces must be reserved via the CVAD Booked Scheduler.
- Please ensure that rooms are returned to their original condition after use.
- If your class or group needs recurring access, consider scheduling all needed dates in advance to avoid conflicts.

For questions about space availability or access permissions, contact your department office or the CVAD Dean's Office.

CVAD Scheduling and Facilities

(9.9) Area Studios

The College of Visual Arts and Design supports a wide range of discipline-specific studios to provide students with access to tools, equipment, and spaces tailored to their academic and creative pursuits. Studio access is limited to students currently enrolled in courses within the respective disciplines, and departmental policies may impose additional restrictions on usage.

Art Education Department

- Art Building, rooms 181, 182

Design Department

- Communication Design: Graphic Design
Art Building, rooms 365, 366, 367, 368
- Communication Design: User Experience
Art Building, rooms 282, 284
- Fashion Design
Art Building, rooms 243, 250, 254
- Interior Design
Art Building, rooms 255, 265

Studio Art Department

- Ceramics – Art Annex
Art Annex, rooms 131, 135, 135A, 136, 139, 140, 150
- Drawing and Painting
Art Building, rooms 456, 460, 466, 468
- Metalsmithing and Jewelry
Art Building, rooms 170, 172, 174, 176, 177, 178
- New Media Art
Art Building, rooms 354, 356
- Photography
Art Building, rooms 360, 362, 362F, 362G
- Printmaking
Art Building, rooms 266, 267A, 267B, 267C, 274, 275, 275B
- Sculpture
Art Building, rooms 153, 158, 158C, 158D, 159, 159A, 159D

Students must follow safety protocols and access policies defined by each area. Faculty should reinforce these guidelines in their courses.

General Access Studio Spaces

These spaces are available to a broader range of CVAD students with certain requirements.

CVAD Woodshop – Art Building, Room 490

Located on the Fourth Floor across from the freight elevator, the CVAD Woodshop provides:

- Table saw, miter chop saws, router, sanding table
- Basic tools for constructing stretchers and small wood projects

Eligibility: Students who have completed the CVAD Foundations sequence may use this space.

Note: The Sculpture woodshop is restricted to students currently enrolled in Sculpture courses.

CVAD Spray Booths

- Locations: Art Building, rooms 275A, 315, 323, and 451

These rooms are the only approved spaces in the Art Building for using:

- Spray paint
- Fixatives

Important Use Restrictions

- Spray adhesives are not permitted anywhere in the Art Building, Art Annex, or surrounding grounds.
- Spray adhesives are strongly discouraged due to their toxicity and potential to damage surfaces and artworks via overspray.

Faculty should remind students of proper usage policies and report misuse to departmental staff as needed.

CVAD Scheduling and Facilities

(9.10) Galleries Across Campus

The University of North Texas is home to a diverse array of gallery spaces that support student learning, faculty research, and community engagement. CVAD's Galleries Office and other campus galleries provide venues for exhibitions, public programs, and interdisciplinary collaboration.

CVAD Galleries at UNT

Administered by the CVAD Galleries Office, three galleries serve the educational mission of the College of Visual Arts and Design, enrich the campus aesthetic experience, and function as cultural resources for the wider community. Faculty and students are encouraged to attend exhibitions and incorporate gallery visits into their coursework.

Visit: [CVAD Galleries Website](#)

CVAD Gallery

Art Building, Room 160

Visit the [CVAD Hours web page](#) for hours of operation.

Cora Stafford Gallery

Art Building, Room 100

- Open only during exhibitions. Visit the [CVAD Exhibitions & Events webpage](#) for the schedule.

Paul Voertman Gallery

Art Building First Floor Lobby, Room C107

- Open during the general operating hours of the Art Building

Please consult the CVAD Exhibitions, Events page and [Art Building Hours](#) for up-to-date access and current shows.

Additional Non-CVAD Galleries on Campus

These galleries are not managed by CVAD but offer additional opportunities for exhibitions, collaborations, and student exposure to campus-wide creative initiatives.

Union Art Gallery

Located in the University Union

- Features rotating exhibitions from UNT students and local artists
- [Union Gallery Info](#)

Art Gallery in the Environmental Education, Science & Technology Building Annex

- Exhibitions occasionally are programmed by departments outside of CVAD.
- Currently, no centralized website or scheduling system is available.

The CoLab Gallery

Located at 207 N. Elm Street (off-campus)

- A hybrid space for UNT students and community partners
- Offers collaborative and experimental exhibitions
- [CoLab Website](#)

Note: Faculty planning to use any of these spaces for student work, installations, or events should coordinate in advance with the appropriate gallery administrators and adhere to posted guidelines and schedules.

CVAD Galleries Scheduling and Facilities

(9.11) CVAD Gallery Proposals

The CVAD Galleries open a [call for exhibition proposals](#) twice a year, providing opportunities for CVAD students and faculty to showcase artwork, design, research, and curatorial projects. Exhibitions are hosted in the Cora Stafford Gallery and Paul Voertman Gallery, as well as additional curated spaces across campus.

The open call is promoted on CVAD's social media, CVAD News and Views, Art Building digital signs, Dean's Update and emails to faculty and staff.

Eligibility

Proposals are accepted only from the following.

- CVAD students enrolled in the semester of the proposed exhibition
- CVAD faculty employed during the semester of the proposed exhibition

Individuals or collaborative teams may submit up to two proposals per academic year.

