

# Faculty Handbook

## MISSION

Creative Arts Workshop is an educational and cultural resource center devoted to fostering creativity through participation in, appreciation of and leadership in the visual arts. CAW affirms its commitment to making programs available to a broad and diverse population.

## ABOUT

Creative Arts Workshop is a nonprofit regional center for education in the visual arts that has served the Greater New Haven area since 1961. Located in the heart of the Audubon Arts District, the Workshop offers a wide range of classes in the visual arts in its own three-story building with fully equipped studios and an active exhibition schedule in its Hilles Gallery. More than 2,000 adults and young people enroll annually in the over 400 courses offered by Creative Arts Workshop, while thousands of visitors enjoy the exhibitions in both galleries throughout the year. Creative Arts Workshop makes the arts available to all who want to participate. Membership, tuition, arts-related fundraising events, grants, and sponsorship support our work.

## WHY HAVE A HANDBOOK?

CAW values having a clear and comprehensive overview of the relationship between the faculty and the organization so that we can all better serve our students. In the service of doing just that, faculty and staff have organized this handbook to provide you with what we think is the most relevant information to have as an Faculty member. If you think we have missed something or need more clarification, please don't hesitate to contact your Department Head or the Executive Director.

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## EXPECTATIONS

### COMMUNICATION

Clear, regular communication is vital in the operation of the Workshop. All faculty members are expected to respond to messages by email, phone, and on-site mailbox consistently and quickly. Please check with your Department Head to determine communication plans. Faculty are always added to CAW's email and mailing lists for general communication. If you ever need to change your contact information, please contact our Registrar.

### STUDIO CONDITION

All of our studios are shared and their upkeep is important. Leave the studios in a clean and organized condition with furniture and equipment arranged as you found them and cleaner than you found them. Take time with your students at the end of your class to clean up.

### MEETINGS

Several faculty meetings are held each year and attendance is required.

### PRIORITIES + STRATEGY

Based on student feedback from last year, CAW has identified two priorities for all Faculty:

- ▶ Arrive to session on time, ready to teach
- ▶ Provide ample individual attention to each student

Based on our organizational strategic plan, CAW is seeks increase overall enrollment:

- ▶ Retain students from term to term, year to year
- ▶ Meet minimum enrollment in new courses
- ▶ Design innovative learning experiences

## STUDENTS + CURRICULUM

### CLASS LISTS

You will receive 2 copies of your class list in your mailbox on or before the first session. Please take attendance on one sheet and return it to the Registrar mailbox and keep other for yourself. If there is not a phone number or email address, please ask the student to give them to you and notify the Registrar. If a student is not included in the list, add their first and last name, email address, and phone number and notify the Registrar. These class lists are confidential and the property of CAW; do not release them to anyone or use them for any purpose beyond conveying CAW related communication. Your address, phone number and email will never be released to anyone. If someone has a question for you, the front office will take a message and ask you to return the call or email.

#### *Faculty Portal*

You can access your class lists anytime and email your students easily using the Faculty Portal through our online registration system (see appendix).

### OPEN ENROLLMENT

All of our classes (excludes workshops, open studio, or Adventures in Art) are open and free to all during the first week of every term. Please welcome guests to your class to observe or interact with your lesson. We will make every effort to keep all classes available during this important week, but we may choose to cancel classes with very low enrollment in advance of Open Enrollment on a case-by-case basis.

### REGISTRATION INFORMATION

Please refer all issues concerning registration, refunds, or other money matters to the Registrar. The Workshop has School Policies (see appendix: School Policies) and it is important that we apply them centrally and equitably.

#### *Register*

Students can register online, by phone or mail, or in person. Registration forms are available on the last page of every *Inside the Workshop* and at the front desk.

#### *Payment Plans*

Students may pay for tuition over the course of the term by paying a 30% deposit at registration and automatic, even monthly payments deduced from an on-file credit card on the 1<sup>st</sup> of every month. Payment plans are only available using an on-file credit card and students must register the day before the first monthly payment is due (ex: during Fall Term, payment plans are available until September 30 as the first monthly payment is due October 1).

#### *Discounts*

Other tuition discounts include 10% Membership discount, which is automatically deducted at checkout, and 5% Early Bird discount during specified days, which is automatically deducted from the displayed price of the course.

### *Prorate*

Typically, we do not prorate our tuition; however, on a case-by-case basis, CAW can make arrangements with students to receive tuition credit for sessions they know in advance that they cannot attend. The factors we consider in making this decision include likely enrollment, student history, and material expenses. We do not currently guarantee any set prorating arrangement. Please ask students to contact Registrar to discuss.

