Welcome. We want to assist you in every way to help you navigate our university and to have the best experience possible during the time you are here. Please contact the proper area contact if you need assistance or have specific questions regarding course content or delivery.

UNIVERSITY OF NORTH TEXAS
The University of North Texas is a vast campus with countless resources. Please explore the University website: www.unt.edu. For specific academic resources: https://vpaa.unt.edu/resources

MAPS:
Campus Map
Parking Map

STUDIO ART ADMINISTRATIVE ORG CHART
See Appendix A for the chart of the Department of Studio Art Administrative Staff duties to assist you when you need us.

UNT ON-BOARDING
Please review your contract letter for appropriate UNT onboarding guidance.

DEPARTMENT OF STUDIO ART OFFICE
The Administrative Office is in ART 230, (940) 369-7671
Office hours: 8:00 AM – 5:00 PM Weekdays

BUILDING ACCESS AFTER HOURS
Adjuncts will have access to the ART building after hours but must enter and exit through the swipe card access doors on the North or South sides of the West building. Please be certain that the door closes and locks behind you. Notify the department chair if you are missing access.

Students will have access to the Art building after they visit Student Access to the Art Building https://news.cvad.unt.edu/studentaccess and

- Read the information regarding rules and practices found on this webpage,
- Take a three-question quiz
- Agree to a statement that acknowledges understanding of the rules for after-hours usage and safety practices. Students will need to answer the quiz questions correctly before a request will be processed.

Once successfully submitted, it will take a couple of days for Access Control to enable the student’s swipe card, so your students should plan accordingly. Questions about what rooms are accessible after hours are available on the Student Access to the ART Building webpage
ADJUNCT OFFICE
Adjunct faculty have a shared office space in ART 219. You will be provided a key. Keys can be picked up at Door Systems, located on the backside of Sycamore Hall.

FACULTY LOUNGE
The Faculty and Staff Lounge is located in ART 234. Your ID provides swipe access to this area. Please use Post-it to label refrigerated food with your name and the date. Any food stored in the refrigerator more than one week will be discarded.

REIMBURSEMENTS
For all reimbursements, fill out the Reimbursement Request Form, which is available in the Studio Art Forms Library. Complete instructions are listed on page 1 of this form.

• For Travel – Fill out a Travel Budget Authorization (TBA) before your trip. After your trip, email the completed Reimbursement Request Form (both pages) and any/all available receipts to Angela.Vanecek@unt.edu. Angela will process your reimbursement within one week and submit the voucher to Travel, who will complete final processing.
• For Supplies – Whenever possible, go through Angela or your area lab technician for all research and class supplies. If you are unable to go through the proper channels for a purchase, email the completed Reimbursement Request Form (page 1 only) and your receipt to Angela. Angela will process your reimbursement within one week and submit the voucher to Travel, who will complete final processing.

PHONES
• Please encourage your students to contact you through your official UNT e-mail.
• For local off-campus numbers dial 9 then the number (with no area code)
• For long-distance off-campus numbers (only use for business purposes) dial 9 then 1 then the area code, then the number.
• For all on-campus calls, dial the last 4 digits of the phone number. (ex: 369-7671 /you dial 7671)

EMAIL
We will contact you using your official UNT email. Contact with students must be through your UNT.edu email and their my.UNT.edu email only.

MAIL
You have a mailbox with your name on it in the mailroom at the back of the Dean’s Suite, ART 101. You can access the mailroom with your swipe card or enter through the dean’s office M-F, 8-5.

Outgoing (university business/inter-departmental) mail can be dropped off with the student worker in the Dean’s Suite. Official university outgoing mail and packages can be left there as well.
MAILING ADDRESS
Department of Studio Art
1155 Union Circle #305100
Denton, TX. 76203-5017

PHYSICAL ADDRESS
ART Building – 1201 W. Mulberry St., Denton TX 76201
Welch Street Complex 1 (studios) – 403 S. Welch St., Denton TX 76201
Oak Street Annex – 1110W. Oak St., Denton TX 76201

PARKING
Parking at UNT is challenging, UNT Parking Services can be very busy the week prior to classes and the first week of classes. Please visit their website: https://transportation.unt.edu/parking in advance of this busy time.
All UNT employees may obtain annual parking permits for a monthly fee at the Parking office. Please bring your student ID to the UNT Parking office, located on the first floor of the Highland Street Parking Garage, the entrance to the Parking Office is on the west side of the garage directly across from the Business Leadership Building. 20-minute parking on Ave A is available.
Current parking rates for adjunct faculty (FS Permit) is $275/year. For short-term parking needs, pro-rated parking permits are available before the Fall semester begins and Temporary permits are available on a daily basis, at any time.

