

OTIS



Otis College of Art and Design

FACULTY HANDBOOK 2015–2016

FACULTY HANDBOOK (7/1/2015)

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MISSION STATEMENT

Otis prepares diverse students of art and design to enrich our world through their creativity, their skill, and their vision.

CHAPTER ONE: WELCOME AND INTRODUCTION

Welcome! As a faculty member of Otis College of Art and Design, we hope you will find your experience to be both rewarding and challenging.

Otis College of Art and Design is the official name of the College. The corporate entity responsible for its operation is the Otis Art Institute. In this handbook, “Otis College of Art and Design,” “Otis,” and “College” are used interchangeably.

At Otis College of Art and Design, we are dedicated to providing world-class education in the visual arts. Because the quality of our faculty is the key to our success, we carefully select our new colleagues. In turn, we expect all faculty and staff to contribute to the success of the College.

This *Faculty Handbook* sets forth the terms and conditions of employment of all full-time and part-time academic personnel. Employees who have entered into written contracts with the College and other specifically excluded employees may have separate or different terms of employment. To the extent that the terms of this handbook conflict with provisions in the contract, the provisions of the contract will govern.

INTRODUCTION

The purpose of this handbook is to provide a reference for all faculty members on various operational policies and procedures of the College.

The specific purposes of the handbook are as follows:

- To provide information on the organization and governance of the college and
- To familiarize faculty with academic and administrative policies and procedures.

INTEGRATION CLAUSE AND THE RIGHT TO REVISE

This Faculty Handbook contains the employment policies and practices of the College in effect at the time of publication. This handbook is not intended to create any legal obligations expressed or implied. All previously issued handbooks and any inconsistent policy statements or memoranda are hereby superseded by this document.

The College reserves the rights to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. Any changes to this handbook will be distributed to all faculty members in print and electronic files. No oral statements or representations can, in any way, change or alter the provisions of this handbook.

This handbook is the property of the College. Nothing in this *Faculty Handbook* or any other personnel document, including benefit plan descriptions, creates, or is intended to create, a promise or representation of continued employment for any employee.

HISTORY: THE COLLEGE

Otis College of Art and Design is the only privately supported college of art and design in the city of Los Angeles. The College is fully accredited by the Western Association of Schools and Colleges and the National Association of Schools of Art and Design.

In 1918 *Los Angeles Times* publisher Harrison Gray Otis bequeathed his Westlake Park home to establish the city's first art school, the Otis Art Institute. Now known as Otis College of Art and Design, the institution has been a driving force in the Southern California art world since its inception in September 1918, as the country returned home from war.

Originally, Otis offered a traditional three-year course of study in drawing and painting, along with two-year courses in illustration, design, and applied arts to meet the region's media, industrial, and architectural needs. The location of the school, across from Westlake Park (now MacArthur Park), was ideal in establishing it as the artistic center in the growing city.

From its founding, Otis Art Institute was distinguished by the professional artists and designers who formed its faculty. As the city center began to expand west along Wilshire Boulevard, Otis increasingly became the most visible and energetic center for the arts in Los Angeles, attracting well-known artists and designers to its faculty. The school's reputation grew rapidly. By 1924, Otis Art Institute, with its 300 students, was the largest art school west of Chicago.

Over the next seven decades, Otis alumni designed the original "Oscar," won dozens of awards for both artistic and technical achievements in film, served as principal designers of both Disneyland and Disney World, animated Mickey Mouse's first "talkie" cartoon, and founded the artistic movements that have come to be known as the California Watercolor and Ceramics schools. In addition, they created many of the buildings that distinguished California architecture.

In 1978 the Board of Supervisors of Los Angeles County voted to merge the Otis Art Institute with Parsons School of Design, a division of the New School of Social Research in New York City. The merger provided extraordinary opportunities for both schools. It brought together the country's two most vital cities of the arts and made possible an unprecedented exchange of faculty, students, and visiting artists. The union of the two schools also allowed Otis' established fine arts curriculum to be expanded to include a new range of design programs.

After a decade of success, Otis had become one of the finest art and design colleges in the country. With the election of the first Southern California-based Board of Trustees on July 1, 1991, the College became fully independent and privately supported. Approximately 1,000 full-time students from forty-seven states and thirty-two countries are enrolled in the Bachelor of Fine Arts (BFA) courses offered through the Degree Program. Currently the college has nine departments.

In 1997 Otis relocated to its present locations, including the main campus—the Goldsmith Campus in Westchester, the primary site for most majors and administration—as well as the California Market Center (the "Mart") in downtown Los Angeles, which houses the Fashion Design program, and the Graduate studios in El Segundo. All locations are adjacent to the industries Otis graduates serve. Otis alumni have figured prominently among the California Watercolorists, and launched the California Ceramics Movement. Many have become luminaries in contemporary art, including Robert Irwin, Philip Guston, Billy Al Bengston, Masami Teraoka, May Sun, Alison Saar, Bruce Yonemoto, and John Baldessari, to name a few. One Otis alumna, Edith Head, became the most famous costume designer in Hollywood's history. Others animated the first talking Mickey Mouse cartoon and were principal designers for Disneyland.

INSTITUTIONAL PHILOSOPHY

Since 1918, Otis has been connecting students with their own intentions, giving these men and women the skill and courage to show their messages to the world, and in the process, helping them discover

themselves. In promoting these discoveries, the College fulfills its goal of cultivating creative and well-educated individuals whose training in visual thinking and practice allows them to speak to the issues of our time. In so doing, Otis College of Art and Design is a crucible for the culture of our future.

Otis College of Art and Design is a private four-year art college accredited by the Western Association of Schools and Colleges (WASC) and National Association of Schools of Art and Design (NASAD). The College offers programs leading to the Bachelor of Fine Arts (BFA) degree in Architecture/Landscape/Interiors, Communication Arts (illustration, graphic design, and advertising design), Digital Media, Fashion Design, Fine Arts (painting, photography, and sculpture/new genres), Product Design, and Toy Design, as well as programs leading to the Master of Fine Arts (MFA) degree in Fine Arts, Graphic Design, Public Practice, and Writing.

CHAPTER TWO: COLLEGE ORGANIZATION AND GOVERNANCE

BOARD OF TRUSTEES

The Board of Trustees is the official governing body of the College. The Board of Trustees helps the College identify and respond to strategic opportunities. By giving of their wisdom, resources, and time, Trustees enable Otis to be an educational leader.

Trustees are leaders representing those having an interest in Otis, from art collectors to architects and civic leaders. Individual Trustees are stewards and advocates of Otis' Mission. Specific duties and responsibilities are to do as follows:

1. Exercise ultimate financial oversight for the College by reviewing, approving, and monitoring Otis' budget;
2. Shape and participate in the College's planning efforts;
3. Hire and review the performance of the College's Chief Executive Officer;
4. Attend regular Board meetings and participate on assigned committees;
5. Cultivate others who are interested in art and education;
6. Help Otis expand its reputation and circle of friends;
7. Open doors for Otis to these leaders;
8. Provide leadership for the College's fundraising efforts;
9. Appeal to friends and associates for gifts; and
10. Maintain a current knowledge of the programs at Otis and engage in the issues and challenges of the College.

The committees of the Board of Trustees are as follows:

1. Executive Committee;
2. Academic, Student Life, and Campus Planning;
3. Board Affairs;
4. Finance and Audit (including personnel practices); and
5. Institutional Advancement.

A representative of the faculty assembly serves on the Board of Trustees as an ex officio member.

BOARD OF GOVERNORS

The Board of Governors leads fundraising and "friend raising" efforts within their specific spheres of influence, contributing insight and input for planning and seeking institutional opportunities. Aware and supportive of the College's activities, Board members act as informed advocates of Otis within the community. Student, faculty, alumni, and support group leaders serve on the Board of Governors.

OFFICERS OF THE COLLEGE

President of the College

The President of Otis is the Chief Executive Officer and serves on the Board of Trustees as an ex officio member. The President is responsible for the leadership and management of the College and the delegation of the appropriate responsibilities to the Provost, the Vice President for Administrative and Financial Services, the Vice President for Institutional Advancement, and other College leaders as designated by the President. The President meets regularly with the senior leadership team to review all relevant activities and recommendations. The President sits on all Board of Trustees' Committees, reports

to the Board at its regular meetings, and presents College matters to the Board of Governors. The following personnel report to the President: the Director of Communications and the Executive Assistant. The President is responsible for the annual budget and the assurance that the financial resources are allocated according to the mission of the College and the goals outlined by the College's long-range plan. The President is the spokesperson to the community, and leads fundraising and development efforts.

Provost

The Provost is the Chief Academic Officer of the College and acts on behalf of the President in the President's absence. The Provost is responsible for providing educational leadership for the College and oversees the Division of Student Learning & Success, which comprises undergraduate, graduate, and continuing education programs, campus life programs, enrollment services, travel study and exchange programs, academic support services, and the galleries. The Provost serves as the chief liaison to the Academic Assembly, convenes related committees, and handles various faculty processes. The Provost serves as the chief academic liaison to the Board of Trustees, Board of Governors, and other Otis support groups. The Provost supports the Educational Planning Committee of the Board of Trustees. The Provost is charged to represent Otis in the external community and the professional field.

The following Academic personnel report to the Provost: Vice Provost, Academic Chairs and Directors, Assistant Vice President for Student Success/Dean of Student Affairs, Dean of Continuing Education and Pre-College Programs, and Dean of Admissions and Financial Aid.

Vice Provost

The Vice Provost is the second-ranking academic officer at the College. With the Provost, the Vice Provost provides leadership and support for the College's academic programs, academic support services, and other student services, including the Library, Academic Mentoring, Academic Computing, the galleries, and the many shops and labs that compose Technical Support Services.

Vice President for Administrative and Financial Services

The Vice President for Administrative and Financial Services is the Chief Financial Officer and Treasurer for the College, and has the oversight for accounting and fiscal services, administrative computing, business and contract services, capital planning, design and construction services, environmental health and safety, facilities management, Human Resources, material management, and security and safety services. The following managers report to the Vice President for Administrative and Financial Services: Chief Facilities and Operations Officer, Chief Information Officer, Controller, Director of Student Accounts, Director of Purchasing, and Environmental Health and Safety Manager.

Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for providing dynamic leadership in planning and executing most of the development activities of the College. These activities include the following: identifying, cultivating, and soliciting major gifts and corporate and foundation support; writing and presenting grant proposals for public and private funding; and conducting the College's annual fund drive. The following managers report to the Vice President for Institutional Advancement: Director of Development, Director of Communications and Marketing, Director of Alumni Relations, Director of Advancement Services, and Director of Special Events.

ACADEMIC GOVERNANCE: ACADEMIC ASSEMBLY AND FACULTY SENATE

Mission

Faculty members participate in the governance of the College through discussion and consultation in the Academic Assembly and Faculty Senate.

The Academic Assembly and Faculty Senate are advisory bodies. Through the committees and actions of the Academic Assembly, the faculty exercise primary responsibility for academic leadership, including the structure, philosophy, content, and assessment of the curriculum.

ACADEMIC ASSEMBLY

Working Structure and Responsibilities

Academic Assembly meetings are scheduled regularly throughout the academic year. The Executive Committee may call special meetings. Emergency meetings may be called on three days' notice.

Communication of notice is through Otis campus e-mail and will normally be provided at least five business days in advance.

The agenda focuses primarily on the work of the committees. Members of the Academic Assembly may also place items on the agenda by contacting the Executive Committee in advance. The administration may be called on to give status reports to the Academic Assembly.

Voting

The Executive Committee will determine which proposals require two readings by the Assembly. Assembly votes may be by verbal, written, or electronic ballot, but not by proxy. Motions must be passed by a majority of the quorum.

All Academic Assembly approved recommendations are forwarded to the Provost for review and recommendation to the President. Recommendations approved by the President will be incorporated into the Faculty Handbook or other appropriate document by the Human Resources department.

Minutes

Minutes of each Academic Assembly meeting shall be taken and submitted in a timely fashion to the Provost for review. They will include all assembly members present and absent, and all actions taken. The minutes are presented to the Academic Assembly for review and ratification at the following meeting. Once reviewed and ratified, minutes are posted on O-space.

Membership

The Academic Assembly includes voting and ex officio members. Voting members of the Academic Assembly include Chairs, assistant Chairs, full-time, and adjunct faculty. Ex officio members of the Academic Assembly include the President, the Provost, the Associate Provost, and other nonvoting members of the Academic Assembly committees.

Leadership

The Academic Assembly is lead by co-Chairs, who are elected from those who are and have been voting members for at least two years. One Department Chair or assistant Chair and one full-time faculty member are elected and serve as Co-Chairs for a period of two years. Co-Chairs are elected on alternate years.

FACULTY SENATE

Mission

The Faculty Senate is an independent advisory body that supports the College in shared governance through its commitment to academic integrity and academic freedom for Otis faculty. It promotes faculty participation in institutional decision-making, works in coordination with the Academic Assembly, and encourages collegiality and cooperation among all members of the Otis community in support of their mutual well-being and the College's mission. To these ends, the Faculty Senate provides a democratic forum for discussion, consensus, and proactive communication.

Working Structure and Responsibilities

The Faculty Senate provides a forum for faculty consultation and participation in a broad range of institutional issues and policy-making. The Faculty Senate discusses issues currently in deliberation in all Academic Assembly committees to accurately represent faculty positions in the discourse and decisions of those committees through its members' participation on or submissions to those committees. It also conducts independent research into and discusses issues not in committee deliberation—including, but not limited to, policies governing faculty dismissal, promotion, benefits, and workload; budgeting and distribution of College resources; and program development, retrenchment, and redirection—and presents a unified position to the Academic Assembly and/or College Administration. A general meeting of the Faculty Senate will be held every semester.

Membership

Membership of the Faculty Senate consists of Otis full-time and adjunct faculty. Part-time faculty may be included in discussions particularly germane to their role and/or experience at Otis.

Leadership

The Chair of the Faculty Senate serves as its chief spokesperson and its liaison to Otis Administration for a two-year term. The Faculty Senate Chair is appointed by the Faculty Senate Steering Committee, a body consisting of faculty representatives from each department. Representation on the Steering Committee is determined by the faculty of each department. The Steering Committee provides discernment, support, and liaison functions for the Faculty Senate.

Steering Committee members serve a two-year term, which is recognized as Service to the College. As representatives, they are expected to attend meetings of the Faculty Senate and the Steering Committee, and actively communicate with faculty in their department. Although Steering Committee meetings are intended primarily for Steering Committee members, the meetings are open to the entire Faculty Senate membership.

The most recent past Chair of the Faculty Senate shall serve as the Faculty Senate Vice Chair. The Faculty Senate shall elect a Scribe to work with the Faculty Senate Chair and Vice Chair to set meeting agendas, record minutes, and distribute both to its membership.

OPERATION OF THE ACADEMIC ASSEMBLY AND ITS COMMITTEES

Quorum

A quorum shall consist of a simple majority (50% plus one) of the voting membership. For voting purposes a quorum is required and may be achieved electronically.