How to Apply

All proposals must be submitted via the UNT CVAD Slideroom portal.

Deadlines

- Check the Galleries' [Calls for Proposals webpage](#)

Eligible Exhibition Spaces

Proposals may request space in the following CVAD-affiliated locations.

Primary CVAD Galleries

- **Cora Stafford Gallery** – Art Building, Room 100
- **Paul Voertman Gallery** – Art Building, Room C107

Additional Exhibition Spaces

Art Building Courtyard Audio/Visual System

- Reservable outdoor exhibition space for digital media and installations
- Training with the CVAD Facilities Manager and Senior Associate Dean for Administration is required.
- Full-time faculty must be present if used after hours.

The Four-Monitor Video Wall – Located outside the Dean’s Suite

- High-visibility digital display space for time-based media and motion graphics
- Contact CVAD IT Services for information

CoLab Gallery

An interdisciplinary space open to proposals that encourage experimentation and collaboration, [CoLab website](#).

Environmental Education, Science & Technology Building & Dome Projection Space

- Available for immersive and projection-based works
- Particularly suited for environmental, scientific, or new media installations
- Proposal must include technical requirements and logistical needs

CVAD Galleries Proposal Requirements

Each proposal must include the following via Slideroom:

- **Exhibition Statement** (250–750 words)
- **Preferred Dates:** First and second choices from published time slots
- **Gallery Layout/Floor Plan:**
 - Use the downloadable gallery plans to show proposed layout
 - Indicate if requesting both sides of a space and justify this request
- **Work Samples:** One to 20 images or time-based media
- **Technical Requirements** (if using Courtyard, Video Wall, Dome, or other specialized spaces)

Download Gallery Floor Plans

- [Cora Stafford Gallery PDF](#)
- [Paul Voertman Gallery PDF](#)

Selection Process

Proposals are reviewed and rated by the CVAD Academic Committee, which includes the following.

- Dean, Associate Deans, Department Chairs
- Faculty representatives from each department

Applicants will be notified of the outcome via email following the review.

Exhibition Support and Responsibilities

- Gallery staff will ensure a clean, prepped space before installation
- Layout and installation consultations are available
- Some pedestals, shelves, and platforms are available upon request
- Openings typically held on **Thursday evenings**, at the exhibitor's discretion and expense
- Artists must provide their own tools and hanging hardware
- Artwork sales are not permitted
-

Accessibility Accommodations

If a reasonable accommodation is required due to a disability to fully participate in a CVAD gallery event, please contact the CVAD Dean's Office.

- **Email:** cvad@unt.edu
 - **Phone:** 940-565-4001
- Make requests as early as possible to allow time for arrangements.

CVAD Scheduling and Facilities

(9.12) Texas Fashion Collection

General Description

The Texas Fashion Collection is a repository of nearly 20,000 historic and designer garments and accessories, housed within the UNT College of Visual Arts and Design. Founded by the Dallas-based department store Neiman Marcus in 1938 and then stewarded by professionals in the Dallas fashion industry, the Collection became part of the university in 1972. Its holdings have primarily developed through donations, with a primary strength in twentieth-century Euro-American womenswear. Framed as a research resource, the TFC is primarily activated through academic programming, including group and one-on-one research appointments, lectures, and exhibitions.

Locations

Physical locations

Texas Fashion Collection
Welch Street Complex 1
405 S. Welch Street, Suite 102
Denton, TX

Gloria and Bruzzy Westheimer Student Research Gallery
UNT Art Building
1201 W. Mulberry Street, Room 259
Denton, TX

Online locations

For more information on the TFC's institutional history and workings, see the [Texas Fashion Collection website](#). To access digital records for TFC's artifacts, visit the [UNT Digital Library](#). For social media presences, follow us on [Facebook](#) and [Instagram](#).

Exhibitions

The TFC's facilities include a small display area in the Westheimer Student Research Gallery (address above), which features pop-up exhibitions that rotate every one to two months. The TFC also regularly partners with other cultural institutions to mount more robust exhibitions, and information on those projects can be found on the TFC's [Exhibitions webpage](#).

Research Opportunities

Research Appointments

The TFC is accessible only by appointment and for researchers – defined as anyone with an educational purpose for viewing TFC artifacts. Appointments are available free of charge, with priority given to UNT students, faculty, and staff. To request an appointment, email TFC at cvad.TFC@unt.edu to the attention of the Director and share your research question and scheduling availability.

Internships, Fellowships, Employment, and Volunteering

Information about opportunities can be found here: To offer meaningful professional development opportunities in our academic context, please note that the TFC prioritizes funded student positions and does not offer volunteer roles.

Questions

Direct inquiries to the TFC's general email account, cvad.tfc@unt.edu

CVAD Scheduling and Facilities

(9.13) After-Hours Access

CVAD recognizes that creative work often extends beyond regular business hours. For that reason, both graduate and undergraduate students may be eligible for after-hours access to the Art Building and its facilities, subject to departmental approval and university safety protocols.

Graduate Student After-Hours Access

Graduate students may request **24-hour access** to the Art Building and specific discipline-related studios. Requests must be submitted by the student's **department chair** to the **CVAD Facilities Manager**.