STUDIO USE GUIDELINES
Please review the Health and Safety Program (https://art.unt.edu/healthandsafety) All studio courses must follow the Department of Studio Art rules appropriate to your area.
Instructors are required to review the handbook rules with their students and include these guidelines in the course syllabus. Each course is required to submit a student signature page to the Lab Technician by the end of the first week of classes.

CLASSROOM MAINTENANCE
Each studio course is required to conduct an end of the semester course clean up and maintain an organized and safe teaching studio throughout the semester. Please contact your program coordinator or lab tech for instructions. Studios are shared spaces and must be maintained as such. Please work with your students to conduct end of class and end of semester cleanups. If you need supplies, please contact the office (a few weeks prior to clean up) and request materials.

ROOM MALFUNCTIONS
Contact the Lab Technician for the room you are using for room malfunctions or equipment failures. If not an ASTU room, contact Ann Howington in the department office. Please be specific as to the malfunction (i.e., room number and a description of the problem). For computer issues, contact CVAD IT(https://cvadit.unt.edu/ or 940-565-4522). A response will be as timely as possible. Circumstances should generally permit for a recovery of the original lesson or for an alternate class plan. Please do not dismiss classes for non-emergency related equipment issues.
ROOM SCHEDULING
To reserve a meeting/conference room or Critique Spaces 1-7, see Reserve a Room or Critique Space. If you need to know when rooms are available, contact Ann Howington. She can tell you what is open and when, but cannot reserve rooms.

PHOTO DOCUMENTATION ROOM
Faculty, staff and students may use our in-house photo documentation room. Appointments must be made in advance. For detailed information, see Photo Documentation Room

PHOTOCOPYING/ PRINTING/SCANNING
The copier is in ART 235; use the Ricoh copier/scanner against the back wall. To make copies, insert pages face up in the tray on top or use the glass screen, select COPY and enter your code - which tracks the pages used by each instructor. Contact the department office for your individual code. The copier is for class-related material only. Extra paper is on the shelf or in the boxes at the back left corner of the room. Important: Once you are finished copying, hold the reset button down. If the “copy code” screen does not appear, hit the rest button again and again until you are logged out.

To print, select the CVAD Mailroom HP Color Laser printer on your computer. This printer will only print one copy of a document at a time.

To scan, place pages in the tray or on the glass of the Ricoh copier/scanner and select SCAN, then scan to the Studio Art file to save materials in the S:\Studio Dept\SCAN folder.

In case of malfunction, do not attempt to repair the machine yourself. Please ask for assistance from CVAD IT (https://cvadit.unt.edu/ or 940-565-4522).

OBTAINING COPIES of SYLLABI / MATERIALS for your classes
Go to the Dean’s Offices, ART 101. On the reception desk is a tray with forms in it. Fill out the form and attach it to your master copy and put in the box. The number of copies you requested will be in your mailbox, within a maximum of 2 days.

OFFICE SUPPLIES
Contact the Department of Studio Art Administrative Staff to request office supplies such as roll books, post-it notes, pens, paper, etc.

STUDENT INSTRUCTIONAL FEES & SUPPLIES
Please request/place supply orders early for budgeting purposes through your area Lab Tech (or Angela Vaneczek if you are teaching an ASTU 3000/5000 Rotating Topics course). The Dean’s Office will contact you via UNT email when the order is received in the mailroom.