Majority

A majority will be defined as one-half plus one of those voting.

Proposals

Committee proposals requiring subsequent vote and approval by the Academic Assembly will be submitted to the Academic Assembly in writing. Committee proposals not requiring approval by the

Academic Assembly will be submitted to the Provost in writing.

Readings

Committee Chairs will forward proposals requiring Assembly voting to the Executive Committee Chair who will distribute them to the Assembly members.

Proposals will be circulated via e-mail at least two weeks in advance of the vote and will constitute a first reading. Committees making proposals may hold an open forum after the first reading and prior to the vote. When second readings are required, discussion in the meeting at which the vote is taken may constitute the second reading.

Minutes

Committees shall take and approve minutes of their meetings and Committee Chairs shall post approved minutes. The minutes shall include all committee members noted as present or absent and all actions taken.

Membership

All committees will include a balance of Chairs, full-time and adjunct faculty, and the appropriate ex officio members in its membership. The Provost is an ex officio member of all committees. Committee members are nominated by the Chair of each department, and their names are forwarded to the Executive Committee of the Academic Assembly for review to ensure an equitable distribution of membership representation from each program area, except programs too small to provide representation on all committees. In the event of an in-equitable distribution, the Executive Committee will ask Chairs to provide additional candidates. The Executive Committee will present their approved committee assignments to the Academic Assembly for final approval. Members of the committees will be appointed to terms of one, two, or three years, as outlined in the committee description. Student members of the appropriate committees will be appointed by the Otis Student Government, as coordinated by the Dean of Student Affairs.

Leadership

Committees will elect their own Chair(s).

Resources and Support

The College will support the Academic Assembly, its committees, and the Faculty Senate with resources to succeed in their missions including, but not limited to, meeting facilities, technology, and clerical support.

ACADEMIC COMMITTEES

Executive Committee

Mission

The purpose of the Executive Committee is to facilitate the business of the Academic Assembly and serve as the liaison to the administration representing the recommendations and input from the Academic Assembly.

Working Structure and Responsibilities

The Executive Committee provides for the transition of the newly elected Chairs of the Academic Assembly through support and counsel, and maintains the ongoing records of the Academic Assembly and its committees.

The responsibilities of the Executive Committee include the following:

- Record and make available minutes of Academic Assembly meetings to the members of the Assembly;
- Administer all elections and votes of the Academic Assembly;
- Keep records of the Academic Assembly;
- Ensure appointments of members and Chairs to standing Academic Assembly committee positions; and
- Annually review and ensure that the number, nature, and structure of each committee are consistent with *Handbook* guidelines, and review the effectiveness of the committees.

The Executive Committee will meet as necessary.

Membership

The membership of the Executive Committee includes the current co-Chairs of the Academic Assembly, the immediate past co-Chair of the Academic Assembly, the Scribe of the Academic Assembly, and the Provost.

Leadership

The senior Academic Assembly co-Chair normally serves as Chair thereof.

Curriculum Committee

Mission

The Curriculum Committee participates in shared academic governance by overseeing the College's educational curricula.

Working Structure and Responsibilities

The Curriculum Committee receives proposals for changes to the College's curricula (which may regard new programs or degrees, new courses or course sequences, amendments to existing curriculum, and so on), whose submission is based on and formatted per the Curricular Review Criteria and Guidelines published in the *Faculty Handbook*. The Curriculum Committee reviews, approves, and submits recommended curricular changes to the Academic Assembly in writing. The Curriculum Committee oversees the Curricular Review Criteria and Guidelines.

Membership

The Curriculum Committee membership consists of one representative from each academic department and/or program. Academic representatives serve on the Committee for two consecutive years. Ex officio committee members include the Provost, Registrar, Dean of Admissions, Director of Library and Instructional Technology, and one officer of the Executive Board of the Student Government Association (SGA). Ex officio members serve annually.

Leadership

A Chair or Co-Chair may lead the committee, at the discretion of committee members, on a staggered term basis. The Chair/Co-Chairs is/are elected from among committee members who have prior service and serves/serve for two consecutive years. The previous Chair, or Co-Chair, is encouraged to remain on the committee for one year following his or her term. The Chair/Co-Chairs serve as the committee's chief spokespersons and liaisons to the Provost's Office and Academic Assembly.

Personnel Committee

Mission

The Personnel Committee serves the College by reviewing, systematizing, and proposing revisions to the policies and procedures affecting the work of the faculty.

Working Structure and Responsibilities

The Personnel Committee deliberates on, generates, and reviews proposals for personnel and faculty policy and procedures it deems appropriate to its mission. To this end, the Committee also revises the Faculty Handbook to keep it in line with current practices, accreditation requirements, and the vision and mission of the College. New policies, as well as revisions or changes to existing policies, are subsequently recommended to Academic Assembly for discussion and approval. An exception would be changes, which are reserved by the College (see “Integration Clause and the Right to Revise”). The Committee may create subcommittees to facilitate the timely accomplishment of its goals. The Committee works closely with the Offices of the Provost and Human Resources.

Membership

The Personnel Committee includes one representative from each academic department. Members serve on the committee for two consecutive years. The Provost and Director of Human Resources serve as ex officio members.

Leadership

The Chair is elected from among those Committee members who have prior service, and serves two consecutive years.

Rank and Promotion Committee

Mission

The Rank and Promotion Committee participates in the initial designation of rank for all new faculty members, evaluates all applications for promotion by full-time and adjunct faculty using established College criteria, and makes recommendations for advancement in rank to the Provost.

Working Structure and Responsibilities

The Rank and Promotion Committee will annually review and evaluate the Academic Rank and Promotion procedures and policies with input from the Provost, and submit any recommended changes to the Personnel Committee. Designation of initial rank for all faculty is proposed by the Department Chair and requires the review and approval of the Chair of the Rank and Promotion Committee (acting on the committee’s behalf) and the Provost. Promotion of full-time and adjunct faculty is initiated by the faculty member in consultation with the Home Department Chair. The Rank and Promotion Committee shall recommend promotions only after careful review of a candidate’s qualifications and experience in relation to established College criteria. Change in status from Lecturer to Senior Lecturer is initiated by the Department Chair and requires the review and approval of the Chair of the Rank and Promotion Committee (acting on the committee’s behalf) and the Provost.

Membership

The Rank and Promotion Committee will have nine (9) members representative of all the academic programs of the College. Conditions are as follows:

- The makeup will consist of no more than two Chairs or Assistant Chairs, at least three full-time faculty, and at least two adjunct faculty.
- Nominees for the Rank and Promotion Committee should represent a range of disciplines.

- The Rank and Promotion Committee will be selected from the academic body of department chairs, full-time faculty, and adjunct faculty.
- A portion of the committee will be selected annually. The terms of committee member service will be staggered so that the committee will not have all new members each year. Each committee member will serve for two years.

Leadership

Co-Chairs normally lead the committee, at the discretion of committee members, on a staggered term basis. The Co-Chairs are elected from among committee members who have prior service, and serve for two consecutive years. The outgoing Co-Chair is encouraged to serve for a third year in the capacity of neutral advisor at large to faculty members preparing applications for promotion of rank.

Assessment Committee

Mission

The Assessment Committee has the overall responsibility for developing the College assessment plan and is charged with planning, developing, and disseminating procedures for the assessment of institutional effectiveness, and assuring continuous improvement in educational programs and related services.

Working Structure and Responsibilities

The Assessment Committee works with programs to develop and maintain a framework for ongoing assessment and to promote a “culture of evidence.” The Assessment Committee supports the institution in the process of collecting, organizing, evaluating, and validating existing and new evidence-gathering and assessment methodologies in programs at Otis. The Committee supports a flexible assessment framework that allows for a diversity of evidence across programs in support of the improvement of student learning. The Committee oversees the development of vehicles to archive student learning outcomes at both a program and College-wide level; coordinates and reviews the criteria for Program Review; reviews outcomes from College-wide annual assessment and periodic Program Review; and supports the WASC Accreditation Liaison Officer (ALO) in the preparing and writing of accreditation assessments.

Membership

The membership of the Assessment Committee reflects the institution-wide scope of assessment at Otis and consists of representatives from all programs.

Leadership

The Provost’s Office provides the leadership for the Assessment Committee.

Academic Standing Committee

Mission

The Academic Standing Committee reviews cases where a student’s academic performance has not met the academic standards and policies of the College. The College policies are published in the *Course Catalogue* and *Student Handbook* and state the following:

The student must maintain a minimum semester and cumulative grade point average (GPA) of 2.0. If the student fails to meet the minimum requirement, the student will be put on probationary status for the period of one semester. If at the end of that semester the student is unable to meet the minimum requirement of 2.0 in either the semester or cumulative grade point average, he or she will be dismissed from further study at the College. The College also reserves the right to dismiss a student after one semester, if the College feels that the student does not meet the minimum standards for academic and collegiate success.

Membership

Each academic department has a representative on the Academic Standing Committee. The Registrar and the Dean of Student Affairs are ex officio members, and the committee is Chaired by a representative from the Provost's Office. The Registrar identifies the cases for review and provides the committee with appropriate data, including the academic record and an analysis of the academic record.

Working Structure and Responsibilities

The committee reviews cases where a student's cumulative GPA falls below 2.0 for two consecutive semesters, as well as applications for readmission from students who were previously dismissed due to poor academic performance. The committee also reviews students who are applying for readmission whose last semester at the college was below 2.0.

Decisions of the Committee

The committee reviews these cases and takes appropriate action, which may include continued academic probation, dismissal, probationary readmission, or refusal of readmission. The committee does not review placement of the student in a particular year or semester, nor in a particular department. When necessary, a student is referred to the appropriate Department Chair, who will assess a portfolio of the student for appropriate placement.

Guidelines for Discussions/Decisions (for the Committee Members)

If decisions regarding academic performance were strictly objective, there would be no need for a committee. Thus committee members are asked to carefully weigh and assess the potential of each student brought before the committee to succeed in courses at Otis, based on the following criteria.

Has the student demonstrated the ability to succeed at Otis?

There is an assumption with applications for readmission or appeals of a prior dismissal that there would be a recognized change in the student in terms of his/her maturity and ability to address and overcome issues that may have previously impeded success. Because the student's prior academic record at Otis did not meet published standards, the student needs to demonstrate an ability to succeed.

This may include, but is not limited to, the following:

- The student's acknowledgement and awareness of the issues that may have caused him/her to fail, and constructive ways of addressing those issues (either stated in written form or verbally during an interview);
- Demonstrated "preparedness" and commitment to meet the demands of college;
- Successful grades in course work outside of Otis at an accredited institution in comparable courses; and
- Demonstrated ability to follow the recommendations of the committee to meet deadlines and write a statement addressing appropriate concerns.

Leadership

The Provost's Office provides the leadership for the Academic Standing Committee.

Faculty Development Committee

Mission

The Faculty Development Committee acts as a central advisory group for faculty development activities and initiatives in the College. The committee is dedicated to supporting faculty in their pursuit of

excellence in teaching effectiveness, professional achievement, research, and collegiality.

Working Structure and Responsibilities

The Faculty Development Committee initiates, reviews, and communicates faculty development opportunities and activities in coordination with various entities within the College, including the Academic Assembly, academic departments, the Teaching/Learning Center (TLC), and the Provost's Office.

The committee reviews and prioritizes candidates for sabbatical leave for recommendation to the Provost and the President for final approval. The committee reviews Faculty Development Grant applications, makes recommendations to the Provost regarding grant awards, monitors and facilitates the distribution of grant funds, and monitors grant recipients' reporting to the College community.

Membership

The Faculty Development Committee consists of one representative from each academic department. Individuals serve on the committee for two years. The Provost's Office, Director of the Library, Director of Human Resources, and selected representation from other academic programs serve as ex officio members.

Leadership

The committee may be led by Co-Chairs. Each Co-Chair is elected, in alternate years, from among the committee's members, and serves for two consecutive years. Previous Co-Chairs are encouraged to remain on the committee for at least one year following their term.

Faculty Posts

The Academic Assembly will elect a Faculty Representative for a two-year term to the Board of Trustees and the Board of Governors. The representative reports on the activities of the Academic Assembly and acts as a liaison to the Boards and its committees. Faculty posts are as follows: Board of Governors, Board of Trustees, Representative to the Finance & Investment Committee, Representative to the Institutional Advancement Committee, Representative to the Marketing Committee, and Representative to the Educational Planning Committee.

CHAPTER THREE: ACADEMIC PERSONNEL

INTRODUCTION

Otis offers its students a personalized approach to learning and the opportunity to join a supportive arts community shaped principally by its faculty. In turn, the faculty comprises outstanding professionals who are leaders in regional, national, and international art, design, and scholarly communities. Otis students find their instructors to be powerful role models who are actively and successfully engaged in the practice of their discipline. The College is also supported by academic personnel who, like the faculty, are integral to the educational process.

DEFINITION OF ACADEMIC PERSONNEL

Faculty

Full-Time Faculty

Full-time faculty members normally hold a full-time contact hour load and are the core of their academic department. Full-time faculty members are ranked as Assistant Professor, Associate Professor, or Professor. They are voting members of the Academic Assembly.

Adjunct Faculty

Adjunct faculty members are part-time faculty who hold appointments between half and two-thirds of the normal full-time contact hour load and have an ongoing relationship with the College. Adjunct faculty members are ranked as Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. They are voting members of the Academic Assembly.

Part-Time Faculty

Part-time faculty members hold appointments that are up to two-thirds of the normal full-time contact hour load. Part-time faculty are ranked as Lecturer or Senior Lecturer. They may attend Academic Assembly meetings but are not voting members.

Visiting Artist / Scholar

The College may hire Visiting Artists and Scholars on a temporary basis with initial appointments not to exceed two years. Visiting Artists and Scholars need not be selected on the basis of searches; however, these agreements should be made in consultation with full-time faculty, Department Chairs, and the Provost. Rank, salary, and contracts shall be individually negotiated with the approval of the Department Chairs, the Chair of the Rank and Promotion Committee, the Provost, and the President, and may be part-time, adjunct, or full-time positions. Visiting faculty who hold academic rank at another accredited college or university shall be assigned the same rank at Otis.

Professor Emeritus

The title of Professor Emeritus is an honorary distinction selectively conferred upon or following retirement of a faculty member with distinguished service at the College in the rank of Professor. The list of those to be so recognized will be forwarded by the Provost to the President for action, and reviewed by the Board of Trustees; the President will notify the faculty member so recognized by letter.

Administrative Academic Personnel

Department Chairs

The Department Chair is the academic leader in a specific discipline, and is responsible for shaping and directing the academic environment toward the highest standards for student achievement. The

Department Chair is also responsible for contributing leadership at large and working closely with other Department Chairs and the Senior Leadership Team to further the goals and mission of the College. The Department Chairs may teach in their area of expertise, but their primary responsibility is in the area of academic administration. They are voting members of the Academic Assembly.