## TUITION ASSISTANCE

CAW believes that everyone deserves access to an arts education. CAW tries to keep the cost of its programs as affordable as possible and we offer tuition assistance and scholarships for our courses for students who need it each term. Application forms (see appendix) are available at the front desk or we will mail them to applicants upon request. Deadlines are typically 3 weeks before the start of term.

## SCHEDULE CHANGES

Faculty are responsible for contacting students regarding schedule changes related to Faculty conflicts and CAW is responsible for contacting students regarding schedule changes due to weather or CAW conflicts. If you change the scheduled time or location of your class, cancel, or postpone a class you must let the Registrar know in case questions arise. You are expected to make it up at the end of the term. Refunds are issued to students as a last resort.

### *Low Enrollment Cancellations*

CAW is responsible for communication if a class is cancelled due to low enrollment. Two weeks prior to the start of term, we will contact faculty and students in courses at risk for cancellation. One week before the start of term, we will contact faculty and students to cancel the course. We will attempt to transfer students to another course or the same course in an upcoming term or issue a refund as a last resort.

## COURSE INFORMATION

Discuss any edits to current courses – title, description, schedule, syllabus, etc. – with your Department Head. We can modify this information anytime, but there are several key deadlines we follow for planning purposes:

- ▶ Fall, Winter, Spring Term: due end of April
- ▶ YP Summer: due end of November
- ▶ Summer Term: due end of March

Faculty or Department Heads can use the Course Submission sheet to make these changes.

## DEVELOPING NEW COURSES

Your Department Head is available to assist you in developing a new course offering. Contact them to discuss your ideas and submit proposals online at [CreativeArtsWorkshop.org/submitcourse](http://CreativeArtsWorkshop.org/submitcourse) or use the Course Submission sheet (see appendix).

## COURSE FORMATS

Class: meets weekly 2-5 hour sessions throughout the term

Workshop: meets for 1-2 sessions up to 6 hours, likely a weekend, anytime during the year

Open Studio: monitored access to studio spaces

Adventures in Art: weeklong summer programs for children

## PRICING

Courses are priced by CAW based on history, material expense, and enrollment. We often support enrollment in new courses with a lower introductory rate. If you have any questions or concerns about the price of a course, please contact the Executive Director.

## SUPPLIES

Department Heads coordinate ordering of materials and oversee equipment maintenance; please direct questions to them.

### *Reimbursements*

Your Department Head must approve all purchases, including out of pocket expenses. For approved reimbursements, fill out a Check Request Form (see appendix), located next to the mailboxes, and attach your receipts. Submit approved reimbursements to the Finance Manager within 30 days of the purchase.

### *Administrative*

If you need to make copies for your class, you may use the copy machine in the front office or library. Office supplies are kept in the Supply Closet on the 2<sup>nd</sup> floor next to the Library.

### *Models*

If you need a model for your class, there is a file box next to the mailboxes with the names and phone numbers of models. Models are paid \$17 per hour. Please help models fill out a W-9 form and modeling timesheet. Faculty teaching the class must approve timesheets with their signature. The Finance Manager will mail payments on the 15<sup>th</sup> and 30<sup>th</sup>.

### *Teaching Assistants*

If you need a Teaching Assistant for your Young People's Department course, contact the Registrar. TAs are paid \$10 per hour. Please help them fill out a W-2 form and TA timesheet. Faculty teaching the course must approve timesheets with their signature. The Finance Manager will mail payments on the 15<sup>th</sup> and 30<sup>th</sup>.

## EVALUATIONS

Course evaluations are an important tool to improve instruction. Evaluations are available online or by paper forms. Please distribute paper course evaluation forms, available next to the mailboxes, to your students on the last session of each term. They are asked to return the forms to a box at the front desk. The administrative team, Department Heads, and select committees view the results. The Department Heads will share the results with you.

## STUDENT BEHAVIOR

If a student's conduct becomes an issue, please discuss the matter first with your Department Head. If a solution cannot be found within the department, please bring the matter to the attention of the Executive Director. The Workshop and its Board of Director are committed to serving the whole community and would ask that you make every effort to accommodate all students.

## ADMINISTRATIVE INFORMATION

### GALLERY

CAW has three gallery spaces – Hilles Gallery (two floors), Creative Works Gallery (often known as “The Shop”), and the Tiny Gallery (open 24/7). All are free and open to the public. Most of the artwork is for sale with 40% commission supporting CAW, but the Galleries also provide learning opportunities for our students and position the Workshop as a hub for the visual arts in our community. Most exhibits open with a reception and may include an artist talk or other events.