- **Access Methods:** Swipe access is granted where possible; physical keys are issued only if swipe access is unavailable.
- **Studio Access:** Permission for discipline-specific studios must be granted by the chair of the appropriate department.
- Graduate Studios in the Art Annex: These spaces are assigned separately by the Graduate Coordinator in the Studio Art Department.
-

Undergraduate Student After-Hours Access

Undergraduate students may be eligible for limited after-hours access to the Art Building. To qualify, students must review CVAD's safety and access policies and pass a required quiz. Visit the CVAD News and Views [After-Hours Student Access to the Art Building and Art Annex information page](#).

- Access is granted **only through approved building entrances** and is limited to posted evening and weekend hours listed on the CVAD website's [Hours page](#).
- Students must **complete the CVAD After-Hours Access Quiz** to be considered for entry approval.

Faculty Research and Professional Development

(10.1) Faculty Development Leave

Development Leave (see [UNT Policy Manual, section 06.010](#)) is designed to support the professional growth of faculty and staff by providing an opportunity to engage in activities that enhance their long-term contributions to the university. These activities may include study, research, writing, fieldwork, or other professional pursuits. Development leave is not deferred compensation and is not automatically granted based on years of service alone.

Eligibility: Development leave may be granted to full-time faculty and staff (including professional librarians) whose roles involve teaching, research, administration, or other professional services. To qualify for development leave, individuals must meet the following criteria.

- Have completed at least six consecutive academic years of service at the university since their initial appointment or return from a previous development leave.
- Not be in their terminal year of employment at UNT.

Applications for development leave should be submitted according to university guidelines, and approval is contingent on the merit of the proposed professional development activities.

Professional Leave / Personal Travel

The instruction of students is the College's top priority, especially during regular instructional periods. However, reasonable time away (no greater than two weeks total per course per semester) from campus may be approved under the following conditions:

- Submit all requests for time away (for professional or personal reasons) in writing to the department chair at least ten working days in advance.
- Requests must specify if any class time will be missed and outline the arrangements made for class coverage.
- The department chair must approve all leave and class coverage arrangements.

Research Leave

For research leave requests lasting a full semester or longer, faculty members must complete the [UNT VPAA 150 – Faculty Application for Leave](#) (other than sick leave). This form must be submitted at the beginning of the semester for approval, and arrangements for class coverage must be made in advance. If the form is not submitted at the start of the semester, it must be submitted at least one month before the leave, with clear details on how courses will be covered during the absence.

Faculty Research and Professional Development

(10.2) Institute for the Advancement of the Arts Faculty Fellowships

The Institute for the Advancement of the Arts supports and elevates the creative work of UNT faculty through its highly competitive Faculty Fellows program. This university-level initiative allows selected faculty members from across the university to take a semester away from teaching and service responsibilities to focus exclusively on creative and artistic research.

Program Overview

Each year, up to four faculty members are awarded IAA Faculty Fellowships. The fellowship provides:

- A full release from teaching for one long semester
- A **stipend or course replacement funding** provided to the faculty member's department
- **Support from the IAA and UNT administration** to help facilitate the completion and visibility of the faculty member's project

The program is designed to foster the development of ambitious creative projects that contribute meaningfully to the faculty member's field, enhance the reputation of UNT, and reflect the university's commitment to the arts.

Recent fellowship recipients have pursued projects in poetry, new forms of printmaking, public art, performance, and digital media, among others.

Eligibility and Application

Eligible applicants must:

- Be full-time, continuing UNT faculty members (tenure-system or non-tenure system)
- Propose a creative or artistic project that can be meaningfully advanced during the fellowship semester
- Demonstrate a strong record of creative accomplishment or scholarly potential in the arts

Applications typically require a project proposal, timeline, curriculum vitae, examples of recent work, and a letter of support from the department chair or director. Proposals are reviewed by a university-level selection committee.

Purpose and Impact

The IAA Faculty Fellows program plays a central role in advancing UNT's reputation as a leader in arts research and creative practice. Fellows are encouraged to share the outcomes of their fellowship with the broader UNT community through lectures, performances, exhibitions, or other public presentations.

The program underscores the university's investment in faculty innovation and supports the professional development and national visibility of its artists and creative researchers.

More Information

To learn more about the IAA, application deadlines, and how to apply for the Faculty Fellows program, visit the Institute for the Advancement of the Arts website or contact your department chair for guidance on preparing a strong application.

Faculty Research and Professional Development

(10.3) CVAD Grants and Funding

The College of Visual Arts and Design offers several internal grant opportunities to support the professional and creative research of full-time faculty. These grants are designed to fund a range of activities, including travel, exhibitions, shipping, community-based work, and research-related expenses.

Up-to-date applications, deadlines, and details are available on the **CVAD SharePoint site**, and faculty are emailed reminders regarding upcoming grant cycles.

Types of College Grants

Departmental Funding

Each semester, departments award internal funds to full-time faculty for professional development activities such as:

- Travel to conferences or exhibitions
- Shipping artwork or supplies
- Exhibition-related costs
- Other creative research expenses

These awards are typically coordinated through the department chairs.

Cornerstone and Flagship Grants

These two-tiered funding programs are coordinated by CVAD's Research Infrastructure Committee and support faculty research, creative projects, and scholarly activity.

- **Cornerstone Grants** (Up to \$2,500): Support small-scale or early-stage projects such as exhibitions, conference presentations, research materials, image rights, or collaborations.