Assistant Chairs

Assistant Chairs serve under the appropriate Department Chair and assist the Chair in the supervision of faculty and academic departments and programs. Assistant Chairs shall be ranked faculty, with administrative and annual teaching responsibilities. They are ranked as Assistant Professor, Associate Professor, or Professor and may seek advancement in rank while serving as Assistant Chair. They shall be reviewed annually, on the same cycle as faculty. They are voting members of the Academic Assembly.

Directors

Directors of academic programs and services provide leadership and administrative oversight of critical areas within Academic Affairs. Directors report to the Provost and may serve on committees, participate in the Chairs Council, and serve as voting members of the Academic Assembly, as specified in their contracts. Included in this category is the Dean of Continuing Education and Pre-College Programs.

HIRING PROCESS FOR FULL-TIME FACULTY AND ADMINISTRATIVE ACADEMIC PERSONNEL

The hiring process for full-time faculty and administrative academic personnel is as follows:

- A position description and announcement is posted internally and advertised in appropriate periodicals and job-listing venues.
- A Search Committee that provides for broad College input is formed in consultation with the Provost. The Search Committee includes faculty from the hiring department, faculty or academic personnel at large whose credentials are relevant to the search, the Provost, and the Director of Human Resources. One of the primary roles of the search committee is to broaden the search process by nominating candidates or soliciting applications from appropriate individuals.
- The Search Committee meets to review the job description and plan the search process, including interview dates and questions. The Search Committee also makes and gathers nominations.
- Applications are received and logged for review by the Search Committee (confidentiality is stressed). The Search Committee screens, interviews, and evaluates the credentials, experience, and qualifications of candidates. Public presentations take place when appropriate.
- The Search Committee forwards its recommendation for hire to the Provost, along with a recommended initial placement in rank in the case of full-time faculty. Note that a recommendation of initial placement in rank requires review and approval of the Chair of the Rank and Promotion Committee (acting on the committee's behalf) and the Provost. If the successful candidate holds rank at the time of hire, that rank is sustained in the full-time faculty position.
- The Provost interviews the final candidate and, if the candidate's qualifications and interview are satisfactory, authorizes Human Resources & Development to verify references and conduct a background check. If these are satisfactory, the Provost makes an appointment offer.

- Once the offer is accepted, the appointment is announced to the Otis Community.

FACULTY APPOINTMENTS AND REAPPOINTMENTS

Full-Time Faculty

Full-time faculty appointments occur on an annual basis, as the result of filling a vacant position through the search process, interim appointments, or the renewal of ongoing appointments. Interim full-time faculty appointments are made based on temporary needs, appropriate qualifications, and a planned search or search-in-progress, which will coincide with the interim appointment. The College reserves the right to make hiring accommodations of full-time faculty in response to exceptional circumstances.

Initial placement in rank is recommended by the Search Committee and requires review and approval of the Chair of the Rank and Promotion Committee (acting on the committee's behalf) and the Provost. If the successful candidate holds rank at the time of hire, that rank is sustained in the full-time faculty position at the initial salary step in that rank.

Initial full-time faculty appointments are normally for one year. Full-time faculty appointments are renewable on an annual basis for one- or three-year periods, based on satisfactory Performance Assessment and Step (PAS) results, Chair recommendation, and Provost approval in consideration of the anticipated needs of the department and of the College. To be considered for a three-year contract, a full-time faculty member normally should have served the College for the five most recent academic years with a minimum total PAS form rating of 5.5 in each of those five years, and received approval/endorsement from the Department Chair and Provost, based on the PAS form ratings of the faculty member and the anticipated needs of the department and of the College.

Full-time faculty are normally required to teach either 18 contact hours per week (studio faculty) or 12 contact hours per week (liberal studies faculty), and to provide 6 hours on average per week in service to the department and the College, as assigned by the Department Chair. Otis may, at its option, release full-time faculty members from the obligation to teach the full number of contact hours expected and assign additional service to the College in place of such hours.

Full-time faculty members are expected to spend an average of 24 hours per week in performing their teaching and service duties, not including preparation time. Although assigned hours are less during the summer break, full-time faculty are expected to perform service as assigned during the summer break and to begin the academic year fully prepared for classes.

Adjunct Faculty

Adjunct faculty appointments are proposed by the relevant Department Chair on an annual basis in the context of budget planning. Department Chairs evaluate department needs for adjunct faculty and propose a candidate based on teaching effectiveness, professional achievement, and contributions in service, or capacity for such contributions, to the department and the College. Upon budget approval and the Department Chair's recommendation, the Provost may approve an adjunct faculty appointment. Recommendations may be denied based on a department's inability to foresee continued employment for a specified academic period, regardless of the appointment's or the candidate's merits.

Initial placement in rank is proposed by the Department Chair and requires review and approval of the Chair of the Rank and Promotion Committee (acting on the committee's behalf) and the Provost. If the successful candidate holds rank at the time of hire, that rank is sustained in the adjunct faculty position at

the initial salary step in that rank.

Adjunct faculty appointments are one year in duration and are renewable on an annual basis, based on satisfactory Performance Assessment and Step (PAS) results, Chair recommendation, and Provost approval in consideration of the anticipated needs of the department and of the College.

Adjunct faculty members are normally required to teach either a minimum of 9 and a maximum of 12 contact hours per week (studio faculty) or a minimum of 6 and a maximum of 9 hours per week (liberal studies faculty), and to provide two hours on average per week, and no more than 40 hours per semester, of service to the department and the College, as assigned by the Department Chair. In rare instances, with sufficient advance consultation with the Provost, the Provost may approve a contract in excess of the maximum contact hour load for adjunct faculty, based on exceptional circumstances.

Part-Time Faculty

Part-time faculty appointments are proposed by the relevant Department Chair on a semester basis and are subject to approval by the Provost.

Normally, part-time faculty are assigned an initial rank as Lecturer. Initial placement in rank as Senior Lecturer requires a proposal by the Department Chair and review and approval by the Chair of the Rank and Promotion Committee (acting on the committee's behalf) and the Provost.

Part-time faculty appointments are one semester in duration and are renewable based on satisfactory performance, Chair recommendation, Provost approval, and the anticipated needs of the department and of the College.

Part-time faculty members normally teach a maximum of 12 studio contact hours a week or 9 lecture contact hours a week. Part-time faculty are required to attend departmental faculty meetings but are not required to provide contributions in service. Part-time faculty are invited to attend meetings of the Academic Assembly (without voting privileges).

FACULTY RESPONSIBILITIES

It is the responsibility of faculty members to teach effectively, to pursue ongoing professional achievement, and, in the case of full-time and adjunct faculty, to provide contributions in service to the department and the College in accordance with their contract and faculty evaluation criteria described in this chapter.

Teaching Responsibilities

All faculty are required to teach courses as scheduled and in alignment with department and College goals. As intrinsic to teaching effectiveness, specific teaching responsibilities include, but are not limited to, the following:

- Prepare the syllabus and any supporting materials associated with teaching the course, and begin each semester fully prepared for classes.
- Adjust the course content and method of instruction in response to departmental requirements or feedback.
- Record attendance for every class session, assure that only students on the official roster are in attendance, report students who miss two consecutive class meetings to the department, and submit accurate Attendance/Roster sheets to the Registration Office at the end of the semester.

- Assign and report grades within the College's established time limits, and keep students informed of their progress.
- Be reasonably available to students outside of class hours regarding academic issues.
- Use Otis e-mail to conduct all College business and regularly monitor the Otis e-mail account.
- Participate in all faculty development and educational assessment activities and initiatives as requested by the department and the College.

In addition, faculty members are expected to demonstrate the following:

- Concern for student progress.
- Commitment to student success and a healthy classroom environment.
- Professionalism and cooperation with colleagues.
- Willingness to evaluate and rethink teaching methods and techniques, accept and try new ideas and suggestions, and adapt to new conditions.
- Respect for and adherence to College policies and procedures.
- Sustained efforts and initiative to achieve departmental and College goals.

Teaching and Service Loads

Faculty contracts are structured to accommodate the responsibilities inherent in teaching effectiveness, professional achievement, and contributions in service. Specific teaching and service loads are associated with each type of faculty appointment. While no specific time commitment is defined for creative practice or scholarship, Otis has an expectation that faculty will dedicate time to enhance and develop their creative practice and/or scholarship, and remain current in the field.

In rare instances, with sufficient advance consultation with the Provost, the Provost may approve a contract in excess of the normal contact hour load, based on exceptional circumstances. Overloads for adjunct and part-time faculty may not be carried for more than two concurrent semesters.

Faculty may teach up to two Independent Studies per semester. For curricular parameters and compensation guidelines, see the policy on Independent Study.

Tutoring or structured contact hours may not be assigned in lieu of service to the College without the written consent of the faculty member and the approval of the Provost.

Service as the lead Academic Assembly Co-Chair, the Faculty Senate Chair, or an Academic Assembly Committee Chair will count double toward fulfillment of service obligations.

Faculty whose service exceeds their contractual obligations should meet with their Department Chair to request adjustment of their service load. If appropriate adjustments are not possible in a given term, the Chair, in consultation with the Provost, will authorize a remedy, which may include additional compensation or course release.

Résumé Update

Faculty members must submit an updated CV/résumé on an annual basis to their Department Chair. The CV/résumé must clearly outline educational qualifications, relevant employment history, teaching accomplishments, professional achievements, and (if applicable) contributions in service to the department and the College, in addition to other standard elements of a CV/résumé. See the College Art Association (CAA) Standards and Guidelines for résumés and Curriculum Vitae.

DESIGNATION OF ACADEMIC RANK

Academic rank is recognition on the part of the College of a faculty member's educational preparation, teaching effectiveness, professional achievement, and contributions in service, or capacity for such contributions, to the department and the College. It is the policy of the College to seek and employ faculty with the terminal degree and significant professional experience in their teaching field.

Academic Ranks for Full-Time and Adjunct Faculty

Full-time faculty members hold one of the following academic ranks: Assistant Professor, Associate Professor, Professor. Adjunct faculty members hold one of the following academic ranks: Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor. Below are qualifications for full-time and adjunct faculty ranks.

Assistant Professor or Adjunct Assistant Professor

The rank of Assistant Professor or Adjunct Assistant Professor shall be granted to faculty members with the following qualifications:

- A minimum of a bachelor's degree from an accredited institution or degree equivalency.
- A minimum of two years full-time teaching or equivalent hours taught at a nationally or regionally accredited or equivalent postsecondary institution, or comparable relevant professional experience.
- Documented evidence of teaching effectiveness.
- Documented evidence of professional achievement.
- Documented evidence of contributions in service, or the capacity to make such contributions, to the department and the College.

Associate Professor or Adjunct Associate Professor

The rank of Associate Professor or Adjunct Associate Professor shall be granted to adjunct faculty members with the qualifications for Assistant Professor / Adjunct Assistant Professor, in addition to a higher measure of quality and quantity in the following:

- A minimum of a bachelor's degree from an accredited institution or degree equivalency.
- A minimum of five years of full-time teaching or equivalent hours taught at a nationally or regionally accredited or equivalent postsecondary institution, or comparable relevant teaching experience.
- Documented evidence of sustained teaching effectiveness and commitment to student learning and continuous improvement in teaching.
- Documented evidence of ongoing and recognized professional achievement.
- Documented evidence of active involvement in the College community, with significant contributions in service to the department and the College, and initiative in departmental and College responsibilities. For new faculty, evidence of capacity to make a strong contribution to the department and the College.

Professor or Adjunct Professor

The rank of Professor or Adjunct Professor shall be granted to faculty members with the qualifications for Associate Professor / Adjunct Associate Professor, in addition to demonstrated fulfillment of the College's highest ideals for teaching effectiveness, professional achievement, and contributions in service to the department and the College, including the following:

- A terminal degree in the faculty member's field from an accredited institution or degree equivalency.
- A minimum of seven years of successful full-time teaching or equivalent hours taught at a nationally or regionally accredited or equivalent postsecondary educational institution, or comparable relevant teaching experience.
- Documented evidence of sustained teaching effectiveness, exceptional commitment to student learning, and continuous improvement in teaching.
- Documented evidence of sustained, significant professional achievement.
- Documented evidence of substantial leadership in the College community, with outstanding contributions to the department and the College, and initiative in departmental and College responsibilities. For new faculty, evidence of capacity to make a substantial contribution to the department and the College.
- Enjoy the faculty and administration's confidence that this excellence and growth will continue. The rank of Professor is an indication of the institution's confidence in highly accomplished faculty members who are committed to ongoing success in teaching effectiveness, professional achievement, and contributions in service to the department and the College.

Academic Ranks for Part-Time Faculty

Part-time faculty members hold one of the following academic ranks: Lecturer, Senior Lecturer. Below are qualifications for part-time faculty ranks.

Lecturer

The rank of Lecturer shall be granted to part-time faculty members showing evidence of teaching effectiveness, or capacity for teaching effectiveness, and professional achievement, and holding a minimum of a bachelor's degree from an accredited institution or degree equivalency.

Senior Lecturer

The rank of Senior Lecturer shall be granted to part-time faculty members showing evidence of sustained teaching effectiveness of at least four semesters at Otis or a peer institution, and significant professional achievement, and holding a minimum of a bachelor's degree from an accredited institution or degree equivalency.

Degree Equivalency

Eligibility for initial placement and advancement in rank is contingent upon the candidate's possessing the requisite degree. Candidates who do not hold the requisite degree may be considered for initial appointment and advancement in rank only after their credentials are judged equivalent to the degree by a subcommittee of the Rank and Promotion Committee consisting of the committee Chair, the relevant departmental representative, and the Provost. Candidates must submit an application consisting of the following:

- Candidate statement providing a detailed explanation of the candidate's qualifications for degree equivalency.
- CV/résumé clearly outlining educational qualifications, relevant employment history, teaching accomplishments, and professional achievements.
- Biography if applicable.
- Bibliography if applicable.
- Support materials related to teaching effectiveness and professional achievement.

- Letter of recommendation from the appointing Chair.

For examples of support materials, see the Rank & Promotion Application template in O Space. The subcommittee will review each application and make a determination regarding degree equivalency.

Chairs and Directors seeking to hire new faculty who do not hold at least a bachelor's degree from an accredited institution must ensure that degree equivalency applications are submitted at least three weeks prior to the start of the semester in which the faculty appointment is planned to begin.

FACULTY EVALUATION CRITERIA

The main areas of evaluation used for initial appointment, reappointment, annual performance assessment, and advancement in rank (i.e., promotion) are:

- Teaching effectiveness
- Professional achievement
- Contributions in service to the department and the College.

Evaluation criteria in each of these areas are defined below. These criteria are supplemented by departmental definitions, which are filed with the Provost's Office at the beginning of each academic year or upon revision, and shared with the Rank and Promotion Committee to aid in its deliberations.

Teaching Effectiveness

Otis emphasizes, above all, the teaching ability and effectiveness of its faculty. Effective teaching stimulates students' curiosity, heightens their motivation, challenges them to increase their capacity for independent thought, and supports their learning and success. Effective teaching also communicates a thorough knowledge of and enthusiasm for a field or subject and connects it with allied fields or subjects. Effective teaching is supported by College-wide and course policies, including grading and attendance policies and procedures, course syllabi, and other materials that clearly specify course objectives, assignments, and readings.

