

Theatre and Media Arts
Adjunct Faculty
Handbook
2016-17

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General Information

Introduction/Purpose

The Department of Theatre and Media Arts adjunct faculty policy handbook outlines the policies and procedures for the department as it relates to adjunct faculty and connects them with university policies and guidelines. The materials in this handbook are all grounded in the department mission statement and the AIMS of a BYU Education. Adjunct faculty should use this policy manual to govern their relationship to Theatre and Media Arts, that is, their interactions with students, their development of curriculum, and their work in general.

The Mission of the Department of Theatre and Media Arts

The mission of the Department of Theatre and Media Arts is to promote literacy, creativity and spirituality by exploring their interrelatedness in the arts of theatre and media, in an effort to illuminate and confirm truth and the infinite potential of the human soul.

The Department of Theatre and Media Arts Overview

The Theatre and Media Arts Department is part of the College of Fine Arts and Communications, which also houses the Departments of Art, Design, Dance, the School of Communication, and the School of Music. The Theatre and Media Arts Department offers degrees in the following areas:

- Bachelor of Arts (BA), Theatre Arts Studies with emphases in design technology, directing, playwriting, stage management, or general studies (minor offered)
- Bachelor of Arts (BA), Theatre Arts Education
- Bachelor of Fine Arts (BFA), Acting
- Bachelor of Arts (BA), Media Arts (minor offered)
- Master of Arts (MA)

Interdisciplinary Programs:

- Bachelor of Fine Arts (BFA) Animation, housed within the Department of Art
- Bachelor of Fine Arts (BFA) Music Dance Theatre, housed within the School of Music

Admissions

Some of the programs in the Department of Theatre and Media Arts are limited enrollment programs, meaning an application is required to be accepted into the program.

These programs include the following:

- Acting
- Media Arts
- Animation
- Music Dance Theatre

For more information on the application process, please contact the TMA front office secretaries, or go to cfac.byu.edu/tma or the University Catalog.

Adjunct Faculty Employment Policies

Adjunct faculty (part-time faculty) provide instructional support for the department. They add a variety of approaches and experience to students' experiences. Adjunct faculty can be hired as needed or can be scheduled as part of the regular curriculum cycle. Adjunct faculty are assigned a minimum load of 1.0 credit to 9.0 credits, based on the need of the department for any given semester. Typically, heavy part-time loads include administrative duties.

Curricular/Area programs (e.g. BFA acting, non-fiction film production, etc.) are responsible for hiring adjunct faculty within their program. This discussion is led by the area head and occurs in area committee meetings. When considering individuals for these positions, area committees consider the following:

1. Is the individual aligned with the mission of the university?
2. Is the individual qualified for the position by degree or professional experience?
3. Has the individual been presented to and reviewed by the entire area committee?
4. Does the individual's hire conflict with the university's nepotism policy?

If the individual is in compliance with the above criteria, the area committee recommends the individual to the Executive Committee for review, who will weigh curricular needs and resources. If approved, the following process must take place:

1. The department theatre assistant/hiring manager will post a position on the university hiring website for a minimum of one week so all eligible individuals can apply.
2. All applicants, no matter their location, must go through an ecclesiastical clearance process and be approved before a position can be offered to the individual.
3. The candidate will have an interview with the department chair in addition to the departmental area head interview.
4. A discussion regarding salary is the department chair's responsibility. However, it is departmental policy to align our rates with Evening School's rates.
5. An electronic contractual agreement will be produced by the TMA Business Office and must be signed by the candidate before they start work.

To ensure that all of these conditions are met on time, the area heads must propose a candidate by March 1st before Spring/Summer and Fall semesters, and October 1st before every Winter semester (Please note that these dates may change). If areas do not meet these deadlines, requests cannot be guaranteed.

Day Classes

Adjunct faculty who are assigned to teach day classes (classes that are designated with “Day” status by the department and paid through university funds) are paid a contracted amount based on several factors (see below). Salary is determined by the department chair. Hired adjunct faculty are paid monthly on the last business day of the month.

Evening Classes

Adjunct faculty who are hired to teach Evening Classes (classes that are designated with “Evening” status by the department and paid with Evening School funds) are paid a contracted amount based on class priority/need (a core class or a class that heavily support core curriculum), level of education and/or professional/teaching experience, and longevity with the department as well as credit hours, professional status (e.g. instructor, associate professor, full professor, etc.), and enrollment. When enrollment for an instructor’s class is below its requirement, the compensation given for that class is usually reduced.

Adjunct Pay Policy

The Department of Theatre and Media Arts considers, but is not limited to, the following criteria for supplementing core offerings, approving specific courses, and determining adjunct faculty pay. Courses are approved by their value to the department/program’s overall curriculum objectives and support to their program’s core classes.

