

**THE STUDIO ART PROGRAM DIVISION II and III
FACULTY COMMITTEE CHAIR/MEMBER APPLICATION PROCEDURE
Due: March 13, 2015**

Students who wish to work with a studio art faculty member during 2015-16 academic year, and who do not yet have a signed Division II or III contract should submit an application no later than Friday, March 13, 2015 by noon in the IA office in the Writing Center or in the HACU office in EDH. Be sure to pick up the form in one of the two above School offices and fill it out well in advance of the deadline. Notice of committee assignments will be made available as soon as possible.

Students using the pilot committee request process (this process commenced in Fall 2014) for Division II must also complete the Div II committee request form online. Students seeking chairs or members for Div III contracts must also submit a draft contract on the Hub.

This process is designed to accommodate students in these areas and to facilitate the distribution of committee memberships. It is open both to students who intend to concentrate in studio art and to students whose concentrations are focused in other areas but wish to have a component in studio art. This process in no way takes the place of College-wide procedures, schedules and planning meetings with faculty and advisors prior to and following the filing of a contract. A student should speak with prospective faculty about his or her proposed exam before filing an application. AFTER A STUDENT IS ASSIGNED a committee chair or member, committee meetings should be convened to revise the draft contract and obtain signatures.

Application should contain the following:

STATEMENT OF PURPOSE: Please type a one-page statement describing your proposed area of study, explaining why this area of study is important to you, and indicating how you intend to pursue such study. This statement of purpose is comparable to a draft Division II proposal. If you are combining studio art with another academic area that you feel is related please explain how you see these areas to be connected. Attach this statement to the cover sheet. A digital portfolio on a flash drive is optional.

COMMITTEE PREFERENCES: On the cover sheet, list the studio art faculty with whom you would like to work in order of preference (and indicate whether Chair, or Member, or Chair and Member are requested). The studio art faculty and staff participating in the selection process include: Andrea Dezsö, Sara Rafferty, Daniel Kojo Schrade, William Brayton, Thom Haxo, John Slepian, Greg Kline, Nat Cohen.

EXPECTED TIMETABLE: List your anticipated completion dates for Division II or III along with any leave plans.

COURSE LISTS: Use the attached form to list the studio art, art history and art theory courses you have taken.

COURSE EVALUATIONS: Prospective students must submit two course evaluations from studio art courses or related fields.

APPLICATION PROCESS: Candidates will be selected on the basis of their academic progress, their demonstrated willingness to work hard, and on their commitment to the field. Faculty serve on a limited number of exams; therefore, some students may not be selected for exams in these concentrations. Selection will be influenced by the number of faculty committee openings in studio art. If students have not previously worked with any of the studio art faculty, they should make an appointment to meet with the one most appropriate to their media interests, in order to introduce themselves and familiarize the faculty with their work prior to making an application. Efforts will be made to accommodate as many students as possible.

NOTIFICATION OF RESULTS: We will notify you via email as soon as possible. **A list of faculty commitments to student applicants will be posted in the art barn.**

MAKING AND FILING THE CONTRACT: After you are assigned a committee chair or member, you must still meet with your committee to revise a draft contract in the case of Division II and get it signed. Applying for a committee and filing a contract are two separate steps in the process. Please note that it is your responsibility to organize meetings with your potential committee. It may take more than one meeting or draft of your contract before your committee is ready to sign, so **don't wait until the deadline!!!!**

REAPPLICATION: Students who are not accommodated in this selection period may reapply in the following semester and should discuss their academic plan with their advisors and with members of the studio art faculty, or with other faculty. **Students assigned a committee this semester must reapply next semester if they unable to complete a contract by the next application deadline.**