Teaching effectiveness is measured by a faculty member's current knowledge of the relevant field and ability to communicate it to students in a clear and organized manner and at the level assigned; observations by colleagues; course evaluations; quality of syllabi; curricular concepts and teaching methodology; assessment methodology and results, including the use of desired course, program, and institutional learning outcomes; and the quality of student work produced under a faculty member's direction.

Professional Achievement

Professional achievement leads to enhanced performance in the classroom, contributes positively to the intellectual life of the College, and connects faculty members to the larger academic community to which the College belongs. The College recognizes professional achievement in two main areas, or tracks:

- Creative and scholarly disciplines, and
- The scholarship of teaching and learning (i.e., scholarly inquiry into student learning that advances the practice of teaching by making research findings public).

Faculty members are expected to demonstrate ongoing professional achievement in at least one of these

two areas.

All faculty are expected to pursue ongoing professional achievement. Evidence of such achievement includes, but is not limited to, being selected for exhibitions, publications, commissions, manufactured and/or built designs, lectures, presentations, consultancies, awards, and many others. For additional types of evidence, faculty members are encouraged to peruse the College Art Association (CAA) Standards and Guidelines for résumés and Curriculum Vitae; to consult their department Chair, the Chair of the Rank and Promotion Committee, and/or the Provost; and to review the Professional Achievement categories on the Rank & Promotion Application Template in O Space.

Activities that bring external professional and public recognition are the usual means of demonstrating professional achievement, but activities that bring widespread recognition, or have significant influence, within the College may also serve as a means of demonstrating professional achievement. Practicing one's profession or demonstrating teaching effectiveness alone is not sufficient to meet this criterion.

Contributions in Service to the Department and the College

The College is a self-governing, close-knit community, which depends on the active contributions in service of all of its members. Each faculty member is expected to make significant and consistent contributions in service to the department and the College, and to function in collaboration and cooperation with each other and the larger College community.

Full-time and adjunct faculty are expected to attend Convocation, Academic Assembly, Commencement, and local recruitment events (within fifty miles of their Home Department location). Other contributions in service to the department and the College are assigned by the Department Chair and include, but are not limited to, the following:

- Governance of the College and student advising (e.g., committee service; registration support; advising on course selection, external projects, and graduate school portfolios).
- Program development and departmental initiatives (e.g., faculty meetings, new faculty mentoring, special curricular initiatives, software reviews, website development, guest lectures, assessment activities, exhibition of student work).
- Participation in the life of the College (e.g., Foundation Forward, exhibitions, guest lectures, Institutional Advancement events, student activities events).
- Relationships with other institutions and/or industry.
- External activities on behalf of the College (e.g., portfolio review, open houses, Admissions outreach).

FACULTY PERFORMANCE, ASSESSMENT, AND STEP (PAS) PROCESS

All faculty members' teaching is evaluated by students using the College-wide Course Evaluation form (either hard copy or online). Full-time and adjunct faculty members are annually reviewed by their Department Chair using the Performance Assessment and Step (PAS) form so that they and their department can assess and note accomplishments, areas for growth and improvement, and future goals.

Course Evaluations and copies of all PAS forms are retained by Department Chairs/Program Directors; appropriate supervisory staff members only have access to these files until the faculty member is either scheduled for department/program review or rank and promotion review.

Course Evaluation

Students evaluate every course taught at the College near the end of each semester or at the end of each year if a course is taught in two parts by the same faculty member(s) for two consecutive semesters. If hardcopy of the College-wide course evaluation form is used, a departmental representative will deliver a packet of forms, one for each student enrolled in the class.

It is requested that faculty set aside a small portion of the class period for the evaluations to be completed in the faculty's absence. The forms are anonymous. A student or department representative gathers the forms and delivers them to the Department office. If the College-wide form is accessible via web interface, faculty may direct students to use computers in labs or the library to complete the evaluation process. Faculty members have access to their individual evaluation results at the completion of the term, after final grades have been submitted and department has recorded all tabulations. Results of Course Evaluations are also entered onto the Faculty Performance Assessment and Step (PAS) form.

Department / Program Review (Chair's / Director's Review)

Department Chairs/Program Directors meet with all full-time and adjunct faculty members each spring to discuss their accomplishments, future goals, and any areas for improvement. The Performance Assessment and Step (PAS) form is used throughout the College to insure equitable evaluation practice. Specifically, the PAS form helps the College and faculty members to:

- Document faculty teaching effectiveness, professional achievements, and contributions in service to the department and the College.
- Identify faculty potential for additional responsibilities and/or promotion of rank.
- Provide clear and consistent feedback to faculty about their teaching and progress within the College.
- Determine faculty development needs.
- Determine salary increases.
- Provide a basis for contract renewal and length of renewal contract.
- Support disciplinary action up to and including termination.

The review process consists of the following four parts:

1. *Collection of faculty input, including an updated CV or résumé.* It is suggested that departments/programs responsible for faculty performance assessments distribute blank PAS forms to faculty members prior to department/program review for purposes of self-evaluation, retrieve faculty members' input in a timely fashion, and consider it when completing evaluations.
2. *Completion of the Performance Assessment and Step (PAS) form.* Department Chairs/Program Directors complete the current PAS form (available at Otis.edu), including all required departmental weightings and in consideration of all departmental norms and standards.
3. *Meeting to review and discuss the PAS form, make any revisions, clarify goals for the future, and identify any areas of improvement.* Department Chairs/Program Directors meet with each faculty member to review and discuss the completed PAS form. It is recognized that departmental perceptions of faculty performance may at times differ from those of individual faculty members. Discussion of these perceptions is an important part of the evaluation process, because it stimulates communication between faculty members and department/program administrators, fosters reflection by all on the full scope of the faculty member's work, and helps to define and refine criteria for teaching excellence, professional achievement and/or teaching scholarship, and

contributions in service to the department and the College.

4. *Signing the PAS form.* The faculty member will be asked to acknowledge the form’s contents by signing the form and will have the opportunity to include any comments in the appropriate section. If the faculty member does not wish to sign the form or add comments, the Chair/Director should note this on the form, initial directly beneath this statement, and sign the form in the appropriate section. Original signed PAS forms are forwarded to Human Resources & Development. The faculty member Comments section will be reviewed by Human Resources & Development, which will respond as appropriate before filing the form.

Completion of a PAS form does not automatically produce a salary adjustment or change in status, nor is the conducting of the evaluation process to be interpreted as a guarantee of future employment. Conversely, the failure of the College to conduct an evaluation of a faculty member's performance should not be viewed as preventing, limiting, or delaying the College from taking appropriate disciplinary action against any faculty member in circumstances where the College deems such action to be appropriate.

FACULTY ADVANCEMENT

Full-time and adjunct faculty are eligible for advancement in salary via Departmental Merit Steps. In addition, full-time and adjunct faculty may choose to advance in salary and rank (also known as “promotion”) via Institutional Peer Review. Both forms of advancement are described below.

Change in rank for part-time faculty, from Lecturer to Senior Lecturer, requires a proposal by the Department Chair, and review and approval by the Chair of the Rank and Promotion Committee (acting on the committee’s behalf) and the Provost.

Advancement via Departmental Merit Steps

Full-time and adjunct faculty can advance in salary, without changing academic rank, by moving through nine Departmental Merit Steps in accordance with the departmental Performance Assessment and Step (PAS) evaluation procedure. The steps in pay are numbered A1, A2, A3, B1, B2, B3, C1, C2, and C3.

Salary levels associated with merit steps will be commensurate with academic rank salaries, as follows:

Departmental Merit Steps	Corresponding Salary Level
A1, A2, A3	Salary Level of Assistant Professor, Steps 1, 2, 3
B1, B2, B3	Salary Level of Associate Professor, Steps 1, 2, 3
C1, C2, C3	Salary Level of Professor, Steps 1, 2, 3

Faculty members move through the Departmental Merit Steps in sequence. No Departmental Merit Step(s) may be jumped.

Departmental Merit Steps in themselves do not confer “titles” on faculty. Faculty members choosing the Departmental Merit Steps process will retain their academic rank assigned upon initial hire unless or until their rank is changed through their voluntary participation in the Institutional Peer Review process. For

example, one could hold the rank of Assistant Professor and, over time, advance to Step C3 on the salary scale.

All Chairs' recommendations for Departmental Merit Step changes are forwarded to the Provost for review and recommendation to the President. All merit salary adjustments are dependent upon budget approval.

Advancement via Institutional Peer Review

Full-time and adjunct faculty can advance in both salary and rank by participating in the Institutional Review Process, which involves a review of a candidate's qualifications and experience by the Rank and Promotion Committee, the Provost, and the President of the College using the definitions of academic rank and criteria for faculty evaluation described below.

Advancement in rank, also known as promotion, is based primarily on a candidate's qualifications and achievements, not on length of service. Candidates for promotion are evaluated on their record of achievement during the period of their current rank. Accomplishments prior to their placement in the current rank are not considered.

Eligibility for Advancement in Rank

Once initial designation of rank has been made, applications for advancement in rank may be made after two years of service in rank, or beginning in the third year of service.

PROMOTION PROCEDURES

Institutional Peer Review involves procedures that are designed to give faculty members the utmost assurance of the College's commitment to confidentiality, fairness, and academic integrity. The procedures and timeline are as follows.

<p>October 1</p>	<p>Candidates submit application materials to the Co-Chairs of the Rank and Promotion Committee by October 1. Use of the Rank and Promotion Application Template in O Space is strongly encouraged, though not required.</p> <p>In serious extenuating circumstances, and upon written request, late applicants may be granted a limited extension (not to exceed three weeks) by the Rank and Promotion Committee.</p>
<p>September – January</p>	<p>The Rank and Promotion Committee reviews all application materials and may solicit additional materials and information as needed. The process may also include a personal interview of the candidate upon request of the committee.</p> <p>A subcommittee composed of three members of the Rank and Promotion Committee may be formed to review, research, and present each case to the full committee according to the criteria for faculty</p>

	evaluation and designation of rank described above.
February	The Rank and Promotion Committee forwards its recommendation, along with the entire case file, to the Provost.
March - April	The Provost reviews the case and submits his or her recommendation, along with the case file and the Rank and Promotion Committee's recommendation, to the President.
May – June	The President reviews the case and notifies the candidate, the Provost, and the Chair of the Rank and Promotion Committee of his or her decision. If the promotion is approved, the President forwards a recommendation to the Board of Trustees for final approval. If the promotion is denied, the President gives the candidate reasons for the denial, and the candidate may submit an appeal.

Candidates who are ultimately not approved for promotion in rank should normally wait two years before reapplication.

Application Materials for Promotion

Full-time and adjunct faculty members who wish to participate in the Institutional Peer Review process for consideration of promotion in rank must submit application materials to the Rank and Promotion Committee by October 1. Use of the Rank & Promotion Application Template in O Space is strongly encouraged, though not required. Candidates are responsible for collecting and organizing all application materials. Candidates are requested to submit appropriate materials in the following categories in order to ensure a fair and impartial review:

- Promotion Statement and CV/Résumé
 - The Promotion Statement should provide a detailed explanation of the candidate's qualifications for advancement in rank.
 - The CV/résumé should clearly outline educational qualifications, relevant employment history, teaching accomplishments, professional achievements, and contributions in service to the department and the College, in addition to other standard elements of a CV/résumé. See the College Art Association (CAA) Standards and Guidelines for résumés and Curriculum Vitae.
 - Biography if applicable
 - Bibliography if applicable
- Support Materials Related to Teaching Effectiveness
 - At least two PAS forms from the past two years
 - A summary of courses taught/teaching hours (if applicable to establish required full-time teaching load equivalency)
 - Course Evaluations scores from the past two years
 - Examples of student work

- Support Materials Related to Professional Achievement
 - Images of work or copies of publications — See the Rank & Promotion Application Template in O Space for examples
- Support Materials Related to Contributions in Service to the Department and the College
 - See the Rank & Promotion Application Template in O Space for examples
- Letters of Recommendation
 - Home Department Chair (with Shared Department Chair’s endorsement if applicable)
 - Program Director if applicable
 - Staff Supervisor if applicable
 - At least two colleagues, from Otis or elsewhere.

Roles and Responsibilities

The Rank and Promotion Committee, Department Chairs, Provost, and President have distinct roles and responsibilities in the promotion process.

The role and responsibility of the Rank and Promotion Committee is as follows:

- Fairly and consistently assess all supporting materials presented by the candidates for promotion in rank.
- Fairly review and assess input on candidates by their Department Chairs.
- Fairly review and assess any other supporting information brought forth by other related sources (such as faculty, students, alumni, or outside evaluators).
- Make informed and equitable recommendations to the Provost on the academic candidates seeking rank and/or promotion.

The role and responsibility of Department Chairs is as follows:

- To present a written evaluation and recommendation of each candidate being reviewed by the Rank and Promotion Committee from their department.
- To attend meetings of the Rank and Promotion Committee as requested to give further consultation or clarification on candidates for rank or promotion.
- To develop and maintain departmental definition(s) of professional achievement as a supplement to the College’s criteria for faculty evaluation, to be filed with the Provost’s Office at the beginning of each academic year or upon revision.

Department Chairs and Assistant Chairs will recuse themselves from voting when any member of their department’s faculty is an applicant.

The role and responsibility of the Provost is as follows:

- To assess all supporting materials presented by candidates for promotion in rank;
- To assess any other support information brought forth in writing by other related sources—for example, the Department Chair, students, alumni, and outside evaluators;
- To fairly and consistently assess the recommendations made by the Rank and Promotion Committee; and
- To make informed and equitable written recommendations on the applications for promotion in

rank to the President.

The role and responsibility of the President is as follows:

- To assess all supporting materials presented by the candidates for promotion in rank;
- To review any other supporting information brought forth by other related sources—for example, the department chair, students, alumni, and outside evaluators;
- To fairly and consistently assess the recommendations by the Rank and Promotion Committee and the Provost; and
- To confer, in writing, all decisions concerning rank and promotion. These decisions will be based on a review of the materials and recommendations submitted.

RANK AND PROMOTION APPEAL PROCEDURES

Candidates whose applications for promotion are denied may appeal the decision. The procedures and timeline for appeals are as follows.

July 1	Deadline for appeal submissions. Appeal materials are submitted to the Academic Appeal Committee, which is constituted for this purpose.
August	The Academic Appeal Committee reviews the appeal materials and forwards its recommendation, along with the entire case file, to the Provost.
September	The Provost reviews the case and submits his or her recommendation, along with the case file and the Academic Appeal Committee’s recommendation, to the President.
September	The President reviews the case and notifies the candidate, the Provost, and the Academic Appeal Committee of his or her decision. If the appeal is granted, the President forwards a recommendation to the Board of Trustees for final approval. The decision of the President is final.

As noted above, candidates who are ultimately not approved for promotion in rank should normally wait two years before reapplication.