Deadlines:

- Fall: Oct. 1, 2024
- Spring: March 17, 2025

- **Flagship Grants** (\$2,501–\$10,000): Support larger or sustained creative or research initiatives, including multi-phase or collaborative projects, community engagement, and complex installations.

Deadline: Oct. 1 (annually)

CVAD Small Grants

At the discretion of the Dean and department chairs, CVAD Small Grants (typically \$500–\$1,000) are awarded throughout the academic year to support time-sensitive opportunities or targeted creative activity.

Eligibility

Applicants must meet the following criteria.

- Be full-time, continuing faculty (tenure-system or non-tenure system)
- Secure their department chair's signature prior to submission
- Allow sufficient time for departmental review before deadlines

Full-time staff may also apply with approval from their supervisor. Chairs may decline to advance incomplete or late-reviewed proposals.

Note: Cornerstone and Flagship grants primarily support research activities of tenured or tenure-track faculty for whom research is part of their formal workload.

Defining Research in CVAD

In CVAD, “research” encompasses not only scholarly inquiry but also the following.

- Creative activity and artistic practice
- Community-engaged and socially responsive work
- Curation, performance, and design-led innovation

Applicants should contextualize their project and professional experience within these frameworks when preparing proposals.

Funding Priorities

Grants will be prioritized based on alignment with one or more of the following:

- **Collaboration:** Cross-disciplinary or external partnerships
- **Community Engagement:** Projects involving audiences or participants outside UNT
- **Incubation:** Seed funding for new or externally supported initiatives
- **Elevation:** Projects deemed especially meritorious within the applicant's academic or creative trajectory

Applicants working on the same project must submit **one** collaborative application rather than individual proposals.

Application Process

- Applications should include a narrative, budget, CV, and relevant support materials (e.g., images, letters of acceptance or endorsement).
- All materials must be submitted as a single PDF to: cvadGrants@unt.edu.
- Applications are reviewed by the **CVAD Research Infrastructure Committee**, comprising faculty from each department and representatives from the Dean's Office and Onstead Institute.
-

Intellectual Property

UNT's Intellectual Property policy assigns ownership — partial or full — to the university for works created using institutional funds. To address this, CVAD has worked with UNT's Innovation and Commercialization office, formerly known as the Research Commercial Agreements office, to exempt Cornerstone and Flagship grant recipients from this default. Faculty retain full ownership of any artworks created using these grant funds upon IC review and approval.

Grants involving creative outputs will not be disbursed until the exemption is secured through the Innovation and Commercialization.

Learn more about UNT's IP policy: [UNT Policy 08.003 – Intellectual Property](#)

Post-Grant Requirements

Recipients must submit the following.

- A **300-word summary report** within one month of project completion
- A **revised budget** if expenses differed from the original proposal

Failure to use funds within the approved grant period may result in forfeiture unless an extension is requested and approved in advance.

Faculty Research and Professional Development

(10.4) Libraries

Libraries and Research Resources

The University of North Texas Libraries offer a wealth of resources and services to support faculty research, creative activity, and professional development in the College of Visual Art and Design. With extensive collections, dedicated spaces, and specialized services, the UNT Libraries are key partners in advancing scholarly and creative inquiry.

UNT University Libraries

The UNT Libraries system comprises five campus locations and holds over six million cataloged items, including the following.

- Books, journals, and periodicals
- Art catalogs and exhibition monographs
- Electronic databases and full-text journals
- Maps, microforms, government documents
- Audiovisual materials, media, and digital resources

These resources are accessible through the [UNT Libraries website](#), with remote access available to UNT faculty using their EUID and password.

Resources for Visual Art and Design Faculty

While the entire UNT Libraries system supports interdisciplinary research, CVAD faculty may find the following libraries particularly relevant.

Willis Library — main library

Located at the heart of campus, Willis Library houses core collections, including digital arts, design theory, architecture, photography, visual culture, and art education resources. Faculty can access:

- Research databases like Art & Architecture Source, JSTOR, and Project MUSE
- High-quality art and design books and journals
- Archives and special collections, including rare art publications and exhibition catalogs
- Quiet study areas and collaborative research spaces

Media Library | Chilton Hall, Room 111

The Media Library supports CVAD's growing engagement with digital media, film, gaming, and interactive design. Key offerings include the following.

- Audiovisual resources, documentaries, and experimental film collections
- Video game and tabletop game archives for academic and creative exploration
- **The Nest**, an innovative space for e-sports, game design, and interactive media projects

Selected Faculty Services

Course Reserves

Faculty may place instructional materials—including books, articles, video clips, and media—on reserve for student access, either physically in the library or digitally through Canvas integration.

Research Support & Subject Librarians

Subject librarians specializing in art, design, and media studies are available to assist faculty with the following.

- Customized research consultations
- Bibliographic instruction for classes
- Collection development and recommendations

Note: The dedicated research librarian for CVAD is **Rebecca Barnham** a CVAD alumna, B.F.A. in Art History and M.F.A. in Studio Art: Drawing and Painting! View the [CVAD Resources webpage](#) for more services provided by the UNT Libraries.

- Email the Art Librarian for research help: Rebecca.Barham@unt.edu.

Electronic Resources

The UNT Libraries subscribe to a wide range of licensed databases essential for research in art history, design theory, education, and creative practice. These must be accessed via the UNT Libraries' website to ensure secure authentication.