Level 1

- No previous teaching experience
- No Advanced Degree/minor professional experience
- No Administrative Responsibilities

Level 2

- 4 semesters/terms teaching in the department
- Positive results as determined by area head based on:
 - Noted student outcomes
 - Instructor and course evaluations
 - Peer feedback
 - Area Head observations
- Advanced Degree or proven Professional Experience
- Secondary Administrative Responsibilities

Level 3

- 8 semesters/terms teaching in the department

- Positive results as determined by area head based on:
 - Noted student outcomes
 - Instructor and course evaluations
 - Peer feedback
 - Area Head observations
- Advanced Terminal Degree or Expert Professional Experience
- Primary Administrative Responsibilities

It is at the discretion of the TMA Executive Committee to determine who falls within each level, and the amount of pay received. If instructors have questions about the priority of their class, they may contact Executive Committee by memo.

Professionalism for Faculty

Please refer to Section C.2 for the university policies on Conflict of Time, Conflict of Interest, and Consulting: “In order to ensure compliance with university, and department and legal guidelines, and to ensure fairness among students, faculty should be very familiar with all policies regarding student-faculty interactions. If you have questions about any of the following policies, please see the chair or the associate chair.”

Please review the Conflict of Interest and Conflict of Time Commitment Policy at:

<http://policy.byu.edu/view/index.php?p=5#s500> or visit Faculty Professional Activities in Addition to Regular Assignment Policy at: <https://policy.byu.edu/view/index.php?p=59> to view the University policy.

TMA Viewing and Creation Policy: Guidelines for Selecting and Viewing Visual Material

The selection, viewing and creation of media/performance is structured within the framework of the Gospel and guided by [The Aims of a BYU Education](#). The BYU Department of Theatre and Media Arts seeks to provide students with intellectual and character building experiences with media/theatre. With these principles as a framework, students experiences with the Theatre and Media Arts curriculum should be: (1) spiritually strengthening, (2) intellectually enlarging, (3) character building, (4) leading [students] to lifelong learning and service.

To this end TMA faculty members seek opportunities to help students become both spiritually strong as well as intellectually literate. Theatre and Media Arts students must know and be conversant with relevant historical and contemporary theatre and media texts. More importantly, students must learn to be vigorous in their search for and discernment of truth. A BYU graduate will not have received an Aims education if she/he leaves without spiritually-grounded critical, theoretical and practical skills, as well as practice in interpreting and evaluating the complex aesthetic, moral and stylistic elements in media/theatre texts.

The Aims document provides faculty and students with a set of principles that challenges us to reach higher in fulfilling our intellectual and creative stewardships within clear, spiritually relevant and appropriate criteria. Using the Aims document's five central principles as touchstones in the selection, viewing, discussion, and creation of media/theatre, faculty and students will be able to:

- Explore and wrestle with complex historical, social, political, and creative issues in a spiritually strengthening setting;
- Assist each other in moving beyond easy answers and platitudes by becoming tolerant, open-minded, and self-reliant in partnership with other members of the BYU Theatre and Media Arts educational community;
- Contend with the onslaught of public performance and digital media that is no longer restricted to the stage or the movie theater but finds its way into the home in a variety of ways;
- Develop a framework within which faculty and students can reason together with clear criteria, without resorting to debilitating conflict;
- Strengthen intellectual freedom and spiritual agency by requiring a heightened sense of responsibility from both faculty and students.

As TMA faculty, our goal is to raise the standard of viewing and creation in our students by balancing the secular with the spiritual in both the viewing as well as the creation of visual media/theatre. The key is an educational environment that allows the student to understand concepts, ideas, and theories within the context of the gospel of Jesus Christ. In order to build understanding, strength of character and charity, students must go through a process of critically studying relevant ideas, texts, and processes. The process continues as students create visual media and theatre within a gospel setting. As students critically examine and create, they will grapple with the challenges of integrating cultural issues and values within the spiritual framework of the gospel. Faculty are here to help the student navigate this process in accordance with an Aims education.

Despite these clear goals for learning, faculty and students may occasionally disagree about the benefit of the media or theatre texts selected or produced in these educational settings. In an effort to prevent contention on these occasions, the TMA faculty encourages students to study the [*Guidelines for Selecting and Teaching Literacy and Visual Materials at BYU*](#). Studying this document together, faculty and students can engage in direct processes and fruitful discussions that allow for charity, understanding, and growth in both parties.