Academic Appeal Committee

The Academic Appeal Committee’s responsibilities are as follows:

- To assess the reasons candidates are appealing a decision;
- To review all initial supporting materials or additional information submitted by the candidates to be ranked or promoted;
- To evaluate other input and support information brought forth by related sources, such as Department Chairs, faculty, students, alumni, and outside evaluators;
- To recall, if determined necessary, Department Chairs and other sources of initial input and support information;

- To determine if new supporting material would be substantive to the appeal process and to request and review this material; and
- To make informed and equitable recommendations on the appeal to the Provost.

Committee Makeup and Selection

The Academic Appeal Committee will convene only if there is an actionable item. The Academic Appeal Committee will have three members: one full-time or adjunct faculty member selected by the Chair of the Faculty Senate, one full-time or adjunct faculty member selected by the candidate making an appeal, and one Department Chair selected by the Provost. Members of the Academic Appeal Committee should represent a wide range of disciplines. Members of the Academic Appeal Committee must not themselves be in the process of making an appeal and must have no conflicts of interest.

Roles and Responsibilities

The role and responsibility of the faculty member appealing a decision of the Rank and Promotion Committee is as follows:

- To write a concise formal request for appeal, listing the issues and reasons for reconsideration; and
- To add to or clarify the supporting material and input initially presented for rank or promotion.

The role and responsibility of the Provost is as follows:

- To assess the review process and the recommendations of the Academic Appeal Committee; and
- To make informed recommendations to the President on the candidates who have appealed decisions on rank or promotion issues.

The role and responsibility of the President of the College is as follows:

- To assess the review process and the recommendations by both the Academic Appeal Committee and the Provost;
- To finalize in writing all appeal decisions; and
- To notify the Board of Trustees on the candidates appealing decisions on rank or promotion issues and the final disposition of the case in question.

CHAPTER FOUR: FACULTY DEVELOPMENT AND BENEFITS

SABBATICAL LEAVE OF ABSENCE

Otis College of Art and Design understands and supports the restorative and creative value of faculty sabbaticals. The purpose of the sabbatical leave is to enable full-time faculty members to pursue scholarly and/or professional creative development with a degree of concentration and freedom not normally possible while teaching a full-time schedule.

A sabbatical leave is an investment by the College in a faculty member's capacity to contribute to the objectives of the College—that is, to improve his or her professional standing, achievement of excellence in instruction, and/or service. Applications for Sabbatical Leave are approved, therefore, only when there is adequate reason to believe they will achieve this purpose. A sabbatical leave is not automatically earned by length of employment. Sabbatical outcomes will be shared with the college community as described in the approved leave application.

Otis College of Art and Design is committed to awarding at least three sabbatical leaves annually. Full-time faculty, Chairs, and Assistant Chairs with seven years of service at the College are eligible to apply for this leave. The Faculty Development Committee will review and prioritize candidates for recommendation to the Provost and the President for final approval. The Provost notifies applicants of the final decisions.

Sabbatical Eligibility

Full-time faculty, Chairs, and Assistant Chairs are eligible to apply for a sabbatical leave after a minimum of seven years or a cumulative total of 14 semesters of full-time service to Otis College of Art and Design. Part-time service at Otis of two years (8 lecture or 12 studio hours per week) performed before the 2012-13 academic year may be counted toward the initial seven-year eligibility status. Thereafter, faculty will be eligible after six years of full-time service following their last sabbatical leave. No more than one sabbatical will be awarded to an individual during a seven-year period. Persons granted sabbaticals are not permitted to teach part-time or full-time during their leave, unless specifically included and described in their application.

Other faculty development leaves, or any other conditions of nonsequential full-time service to the institution such as release time, will be factored into an applicant's eligibility status and considered by the Faculty Development Committee in determining priority and institutional impact.

Sabbatical Process

Faculty and Assistant Chairs must obtain initial approval for sabbatical leave from their Department Chair, who will consider the impact on the department and the College. Persons applying for sabbatical leave will submit an Application for Sabbatical Leave form to the department for Chair approval no later than February 1, and will submit the approved form to the Provost no later than March 1 prior to the academic year in which the sabbatical would occur.

The Committee's review process shall take into consideration a balance of factors, including first-time sabbatical requests, total length of service at the College, and the creative benefits and excellence of the proposed project.

Persons receiving sabbatical leaves must return to the College for at least one full year following the leave, unless special arrangements are made in advance between the individual and the College. An

individual may request to accelerate a sabbatical or to otherwise vary from the length of service requirement (for example, to coincide with outside grants or fellowships, or for other compelling or meritorious reasons). The President and/or the Board of Trustees retains the right to deny sabbatical leaves for budgetary reasons. The sabbatical leave policy may be suspended for reasons of financial exigency. In the event of a denial, upon request, the Provost will provide the applicant with a written explanation of the decision.

Duration and Compensation

The sabbatical may be either for one semester at full pay or two semesters at half pay, and will be based on the current rate and schedule at the time of the sabbatical.

FACULTY LEARNING EXCHANGE (FLEX)

Definition

The Faculty Learning Exchange (FleX) fosters integrated learning and community building by enabling pairs of faculty members to take part in course offerings in each other's department. Faculty members from two departments audit one of each other's classes during a semester. This opportunity to learn from colleagues and explore other curricula provides an enriching experience that supports interdisciplinary teaching.

Purpose

Participation in FleX expands the knowledge, skills, and information available to faculty, and provides a means to enrich personal teaching resources. Additionally, FleX fosters curricular connections between departments and strengthens the Otis educational community.

Participation

A faculty member participates in FleX in lieu of one semester's equivalent contributions to the College (that is, activities such as curricular development, student advising, or participation on committees, subject to departmental approval). Faculty members attend each other's class for a minimum of three hours a week. Exchange activities should include all in-class work, however, FleX faculty are exempt from homework and testing.

Eligibility

All full-time and adjunct faculty members who have been employed for at least one year can apply.

Applying for FleX

To apply for FleX, faculty members must complete the following:

- Identify and contact a prospective eligible colleague from another department who is interested in the exchange.
- Prepare a brief proposal (no more than 150 words) outlining the interdisciplinary objectives of the exchange.
- Submit proposal to Department Chairs of both departments by the 12th week of the previous semester (for example, for fall FleX placement, submit proposal during the 12th week of the spring semester).

Duration

FleX participation is limited to one semester; however, it is renewable for one additional semester of the same course.

ROTATING RELEASE TIME FOR FULL-TIME FACULTY

Faculty are selected by their Department Chairs for teaching release time based on their length of service, professional obligations, and contributions to the department, such as work load, size of classes, and other relevant considerations. Faculty are not released from departmental or College duties or office hours. The normal teaching load of 18 hours can be reduced by both three or six hours in Studio and two or three hours in Liberal Art and Sciences (LAS). Faculty members are eligible for a three-hour leave (Studio) or a two-hour leave (LAS) every two years, or a six-hour leave (Studio) or a three-hour leave (LAS) every four years.

- Full-time faculty who have completed two full years are eligible for the shorter release time.
- Full-time faculty who have completed four full years are eligible for the longer release time.
- More than six hours of release time cannot be awarded in a four-year period.
- Release time eligibility begins after the completion of a sabbatical or a release time semester.
- Full-time faculty members are not eligible for sabbatical if they have received release time in the previous two years.
- Chairs will submit a list of faculty from their department to the Provost for approval. Chairs should state their preference for long or short leave, depending on scheduling constraints.

In the event there are more applicants than the budget allows, the Provost and two Chairs will make the selection based on faculty dates of hire and previous sabbatical and release times. Consideration will be given to faculty with the most time accrued since their last release time or sabbatical.

Rotating release time should not be confused with reassigned time, which may occur when faculty are asked to complete a task for the College or department as part of their contract.

EDUCATIONAL LEAVE

Definition

Educational leave may be requested to pursue course work or special training programs that would benefit the faculty in the performance of his or her job, and is considered a benefit to the College. Educational leaves must be applied for and may or may not be granted, depending on the circumstances of the request and the needs of the College.

Eligibility

Any regular, full-time faculty who has been employed in that capacity for at least three years is eligible for an educational leave.

Applying for a Leave

The faculty must make a request two months in advance of the beginning of the leave and should schedule the leave to minimize any inconvenience to the College. A request for leave should be submitted in writing to the Department Chair and should specify the reason for the leave, anticipated dates, and any

supporting documentation. This leave will be reviewed for approval by the Department Chair and the Provost.

Duration

Faculty may be granted no more than 12 weeks of educational leave during any 24-month period.

Salary during Leave

Educational leaves are unpaid.

FACULTY DEVELOPMENT

The College maintains a commitment to support faculty members in their pursuit of excellence in professional activities, teaching effectiveness, and College activities including, but not limited to, support for professional activities, such as research, funding for supplies and material, or participation in conferences and workshops; support of teaching effectiveness related to student learning styles, dealing with problem students, and educating the whole student; and support of College activities such as building departmental teamwork, collegiality, and communications.

Faculty Grants

Faculty may apply to the Faculty Development Committee for grants that support reimbursable expenses (other than the applicant's time/labor) associated with individual projects and activities. The grant application for must be based on the following eligibility guidelines, proposal requirements, and time frames.

Eligibility, Funding Levels, and Time Frames

Full-time and Adjunct faculty members who have taught for two consecutive years are eligible to apply for grants. Applicants may apply for one award each year, not to exceed \$2,500 per person within a two-year period. The Committee may grant all or part of a funding request. The terms and conditions of any prior grant must be completed before new requests are considered.

Applications will be considered twice each year. The Fall application deadline is November 1; the Committee will notify applicants of its decisions by November 30. The Spring application deadline is March 1; the Committee will notify applicants of its decisions by March 30.

Grants are awarded and reimbursements made within the context of a fiscal year, which runs from July 1 to June 30 each year. Receipts for grants that have been given must be submitted by June 1 for the year covered by the grant. Grants cannot be "carried forward" into another year.

There may be situations in which there are more grant applications than there are available funds. In these situations, not all applications can be funded, and the Committee may be called upon to fund a limited number of requests.

Faculty Grant Requirements

Grant applications must include a description of what the grant is for and an explanation of how the activities described would help the faculty member meet at least one of the three criteria for rank and promotion: teaching effectiveness, professional achievement, and/or contributions to the College. Grant

proposals for computer hardware must show strong evidence of a need not covered by existing campus resources.

Each faculty member who submits a grant application must describe how the results of a funded activity might be shared. Recipients must also submit a report to the Faculty Development Committee describing the results of their activity or project, and must share the results of their funded activities or projects on the Otis Intranet. Applicants should refer to the “Faculty Grants” page for requirements, applications, and Grantee Report instructions and examples (http://www.otis.edu/life_otis/faculty_life/faculty_development/grants.html).

Funds are available only for activities and/or time frames not covered under the terms of the faculty contract. Faculty may not receive funding for work that is already a part of their employment.

Selection Criteria

The Committee will consider the following criteria in choosing which applications it will recommend for funding.

- *Value to the Faculty Member:* In awarding Faculty Funds, the Committee may consider the extent to which the activities identified in the application for funds might benefit the faculty member. In this regard, the Committee would consider the extent to which the proposed activity relates to one of the three criteria for rank and promotion: teaching effectiveness, professional achievement, or contributions to the College and/or community.
- *Value to Otis:* The Committee may also consider the extent to which the activities identified in the application for funds might benefit the College. In this regard, the Committee would consider the extent to which the proposed activity is consistent with or supports the mission of the College, the mission of the department, and/or the educational goals of the department.
- When there is insufficient money to fund all applications, the Committee may also take the equity of awards between departments into account. These considerations include the following:
- *Departmental Equity:* Although it is not possible to create a formula for how many awards should be granted, the Committee will attempt to distribute funds fairly between departments. Among other things, the Committee will take into account the number of faculty in departments when considering equity.
- *New Applicant Preference:* When there is insufficient money for all funds applications, preference would be given to individuals who have not previously received funding.

FACULTY BENEFITS

FAMILY AND MEDICAL LEAVE ACT

Otis College of Art and Design provides all eligible faculty members up to 12 workweeks of leave during any 12-month period (defined as a “rolling” 12-month period measured backward from the date the employee used any covered leave), in accordance with the Family and Medical Leave Act (FMLA) of 1993.

Eligibility for FMLA Leave

To be eligible for FMLA, a faculty member must (1) have worked for Otis at least 12 months prior to the date on which the leave is to commence; and (2) have worked at least 1,250 hours in the 12 months preceding the leave. Faculty with questions about eligibility should contact Human Resources. Faculty members who qualify for FMLA should refer to Otis College of Art and Design’s *Employee*

Handbook found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Leaves and Time Off” and subsection “Family Care/Medical Leave (FMLA)”. Detailed information is provided on the following FMLA topics:

- Permissible uses of FMLA
- FMLA’s maximum leave duration
- How to request FMLA
- FMLA medical certification requirements
- FMLA’s effect on pay
- FMLA – benefits under Paid Family Leave
- FMLA’s effect on health care and other benefits
- Returning to work from FMLA

Request Procedure for FMLA Leave

In addition to the procedure detailed in the *Employee Handbook* on “How to Request FMLA,” a request must also be submitted in writing to the Department Chair at least 90 days before the leave is to begin whenever possible. The request should state the reason for the leave, the beginning and ending dates, and a statement that you intend to return to work when the leave expires. Your leave request will be reviewed by the President and your Department Chair, and you will receive written approval or disapproval. Requests for extensions of a leave of absence must also be submitted in writing and approved or disapproved in writing.

Approval for a request for this type of leave involves considering the work requirements of the department during the anticipated absence, as well as the particular circumstances surrounding the request. If your request for leave of absence is approved, you will normally be permitted to return to the same or a comparable position as long as you comply with all conditions attached to the leave. Refer also to the subsection entitled “Returning to work from FMLA” in the *Employee Handbook*.

FMLA – Coordination with Short-Term Disability Pay

Adjunct faculty, full-time faculty, Assistant Chairs and Chairs are eligible to utilize Otis’ short-term disability benefit in coordination with FMLA to make up the difference between normal, base pay less SDI benefits or other sources of income.

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Otis College of Art and Design provides all eligible faculty members up to 12 workweeks of leave during any 12-month period (defined as a “rolling” 12-month period measured backward from the date the employee used any covered leave), in accordance with the California Family Rights Act (CFRA).

Eligibility for CFRA Leave

In most circumstances, CFRA leave runs concurrently with FMLA leave. The eligibility, terms and conditions of CFRA leave are generally the same as those set forth for Leave taken under the FMLA. If a faculty member is eligible to take Leave under both the FMLA and the CFRA, the time the faculty member takes off will count against the total leave he or she has available under both laws.