SHARING GOOD NEWS & OPPORTUNITIES
It is important to share the great work of our faculty, students, and alumni. You may also share information about opportunities & guest speakers. Please send items for our Monday Department of Studio Art Update to Ann Howington by Friday morning. Please send announcements “ready to print,” written in 3rd person along with 72 dpi jpeg images.
BUCKLEY AMENDMENT AND PRIVACY
The federal Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the "Buckley Amendment," prohibits schools from releasing student records (transcripts, recommendations, financial information) without the authorization of the student or parent. FERPA only covers educational records, so information known to school authorities that is not part of a record is not covered.

FACULTY INFORMATION SYSTEM (FIS)
Accessible through my.unt.edu. Here, full-time faculty will enter their annual review, tenure, and promotional materials. All instructors will upload their syllabuses and Faculty Profiles in FIS.

AUDIT & GRADE ROLLS
https://registrar.unt.edu/faculty/audit-rolls
Use the Online Audit Roll available through the MyUNT Faculty Center at my.unt.edu. This system allows faculty to:

- 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 of these items

https://registrar.unt.edu/faculty/grade-reporting
Submit student grades through www.my.unt.edu

FACULTY MEETINGS
Visiting faculty are required to attend faculty meetings. Adjuncts are not required to attend faculty meetings.

FACULTY EVALUATION
See Faculty Evaluation information in the CVAD Bylaws

ADJUNCT EVALUATION
See the Evaluation of Adjunct Faculty forms in the Studio Art Forms Library.

ACADEMIC CALENDAR
https://www.unt.edu/catalogs/2019-20/calendar
Please be certain to reference the calendar when developing your class schedule.

FORMS
Please familiarize yourself with the Studio Art Forms Library. Here you will find a variety of useful and required faculty, staff, and student forms. Be sure to bookmark and familiarize yourself with this important webpage. When filling out any form it is necessary for you to first download the form and save it on your computer before filling it out, saving it and sending it to the proper person.
SYLLABI
Please use our Syllabus Builder Tool in the Forms Library to build your course. An electronic copy of your syllabus is due to Ann Howington in the Administrative office before the end of the first week of classes. If you need to enroll students in ASTU 5015 (MFA Research) and ASTU 5020 (MFA Exhibition), Ann has a specific syllabus template for 5015 and 5020.

SPECIAL PROBLEMS COURSES
Students taking a Special Problems course or doing an internship with you need to turn the Contract in Lieu of Syllabus form into Ann Howington. Once the form is received, we will register them for the class.

CANVAS
Canvas is UNT’s e-learning support system. A CANVAS provides a site for each course. (https://clear.unt.edu/supported-technologies/canvas) We encourage you to use CANVAS to support your teaching, reduce printing, and increase efficiencies. The Center for Learning Experimentation, Application, and Research offers support for online teaching.

OBTAINING CLASS ROSTERS
Please use your UNT EUID to access all course materials online.

FINAL EXAMS
The last week of the semester is Finals Week. Your course will have a scheduled meeting time for the your Final Exam. The schedule can be accessed here: https://registrar.unt.edu/exams/final-exam-schedule

GRADING / ROSTERS / GRADE ROSTERS
- Input grades for courses via EIS (my.unt.edu)
- Incomplete Grades: If you are an adjunct faculty member on a temporary contract we encourage you strongly to ASSIGN STUDENTS A GRADE FOR WORK THEY HAVE EARNED TO DATE. In special circumstances, you should seek further discussion with area designees or be aware of the Administrative recommendations regarding Incomplete Grade Assignments prior to any discussion with students.

ACCESSING THE S: DRIVE
On your computer the (S:) Shared drive houses the Studio Dept and Global Temporary Shared folders. Here you can access scans and the Forms Library. To connect to this drive, follow the instructions on this link https://cvadit.unt.edu/help-doc/connecting-cvad-file-server-through-vpn-mac-and-windows or contact https://cvadit.unt.edu

FIELD TRIPS
Complete the Class on the Move Field Trip Release form. Submit copies of this form to the department office prior to your field trip. You may use the form for multiple trips.

PROCEDURE FOR MISSING/REARRANGING CLASSES
(Sick Leave/Professional and/or Personal Travel)
The instruction of our students is our top priority in all considerations of professional time and energy when school is in session. However, reasonable amounts of time away from campus may be approved under the following guidelines:
All requests to be away from campus (whether for professional or personal reason) during regular instructional times should be submitted in writing to the department chair at least ten working days in advance.