Ethical Conduct for Students

Cheating and Plagiarism

Any student in a TMA major/minor or participating in a TMA class or project found in violation of the University Honor Code, with regard to cheating and plagiarism, will receive a zero for the assignment involved, may receive an “E” in the course and may be referred to the Honor Code Office. Execution of this policy will be at the instructor’s discretion. In addition, the offending student’s case will be reviewed by the department chair and/or associate chair. If the offense is sufficiently serious, the student may be removed from her/his major – no matter how close to graduation the student may be. A second violation of academic honesty, whether done concurrently or subsequently, will automatically result in dismissal from the major. Any theatre or pre-media arts student found cheating might be denied the opportunity to apply to a theatre or media arts program. This decision rests with the department chair. A student found by the instructor to be in violation of this cheating and plagiarism policy has the right to appeal this decision. This process follows the TMA Grievance Policy (see below).

Professional Behavior

Students who demonstrate consistently unprofessional behavior in class may also be dropped from her/his major or not allowed to apply in the first place. Examples of unprofessional behavior include, but are not limited to, the following.

- Excessive absences
- Disruptive behavior
- Sleeping in class
- Chronic tardiness
- Reading non-course material during class
- Playing computer games during class
- Checking e-mail during class
- Checking social media during class
- Damaging property belonging to the university or others
- Using cell phone or text-messaging during class
- Regularly leaving class early without making arrangements with the instructor.

Cruelty and Abuse

More serious matters such as digital, verbal or physical stalking, cruelty or abuse of other students or a faculty member are unacceptable and will be reviewed and may be reported through academic channels to the Honor Code Office and university law enforcement.

Faculty Enforcement

If an instructor feels he/she has a student in violation of this policy, the following procedure should be observed:

- *First Warning:* This will come from the instructor. A meeting between the instructor and the student will be conducted to resolve the issues of unprofessional behavior. If the violation is

excessive enough, the department may be involved immediately.

- *Second Warning:* This will come from the department (either the chair or associate chair assigned to theatre or media arts). At this time, the student will be reviewed for removal from the department. Both sides of the case will be presented to the department chair and/or the associate chair assigned to theatre or media arts. A decision will follow. A letter explaining the decision must be signed by those involved and will be placed in the student's file.

Severe cases may warrant immediate action through the Honor Code Office and university law enforcement and forfeit the warning process. If the student wishes to appeal the decision at any point of the process, he/she should follow the procedures outlined in the [TMA Grievance Policy](#) (see below).

Department Grievance Policy

There may be occasions when a student believes her/his academic work or conduct has been unfairly or inadequately evaluated by the faculty. Usually such differences of opinion can be amicably resolved informally between the student and teacher. Students are strongly encouraged to talk to their instructors first. Faculty hold regular office hours and want to engage with the learning of their students. However, if differences cannot be resolved, the following procedures are intended to encourage satisfactory resolution of academic grievances with a minimum of formal procedure.

1. The student should initially address the grievance in writing to the faculty member responsible, requesting review and resolution. If the faculty member is unavailable or the student has a valid reason to believe the matter will not be dealt with fairly or that retribution may result, the student may submit the grievance directly to the applicable department chair. (The faculty member or department chair shall have the right to consult others regarding the matter as reasonably necessary and with due regard to the student's right to privacy under the Family Educational Rights and Privacy Act. (FERPA: <http://registrar.byu.edu/registrar/records/ferpa.php>)
2. If the grievance is addressed to the faculty member, and it is not resolved satisfactorily, the student may submit a written request and all supporting material for further review to the department chair.
3. The department chair will meet with all parties in order to seek resolution as a group. If this is not possible to resolve the issue, the chair will make a decision, which shall be given in writing to both the student and the faculty member within 30 days after receiving the student's request.
4. If the matter is still unresolved, the student may submit a written request for formal review to the applicable dean of the college, following the department chair's written decision.

5. If a formal review is requested, the applicable dean may review the grievance.

Notes:

- Academic evaluations which are subject to this policy include grading, restrictions, limiting participation in university academic programs, dismissal from the university or a university program for academic reasons, actions arising from incidents of academic dishonesty, the withholding, and/or revocation of a diploma for academic reasons, and the withholding of or special notation on transcripts for academic reasons. Evaluations relating to admissions to the university, ecclesiastical endorsements, discipline administered by the Honor Code Office, or petitions are not covered by this policy. Persons who believe they have been unlawfully discriminated against or sexually harassed should contact the Equal Opportunity Office.
- For purposes of this policy, “faculty” means any teacher or other individual authorized by the university to academically evaluate students, or who has a legitimate need to know regarding the processing and disposition of an academic grievance.

Class Expectations and Guidelines

Curriculum Development/Syllabi

It is the responsibility of adjunct faculty to develop and submit a course syllabus for department approval. The department requires all syllabi to be uploaded to the University’s Syllabus Builder website at syllabus.byu.edu or Learning Suite, learningsuite.byu.edu for student access. If you need help uploading your syllabus, please contact OIT at (801) 422-4000.