Faculty members who qualify for CFRA should refer to Otis College of Art and Design’s *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Leaves and Time Off” and subsection “California Family Rights Act Leave (CFRA)”. Detailed information is provided on the following CFRA topics:

- Permissible uses of CFRA

- Circumstances where FMLA and CFRA do not run concurrently

Request Procedure for CFRA Leave

A request must also be submitted in writing to the Department Chair at least 90 days before the leave is to begin whenever possible. The request should state the reason for the leave, the beginning and ending dates, and a statement that you intend to return to work when the leave expires. Your leave request will be reviewed by the President and your Department Chair, and you will receive written approval or disapproval. Requests for extensions of a leave of absence must also be submitted in writing and approved or disapproved in writing.

Approval for a request for this type of leave involves considering the work requirements of the department during the anticipated absence, as well as the particular circumstances surrounding the request. If your request for leave of absence is approved, you will normally be permitted to return to the same or a comparable position as long as you comply with all conditions attached to the leave.

CFRA – Coordination with Short-Term Disability Pay

Adjunct faculty, full-time faculty, Assistant Chairs and Chairs are eligible to utilize Otis' short-term disability benefit in coordination with CFRA to make up the difference between normal, base pay less SDI benefits or other sources of income.

SICK LEAVE (UPDATED POLICY EFFECTIVE JULY 2015)

Faculty Sick Leave (Paid)

Otis College of Art and Design has established paid sick leave to provide protection against income loss due to time off for personal illness, disability, and medical or dental appointments.

Eligibility

All faculty members (full-time, adjunct, and part-time) are eligible for paid sick leave.

Sick Leave Accrual

Full-time faculty accrue sick leave at the rate of 3.75 hours per pay period (equivalent to 1 day per month) up to a maximum of 90 hours (12 days.) Faculty who hold a Part-time or Adjunct status are credited 24 hours of paid sick leave on their date of hire. Sick leave balances are reset annually to 24 hours on the anniversary of hire date.

Use of Sick Leave

- Sick leave may be taken for personal illness or disability.
- Hours absent for medical and dental appointments will be treated as sick leave.
- Full-time faculty may charge to their accrued sick leave during the seven-day waiting period for disability. When disability benefits begin, full-time faculty will receive pay from using accrued sick leave in an amount equal to the base salary, less state disability benefits pay and, if applicable, the College's disability insurance plans. Part-time and adjunct faculty are not eligible for the College's disability insurance plans.
- Sick leave will not be earned during a leave of absence unless required by law.
- Full-time faculty are not eligible for holiday pay while on disability leave.
- The College retains the right to request verification from a licensed medical practitioner for any absence due to illness or disability. Sick pay may be withheld if a satisfactory verification is not received.

Sick Leave Advance

The College discourages the use of sick leave advances (sick leave hours taken before it is earned or accrued.) It is not the intention of the College to allow negative sick leave balances. Nevertheless, the College recognizes that, on rare occasions, employees may have an extraordinary personal need to receive a sick leave advance. Requests for taking sick time in advance of accruing the time off may be granted on a dire need basis only. "Dire need" is defined for this purpose as an extreme financial or medical hardship that cannot be mitigated through other channels.

To be eligible for a sick leave advance, faculty must currently hold a full-time status, be in "Good Standing" (i.e. not under disciplinary action,) hold a continuing employment status, and be clear of any negative sick leave accrual balances or outstanding pay advances at the time of the request.

Full-time faculty may not request or receive more than 37.5 hours of advanced sick leave and may only submit a request once every two (2) years. Full-time faculty must provide a written request and justification to their Chair. The Chair is responsible for determining if the request meets the definition of a dire need. If approved, the faculty member forwards the signed *Sick Leave Advance Form* to Human Resources along with a signed *Payroll Authorization (PA)* form. Human Resources will review for employee "good standing" status and submit the PA Form to Payroll for final processing. A negative sick leave balance will appear on the employee's pay slip. If not approved, the portion of time requested as a sick leave advance will be charged as leave without pay.

Sick leave advances cannot be requested while an employee is on a leave of absence.

Pay in Lieu of Sick Leave

No employee will receive pay in lieu of sick leave under any circumstances, and employees will not receive pay for unused sick leave on termination of employment.

Kin Care (Paid) – updated policy effective July 2015

All faculty members (full-time, part-time, and adjunct) may use up to one-half of their annually accrued sick hours for absences required to attend to a child, parent, spouse, domestic partner, or domestic partner's child who is ill or injured.

For purposes of this policy, a "child" is defined as a biological, foster, or adopted child; stepchild; or a legal ward. A "child" also may be someone for whom an employee have accepted the duties and responsibilities of raising, even if he or she is not an employee's legal child.

A "parent" is an employee's biological, foster, or adoptive parent; stepparent; or legal guardian.

A "spouse" is an employee's legal spouse according to the laws of California, which do not recognize "common law" spouses (a union that has not been certified by a civil or religious ceremony).

A "registered domestic partner" is another adult with whom an employee have chosen to share an employee's life in an intimate and committed relationship of mutual caring, and with whom an employee have filed a Declaration of Domestic Partnership with the Secretary of State.

A "registered domestic partner's child" is the biological, foster or adopted child, stepchild, or legal ward of an employee's domestic partner. A "domestic partner's child" also may be someone for whom an employee's domestic partner has accepted the duties and responsibilities of raising, even if he or she is not an employee's domestic partner's legal child.

All conditions and restrictions placed on an employee's use of sick leave apply also to sick hours used to care for a child, parent or spouse.

Where practical, faculty must notify their Chair in advance before they take sick time, or they will not be eligible to receive paid sick time. The College reserves the right to request proof of illness or injury from a doctor before providing paid sick time. Faculty will not be eligible to receive paid sick time for the days before or after a weekend, holiday, or vacation, without proof of illness or injury from a doctor.

STATE DISABILITY INSURANCE (SDI)

Otis College of Art and Design faculty members are covered by the California State Disability Benefits Plan in accordance with state law. State Disability Insurance (SDI) is payable when a faculty member cannot work because of sickness or injury that is not job related.

When a faculty member suffers a non-occupational disability, a claim form may be obtained from the nearest California Employment Development Department office, from the treating physician or from the hospital. This can be done by telephone, letter or requested via the Internet at the California Employment Development Department website. Late claim filing may result in loss of payment for the number of days a claim is late.

State Disability Insurance (SDI) Eligibility

A faculty member's eligibility for benefits is determined in accordance with California state law by the California Employment Development Department (EDD), which administers the California State Disability Benefits Plan. To receive SDI payments, a faculty member must:

- Be unable to work due to a non-occupational disability, which includes any illness or injury, either physical or mental, including pregnancy, childbirth, or related medical condition;
- Meet certain minimum earnings requirements established by state law; and
- File a claim within the established time frame after the first day you are disabled.

Pregnant women may qualify for SDI pay before and after the termination date of a normal pregnancy. The claimant must present the State Disability Office with certification by a doctor that she is disabled. State law provides that a normal pregnancy will be treated the same as any other disability under the plan.

SDI Benefits – Coordination with Otis' Short-Term Disability Benefits

Adjunct faculty members who complete one year of service with the College as a part-time faculty member are eligible for Otis' short-term disability benefit for sicknesses or illnesses that extend beyond two (2) weeks. Otis' short-term disability benefit for adjunct faculty is calculated in the following way:

- Two years of service = 2 weeks' worth of disability pay from Otis
- Three years of service = 3 weeks' worth of disability pay from Otis
- Four years of service (or more) = 4 weeks' worth of disability pay from Otis

Full-Time faculty members, Assistant Chairs, and Chairs are eligible for Otis' short-term disability benefit in the following way:

- Two years of full-time service or less = 2 weeks' worth of disability pay from Otis
- Three years of full-time service = 3 weeks' worth of disability pay from Otis
- Four years of full-time service = 4 weeks' worth of disability pay from Otis

- Five years of full-time service = 5 weeks' worth of disability pay from Otis
- Six years of full-time service or more = 6 weeks' worth of disability pay from Otis

For all eligible faculty members, Otis' short-term disability benefit is applied to the seven (7) calendar-day waiting period to supplement an employee's income. As soon as state disability (SDI) benefits begin, the employee's compensation will be made whole by charging any remaining amount of the short-term disability benefit in an amount that makes up the difference between an employee's normal, base pay less SDI pay.

PREGNANCY DISABILITY LEAVE

Pregnancy-related disability leaves of absence (PDL) are made available to employees in accordance with the terms of the California Fair Employment and Housing Act (FEHA). An employee may request PDL if she is medically disabled due to pregnancy, childbirth, or a related medical condition. The College provides all eligible employees up to the maximum available of four (4) months of pregnancy-related disability leave with any one pregnancy. Adjunct faculty, full-time faculty, Assistant Chairs and Chairs are eligible to utilize Otis' short-term disability benefit in coordination with PDL to make up the difference between normal, base pay less PDL benefits.

Faculty members who qualify for PDL should refer to Otis College of Art and Design's *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "Leaves and Time Off" and subsection "Pregnancy Disability Leave". Detailed information is provided on the following PDL topics:

- Eligibility
- PDL – Notification and Certification Requirements
- PDL – Returning to Work

BEREAVEMENT LEAVE

All faculty employees may take paid time off for bereavement related to the death of an immediate family member. For detailed information on:

- Who qualifies as an "immediate family" member
- Number of days allowed for bereavement leave

refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "Leaves and Time Off" and subsection "Bereavement".

JURY DUTY & WITNESS LEAVE

Otis College of Art and Design provides for all employees who are called to jury service be permitted to take the necessary time off from work. Full-time faculty employed for at least 90-days will be paid a maximum of ten (10) days for jury duty service. After ten working days, jury duty is unpaid.

Part-time/Adjunct faculty are not paid for jury duty service.

If jury duty poses a hardship for a department, the Chair may request that the faculty member apply for a postponement as allowed by the court system.

For detailed information on this policy, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Leaves and Time Off” and subsection “Jury Duty and Witness Leave”.

MILITARY LEAVE

Otis College of Art and Design provides all faculty members who require time off to serve in the uniformed services be granted time off in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and applicable state law. Faculty members who require time off for active or reserve military service should contact Human Resources for more information concerning such Leaves.

MILITARY SPOUSE LEAVE

The College provides all faculty members who are military spouses up to ten (10) days of unpaid time-off if his or her spouse is on leave from being deployed during a military conflict. Faculty members who meet the following requirements qualify for Military Spouse Leave:

- The faculty member is the spouse of a qualified service member;
- The faculty member works an average of at least 20 hours per week;
- The faculty member provides Human Resources of his or her intention to take the Leave within two (2) business days of receiving official notice of the spouse’s leave from deployment; and
- The faculty member provides written certification that the spouse is on leave from deployment during the time the Leave is requested.

TIME OFF FOR SCHOOL ACTIVITIES

Otis provides time off if a faculty member who is a parent, guardian or grandparent having custody of a child in kindergarten, grades 1 through 12, or in a licensed day care facility requires time off to participate in activities sponsored by the child’s school or daycare facility, the faculty member will be provided time off subject to certain conditions. For detailed information on this policy, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Leaves and Time Off” and subsection “Time Off for School Activities”.

VOTING LEAVE

In the event that a faculty member does not have sufficient time outside of working hours to vote in a statewide election, the faculty member may take off enough working time to enable him or her to vote. For detailed information on this policy, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Leaves and Time Off” and subsection “Time Off for Voting”.

WORKER’S COMPENSATION

Otis College of Art and Design provides Workers’ Compensation Insurance coverage as required by California state law to protect all employees who are injured on the job or become ill as a result of the job. Adjunct faculty, full-time faculty, Assistant Chairs and Chairs are eligible to utilize Otis’ short-term disability benefit in coordination with Workers’ Compensation benefits to make up the difference between normal, base pay less Workers’ Compensation benefits. For details on:

- The purpose of Workers Compensation
- Medical care in relation to a work-related injury
- Treating a workplace injury

refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Employee Benefits” and subsection “Required Insurance Benefit – Workers’ Compensation (for Occupational Injuries)”.

UNEMPLOYMENT INSURANCE

Otis College of Art and Design contributes to the California Unemployment Insurance Program on behalf of its employees. The program provides eligible employees who lose their job, through no fault of their own, with weekly unemployment insurance payments.

For details on how this insurance program works, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Leaving Otis” and subsection “Unemployment Insurance”.

PAID FAMILY LEAVE (PFL)

Otis College of Art and Design employees are covered by the California Paid Family Leave Plan (PFL) administered by the State Employment Development Department’s (EDD) Disability Insurance Branch. PFL is not a leave type, but rather a state-sponsored compensation benefit for individuals who take time off work to care for a family member.

PFL – Coordination of Faculty Pay

Adjunct faculty, full-time faculty, Assistant Chairs and Chairs are eligible to utilize Otis’ short-term disability benefit in coordination with Paid Family Leave to make up the difference between normal, base pay less PFL benefits for medical leaves to care for a seriously ill family member or for child bonding.

For more information on this policy including:

- Eligibility requirements
- Mandatory coverage costs

refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Employee Benefits” and subsection “Required Insurance Benefit – Paid Family Leave”.

FLEXIBLE SPENDING ACCOUNT (FSA)

Made possible by Section 125 of the Internal Revenue Code and subject to IRS regulations, Flexible Spending Accounts can be utilized by full-time staff, full-time faculty and adjunct faculty to pay for IRS allowable health care and dependent care expenses using a pretax dollar account. Through salary reduction, employees build a reimbursement account against which they may use pretax dollars to pay for child care and medical care services not covered by Otis’ insurance plans.

For more information on how this benefit works, refer to the Human Resources Benefits webpage found at: www.otis.edu/human-resources-development/benefits and refer to the latest version of the *Benefits*

Booklet.

TUITION REMISSION POLICY

Otis College of Art and Design recognizes the importance of investing in the development of its employees and their dependents as evidenced by the creation of the Tuition Remission benefit. This benefit, as an element of an employee's total compensation package, remits a portion of the normally required tuition payment(s) due for education to eligible participants who meet the terms and conditions identified in the *Employee Handbook*.

For details on this policy and the eligibility and application requirements for this benefit, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "Employee Benefits" and subsection "Tuition Remission" or refer to the Human Resources webpage on Tuition Remission found at: www.otis.edu/human-resources-development/tuition-remission.

PERSONNEL RECORDS

You have a right to inspect certain documents in your personnel file as provided by law in the presence of a College representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your version of any disputed item to the file.

Employees should notify Human Resources of any changes in personal data, including changes of address and telephone number.

The College will restrict disclosure of your personnel file to authorized individuals within the College. Any request for information from personnel files must be directed to Human Resources. Only Human Resources is authorized to release personnel information about current or former employees. The College will cooperate with requests from authorized law enforcement agencies or local, state, and federal agencies conducting official investigations.

PAYROLL

Salary for full-time faculty members is paid over a twelve-month period. The gross annual salary is divided into twenty-four payments and all deductions are made equally. During the summer months, paychecks are mailed to the home address of faculty members.

All other faculty members are paid on a semimonthly basis during the length of their contract period.

The College deducts all federal, state, and city taxes from each paycheck. The amount deducted is dependent on the information provided by the employee at the time of employment, or as updated. The College does not advance salaries prior to a pay period except in the case of an emergency (see "Pay Advances" below).