- Requests should specify if any class time will be missed and, if so, what arrangements for class coverage have been made
- All arrangements must be approved by the Chair

In the event of an absence due to illness, please call the department office at 940-369-7671 and make every attempt to email your class. Please attempt to have your class meet by making an announcement. Graduate Students may not be hired through UNT to cover classes. Contact a colleague or a tech to substitute, and if one cannot be found, we will place a note on your classroom door.

**SUPPLIES**

All classes except ASTU 3000/5000 go through area techs to order or obtain supplies. ASTU 3000/5000 courses need to go through Angela. There is generally a 10-day turnaround on orders. Plan accordingly.

**SICK LEAVE**

For faculty, e-Leave is an online tool for requesting, approving and tracking sick leave. and is accessed through your portal at https://my.unt.edu.

These requests will automatically generate a prompt for me to approve and then will automatically deduct the time.

Please note that “Faculty members at institutions of higher education must submit prescribed leave forms for all sick leave taken even if no classes were missed as required by the state of Texas Government Code 661.203.” To report sick leave time (less than two days), please follow these directions.

*Go to your My UNT page > Human Resources tab > Under Time & Reporting click My Timesheet > Complete the day/hours you missed, under Time Reporting Code scroll to SCK-Leave.*

Note: If you are out for more than two consecutive days, you will need to contact HR to submit for FML.

**RESEARCH LEAVE**

Complete the UNT VPAA 150- Faculty Application for Leave (other than sick).

Note: This must be turned in at the start of each semester for approval, and you must make arrangements for class coverage. Forms not submitted at the start of the semester must be turned in one month before the leave with information on how courses will be covered.

**STUDENT EVALUATIONS OF FACULTY**

Spot Evaluations are completed electronically at the end of each semester. Please encourage students to fill out these online evaluations, which arrive in their email.

For Adjunct Faculty, see Classroom Evaluation of Adjunct Faculty in the forms library.
**OBTAINING CLASS ROSTERS**
Please use your UNT EUID to access all course materials online on the faculty tab at My UNT (https://my.unt.edu)

**LIBRARIES & OTHER TEACHING RESOURCES**
The University of North Texas Libraries, Denton Public Library, and the Texas Woman’s University Library hold more than 60,087 art volumes and subscribe to more than 1263 fine arts periodicals.

The Dallas Museum of Art, The Crow Museum of Asian Art (Dallas), The Meadows Museum at SMU (Dallas), The Kimbell Museum of Art (Fort Worth), The Fort Worth Modern, and The Amon Carter Museum of American Art (Fort Worth) are our major regional museums. These museums hold valuable resources for CVAD faculty, staff, and students in their collections of Ancient, Asian, Modern, Contemporary, Western, Spanish, European, and Oceanic art; Antiquities and Decorative arts.

**UNT LIBRARY RESERVES & PURCHASES**
Library Reserves The UNT Libraries holds and distributes materials for faculty members as required or recommended reading for their courses. The librarian places these materials at Library Services Desk, 1st floor, Willis Library, or they are made available online. Items can include books, articles, chapters of books, sample tests, homework solutions, videos, CDs, and DVDs. If you have items that you wish to place on reserve, please contact the Art Librarian, Rebecca Barham or the Studio Art Department.

All requests for purchase of library materials not available through the library or ILL should be submitted to the Ann Howington, who is our liaison to the UNT Libraries.

**HEALTH AND SAFETY**

*IN CASE OF EMERGENCY DIAL 911*

When calling 911, provide your location, describe the emergency, and help the emergency team to the location as quickly as possible by placing students and staff at key locations (holding elevators, doors, etc.). Remain calm. Remember to complete an incident report.