Class Advertising and Enrollment Monitoring

Adjunct faculty should be proactive in advertising their courses by working with the department to make sure that students are aware of the class. They should also be monitoring their enrollment every few weeks up to the Add/Drop deadline. You can check enrollment numbers by going to the BYU website, logging into your MyMap, going to AIM under the “Work” tab and clicking on “Instructor Schedule.” Evening school will reduce the instructor’s honorarium to a fraction of the original contract amount per student less than the enrollment cap. For example, if your class has 19 students and 20 students equal a full class, you will receive 19/20th of your full compensation. If the instructor needs help advertising his/her class to increase enrollment or if he/she has any additional concerns, please email the Theatre Assistant for theatre classes or Media Arts Program Coordinator for media arts classes.

Class Management

The university provides an on-line course management tool – Learning Suite. This provides a means for posting the syllabus, posting assignments and grades, and communicating with students. There is also a similar on-line course tool called Canvas that you might consider.

Course Scheduling

If you would like to request a room or time change, please contact the following:

- Theatre Classes: Theatre Assistant, (801) 422-3750.
- Media Arts Classes: Media Arts Program Coordinator, (801) 422-4576.

Please know that we will try our best to fulfill faculty requests, however, the university does have limited classroom space that may reduce our options.

Add Codes

If you would like to access the add codes for your class you can do so by doing the following:

1. Visit byu.edu and login to your MyBYU Account.
2. In the “Campus Links” menu, click on the work folder.
3. Click on the “Class Rolls” link. You will be taken to your instructor schedule.
4. Find your class and click the “View” link under the Class Roll column. This will take you to your class roll.
5. Click on the link “Create Permission-to-add Codes.” This will bring up a PDF with the class codes for your class. The PDF only creates 10 Add Codes and 2 Audit codes. If you need more codes, click the “Create Permission-to-add Codes” link again and the system will create 10 more codes. **Note:** Students will not see an Add Code option when registering for your class until you create the add codes through MyMap.

Hiring Teaching Assistants

Full-time and adjunct faculty who teach an undergraduate class with 20 or more enrolled students are eligible to hire an undergraduate teaching assistant (exceptions are made for acting classes). The hiring manager keeps a record of classes that typically qualify for teaching assistants. The number of hours available for a teaching assistant will be 10 hours a week, maximum. This includes any additional research help or duties unrelated to the class. If faculty need an assistant to work more than 10 hours a week, he or she must petition through the Theatre Assistant/Hiring Manager, (801-422-3750). The Executive Committee will review petitions and approve them on a case-by-case basis. Typically, approval will depend upon available funds.

If faculty qualify for a TA, they need to communicate with the Theatre Assistant/Hiring Manager about potential employees at least two weeks prior to the first day of work. Information with the student’s name, email address, and phone number should be given to the Hiring Manager, so a brief appointment can be scheduled with the student. Recommended pay scales are available from the Hiring Manager.

Teaching assistants are subject to university requirements and guidelines for employment, including maximum work hours. Teaching assistants cannot begin work until all hiring requirements have been met and the student is authorized to work by the university. Keep in mind that students **must** have sufficient enrolled credit hours (12 credits) and proper paperwork filed in order to work. The department will be fined \$100 per student who works before

paperwork is properly processed. Due to this policy, faculty are not permitted to have employees work before they are authorized, even in times of great need. Graduate students generally should not be hired as teaching assistants for undergraduate classes, but may be hired as needed for graduate classes. Faculty supervisors should approve student payroll promptly, as directed by university e-mails.

If a faculty member wishes to offer a thank you gift to a TA, they can recommend their employee to the department for an end-of-year bonus.

TA Fraternization Policy

Fraternization with students in the class is strictly prohibited. Teaching assistants are not allowed to date members of the class for which they are currently serving as a teaching assistant. Furthermore, teaching assistants should not work in a class in which their spouse is currently enrolled. If any other prior relationships exist with a member of the class (*e.g.* a class member is a relative or a roommate), this should be disclosed to the instructor immediately. TAs must always remember that they are university employees, and the TA-student relationship is a professional one. TAs should understand the importance of treating all grades and other student information confidentially.

Grade Submission

Grades are due about a week after the last day of finals. You will receive an email reminding you of the grade submission deadline from the TMA Office during finals. You can submit grades via your “Work” folder in MyBYU, or if you set up your class in the gradebook.byu.edu site, you can submit your grades from there.