For assistance or to explore additional services, faculty are encouraged to visit the Libraries website or connect directly with their subject librarian.

Faculty Research and Professional Development

(10.5) Office of Research and Innovation

Office of Research and Innovation

The Office of Research and Innovation at UNT is a key resource for College of Visual Art and Design faculty seeking support for research and creative projects. The office provides guidance, tools, and administrative support to help faculty secure internal and external funding, navigate compliance processes, and manage sponsored activities effectively.

Services and Support

ORI offers a wide range of services, including the following.

- **Funding Guidance:** Assistance in identifying and applying for grants, fellowships, and other funding opportunities relevant to both scholarly research and creative practice.
- **Proposal Development:** Support with crafting competitive proposals, developing budgets, and submitting through university channels.
- **Grants and Contracts Management:** Oversight and administration of grant submissions, awards, contracts, and project finances in coordination with sponsoring agencies.
- **Research Integrity and Compliance:** Resources to ensure that all research activities comply with federal, state, and university policies—including human subjects, intellectual property, and conflict of interest guidelines.
- **Information Systems and Tools:** Access to systems and platforms that streamline the proposal submission, tracking, and reporting processes.

CVAD faculty are encouraged to connect with ORI early in the planning stages of their projects to take full advantage of available support and ensure compliance with university policies.

For more information or to get started, visit the [Office of Research and Innovation website](#).

Faculty Research and Professional Development

(10.6) Intramural Seed Funding

Intramural seed funding is designed to support CVAD faculty in initiating research and creative projects that lay the groundwork for future external grant applications. These internal grants are intended to:

- Generate preliminary data or outcomes
- Support pilot studies or exploratory work
- Advance scholarly or creative activities that strengthen the competitiveness of future external funding proposals
-

By investing in early-stage research and creative inquiry, seed funding aims to increase the likelihood of success in external peer-reviewed funding competitions. Faculty are encouraged to use this opportunity strategically to build momentum toward larger, externally supported projects.

For application guidelines, deadlines, and support, faculty should consult the [Office of Research and Innovation website](#).

Faculty Research and Professional Development

(10.7) External Funding

External funding provides vital support for faculty research and creative endeavors in the College of Visual Art and Design. Opportunities are available through a wide range of sources, including:

- **Government Agencies**, e.g., National Endowment for the Arts, National Science Foundation, National Institutes of Health
- **Non-Profit and Cultural Organizations**, e.g., Mellon Foundation, Graham Foundation, ArtPlace America
- Private Foundations and Trusts
- Industry and Corporate Sponsors

Each sponsor type has distinct priorities, application processes, and review criteria. Faculty are encouraged to align their proposals with the mission and goals of the funding organization to enhance competitiveness.

The Office of Research and Innovation provides tailored support to CVAD faculty in identifying appropriate funding opportunities, developing proposals, and navigating submission requirements.

For curated lists of discipline-specific funding sources or proposal development assistance, visit the [Office of Research and Innovation](#) or connect with your designated research support staff.

Faculty Research and Professional Development

(10.8) International Affairs

UNT International Affairs plays a vital role in advancing the university's global mission and supporting international teaching, research, and service. The office collaborates with faculty, staff, students, and administrators to strengthen the university's international engagement and global presence.

International Affairs oversees six core units.

- Global Engagement
- International Recruitment
- International Student and Scholar Services
- International Programs and Communication
- The Intensive English Language Institute
- Study Abroad Programs

For faculty in the College of Visual Art and Design, International Affairs offers valuable support for the following.

- Developing international collaborations and partnerships
- Hosting visiting scholars and international artists
- Coordinating study abroad and exchange opportunities
- Navigating visa and immigration processes for international visitors
- Integrating global perspectives into teaching and research initiatives

Faculty are encouraged to explore opportunities for cross-cultural engagement and to consult International Affairs early in the planning of any international activities.

For more information and resources, visit the [UNT International Affairs website](#).

Faculty Research and Professional Development

(10.9) Office of Faculty Success

The Office for Faculty Success is a dedicated resource for faculty at the University of North Texas, providing guidance, tools, and opportunities to support your success in teaching, research, creative activity, leadership, and service. Whether you are new to CVAD or an established scholar or artist, OFS offers tailored support at every stage of your academic journey.

Key Areas of Support

Mentoring Programs

OFS facilitates mentoring for faculty at all ranks, including structured programs for early career faculty, peer mentoring opportunities, and mentoring networks focused on specific topics such as grant writing, teaching, or leadership. Faculty are encouraged to participate in mentoring communities that foster collaboration, feedback, and professional growth.

Teaching Development and Workshops

In collaboration with campus partners, OFS offers a wide range of workshops and resources designed to enhance teaching effectiveness and innovation. These include:

- Evidence-based teaching strategies
- Inclusive and equitable classroom practices
- Assessment and course design tools
- Workshops and learning communities on teaching with technology and creative pedagogy

Chair and Leadership Development

OFS provides targeted leadership development for department chairs, program directors, and faculty aspiring to leadership roles. Programming includes the following.

- Onboarding for new chairs and academic leaders
- Leadership institutes and seminars
- Peer learning groups focused on strategic planning, team management, and faculty support

Promotion and Tenure Support

Comprehensive resources and guidance are available to assist faculty as they prepare for promotion and tenure. OFS offers the following.