#### *Student Shows*

Twice annually, the Workshop holds an exhibition of work by its students. This is a vital component of the learning process and we encourage all students to participate. All submissions received are displayed.

#### *Faculty Shows*

Every other year, the Workshop holds an exhibition of work by its faculty. This is a great opportunity for the New Haven community to become acquainted with your art. There are other exhibitions available to faculty members during the year as well.

#### *Gallery Proposals*

The Gallery Committee accepts proposals for exhibits year-round. In particular, the Tiny Gallery is an excellent opportunity for our Faculty and students. Contact the Gallery Fellow to discuss or submit your exhibit ideas.

### PARKING

One of the challenges of being an urban arts organization is ... parking! CAW does not reimburse anyone for parking expenses; however there are many affordable and accessible solutions.

#### *Audubon Court Garage*

- Directly next to CAW on Audubon Street
- Payment by credit card only
- Discount cards available
- Door locks at 10pm
- Closed on Sundays

#### *Street*

- Metered street parking throughout the neighborhood
- 1-2 hour time limit until 5pm; unlimited 5 – 9pm; free after 9pm and Sundays
- Use the [ParkMobile](#) app to pay quickly and easily

#### *Yale University*

- Free parking available in lots after 5pm and weekends
- Find up-to-date information on [Yale's website](#)

#### *Other options*

- Many faculty members have discovered free parking at nearby businesses and offices after 5pm or park and walk from the East Rock neighborhood, where parking is not metered

## HOLIDAYS

CAW does not follow New Haven Public School schedule; please check *Inside the Workshop* or our website for details on holiday closures.

## EVENTS

CAW hosts several events throughout the year and many of them are free or inexpensive. Some of our favorites include:

- ▶ Annual Meeting (September)
- ▶ Framing New Haven fundraiser
- ▶ Bowl-A-Thon to support Community Soup Kitchen (Sunday before Thanksgiving)
- ▶ Celebration of American Crafts (November-January)
- ▶ XOXO: A Sale of Valentines (February)
- ▶ Hats Off! fundraiser (March)
- ▶ Edible Book Tea (April)
- ▶ Gala (May)

## COMMITTEES

CAW has several committees working towards our mission. Faculty and students are vital members of these committees; please contact the Executive Director if you have questions or would like to join.

- ▶ Programming + Enrollment Committee
- ▶ Gala Committee
- ▶ Fund Development Committee
- ▶ Gallery Committee



## BUILDING + SAFETY

### DIRECTORY

- 1<sup>st</sup> Floor: Front Office + Copy Machine \* Gallery \* Pottery Studio \* Jewelry Studio \* Sculpture Studio \* Clean Room \* Restrooms \* Executive Director Office \* Janitorial Supplies \* Refrigerator
- 2<sup>nd</sup> Floor: Gallery \* Finance Office \* Photography Studio \* Book Arts Studio \* Inventory Room \* Painting Studio \* Weaving Studio \* Library + Copy Machine \* Women's Restrooms \* Unisex & Handicap Accessible Restrooms \* Office Supply Closet \* Refrigerator
- 3<sup>rd</sup> Floor: Multi-Media Studio \* Young People's Studio \* Printmaking Studio \* Development and Registrar Office \* Restrooms \* Refrigerator

### EMERGENCY CONTACTS

In all emergencies, please call: 911

Non-emergency: 203 946 6316

*After-hours and weekends:*

Daniel Fitzmaurice: 203 710 2966

Katrina Goldburn:

### ACCESS

The Workshop's Ambassadors attend the front desk from 8:30am - 7:45pm on weekday and 8:30am-12:30pm on Saturdays. The front door is locked promptly at 7:30pm on weekdays and at noon on Saturdays. For the security of everyone in the building, do not prop open any exterior door. Do not leave out valuable items, purses, wallets, watches, etc. in plain sight or in unattended areas. Please pass this suggestion on to your students.

*Gallery*

Monday - Friday, 9am to 7pm

Saturday, 9am to 12pm (during semester only, excluding summer)

*Keys*

Please let the Registrar know if you need any studio keys. If you are an evening Faculty, they will put the appropriate keys in your mailbox each week. There are extra copies of all keys at the front desk.

### WEATHER CANCELLATIONS

Classes and workshops that are cancelled due to weather are always rescheduled; an email from our Registrar will provide details. All open studios and practice sessions follow school-wide schedule changes. Closings are listed at [CreativeArtsWorkshop.org](http://CreativeArtsWorkshop.org), [Facebook.com/CreativeArtsWorkshop](https://www.facebook.com/CreativeArtsWorkshop), [NBC](http://NBC.com), [News 12](http://News12.com), [CTWeather.com](http://CTWeather.com), [WTNH News 8](http://WTNH.com), [Fox](http://Fox.com). Listings are always posted online but may not display on live television.