Grade Changes

Students wishing to change a grade should meet with the faculty/instructor. Grade changes can be submitted online once grading is finished for that semester and it has been moved to a “historic” semester online. Instructors access this process by going to their grade role in AIM.

Incomplete Grade Contracts

Students wishing to receive an incomplete in their class need to meet the following criteria: serious illness, personal injury, death in the immediate family, or situations that arise AFTER the nonacademic emergency deadline (the twelfth week of a semester or the sixth week of a term). The student must have attended up until the nonacademic emergency deadline and be passing the class. Students whose extenuating circumstances as mentioned above arise after the add/drop deadlines but before the twelfth week of a semester or the sixth week of a term should petition for an official withdrawal with the Registration office, B130 ASB, immediately. An incomplete grade is only given when a student can complete the remaining work on an individual basis with the instructor. For some special instances, such as a lab class, attendance

may be required for the portion of the class or lab section missed. Re-registration is not permitted to make up the incomplete grade. Students must obtain a form from the Records Office, B130 ASB, and go the Cashier Office in D155 ASB to pay a fee before bringing the form to the instructor. The instructor then gives the yellow copy of the form to the Department so that it can be sent to the Records Office. The instructor retains the white copy for his/her records and the student retains the blue copy. Please remember to include a date of completion. If the student fails to complete the work by the deadline, the grade will change from an "I" to an "E." The student can petition to change the deadline by submitting a petition to the Student Academic Records Review Committee, B150 ASB. The instructor must write a memo of support.

Learning Outcomes

The Learning Outcomes for each TMA Program can be found at <https://learningoutcomes.byu.edu/Programs/unit-programs/1182>.

Office Procedures

Copy Machines

The use of the Department Copy machine is available to all adjunct faculty for classroom support only. An access code is assigned to each adjunct faculty member. You can obtain this code from the TMA front desk secretaries.

Faculty members are encouraged to use the copy machine only as necessary and as little as possible. With modern-day technology, it is possible to post many things, such as syllabi, PowerPoint presentations, etc., online for student use.

If you need to make over 100 copies, you can email the file to the ASB copy center at asbprintcenter@gmail.com. Please copy the TMA Secretaries (tma_secretary@byu.edu) and they will pick it up for you.

Bookstore Card/P-Card Checkout

If a purchase for your class is needed, you can obtain the department bookstore card or the purchasing card from the TMA front desk. All purchases need to be cleared by the respective area head before purchase. After the purchase, an itemized receipt should be turned in and a purchasing card receipt form should be filled out in full and turned into the TMA front desk. This will require a signature from your area head.

Office Keys and Room Accessibility

Office space for adjuncts is limited and is assigned by the department on an as-available basis. If you are in need of a key or access to a classroom that you instruct in, please meet with front

desk secretaries to obtain a Key Request Card.

HBLL Library

HBLL Faculty Services is using a new online **Reserve Request System (RMEO)** for *all* Course Reserve Material Requests. This program allows BYU faculty members and instructors to place materials in the Course Reserve Library **AND** to request copyright permission when needed. Any licensing fees for use of materials placed on Course Reserve are paid by the Copyright Licensing Office. The Reserve Request System is accessible online at <http://reserverequest.byu.edu>. The deadline to place materials on Course Reserve is Aug. 1.

Mail Boxes

The TMA front desk secretaries distribute mail to all full-time faculty, adjunct faculty, staff and graduate students once each day. In addition, the TMA front desk secretaries coordinate with faculty wishing to send items. Adjunct faculty boxes and mail folders are located in the TMA office on the north wall. Please check these folders often for communication from the university and the department.

Office Supplies

Office supplies are available for adjunct faculty. The TMA front desk secretaries will assist you in securing any items that you need.

Injury Incident Report

To report job-related injuries please go to <http://risk.byu.edu/>, click on “Insurance”, then on “forms”, complete and submit the report form. Please complete the form as close to the incident as possible.

Questions can also be directed to BYU Workers’ Compensation at 801-422-3610.

Video/Script Library

A small video and script library is available for instructor use. For access, please speak with the front desk secretaries.

Video Runs

The department provides a video pick-up service from the HBLL and Orem Public Library. The video secretary will do one video run per week. The run will take place on Friday. All movies will be available for pick-up by 4:00pm that afternoon.

All faculty video requests must be emailed to tmavideosecretary@gmail.com by noon on Thursday the week prior to use. Again, all faculty video requests must be given one week in advance. Abuse of this will policy will result in the film not being acquired in time.

Emails must include the following film information: title, year, director, and call number (if

applicable). The above information can be found at the websites listed below:

- HBLL Media Center website: www.lib.byu.edu → Videos
- Orem Public Library website: lib.orem.org
- Netflix Video Rentals: www.netflix.com

Locked Case (DVDL call numbers from the HBLL) and R-rated films may not be used without prior approval. These cannot be picked up by student employees, and must be retrieved by faculty.