- Promotion and tenure information sessions
- CV reviews and dossier preparation workshops
- Mentoring and peer support from experienced faculty
- Clarity on university policies and expectations

Faculty are encouraged to begin planning early and to take advantage of the office's hands-on support throughout the process.

Find current opportunities and information on the [UNT Faculty Success website](#).

Faculty Awards and Recognition

(11.1) University Awards and Honors for Faculty

The University of North Texas recognizes the extraordinary contributions of its faculty through a range of prestigious awards. These awards honor outstanding achievements in teaching, research, service, leadership, and community engagement, celebrating faculty members who make a significant impact on the university and the broader community. Below is an overview of the key awards available to faculty at UNT, including those that are particularly relevant to CVAD. For more information, please visit the [UNT Faculty Awards webpage](#).

UNT Foundation Eminent Faculty Award

Recognizes a faculty member who has made outstanding and sustained contributions to scholarly-creative activity, teaching, and service, and who serves as an inspiration to the UNT community. This award is one of the university's highest honors and is given to one full-time faculty member.

UNT Foundation Faculty Leadership Award

Awarded to a faculty member who significantly impacts the academic enterprise through leadership and service. The recipient demonstrates professionalism, a commitment to the university's strategic mission, and encourages others to work toward the public good through innovative initiatives.

UNT Foundation Community Engagement Award

This award recognizes faculty whose careers are marked by sustained activities that advance university-community engagement, address important community issues, and create respected intellectual products.

UNT Foundation Outstanding Lecturer Award

Given to a faculty member for outstanding and sustained contributions to teaching, scholarly-creative activity, and service. It is one of UNT's highest faculty honors, awarded to one full-time faculty member.

University Distinguished Research Professorship Award

Recognizes tenured faculty at the rank of professor who have achieved exceptional creative or research productivity and continue to demonstrate extraordinary productivity in their field.

University Distinguished Teaching Professorship Award

Awarded to tenured faculty at the rank of associate professor or professor for outstanding teaching and promoting the continuous development of teaching excellence at UNT.

Regents Professor

Recognizes faculty at the rank of professor for outstanding contributions in teaching, research, and service to their profession. Regents Professors are nationally and internationally recognized in their fields.

'Fessor Graham Award

Named in honor of Professor Floyd Graham, this award is given by the student body for outstanding and selfless service to students. It is the highest honor presented by the student body, with a committee selecting the recipient.

J.H. Shelton Excellence in Teaching Award

Named for UNT alumnus Joe Houston Shelton, this award recognizes a faculty member, including lecturers, for a record of outstanding teaching at UNT for at least five years.

Student Government Association Honor Award

Presented by the Student Government Association during the Honors Day ceremony, this award recognizes faculty for their exceptional service and teaching, with selections made by students.

President's Council Teaching Award

Established to honor full-time, tenured/tenure-track faculty for a sustained record of teaching excellence at UNT, with at least five years of service.

UNT Piper Professor Nominee

Recognizes a full-time, tenured/tenure-track faculty member for outstanding teaching and a commitment to student success. This award is funded by the President's Council.

DSI-CLEAR Online Teacher and Course Award

This award recognizes faculty excellence in the design and facilitation of learning in a web-based environment, highlighting effective online teaching practices.

Research Leadership Award

Awarded to a faculty member whose research excellence and leadership at UNT have made a substantial contribution to their discipline and garnered national or international recognition.

Creative Impact Award

Recognizes a faculty member whose publications, performances, or exhibitions in the creative arts have had significant societal impact.

Early Career Award for Research and Creativity

Given to a faculty member within their first 10 years in a full-time appointment, this award honors outstanding research or creative endeavors with a high impact on their discipline and society.

Decker Scholar Award

Recognizes tenure-track and tenured faculty in science and technology who demonstrate outstanding research in natural sciences, computational sciences, or technology.

Teacher Scholar Award

Honors faculty members who demonstrate excellence in both research/creative productivity and teaching.

Toulouse Scholar Award

Recognizes outstanding teaching and scholarly or creative achievements, with a focus on faculty members who have made exceptional contributions to teaching and research.

Thank A Teacher Award

This program allows students to recognize and thank faculty for their exceptional teaching and mentorship.

Award for Distinguished Contributions to International Education

Honors faculty members who have made meritorious contributions to international education and the internationalization of UNT.

Early Career Award for Distinguished Contributions to International Education

Recognizes faculty who have made significant contributions to international education within their first five years at UNT.

Outstanding Library Faculty Award

Given to a library faculty member who has made significant and sustained contributions to the library, university, or profession through their work.

President's Council University Service Award

Recognizes a tenured/tenure-track faculty member for sustained teaching excellence at UNT, with a focus on service to the university and the broader community.

Ulys & Vera Knight Mentor Awards

Recognizes faculty for sustained excellence in mentoring undergraduate students, graduate students, or other faculty in areas such as teaching, research, service, and professional development.

UNT Special Recognition Award

Honors extraordinary individuals or groups for unique contributions to UNT, fostering pride in the university.

Bob Rogers Service and Community Engagement Award

Awarded to a faculty or staff member whose dedication to community service enhances both UNT and the broader community.

