RIT | College of Art and Design

Policy: College of Art and Design Policy Committee

I.   College of Art and Design Policy Committee:

The intent of the CAD Policy Committee is to create, revise, and review guidelines and policies that promote equity, inclusion, transparency and fairness throughout the College of Art and Design and its posted procedures. In addition, the Committee is responsible for CAD specific policies to be in compliance with RIT policies. The Committee contains representation from all employee-based organizational units of this College.

II.   Construction of the Committee:

The CAD Policy Committee consists of representatives from the following college areas. This is the minimum representatives constituting the committee.

1. Office Staff, two representatives
2. Faculty, four representatives (one from each School)
3. Student Services, one representative (advisor/ administrator)
4. Facilities, one representative
5. Scheduling, one representative
6. Leadership, one representative (School or Program Director)
7. RIT Human Resources, one representative
8. Dean or Dean's Designee, one representative

The Dean of the College of Art and Design appoints the Committee Chair. Committee members are appointed by directors, chairs or managers or voted to serve by the CAD community. A standard committee member's term is two years, but members may serve multiple consecutive terms. If a member cannot complete a term, their area, in consultation with the Policy Committee Chair, will select a replacement. To ensure continuity, no more than 50% of the Committee will be newly assigned in any given term.

Additionally, the Chair of the Policy Committee can invite additional members to join at their discretion. The following procedures are acceptable methods of selection for additional recommended committee members; appointing, voting, or consensus. The construction of this committee includes faculty and staff and represents the community of CAD and will retain a balance by never having less than 40% of one of these two groups.

III.   Proposing Policies or Guidelines:
Any individual or community member may suggest the need for creating, reviewing and/or modifying an existing policy or guideline. The suggestion can be submitted either by email or in person to a policy committee representive or the committee Chair. Additionally, a community member can request to attend a Policy Committee meeting to present their request to the Committee. The Policy Committee will then discuss the recommendation put forwarded and respond to the submitter within an academic term. Prioritization of policy review is set by the Dean.

IV.   Review of Policies or Guidelines:
Once a new or existing policy or guideline has undergone significant modification by the Committee, the following steps will be taken to ensure transparency and shared governance throughout CAD.

1. The Committee will forward the completed policy or guideline to the Dean for feedback.

2. The Dean may request further review by members outside of CAD. After the Committee incorporates the updates to the proposed policy/guideline language, the Policy Committee will share proposed changes with the College.

3. Feedback from the College will be solicited and collected by the committee members and reviewed with the full policy committee.

4. The CAD Committee will then vote on prosposed policy.

5. Finalized policies and guidelines are posted on inside.cad.rit.edu and/or another appropriate RIT public space.

6. An action plan will be created if the policy/guideline does not receive a passing vote.

V.   Responsibilities of Committee Members
Committee members are representatives of the CAD Policy Committee at the school and program levels. Each member will follow the protocol and timeline established by the Committee. The members will participate in open forum discussion of policies with CAD faculty and staff. When applicable, Policy Committee members are responsible for presenting policies to their home department, or at college meetings, for feedback and discussion.

VI.   Responsibility of Chairperson
The Chair is responsible for setting the agenda for each meeting (with input from the Committee) and sending it to members before a meeting. The chair (or their designee) conducts each meeting, asking for team progress reports and facilitating discussions. The Chair organizes and sets priorities around initiating new policy considerations and determines a point person for each subgroup. The Chair collaborates with the committee to oversee the processes for each new, revised, and updated CAD policy or guideline and makes these materials accessible to the CAD community.

Effective: October 2020
Revised: January 2021