PAYROLL PROCEDURES

Beginning faculty members should complete all payroll and faculty forms provided at contract time as soon as possible. These completed forms are forwarded to Human Resources in order to process a paycheck.

PAY PERIODS

Employees are paid semimonthly (twice a month); therefore, full-time base salaries are paid in twenty-four (24) installments, from the beginning of employment.

Part-time faculty should refer to their current contract for pay dates. The contract is paid in equal installments through the course of the contract period.

The College deducts all legally required taxes from each semimonthly paycheck. The amount deducted is dependent on the information provided by the employee at the time of employment.

The College does not advance salaries prior to a pay period except in the case of an emergency (see section on “Pay Advance” below).

DIRECT DEPOSIT OF PAYCHECKS

Employees have the option of receiving their pay via direct deposit to their bank account. The funds are automatically deposited and are available on the morning following a regularly scheduled payroll date (check with your bank for exact posting times). There is a minimum delay of two payroll periods during the set-up of direct deposit.

The employee must forward a voided check along with a signed Direct Deposit Authorization form to the Business Office or Human Resources. The voided check must show the employee’s account number and the financial institution’s transit routing number (ABA number).

PAY ADVANCES

Otis College of Art and Design discourages the use of pay advances. Nevertheless, the College recognizes that, on rare occasions, employees may have an extraordinary personal need to receive a pay advance. For detailed information on:

- What qualifies as an “emergency” for a pay advance
- Eligibility requirements to request a pay advance
- Procedure for requesting a pay advance

refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Payroll Management” and subsection “Pay Advances”.

GARNISHMENTS, SALARY ASSIGNMENTS, AND LEVIES

The College is required by law to apply against the salary of an employee any lawful garnishment on any legal judgment, salary assignments, or levy it receives.

If the College receives a notice of judgment to attach an employee’s salary, Payroll will notify the employee. As indebtedness is a private issue between the employee and the creditor, the employee will be instructed to make prompt and appropriate arrangements concerning the disposition of the debt. Payroll will withhold and transfer to the government authority the legal amount of deductions from the employee’s pay.

PAYCHECK DEDUCTIONS

Required Deductions

The College is required by law to deduct the following taxes from each employee's paycheck:

- Federal Income Tax;
- California State Income Tax;
- Federal Social Security Tax;
- Federal Medicare Tax; and
- California State Disability Insurance.

Optional Deductions

Employees may elect to have deductions taken from their paycheck for payment of dependent health or dental insurance, or to participate in a flexible spending account or a supplemental retirement account. The deduction amount will be discussed with the employee at the time arrangements are made for the benefit. It is understood that the deductions will continue even though the cost of the benefits will change from time to time. The employee will be notified of the new rate schedule when it changes. Any employee who wishes deductions to be taken from their semimonthly paychecks should see the Benefits Manager in Human Resources.

PERSONNEL DATA CHANGES

Each faculty shall notify his or her Department Chair or Department Representative, who shall then notify Human Resources, of any change in the following:

- Name;
- Home address;
- Home telephone number;
- Cell phone number;
- E-mail address;
- Marital status;*
- Dependents;*
- Beneficiary Designation

*recorded only to determine benefits or tax status

To report a change in personal data, the Academic Department should send a payroll authorization to Human Resources. Human Resources will notify appropriate offices within the College of any change reported.

403(B) RETIREMENT PLAN

Otis College of Art and Design provides a 403(b) retirement plan for the benefit of all full-time and part-time employees. The Plan is a tax sheltered plan that operates under Section 403(b) of the Internal Revenue Code retirement plans and is funded by non-elective employer contributions and elective deferrals made under salary reduction agreements. The purpose of the Plan is to provide a convenient, tax-advantaged way for full-time and part-time employees to save for retirement.

Detailed information about the 403(b) Retirement Plan sponsored by the College is contained in the

summary plan description (SPD) found at: www.otis.edu/retirement . The SPD and any addendums describe all the exclusions, limitations and conditions of the retirement plan.

General information about this benefit can be found in the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies. Refer to the section entitled “Employee Benefits” and subsection “Retirement Plan”.

HEALTH, DENTAL, AND VISION INSURANCE PLANS

For policy information on the health and welfare programs offered by the College, please refer the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies. Refer to the section entitled “Employee Benefits” and subsection “Health and Welfare Programs”.

For current benefit programs offered by Otis, refer to Human Resources’ Benefits webpage at: www.otis.edu/human-resources-development/benefits and click on the latest version of the *Benefits Booklet*.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) COVERAGE

For information on COBRA coverage offered by the College, please refer the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies. Refer to the section entitled “Employee Benefits” and subsection “COBRA”.

LIFE INSURANCE

Full-time faculty, Chairs, and Assistant Chairs are eligible to enroll in life insurance. For information on the life insurance program offered by the College, please refer the Human Resources webpage at: www.otis.edu/human-resources-development/benefits and click on the latest version of the *Benefits Booklet*.

HOLIDAYS

For a current listing of the holidays that the College observes, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “Leaves and Time Off” and subsection “Holidays”.

SHORT-TERM DISABILITY BENEFITS PLAN (COLLEGE—SUPPLEMENTARY)

The College provides a Short-Term Disability benefit for all full-time and adjunct faculty. This plan is noncontributory and provides financial protection by paying a portion of your income while you are disabled. The amount received is based on the amount earned before the disability began. In some cases, you can receive disability payments even if you work while you are disabled.

Eligibility and Elimination Period

Eligibility for coverage is effective on the first day of the month following the first day of employment. There is a 14-day elimination period for disability due to injury or illness. Benefits begin the day after the elimination period.

Benefit

Adjunct faculty members who complete one year of service with the College as a part-time faculty member are eligible for Otis' short-term disability benefit for sicknesses or illnesses that extend beyond two (2) weeks. Otis' short-term disability benefit for adjunct faculty is calculated in the following way:

- Two years of service = 2 weeks' worth of disability pay from Otis
- Three years of service = 3 weeks' worth of disability pay from Otis
- Four years of service (or more) = 4 weeks' worth of disability pay from Otis

Full-Time faculty members, Assistant Chairs, and Chairs are eligible for Otis' short-term disability benefit in the following way:

- Two years of full-time service or less = 2 weeks' worth of disability pay from Otis
- Three years of full-time service = 3 weeks' worth of disability pay from Otis
- Four years of full-time service = 4 weeks' worth of disability pay from Otis
- Five years of full-time service = 5 weeks' worth of disability pay from Otis
- Six years of full-time service or more = 6 weeks' worth of disability pay from Otis

For all eligible faculty members, Otis' short-term disability benefit is applied to the seven (7) calendar-day waiting period to supplement an employee's income. As soon as state disability (SDI) benefits begin, the employee's compensation will be made whole by charging any remaining amount of the short-term disability benefit in an amount that makes up the difference between an employee's normal, base pay less SDI pay and any other deductible sources of income.

LONG-TERM DISABILITY BENEFITS PLAN (COLLEGE—SUPPLEMENTARY)

The College's Long-Term Disability Plan provides protection against income loss because of unemployment due to illness or injury, whether occupational or non-occupational. This plan is noncontributory and supplements the College's Sick Leave Plan and Short-Term Disability Plan, California Disability, California Workers Compensation, and Federal Social Security Disability.

Eligibility

Eligibility for coverage for full-time faculty, Chairs, and Assistant Chairs is effective on the first day of the month following the first day of active employment. If the faculty member is ill or absent on that date, coverage becomes effective on the date on which the faculty member returns to active employment.

Plan Benefits

Benefits begin on the first day of the month following 180 days of total disability, and continue as described in the literature available from Human Resources. Please contact the Benefits Manager for more information.

PHASED RETIREMENT PROGRAM (FACULTY) POLICY EFFECTIVE FEBRUARY 1, 2015

Otis College of Art and Design offers a voluntary Phased Retirement Program to provide eligible faculty members the opportunity to transition into retirement by reducing their work effort based on their current employment role over a period of two (2) academic years. For the purpose of this policy, academic chairs and directors are considered "staff" employees.

ELIGIBILITY

As of the approved date of enrollment in the program, a faculty participant must be:

- 62 years of age or older; and
- A currently active, full-time faculty member of the College; and
- A faculty member who has completed at least 9 cumulative years of full-time employment with the College in any full-time employment capacity (staff and/or faculty) before the participation start date in the Phased Retirement Program. Personal leaves of absence and medical leaves will not be considered as breaks in continuous service.

PROGRAM DETAILS

- Participation in the program is strictly voluntary. Prior to entering into the Phased Retirement Program, participants sign a contract that delineates the terms of the program and establishes mutual agreement and consent between the participant and the College. The contract will include a waiver and release of claims, including claims for age discrimination under the Age Discrimination in Employment Act.
- Upon initiating participation in the Phased Retirement Program, faculty members agree to fulfill the terms of the program and may not reverse their participant status or cease participation.
- Applications for the Phased Retirement Program are accepted once every 3 years. For years in which the program is offered, the “open window” for accepting applications is November 1 – November 30, with the start date for the phased retirement specified for the following July 1st. The only exception is the program’s rollout year in which the “open window” will be offered March 1 – March 30 for a phased retirement start date of July 1 in the same year and a secondary “open window” spanning November 1 – November 30 also in that same year. Subsequent “open windows” will occur once every three years following the initial rollout year.
- Participation is subject to approval by the Home Department Chair (in consultation with any shared department Chair(s) or Director(s)) and the Senior Team.
- Once approved participants start the program, they agree to fully retire at the end of the agreed-upon term. The maximum duration a faculty member can participate in the Faculty Phased Retirement Program is two (2) academic years. At the end of two academic years, the faculty participant will officially retire/terminate from the College, as specified in the program contract. Condensed or shortened phased retirement terms can be negotiated if business/education delivery operations can accommodate such a request.
- Participants may not engage in additional paid work at the College while participating in the Phased Retirement Program, and cannot be rehired into a new position for at least two (2) full years after officially retiring from the College.

PHASED RETIREMENT AND COMPENSATION

Base Salary Adjustments:

For each academic year that a faculty member participates in the Phased Retirement Program, the participant will receive a percentage of his/her full-time base salary, as follows:

Phased Retirement Program Year	% of Base Salary	Contact Hour and Service Workload
Year 1 – July 1 – June 30	100% of base salary	2/3 load (67% regular full-time) = 12 contact hrs (studio) + 4 hrs service/wk = 8 contact hrs (liberal studies) + 4 hrs service/wk
Year 2 – July 1 – June 30	75% of base salary	1/3 load (33% regular full-time) = 6 contact hrs (studio) + 2 hrs service/wk

		= 4 contact hrs (liberal studies) + 2 hrs service/wk
<p>Lump Sum Payment: At the end of Year 2 (June 30th), the participating faculty member will receive a lump sum payment equivalent to one (1) weeks' worth of full-time pay for every year of full-time service completed at the College up to a maximum of 9 weeks or half the number of full-time service years completed, whichever is greater.</p>		

Notes, Reminders, and Other Conditions:

- Otis' payroll system will record the faculty member's official retirement date, effective June 30th of Year 2.
- Holiday pay will be prorated to a rate equivalent to the faculty member's contact hour and service workload percentage while participating in the Phased Retirement Program.
- Program participants will not be eligible for merit step during or following initial participation in the program.
- Program participants will not be eligible to take on additional projects or activities that would result in salary supplements or extra pay, including those that may arise due to alternative funding sources such as gifts or grants, unless such funding was specified in the original agreement for participation in the Phased Retirement Program.
- Faculty members will retain their current academic rank and will not be eligible for promotion of rank during or following participation in the program.

PHASED RETIREMENT AND HEALTH/WELLNESS BENEFITS

While participating in and adhering to the terms of the Phased Retirement Program agreement, faculty members will be eligible to continue participation in the College's benefit plans as follows:

Academic Year	Benefits Coverage %
Year 1 – starting July 1 st and ending June 30 th the following year	100% benefits coverage
Year 2 – starting July 1 st and ending June 30 th the following year	100% benefits coverage

- **End Date of Benefits Coverage** – Otis sponsored benefits will end on June 30th at the conclusion of the second academic year in the Program. Retired faculty members may elect to continue medical, dental, and/or vision coverage for up to 18 months under the provisions of the federal Consolidated Omnibus Reconciliation Act, more commonly known as COBRA. Contact Human Resources for more information about current COBRA rates.
- **Retirement Plan Contributions** – Contributions to Otis' Retirement Plan will remain at the same contribution percentage but the dollar amount will adjust based on the salary level the faculty member is receiving from the College in Year 1 versus Year 2. The participant may change their contribution percentage to these plans at any time.
- **Group Medical, Dental, Vision Coverage** – Contributions towards Otis medical, dental and/or vision benefits will continue at the same rate as a full-time employee during the phased retirement period.
- **Flexible Spending Accounts (FSA) and/or Health Savings Accounts (HSA)** – Medical and/or Dependent Care FSAs and HSAs will continue at the same level unless the phased retirement participant chooses to change his or her election amount upon the initiation of the phased retirement as part of a "Qualifying Life Event" or during an open enrollment period.

- **Group Life Insurance, AD&D Insurance and Long Term Disability** – Contributions towards Otis’ group Life Insurance, Accidental Death & Dismemberment insurance, and Long Term Disability benefits will continue at the same rate as a full-time employee equivalent during the phased retirement period.
- **Tuition Remission Program** – Eligibility to utilize Otis’ Tuition Remission Program remains the same as a full-time employee during the phased retirement period.
- **Leaves of Absence** – Employees will remain eligible for statutory leaves of absence as required under state or federal law (i.e., FMLA, CFRA, Workers’ Compensation, and Pregnancy Disability Leave) and for other leaves as described in Otis’ Employee Handbook. The election of a paid or unpaid leave of absence while participating in the Phased Retirement Program will not extend an employee’s duration of employment with the College. If an employee changes to a paid or unpaid leave of absence while participating in the Phased Retirement Program, the employee contributions and the College’s contributions towards those benefits will be based on the rules regarding leave of absence under the respective benefit plan.
- **Workers Compensation Benefits** – If an employee is injured on the job while participating in the program, the Workers Compensation disability benefit payments will be based on the participant’s phased retirement salary rate at the time of the opened workers compensation claim.
- **Disability Benefits** – If an employee becomes physically or mentally unable to continue the reduced work effort during the phased retirement period, the Senior Team will authorize a leave of absence (LOA) consistent with LOA policies at that time. Being placed on an approved LOA will not extend the term of the phased retirement period and employee LOA benefits will terminate at the conclusion of the phased retirement period.
- **Death Benefits** – If a faculty member dies before completing the phased retirement period, the individual will be paid through the last day worked or through the last day that salary continuation was authorized, not to exceed the date of death. Designated beneficiaries are eligible to receive survivor benefits to which they are entitled under the College’s benefit program based upon the work effort status at the time of the faculty member’s death.