Presidential Early Career Professorship Award

Recognizes probationary faculty with outstanding research, scholarship, or creative activity and potential to make transformative contributions to their field.

Adjunct Faculty Award for Teaching Excellence

Recognizes part-time faculty who exemplify the highest standards of teaching and student mentorship.

How to Nominate and Apply

Faculty members are encouraged to explore the specific criteria and application processes for each of these awards. Departments often assist with nominations, and faculty can contact the Faculty Success Office for guidance on how to apply for or be nominated for relevant awards. Recognition of faculty excellence is an integral part of creating a vibrant, successful academic community at UNT. We encourage all faculty to pursue opportunities for recognition and celebrate the outstanding contributions made by colleagues.

Marketing, Communications and Branding

(12.1) College Event Marketing

The CVAD Marketing Office supports the college's mission by promoting faculty, student, and staff achievements, events, and programs through a variety of channels. Marketing reports to the Senior Associate Dean for Administrative Affairs and serves as a strategic partner for event promotion, digital communications, public relations, advertising, branding, and production of printed materials.

Marketing assists with the promotion of CVAD-related events, including the following.

- Faculty, Student, and Staff Events
 - Exhibitions, presentations, news articles, student showcases, guest-speaker visits, research and related activities.
- Department and Program Events
 - Events hosted by academic programs, galleries, the Texas Fashion Collection, Onstead Institute, lectures, guest speakers, symposia, and other sponsored events.
- Special CVAD-sponsored Events
 - Signature collegewide events such as CVAD Celebrates and Creative U.
- Recruitment and Engagement
 - Collaboration with Community Engagement and Recruiting teams, the UNT Career Center coaches, and related initiatives.
- Photography and Videography Services
 - Hourly student assistants provide official event photography and video coverage based on their availability around their class schedules.
- Alumni communications through UNT Mailman bulk mail system — alumni in this list are not sorted by major or program.

Contact the CVAD Marketing Office at cvad.Information@unt.edu should you have any questions.

Marketing, Communications and Branding

(12.2) Digital Communications

Digital Communications

The Marketing Office manages CVAD's digital presence, some external and internal messaging, excluding the Dean's Update, Department and Recruitment messages.

Website Development and Management

- Main site: cvad.unt.edu (academic programs, advising, galleries, directories, resources)
- CVAD News and Views: news.cvad.unt.edu (newsfeed, newsletters, student publications, events calendar, alumni highlights, senior Design highlights, Interior Design Blog, photo albums, In Memoriam)
- Onstead Institute: onstead.cvad.unt.edu
- Texas Fashion Collection: tfc.cvad.unt.edu

Website Updates

- Academic program-related updates on the cvad.unt.edu website must be approved by the department chair/director and the Associate Dean for Academic and Student Affairs **before** submission to Marketing. News and Views website updates can be emailed to CVAD.Information@unt.edu with the Associate Dean's approval.

News Sharing

- Faculty, students and staff are encouraged to submit news and information through the [Share News](#) webpage on the CVAD News and Views website. Submissions may be posted on the [Newsfeed](#), [Upcoming Events](#), digital signs and social media, too, as appropriate. Submissions will be elevated to UBSC for wider dissemination. Ten working days of notice is requested; urgent requests will be considered on a case-by-case basis.

Digital Signage

- Manages messaging for the Art Building's digital information signs. Videos for the First Floor must be submitted to CVAD IT Services. Send a request following the through the [Share News](#) webpage to have your information added.

Social Media Management | CVAD Social Media Accounts

- Oversees CVAD's official social media accounts, [Facebook](#), [Instagram](#), and [YouTube](#).
- Encourages following of CVAD's Instagram and Facebook with the hashtag [#UNTCVAD](#) and tag [@untcvad](#). Use [#CVAD4U](#) for future students.
- Encourages students, faculty and staff to create a professional account that CVAD can follow and share posts to CVAD Facebook and Instagram Stories. We do not follow personal (drinking on Fry Street, bathtub photos, etc., or non-CVAD related content) or accounts marked private or accounts that feature minor children.
- Manages content for the CVAD YouTube channel, in coordination with review and approval from the CVAD Associate Dean for Academic and Student Affairs.

Video Content

- Embeds video content hosted on the CVAD YouTube account to CVAD webpages. Has limited videography production resources.

Advertising — online and broadcast

- Assists with ad creation and placement; requires department bookkeeping approval and a chart string for payment. All paid or gratis advertisements by a CVAD unit requires coordination with the Marketing Office **prior** to publication. Submits CVAD advertisements, art and graphics to UBSC for approval **before** the proposed — paid or gratis — graphics can be placed, published and paid.

Newsletter Publication

- Curates CVAD news to publish the [Friends of CVAD](#) newsletter three times annually — spring, summer, and fall. In addition to CVAD faculty, staff and UNT leadership, the opt-in subscription newsletter is emailed to approximately 11,300 alumni and 10,300 students, parents, donors and other friends.

Undergraduate Senior Shows and Graduate Student Projects in Lieu of Thesis

- Hosts senior show webpages for Communication Design, Fashion Design, Interior Design, and the Studio Art M.F.A. catalogs.

In Memoriam

- Hosts the In Memoriam webpage about CVAD-related community members.

Marketing, Communications and Branding

(12.3) University Brand Strategy & Communications Liaison

CVAD Marketing serves as CVAD's liaison to the UNT Division of Brand Strategy and Communications, UBSC, for the following.