All videos must be returned to the video secretary's desk drawer in D581E by Friday at 10:00 am, at the very latest. If for any reason the video is returned directly to the HBLL after class, you must notify the video runner as soon as possible.

Movies will be checked out for one week. You must make arrangements with the video secretary if you need them longer.

Adjunct faculty and TAs will be responsible for paying their late fees. The video secretary will notify you if you have any fines.

Textbooks

Due to new federal regulations, we are required to order textbooks months in advance. To have the department order the textbooks required for your class, please contact the TMA Front Desk before the following due dates:

- Fall Classes: March 1st
- Winter Classes: October 1st
- Spring Classes: February 1st
- Summer Classes: February 15th

University and Department Policies

FERPA

The United States Congress passed the Family and Educational Rights and Privacy Act (FERPA) to afford certain rights to students concerning their educational records. The primary rights afforded to students who attend a postsecondary school such as Brigham Young University are the right to inspect and review their education records, the right to have their records amended and the right to have some control over the disclosure of information from the records. Under the law, parents, guardians and/or students may access students' academic records up **until age**

18. At age 18, students must give permission for parents or others to view grades or financial information except those with legitimate need to know.

Faculty and staff should familiarize themselves with FERPA guidelines and follow them in all classroom and grading procedures. These include but are not limited to the following requirements:

- Do not leave graded papers in open areas, including hallway boxes. If faculty members wish to leave graded papers for student pickup, they should place the papers in individual, sealed envelopes.
- Do not post grades linked to student names, Social Security numbers or student ID numbers in public areas.
- Do not discuss grades or other course performance information with anyone other than students, including their spouses or parents, without written permission from the student.
- Ensure that TAs understand the importance of keeping grade information confidential.

For more information visit: <http://registrar.byu.edu/registrar/records/ferpa.php>

On-Campus Photography and Filming Policy

As a private university, BYU retains the right to determine access onto campus property. The university also retains the right to determine how campus property is used for filming and photography. In general, photography of campus spaces can not be used for promotional, advocacy or for income generating purpose no matter the distribution venue. BYU students may film or photograph on campus as part of academic work if they obtain and display department/college authorized credentials. Access for filming to any building must be coordinated through that building's supervisor(s) or individual departments. Filming open spaces is approved via the authorization process outlined above.

This policy describes how the university makes those determinations. For a complete rendering of the policy please go to <https://cfac.byu.edu/tma/tma-policies/>

Access to On-Campus Spaces for Filming

In advance of filming in any on-campus space students must receive approval from the by building supervisors or individual departments. For filming in the HFAC the student must contact building scheduling for general spaces and then the appropriate department. The college and departmental contacts are:

- Music – Mark Hammond
- TMA – Kyle Stapley
- Visual Arts -- Sonja Schiffman

- Gallery – Jason Lanegan
- College areas -- Russ Richins

Guidelines for Inviting Speakers to BYU

Speakers at the department level must be cleared through the department. Speakers addressing the college must be cleared at the college level. Speakers addressing students outside of the college must be cleared with BYU. Prospective speakers must not be invited until they have been properly cleared in accordance with applicable university policies. For more information, visit <http://policy.byu.edu/view/index.php?p=117>

Honor Code (Dress and Grooming Standards)

The dress and grooming of both men and women should always be modest, neat and clean, and consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education.

Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff and faculty represent the principles and standards of the Church. Members of the BYU, BYU-H, BYU-I, and LDSBC communities commit themselves to observe these standards, which reflect the direction given by the Board of Trustees and the Church publication *For The Strength of Youth*. These guiding principles apply at all CES institutions of higher education. The application of these principles may vary slightly at the various institutions in accordance with local conditions and circumstances. (For more details on dress and grooming standards, see institutional policies.) The Dress and Grooming Standards are as follows:

MEN

A clean and well-cared-for appearance should be maintained. Hairstyles should be clean and neat, avoiding extreme styles or colors and trimmed above the collar leaving the ear uncovered. Sideburns should not extend below the earlobe or onto the cheek. If worn, mustaches should be neatly trimmed and may not extend beyond or below the corners of the mouth. Men are expected to be clean-shaven; beards are not acceptable. Earrings and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

Beard clearance for adjunct faculty: call the Benefits Office at 2-4715 and talk to Doug Lee.

WOMEN

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing; has slits above the knee; or is form fitting. Dresses and skirts must be knee length or longer. Hairstyles should be clean and neat, avoiding extreme styles and colors. Excessive ear piercing (more than one per ear) and all other body piercing are not acceptable. Shoes should be worn in all public campus areas.