The physical addresses of CVAD:

1) **Art Building**, 1201 W Mulberry St., Denton, TX 76201

2) **Welch St Complex**, 409 Welch St., Denton, TX 76201

3) **Oak Street Hall Annex**, 1120 W Oak St., Denton, TX 76201

All instructors should register for the University Eagle Alert system which will notify you or emergencies including severe weather or an emergency. To register for Eagle Alert, Students, staff and faculty should update their phone numbers on my.unt.edu.
Campus Police
Non-emergency: 940-565-3000
Emergency: 911
The physical location of the University of North Texas Police Department:
Sullivant Public Safety Center
1700 Wilshire St., Denton, TX 76201-6572

Criminal Incident Reports
Complete Incident Reports within 24 hours of an incident to https://police.unt.edu/reportcrime

Campus Safety Resources:
https://police.unt.edu/safety

STUDENTS/FACULTY/STAFF IN DISTRESS
UNT Care Team, part of the Division of Student Affairs, is a network of professionals from across campus that are committed to a caring, confidential program of identification, intervention, and response to provide our students with the greatest chance of success and our community with the greatest level of protection. The mission of the CARE Team is to assist in protecting the health, safety, and welfare of the students and members of the UNT community, to support student success, and to provide a comprehensive response to students whose behavior could be harmful to themselves or others.

Please call 940-565-2648

STUDENT HEALTH & WELLNESS CENTER
https://studentaffairs.unt.edu/student-health-and-wellness-center
940-565 2333

OFFICE OF DISABILITY ACCESS
https://disability.unt.edu/
940-565-4323

STUDENT CONDUCT
https://deanofstudents.unt.edu/conduct
940-565-4323

WWW.REPORT.UNT.EDU
Report student misconduct
Report a disruptive student
Report a student to the CARE team
Report sexual misconduct
Report academic integrity violations
Report a complaint (for students)
Report student organization misconduct
Refer to SOS program
Report Study Abroad Incident
Pregnancy or Parenting
GREEN DOT PROGRAM

Green Dot is a national program built on the premise that everyone can measurably and systematically reduce violence within any given community. This program focuses fundamentally on the productive power of bystanders, on the those of us who witness power-based violence between others. In instances of harmful or violent words, actions, or behaviors, bystanders have a choice to ignore & accept the abuse (what we call a "red dot") or intervene & address the violence (a "green dot"). Green Dot’s goal is to prepare communities to implement a strategy of violence prevention that reduces power-based personal violence, which includes sexual violence, relationship violence, stalking, and bullying. We will build a community equipped to intervene in these red dot incidents to create a campus map full of green dots, full of proactive moments that declare we will not accept power-based personal violence.

EMPLOYEE ASSISTANCE PROGRAM
The free, confidential, Employee Assistance Program (EAP) is available to help employees at all locations with family, legal or financial issues, substance abuse or other stressful events. EAP programs are available to retirement-eligible employees, retirees, household members, and dependents.

Employees may self-refer to EAP, or managers may refer an employee. EAP consultations (up to six per year per personal session) are free and confidential.
All benefits can be accessed 24 hours a day, seven days a week by calling 1-800-343-3822
1-800-448-1823 (TDD)
1-800-334-TEEN (8336)
Find a flyer about confidential EAP services.

SAFE RIDE SERVICES
EAP also offers SafeRide, a transportation service to available to employees and family members who cannot drive home safely. Impaired driving due to alcohol or drug use, emotional stress or medication are possible reasons for using SafeRide. SafeRide is confidential and users will be reimbursed for most taxi or transportation costs. Find SafeRide guidelines and a claim form.

CARE TEAM
The CARE Team assists faculty respond to disruptive or potentially threatening behavior. UNT has an employee Campus Assessment, Response & Evaluation (CARE) Team and a student CARE Team.

Sexual Assault Support and Resources
Find UNT System Administration, campus policies and information about sexual assault and intimate partner violence.
Guidance for Supervisors
Alliance Work Partners works with campus Human Resources directors to promote the availability of confidential EAP services. If you have questions about the service, contact your campus department: UNT, UNTHSC, UNT Dallas and UNT System Administration.