Branding Approval Requests

- Submits CVAD advertisements, art and graphics to UBSC for approval before the proposed — paid or gratis — graphics can be placed, published and paid.

Videography Requests

- Submits requests for external (non-UNT or non-CVAD) videography services; notifies UBSC and Office of General Counsel.

Media Relations

- Documents all reports of administrator, faculty and staff contact with members of the press. Faculty and staff are requested to notify CVAD Marketing about their contact with members of the press. Prior approval of talking to the press is not needed when faculty discuss their area of expertise. A courtesy notification is appreciated.
- Reports to the Dean and UBSC any contact of external media who ask members of the CVAD community for comments, photos or interviews.
- Elevates story ideas for university-level publications or external media placement.
- Assists with reporter interviews and coordinates media visits with UBSC.

Story Submissions

- Promotes CVAD news in university-wide publications such as *The North Texan*, *UNT Today*, *The Lab*, *UNT Research*, and the *UNT Events Calendar* and for possible elevation to external press.

Contact the CVAD Marketing Office at cvad.Information@unt.edu should you have any questions.

Marketing, Communications and Branding

(12.4) Print and Promotional Materials

Marketing supports the creation, production, branding and accessibility compliance for printed publications and specialty advertising items.

Faculty Materials

- Faculty are encouraged to share materials and information, such as images and posters of their publications, awards and exhibitions, with Marketing to add to CVAD News and Views and social media to promote faculty achievements.

Your Student's Materials

- Faculty are requested to encourage students to contact Marketing to promote their exhibitions, thesis presentations, art or design projects and student organization meetings and activities to promote student achievements.

Printed Materials Assistance

- Posters, postcards, flyers, and brochures
- T-shirts and specialty advertising items, e.g., give-away items

Proofing Services

- All materials — paid or gratis — must adhere to UNT and CVAD branding, accessibility guidelines and receive budget approval. This means the logo/wordmarks must be correct but does not include your design space.

UNT Lockups

Provides UNT and CVAD wordmarks and logos for your use.

Contact the CVAD Marketing Office at cvad.Information@unt.edu should you have any questions.

Marketing, Communications and Branding

(12.5) Marketing Recommendations

Marketing Recommendations for Faculty

Faculty are encouraged to partner with Marketing early in their event planning process to maximize impact.

Advance Notice

- Submit marketing requests at least **seven to 10 business days** in advance. Emergency requests with justification will be considered on a case-by-case basis.

Syllabus Recommendations

- Encourage students to promote their exhibitions and projects through CVAD Marketing Services.
- Recommend students create professional art/design Instagram accounts and tag [**@untcvad**](#) to be followed and for their project and event promotions.

Resource Awareness

- Please direct students to the online [CVAD Resources webpage](#), which includes the following.
 - Local art galleries and art supply stores
 - Financial aid and scholarship information
 - CVAD Posting Policy guidelines
 - Art & Design Librarian services and contact information

Assistance for Faculty and their Family Members

(13.2) Assistance with Employee Benefits

The University of North Texas is committed to offering a competitive and comprehensive benefits program. UNT's Group Benefits Program is administered by the Employees Retirement System of Texas on behalf of the State of Texas and supports nearly half a million employees, retirees, and their family members.

The UNT benefits staff provides a range of services to employees, including:

- Individual and departmental consultations
- Training sessions on available benefit programs
- Ongoing guidance and access to informational resources

For an overview of the benefits available to UNT employees, please visit the UNT Benefits website.

(13.3) Employee Tuition Benefit

The University of North Texas supports the continued education of its employees and their families through the Employee Tuition Benefit program. This benefit is available to eligible employees of UNT and UNT System component institutions, as well as their dependents, who are enrolled in UNT courses.

Eligibility

To qualify for the Employee Tuition Benefit, employees and/or their dependents must meet all eligibility requirements by the 12th class day of the Fall or Spring semesters, or by the fourth class day of the summer term.

Benefit Details

The Employee Tuition Benefit covers the following costs.

- Board Designated Tuition
- Differential Tuition
- Mandatory Fees

The maximum benefit amount is \$7,500 per semester. Recipients are responsible for covering any remaining tuition and additional fees not included in the benefit.

For more information about eligibility, application procedures, and deadlines, please visit the UNT Employee Tuition Benefit website.

Assistance for Faculty and their Family Members

(13.4) Center for Young Children

The Center for Young Children, formerly known as the UNT Child Development Laboratory, offers a high-quality, play-based early childhood program for children ages three to five. Using an emergent curriculum model, the CYC builds learning experiences around the interests, curiosities, and experiences of each child. In support of cultural diversity and home language development, the center also offers a bilingual program for children from Spanish-speaking families.

About the Center

The Center for Young Children is part of the College of Education at the University of North Texas. It provides a research-based preschool program that serves as a model for early childhood education across the Dallas–Fort Worth area and the State of Texas.

In addition to its educational services for young children, the CYC operates as a research and training site for students enrolled in College of Education programs. Research and fieldwork at the CYC are conducted under the supervision of College of Education faculty, certified teachers, and specialists, adhering to strict guidelines that ensure the protection of children’s rights, privacy, and confidentiality.

For more information about enrollment or to express interest in the program, please complete the CYC Interest Form on the [Center’s webpage](#).