Faculty-Student Disputes

In the event of an academic or other dispute between a faculty member and a student, faculty members should first attempt to resolve disputes with the student. If a resolution cannot be made, the following measure may be taken:

- For academic disputes regarding undergraduate students, consult the associate department chair.
- For academic disputes regarding the student media labs, consult the associate department chair.
- For academic disputes regarding graduate studies, consult the graduate coordinator.
- Complaints against faculty members (from students, other faculty members or otherwise) should be taken to the department chair.
- Ultimate decisions regarding academic disputes fall on the dean, and further, the academic vice president.

NOTE: Instructors, with whom the initial decision regarding unprofessionalism policy violations rests, should be aware of related department policies, procedures, and precedents. In addition, while cases must be dealt with individually, it is important to maintain as consistent as possible an execution of this policy. Faculty members who have questions or would like assistance or advice in dealing with matters included in the Ethical Conduct for Students section, such as suspected cheating or plagiarism, are encouraged to contact the Department Chair or Associate Chair to discuss the issue.

Dating Policy

It is not permissible for adjunct faculty or student TAs to date students in their classes. The Department of Theatre and Media Arts expects adjunct faculty and students to maintain a professional relationship.

Any dating and/or socializing between adjunct faculty and students cannot affect the operation of other classes or programs within the department or university.

Media Contact Policy

University Communications is responsible for interacting with the media on issues affecting the University. No other university unit should engage in media relations without the prior approval and direction of University Communications.

Colleges, departments and other campus administrative units must contact University Communications before distributing news releases or photographs, commenting on university policy or providing statistical information to or initiating contact with the media, unless the media contact is limited to advertising special events, honors, or broadcast programming, as planned and financed by the individual department or unit.

All media relations positions approved by the Resource Planning process, whether full or part-time, are hired by and report through University Communications. Current university employees cannot be reassigned by their administrative unit to media relations positions or responsibilities. The President's Council must grant any exceptions to this policy.

Only University Communications or the President's spokesperson designate may speak for the University. Consistent with applicable university policy, including policy on academic freedom, political neutrality and public expression, faculty members and other university personnel may speak with the media provided they adhere to university policy and do not hold themselves out as university spokespersons.

Link to the university policy: <http://policy.byu.edu/view/index.php?p=33>

Political Neutrality

The essential functions of the University require strict institutional neutrality, integrity, and independence regarding partisan political activities, particularly because perceived partisanship is often interpreted as endorsement by the University's affiliated sponsor, The Church of Jesus Christ of Latter-day Saints. This policy is designed to protect the neutrality of the University and the Church in the course of political activities that involve members of the campus community or university facilities and resources and to preserve the University's tax-exempt status under the Internal Revenue Code. The present policy is adopted in order to:

- Avoid any impression that a particular candidate, party or faction has the support or the blessing of the University.
- Enable the University to serve the community in appropriate ways.
- Ensure that opinions and actions of university personnel or university organizations, including student-chartered clubs and student academic associations, are not construed as university positions in political matters.
- Preclude any political candidate, party, or faction from exploiting a relationship with the University for partisan ends.

Topics covered in this policy include:

- Political Speakers and Partisan Political Activities
- Political Activities of University Personnel
- Use of University Resources and Facilities for Political Purposes
- Personnel Who Run for Public Office or Work Extensively in Political Campaigns or on Other Matters of Public Policy
- Leave for Elected or Appointed Public Officials

Link to the university policy: <http://policy.byu.edu/view/index.php?p=95>

Unlawful Gender Discrimination, Sexual Harassment and Inappropriate Gender-based Behavior

Unlawful discrimination on the basis of gender will not be tolerated whether initiated by university faculty, administrative or staff personnel, students or by third parties on the campus. The university prohibits unlawful sexual harassment against all persons involved in the campus community, including administrators, faculty, staff, students, visitors, vendors, contractors and other third parties. The university also prohibits inappropriate gender-based behavior in the workplace or in the academic setting directed at another due to that person's gender and which violates the Church Educational System Honor Code or the individual dignity of university personnel, students or campus visitors, but which does not rise to the level of unlawful sexual harassment.

Link to the university policy: <http://policy.byu.edu/view/index.php?p=155>

Preventing Sexual Discrimination and Harassment

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education. Title IX covers discrimination in programs, admissions, activities, and student-to-student sexual harassment. BYU's policy against sexual harassment extends not only to employees of the university, but to students as well. If you encounter unlawful sexual harassment or gender-based discrimination, please talk to your professor; contact the Equal Employment Office at 422-5895 or 367-5689 (24-hours); or contact the Honor Code Office at 422-2847.