## EMERGENCY EXITS

Please note that there is a floor plan in every studio, giving the location of the emergency exits appropriate for each room. If there is a fire or fire drill during your class, please lead your students to the nearest exit.

## SAFETY

Department Heads have posted the OSHA required statements about the chemicals or products used in each studio. We ask that you acquaint yourself and your students with this important safety information.

Inside the Photography Studio's darkroom there is an eyewash station, should anyone need it. There are bandages, ointments, and small first aid kits in the cabinet over the small refrigerator at the front office.

At the end of this handbook, there is a list of emergency phone numbers and a list of the senior faculty member available in the evenings and weekends. If there is an incident within your class, you must notify the Executive Director within 1 business day and fill out an incident report form (see appendix). The folder with these forms is located next to the mailboxes.

## ELEVATOR

If anyone gets stuck in the elevator there is a phone inside the elevator car with direct access to the elevator company. If called, they will come out immediately. Do not call the company, if the elevator breaks down without anyone in it during evenings or weekends. Leave a note for the administrative team to handle in the morning.

## **SALARY + BENEFITS**

### **PAY RATE**

The current pay rates for faculty are: \$22 per hour for the first 3 years of teaching; \$25 for the second 3 years; \$28 after 6 years and \$31 after teaching 15 years.

You will receive an annual letter detailing your pay rate, upcoming payroll dates, and contact information and tax forms to update if needed. Before each term begins, you will receive a letter detailing the courses you are assigned to teach for the term.

### **ONLINE PAYROLL**

Access your paystubs and tax information through ADP anytime at [www.runlogin.adp.com](http://www.runlogin.adp.com) (see appendix)

### **DISCOUNTED COURSES**

We hope you will take advantage of the rich course offerings at CAW. You and your family are entitled to 1 free class each term and discounted classes all year. The purpose of this policy is to enhance and enrich your teaching and is not transferable to anyone beside you and your family. You or a family member may take one free course per term in any discipline. You are required to pay the materials fee. You may take additional classes at a 20% discount. You may always audit courses for free, paying materials fees when applicable.

**WHO's WHO****STAFF**

Linda Casanova, *Finance Manager*  
[linda@cawmail.org](mailto:linda@cawmail.org), x10, 2<sup>nd</sup> floor office

Jan Daddona, *Development Manager*  
[jan@cawmail.org](mailto:jan@cawmail.org), x20, 3<sup>rd</sup> floor office

Daniel Fitzmaurice, *Executive Director*  
[daniel@cawmail.org](mailto:daniel@cawmail.org), x11, 1<sup>st</sup> floor office  
 Cell: 203 710 2966

Katrina Goldburn, *Registrar*  
[katrina@cawmail.org](mailto:katrina@cawmail.org), x14, 3<sup>rd</sup> floor office

Diane Svigals, Head of Gallery Committee  
 Robin Green, Gallery Fellow 2017  
[Gallery@CAWmail.org](mailto:Gallery@CAWmail.org), x15

Mary Batalyan, Celebration of American Crafts Chair  
[Celebration@CAWmail.org](mailto:Celebration@CAWmail.org), x12, 2<sup>nd</sup> floor office

**DEPARTMENT HEADS**

Book Arts	Paulette Rosen
Fiber	Lucienne Coifman
Drawing + Painting	Steven DiGiovanni
Photography	Harold Shapiro
Pottery	
Printmaking	Barbara Harder
Sculpture	Ann P. Lehman
Young People	Nelli Shevelkina

**BOARD OF DIRECTORS**

Ben Bruce, *President*

John Stuart Gordon, *Vice President*

Georgia Newcomb, *Vice President* (Sculpture Student)

Mark Odyniec, *Treasurer*

Harold Spitzer, *Secretary*

Julie Brown, Antoinette Brim (Drawing + Painting Student), Robert Dannies, Joy Ford, Susan Froshauer, Danielle Ginnetti, Barbara Harder (Printmaking Department Head), Charles Jones (Pottery Faculty), Ann P. Lehman (Sculpture Department Head), Ingi-Mai Loorand, Joseph Schiffer

**APPENDIX**

School Policies

Check Request Form

Course Submission Sheet

Instructor Portal

Gallery Schedule

Academic Schedule

Org Chart

ADP Login procedure