Find a supervisor toolkit for EAP services.
Find a pdf guide for supervisors to EAP promotions.
APPENDIX A

ADMINISTRATIVE DUTIES ROSTER

COLLEGE OF VISUAL ARTS AND DESIGN

ADMINISTRATIVE DUTIES

Greg Watts, Dean
Greg.Watts@unt.edu
940-565-4001
ART 101M

Denise Baxter, Associate Dean of Academic & Student Affairs, Interim Department Chair for Art Education & Art History
Denise.Baxter@unt.edu
940-565-4001
ART 101L

Eric Ligon, Associate Dean of Administrative Affairs
Eric.Ligon@unt.edu
940-565-4001
ART 101K

Jennifer Aglio, Senior Administrative Coordinator
Jennifer.Aglio@unt.edu
940-565-4001
ART 101U

• Responsible for providing executive, administrative, and analytical support to Dean Greg Watts

Jerry Aul, Senior Administrative Coordinator
Jerry.Aul@unt.edu
940-565-2581
ART 101

• Responsible for providing executive, administrative, and analytical support to Associate Deans Denise Baxter and Eric Ligon
• Travel and scholarships

Mary Braden, Budget Officer
Mary.Braden@unt.edu
940-565-4002
ART 101

• Prepares, monitors and maintains control of revenues and expenditures within CVAD. Responsible for ensuring compliance and interpretation of federal, state and local regulation in addition to applicable University policies and procedures

Kelli Fuhrman, Senior Development Director
• Responsible for leading, developing and implementing fundraising strategies for an assigned area (i.e. college, corporations, and foundations); responsible for cultivation and solicitation of major gift prospects and donors including identification, qualification and management of prospect pool

**Monica Scott Taliferro**, Assistant Marketing Director
Monica.Scott-taliaferro@unt.edu
940-369-5249
ART 101U

• Responsible for designing, writing, and editing marketing materials consistent with the marketing and communication strategy for the college

**Peter Hyland**, Director, Onstead Institute for Education
Peter.Hyland@unt.edu
940-565-3954
ART 101V

• Collaborates with CVAD faculty and students and community partners to fulfill the Institute’s mission of developing, supporting, and sustaining innovative art and design practices and processes for K-12 education through a program of research, project administration, and public dissemination of information

**Annette Becker**, Director, Texas Fashion Institute
Annette.Becker@unt.edu
940-565-2732

• Curates exhibitions, promotes accessibility to the collection by speaking to university classes and community groups and facilitates research visits engaging the TFC’s holdings of nearly 20,000 historic and designer garments and accessories

**Holly Hutzell**, Art Registrar
Holly.Hutzell@unt.edu
940-565-4005
ART 162

• Manages gallery exhibitions, collections, and operations of the UNT Galleries
DEPARTMENT OF STUDIO ART
ADMINISTRATIVE DUTIES
Use this directory to guide yourself to the correct staff person for your needs.

Lauren Lake, Department Chair & Professor
Lauren.Lake@unt.edu
940-369-7671
ART 230H

The daily operation of the department, including:

Faculty and Staff Development

- Organizing and overseeing the departmental recruiting program to ensure the highest quality, integrity, and diversity of faculty and staff
- Meeting annually with individual faculty and staff to discuss workload and performance
- Preparing annual evaluations of faculty and staff
- Making recommendations for merit and salary adjustments for faculty and staff
- Coordinating faculty promotion and tenure applications in accord with departmental, college, and institutional processes and deadlines
- Supporting the professional development of faculty and staff (e.g., research proposals, pedagogy, curriculum development) in a fair and transparent manner
- Working with faculty and staff administrators in setting a vision for the department, both long- and short-term, and developing outcome-based goals that support the department, college and university strategic plan(s)
- Maintaining collegiality and engaging in creative problem-solving

Curricular Responsibilities

- Maintaining strong undergraduate and graduate programs through curricular development, assessment, revision, and implementation
- Enforcing academic requirements and regulations
- Assigning faculty workloads in ways that fulfill the department’s responsibility to provide reasonable student access to courses across days and times, using prime time and non-prime time teaching slots
- Preparing long term course schedules that allow students to matriculate to their degrees in a timely manner
- Preparing course schedules and teaching assignments to ensure appropriate allocation of resources, including university facilities, and consistent with the Registrar’s guidelines
- Providing leadership and oversight in program reviews and outcomes assessment including the core curriculum for internal and external reviews and/or to meet accreditation or licensing standards
- Working collaboratively with on-campus and off-campus university officials to assign proper curriculum alignment with community colleges and high schools