Accessibility and Disability

Brigham Young University is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The university makes every effort to accommodate individuals with disabilities within the scope of existing laws.

A student who self-discloses to a faculty member that he/she has a disability and requests academic accommodations should have a letter from the University Accessibility Center office (UAC) verifying that the student qualifies for academic accommodations. If the student does not have a letter, the professor should refer him/her to the UAC office to obtain this documentation.

Accommodation Recommendations

The academic accommodations, which the UAC recommends to faculty, are based on the student's documentation of specific functional limitations as determined by this documentation. If

a member of the faculty has questions or concerns about recommended documentation, please contact a UAC advisor at 801-422-2767.

Faculty Syllabus Statement

The UAC recommend that each member of the BYU faculty have a statement in their class syllabi, which informs the students of options for students with disabilities. The following is an example of such a statement:

“If you suspect or are aware that you have a disability, you are strongly encouraged to contact the University Accessibility Center (UAC) located at 2170 WSC (422-2767) as soon as possible. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable University approved accommodations.”

Temporary Conditions

Temporary medical conditions such as broken limbs, surgery, flu, and pregnancy are not usually considered disabilities. It is appropriate for students with temporary medical conditions to work directly with their professors instead of going through UAC. However, these students may visit with an UAC advisor to brainstorm options for dealing with their situation.

Link to policy: <https://uac.byu.edu/content/services-offered>

Benefits

Library Privileges

For information on access to the Harold B. Lee Library, see the “Office Procedures” section of this handbook for information about Course Reserve. Adjunct Faculty receive full access to all library privileges.

Bookstore Discount

BYU provides a 10% discount at the BYU Bookstore on everything for all employees, as well as tax exemption on many items. To receive this benefit, hand the BYU Bookstore cashier a valid BYU ID Card.

Complimentary and Discount Tickets

Each adjunct faculty member may receive two complimentary tickets to all main stage theatre productions. Your name should be on the TMA Comp list. If it is not please contact Elizabeth Funk at elizabeth_funk@byu.edu, or at 2-7768. There are three ways for faculty and staff members to acquire their comp tickets:

1. Go in person to the box office
2. Call BYU Arts (2-4322, dial 0 for operator)

3. Order them online at the BYU Arts website

Complimentary tickets should be redeemed for the very first week of performances. If faculty, staff, students (with TMA Major cards), cast, crew, and production personnel are unable to attend the production during the first week of performances, they may purchase the equivalent quantity of tickets at half price. Athletic tickets are also available at the faculty/staff rate. Call (801)422-BYU1 for information on ticket prices for events.

University Facilities

Adjunct faculty have discounted access to university facilities including the Richards Building and the Smith Field House. The Richards Building houses basketball courts, swimming pools, racquetball courts, and dance rooms. The Smith Field House contains an indoor track, basketball courts, volleyball nets, indoor tennis courts, and weight rooms. South of the Smith Field House are outdoor tennis courts.

For more information on the policies of the Richards Building and Smith Field House, please visit <http://rbfacilities.byu.edu/> and click on the “Menu” link.

Parking

You will receive an “A” lot parking pass. (Your contract must be signed and processed in order to obtain this benefit). You have two options for obtaining a parking pass:

1. Online (if you choose this option, you DO NOT have to come to the Parking Office)
 - a. Have your vehicle registration slip with you
 - b. Follow this link: <https://police.byu.edu/content/parking-permit-instructions>
 - c. Log in with your Net ID and password
 - d. Click on the “Vehicle Registration” tab
 - e. Enter the requested information
 - f. Be SURE that you enter your license plate number correctly.
2. In the Parking Services Office
 - a. Come to the parking services office (2120 JKB).
 - b. Bring a valid vehicle registration for each vehicle you wish to register, a BYU ID or driver’s license, and then complete a blue bubble sheet (available at the Parking Services Office).

Benefits Savings Plan

Category 2 Adjunct Faculty are eligible for the Thrift 401K Plan and the Master Retirement Plan. For more information about your status and eligibility please call Benefits at (801)422-4716.

Contact Information

Department Leadership and Front Office Staff

Theatre and Media Arts Office

D-581 Harris Fine Arts Center (HFAC) (801) 422-6645

tma_secretary@byu.edu

Wade Hollingshaus

Department Chair

D-581 HFAC

(801) 422-8995

Darl Larsen

Associate Chair

F-340

(801) 422-9184

Megan Sanborn Jones

Associate Chair

F-366

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Elizabeth Funk

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Kyle Stapley

Media Arts Program Coordinator/
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Lindsay Neilson

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Caitlin Walton

Media Arts Assistant

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Maren Loveland

Theatre Arts Student Assistant

D-581 HFAC

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