Student Affairs

- Developing and implementing plans to recruit, advise, mentor, retain, and graduate students in a timely manner
- Providing information and access to student services
- Adjudicating students concerns and grievances in a fair and consistent manner while upholding University policies and processes.
- Maintaining appropriate student records
Management and Administrative Responsibilities

- Overseeing facilities/office space allocation and equipment for faculty and staff in collaboration with dean; filing appropriate space allocation reports
- Ensuring that all departmental and college committees are appropriately staffed each year
- Managing course fee requests and ensuring appropriate use
- Managing departmental M & O, travel and part-time budget, and/or other fiscal affairs for department, while maximizing equity and ensuring appropriate stewardship of resources
- Responding promptly to accountability and compliance matters
- Participating in college and/or university governance and planning
- Gathering data and preparing documents or reports regarding departmental activities
- Communicating resource needs to the college/school and university administration
- Securing resources for the department, when appropriate, through grant writing and fund-raising initiatives
- Working with college and university advancement officers to develop unit resources
- Serving as a liaison between university administration and faculty/staff
- Representing department internally and externally (e.g., Commencement, Honors Day, Student Affairs activities)
- Serving as liaison with professional associations
- Attending professional development activities, meetings, and events to represent the interests of the department, college or university, as requested or required by the Dean, Provost, or the other university offices
- Delegating authority and specified responsibilities to Associate Chairs, when deemed appropriate, with the understanding that the Chair is ultimately accountable.

Angela Vanecek, Senior Administrative Specialist

Angela.Vanecek@unt.edu
940-369-7616
ART 230J

Financial

- Maintains department budgets and tracks spending
- Processes departmental travel vouchers and expense forms.
- Facilitates department purchasing.
- Balances budget worksheets for department accounts based on all spending.
- Facilitates guest speakers and department visitors, including honorariums, arranging relevant lodging, and arranging transportation.
- Posts positions, gathering applications for review, updating hiring system, processing payroll.

Student Focused

- Assists in processes graduate student admissions, including maintaining the department Slideroom account.
- Processes Undergraduate Entry Reviews

Course and Facility Scheduling

- Creates and maintains department course schedule in conjunction with chair.
- Schedules rooms for special events and department visitors
- Works to organize search candidates visits to campus and assists with the administrative organization for search committees.
Department & Faculty Assistance

- Facilitates textbook adoptions for classes.
- Maintains calendar and schedules daily appointments for department Chair.
- Gives information about department operations and university procedures.
- Assists Chair in preparation of reports, including reporting to the registrar on course schedules
- Provides appropriate information to faculty from EIS when necessary.
- Maintains faculty and departmental records and manages departmental files.
- Keeps minutes, when necessary, of departmental meetings.
- Maintains current information on all department faculty, including but not limited to course syllabi, vitae, and class schedules.
- Creates forms for the department and maintains Online Forms Library
- Maintains department supplies
- Photocopies/Scans materials for the department.
- Other Duties as Assigned

Ann Howington, Office Support Specialist
Ann.Howington@unt.edu
940-369-7671
ART 230K

Undergraduate Student Focused

- Assists students in locating advisors, faculty, and staff in their area
- Enrolls students who need to register for restricted classes within the department
- Organizes Entry Review portfolios during reviews and compiles reports

Graduate Student Focused

- Collects, organizes, and processes each step in the graduate admissions process.
- Facilitates the graduate degree plans process

Departmental Assistance

- Maintains calendar and schedules daily appointments for department chair
- Maintains weekly updates and Good News items
- Secretarial assistance when needed, including maintaining department and student records
- Provides general support in the absence of Senior Administrative Specialist
- Provides appropriate class lists and student information to faculty from EIS when necessary
- Liaison to UNT Libraries
- Coordinates TracDat Assessments
- Other duties as assigned

Gustavo Plascencia, Assistant Chair
Gustavo.Plascencia@unt.edu
ART 217

Responsible for various special projects in support of the department or the chair.
Identifies issues or problems, and researches solutions within specific management areas.
Adjuncts

- Responsible for acquainting new adjuncts, providing mentorship and completion of performance evaluations (teaching observation and review of outcomes).

Graduate Coordinator

- Advocates for the MFA program's students in pursuit of creative and academic excellence.

Prospective graduate students

- Primary point person for all prospective Studio Art students
- Fields inquiries from potential students
- Coordinates campus visits
- Administers the departmental graduate admissions process

Admitted graduate students

- Coordinates aid distribution to admitted graduate students.
- Works with faculty to ascertain priorities.
- Works with Assoc. Dean on documentation of offers
- Works with Assoc. Dean on updates regarding students as their enrollment status may change
- Advocates for the placement of students within GSA positions
- Designs and conducts orientation programs for graduate students

Continuing graduate students

- Serves as the primary point of contact for Studio Art graduate students and for Studio Art faculty regarding the graduate program
- Evaluates MFA program for continuous improvement, recommending appropriate actions and implementing approved changes
- Develops and implements graduate advising procedures
- Meets with each student every semester to advise and update degree plans
- Coordinates graduate mentor program and programming
- Coordinates first and second-year MFA reviews
- Coordinates MFA open studio event
- Coordinates the annual spring 2nd year MFA exhibition
- Coordinates the Project-In-Lieu of Thesis Oral Defenses, Reviews, and Exhibition
- Coordinates the annual Thesis Exhibition catalog
- Studio Art graduate student employees
  - Reviews TF syllabi and assures their appropriate upload to FIS
  - Coordinates TF, GSA evaluation process
- Coordinates annual program assessment
- Monitors and evaluates use and appropriateness of graduate studio space; recommends changes/additions as needed
- Coordinates co-curricular program activities
- Coordinates accreditation requirements, as needed, relevant to the graduate program
- Coordinates updates to the graduate handbook
- Provides mentorship for graduate student organization
Undergraduate Programs

- Actively participates in planning sessions and implementation strategies for the improvement of student recruiting and retention.
- Serves as point of contact for and assists college recruiter as needed in reference to the Studio Art BFA program
- Organizes Full Circle BFA events (fall & spring)
- Coordinates (as appropriate) BFA exhibitions with galleries

Traci O’Dwyer, Grad Student Council CVAD Senator 2019-2020
TraciOdwyer@my.unt.edu

- Advocates on behalf of grad students
- Ensure that university administration and other stakeholders hear student opinions, needs, and interests

ART LAB TECHNICIANS

- Manages area inventory, so equipment & supplies are available to students for required classes
- Responsible for the organization and cleanliness of studios, workshops & classrooms
- Plan improvements of facilities, equipment, procedures & training of those who use it.
- Assist faculty and students in the operation of the facility
- Set and maintain standards for safe materials and equipment use, for undergraduate classrooms and graduate studios
- Test and maintain all safety equipment and supplies on a regular schedule.
- Coordinate UNT's Lab Safety and Compliance policy and directives for studios along with CVAD's H&S Program
- Facilitates student safety movement in severe weather, fire, or other emergency situations
- Make purchases for all necessary supplies and equipment for the area.
- Manages hourly workers/student assistants
- Provides planning support for visiting artist or visitors
- Other duties as assigned and/or approved by the chair or associate dean

Lindsey Bass, Visual Arts Technician, Drawing & Painting, 4th Floor Wood Shop
Lindsey.Bass@unt.edu
940-369-7492
ART 471

Valerie Hancock, Visual Arts Technician, Ceramics
Valerie.Hancock@unt.edu
940-369-6509
OSH 130

Zak Loyd, Visual Arts Technician, New Media Art
Zachary.Loyd@unt.edu
940-369-7136
ART 354A

Sarah Loch-Test, Visual Arts Technician, Metalsmithing & Jewelry
Sarah.Loch-Test@unt.edu
940-369-7269
ART 173

Jeff McClung, Visual Arts Technician, Sculpture
Jeffrey McClung@unt.edu  
940-369-4006  
ART 153C  

Thomas Menikos, Visual Arts Technician, Printmaking  
Thomas.Menikos@unt.edu  
940-565-4024  
ART 275  

Abby Sherrill, Visual Arts Technician, Textile FabLab  
abby.sherrill@unt.edu  
OFFICE: ART 370A  

Kristina Smith, Visual Arts Technician, Photography  
Kristina.Smith@unt.edu  
940-565-4727  
ART 362A