HOW TO APPLY

Application and Approval Process:

If an eligible full-time faculty member wishes to be considered for participation in the Program, an application should be submitted to the Home Department Chair/Dean during the program’s open window time frame for requests (November 1 – November 30) in the year *prior to* the desired start date (the following July 1st) of the phased retirement. Note open window exception for program rollout year only. Refer to previous section on “Program Details.”

If, upon consultation with any sharing department Chair(s) or Director(s), the Home Department Chair/Dean approves, the application is forwarded to Human Resources.

Human Resources will present the phased retirement request to Otis’ Senior Team for approval. If approved, Human Resources will work with the faculty member and his/her Home Department Chair/Dean to detail in writing the specific terms of the phased retirement agreement. If the request is denied, a rationale will be provided to the Home Department Chair/Dean who will convey the denied request to the faculty member.

Circumstances that can lead to a denial of participation in the Phased Retirement Program:

While the College will give consideration to all requests to participate in the Phased Retirement Program, requests may be denied for a number of reasons, including (but not limited to):

- The nature of the requestor's work assignment not lending itself to a reduced schedule or responsibilities.
- The impact of adding new participants to an already-approved number of existing phased retirement participants would adversely impact business operations for a department or academic program.
- Granting a request would substantially weaken academic quality, adversely impact student learning or significantly disrupt program operations.
- Budget resources at the time of the request are not sufficient to accommodate participation in the program.

Denied Applications and Appeals:

If an application to participate in the Program is denied, a faculty member may appeal a denial in writing within 60 days after receipt of the denied request. In submitting an appeal, the applicant should include a written outline of any overlooked issues, support documentation and/or a comprehensive rationale that presents a sound argument against the denial. Appeals are submitted to the Provost for review. The Provost, in consultation with Human Resources and the Home Department Chair/Dean, will determine if the appeal brings forth new or compelling arguments that warrant further review with the Senior Team. If approved, Human Resources will present the appeal to the Senior Team at the next regularly scheduled meeting.

The Senior Team will review all submitted appeal documents and decide the appeal within 30 days after the request for review is made. The Senior Team will have full discretion to grant or deny an appeal. The decision of the Senior Team with respect to an appeal shall be final, conclusive and binding.

If an application or appeal is denied, that denial shall have no bearing on future applications for participation in the Program in subsequent years. Employees may apply for participation again after at least one (1) full year has passed from the date of the denial and during the next "open window" when the Phased Retirement Program is offered.

Plan Termination and Amendments:

Otis College of Art and Design reserves the right to amend or terminate the Phased Retirement Program for Faculty at any time. However no amendment will change any of the specific conditions for participants whose phased retirement agreements are already in effect at the time the Program is amended or terminated. To be considered "in effect" a Phased Retirement Agreement must be fully executed by all parties and all revocation periods must have already expired.

CHAPTER FIVE: EMPLOYMENT POLICIES

BUSINESS PRACTICES AND ETHICS

Sound business conduct requires that each employee, as a basic condition of employment, assume responsibility for safeguarding and preserving the assets and resources of the College, particularly those for which he or she is responsible. The following policy statements serve to remind employees of that basic commitment and responsibility.

All revenues generated by the College and all expenditures for goods and services, must be recorded and accounted for within the financial accounting system of the institution.

No false or artificial entries are to be made in the accounting records of the College for any reason. Moreover, no payment on behalf of the College is to be approved or made with the understanding that any part of such a payment is to be used for any purpose other than that described by the documents supporting the payment.

The use of College funds or assets for any personal, unlawful, or improper purpose is prohibited. The use of any College equipment, supplies, or facilities for a revenue-generating activity that benefits an individual employee is strictly prohibited.

No person in a supervisory or management position is to use the authority of that position to assign an employee to perform non-employment-related tasks.

OPEN DOOR POLICY

Otis College of Art and Design maintains the belief that there must be communication between all employees at all levels in order to be successful. For that reason an open door policy exists which allows all individuals to discuss with leadership problems and concerns regarding the workplace. For detailed information on this policy, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled “On-The-Job” and subsection “Employee Problem Solving (Open Door Policy)”.

DISPUTE RESOLUTION POLICY AND PROCEDURE

At some time, faculty members may have a dispute that cannot be resolved in an informal manner. The dispute may involve other faculty, staff, the Department Chair, or administration. The process for resolution is as follows:

- If, after an informal discussion with the Department Chair, a faculty member is not satisfied with the resolution, he/she may choose to continue the discussion with the Ombudsperson and/or the Provost.
- If the matter is not resolved, then the faculty member may submit a grievance in writing to the Provost within 45 days of their informal discussion with the Department Chair. A copy of the document will be sent to the faculty member’s Department Chair.
- The Provost will acknowledge in writing receipt of the grievance within 21 days and will meet with the faculty member and other involved parties before arriving at a decision. The decision will be in writing and forwarded to the faculty member. If the faculty member is not satisfied with the decision, he or she may ask the Grievance Committee to review the matter.
- The Provost, acting as Chair in consultation with the Ombudsperson, will call the Grievance

Committee composed of a Co-Chair of the Academic Assembly, the Provost, a faculty member appointed by the Provost, and the Director of Human Resources. In the event that a complaint, claim, or allegation of a lack of impartiality or the existence of bias is made by the complainant regarding any member of the Grievance Committee, the individual will recuse him- or herself, and another peer member will be appointed by the remaining members of the committee.

The responsibilities of the Grievance Committee is as follows:

The Grievance Committee shall render a written decision within 15 days after the meeting. Should the committee have a split decision, the Provost will decide the matter. If the complainant disagrees with the Grievance Committee's decision, he or she may file an appeal with the President within 15 days after the date of the written decision. The decision of the President, which will be rendered within 30 days, will be final.

It is understood that there will be no retaliation against a faculty member for seeking resolution in good faith of a dispute.

CONFIDENTIALITY

Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of working, you may have access to confidential information regarding the College, its suppliers, its customers, or your fellow employees. It is your responsibility not to reveal or divulge any such information unless it is necessary for you to do so in the performance of your job duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy is prohibited and the College may discipline any individual violating this policy may be disciplined by the College.

EMPLOYMENT VERIFICATION SYSTEM

All new employees are required to show proof of eligibility to work at the College and must file an I-9 Form with their department office. This information will be verified prior to payment of the faculty. The College does not make any exceptions to this policy.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

For details on Otis College of Art and Design's policy on Equal Opportunity Employment, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "Employee Expectations" and subsection "Equal Opportunity & Nondiscrimination Policy".

EXPLOITATION OF STUDENT ARTWORK

All artwork, projects, and other work completed by any student in connection with the course of study at Otis College are done for educational purposes. No Otis College faculty member, faculty, or other person shall sell, commercially exhibit, or otherwise exploit such student work without the written consent of Otis College.

RELATIONSHIPS BETWEEN FACULTY/STAFF AND STUDENTS

Otis College of Art and Design prohibits all faculty and staff members, including graduate teaching assistants and others involved in teaching activities, from engaging in or pursuing dating, sexual, or

intimate relationships with students in which the faculty/staff member is in a position of actual or apparent authority with respect to the student's educational activities. This includes, but is not limited to, those students whom they currently, or may in the future, instruct, mentor, evaluate, supervise, advise, or exercise other forms of professional responsibilities towards, such as allocating resources, selecting students for scholarships and awards, and providing recommendations or references. Dating, sexual, or intimate relationships with students covered by this policy include consensual relationships.

The purpose of this policy is to create and maintain a professional learning and work environment that is free from unlawful discrimination, harassment, and exploitation. This policy recognizes that there is often an inherent inequity in dating, sexual, or intimate relationships between faculty/staff and students. Such relationships often result in perceptions of favoritism or bias that undermine academic achievements or decisions affecting students. In addition, the College has a policy against discrimination and harassment including, without limitation, sexual harassment. Dating, sexual, or intimate relationships between faculty/staff and students may result in claims of sexual harassment and questions about the voluntariness of the relationship. Please refer to the *Employee Handbook* at: www.otis.edu/human-resources-development/staff-policies and refer to the policies on "Harassment", "Sexual Harassment & Misconduct", and the "Whistleblower Policy" for more details.

Any faculty/staff who is or has been involved in a consensual relationship with a student must promptly report this fact to his or her supervisor. The supervisor will then review and see if the College can arrange that the individual in authority does not evaluate or participate in discussions and decisions that affect the compensation, evaluation, employment conditions, instruction, and/or academic status of the student involved. Any person who believes that a faculty/staff is involved in a consensual relationship with a student under his or her direct authority or supervision is required to report the relationship to Student Affairs, the Provost's Office, or Human Resources.

Consequences

Violation of this policy will lead to disciplinary action, up to and including termination. The College considers the existence or pursuit of a dating, sexual, or intimate relationship under the circumstances described above to be a breach of professional ethics. This policy applies to all Otis employees, temporary/interim employees, independent contractors, and external vendors.

HARASSMENT

For details on Otis College of Art and Design's policy on Harassment, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "Employee Expectations" and subsection "Harassment".

SEXUAL HARASSMENT

For details on Otis College of Art and Design's policy on Sexual Harassment, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "Employee Expectations" and subsection "Sexual Harassment & Misconduct Policy".

HAZING

For details on Otis College of Art and Design's policy on Hazing, please refer to the *The Hoot* found at: www.otis.edu/sites/default/files/2014-Otis-Hoot-Catalog-and-Handbook.pdf and refer to the section entitled "Campus Safety and Security" and subsection "Hazing".

DISCIPLINE POLICY

Faculty members are expected to observe certain standards of job performance and good conduct. When performance or conduct do not meet College standards, the College will endeavor, when it deems appropriate, to provide faculty a reasonable opportunity to correct the deficiency.

The rules set forth below are intended to provide faculty with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance; therefore, faculty should be aware that conduct not specifically listed below but which adversely affects, or is otherwise detrimental to the interests of the College, other faculty, or our students, may also result in disciplinary action.

Job Performance

Faculty may be disciplined for poor job performance, including, but not limited to, the following: unsatisfactory work, poor attitude, excessive absenteeism, tardiness, failure to follow instructions, and lack of adherence to College procedures or established safety regulations.

Misconduct

Faculty may be disciplined for misconduct, including but not limited to the following:

Insubordination; conviction of any crime; dishonesty; theft; discourtesy; misusing or destroying College property or the property of another on College premises; pilfering or removal of College property, or scrap, without proper authority; violating conflict of interest rules; disclosing or using confidential or proprietary information without authorization; forging, falsifying, or altering College records, including the application for employment; interfering with the work performance of others; fighting and other altercations; harassing, including sexually harassing, faculty or students; unauthorized use of alcohol while on College property; malicious defacement of College property; being under the influence of, manufacturing, dispensing, distributing, using, or possessing illegal (or controlled) substances on College property or while conducting College business; possessing a firearm or other dangerous weapon on College property or while conducting College business; and failing to report to the College, within five days, any conviction under any criminal drug statute for a violation occurring in the workplace.

Certain other types of conduct, while also prohibited, are considered somewhat less serious than the offenses listed above. For such conduct, it is usually repetition of the conduct, rather than a first offense, which will lead to discharge. Discharge may include oral counseling, written warnings, suspension, or demotion. Such offenses include the following:

Performing other than College work during working time; use of abusive or insulting language to another faculty; disorderly conduct on College premises; creating or contributing to unsanitary conditions; repeated garnishments; unauthorized use of College vehicles or equipment; failure to handle College property with due care; and other conduct detrimental to the interests of the College, including its students and coworkers.

A faculty member will also be subject to discipline or discharge if the College determines that the faculty's work performance does not meet the College's standards, or that the faculty member has failed to demonstrate the level of skill, qualifications, and reliability that is expected by the College.

Discipline Procedures

Except as set forth below, discharge from Otis for poor performance will ordinarily be preceded by one oral warning and one written warning.

The College reserves the right to proceed directly to a written warning or to termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when the College deems such action appropriate.

CONFLICT OF INTEREST

For details on Otis College of Art and Design's policy on Conflict of Interest, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "Employee Expectations" and subsection "Conflict of Interest".

An employee involved in any of the types of relationships or situations described in this policy should fully disclose the relevant circumstances to Human Resources or Provost for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, Otis may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action, which may include termination of employment.

NON-RETALIATION POLICY

For details on Otis College of Art and Design's policy on Non-Retaliation, refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "Employee Expectations" and subsection "Whistleblower Policy".

POLICY AND PROCEDURE CROSS-REFERENCE

The following policy statements should be consulted as appropriate:

- Sexual Harassment & Misconduct Policy;
- Equal Employment Opportunity & Nondiscrimination Policy;
- Business Practices and Ethics Policy;
- Conflict of Interest Policy; and
- Employee Problem Solving (Open Door Policy).

EMPLOYMENT OF RELATIVES

For details on Otis College of Art and Design's policy on Employment of Relatives, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "Employment" and subsection "Employment of Relatives".

PERSONAL APPEARANCE AND GROOMING STANDARDS

For details on Otis College of Art and Design's policy on personal appearance and grooming standards, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "On-The-Job" and subsection "Appropriate Work Attire and Appearance".

RESTRICTIONS FROM WORKING AT OTHER INSTITUTIONS

By accepting a full-time appointment at the Otis College of Art and Design, a full-time member of the academic staff, including Chairs, program directors, and full-time faculty, assumes his or her primary responsibility and full-time service is to the College. As such, they must devote their major energies to teaching or administration of a department, student counseling and advising, service on committees of the department and the College, and related activities of the department and the College.

As a matter of College policy, all faculty members with full-time status should teach only at the College during the period of their regular teaching assignments. The College strongly discourages faculty taking on a regular teaching assignment in another educational institution during this period and the appropriate Department Chair and/or the Provost must approve any such assignment in advance.

Faculty members engage in outside professional activities and the College recognizes that such activities are of great value to both the faculty member and the College.

A faculty with full-time faculty status must keep his or her Department Chair and/or the Provost informed of the general nature and extent of the faculty member's outside professional activities and continuing commitments and to consult with the Chair and/or the Provost concerning any significant new outside professional activities and continuing commitments.

STAFF TEACHING

For details on Otis College of Art and Design's policy on Staff Teaching, please refer to the *Employee Handbook* found at: www.otis.edu/human-resources-development/staff-policies and refer to the section entitled "On-The-Job" and subsection "Staff Teaching".

COURSE CANCELLATION

The College reserves the right to cancel individual courses in the event that enrollment is insufficient to conduct the class or if the class becomes unfeasible for institutional or educational reasons, or if space considerations make scheduling impracticable. When cancelling courses, Department Chairs will prioritize faculty in the following order: Full-Time, Adjunct, and Part-Time; will, if necessary, shift courses from one faculty member to another in order to follow this order; will prioritize required courses, as well as courses deemed to be critical to the program curriculum; and will take into consideration student schedules and space availability when making adjustments to the course schedule.

CHAPTER SIX: INFORMATION AND POLICIES OF INTEREST TO FACULTY

ABSENCES FROM CLASS AND SUBSTITUTE TEACHERS

It is a faculty member's obligation to inform the Department Chair if he or she cannot teach a class due to professional obligations outside the College. Upon prior consultation with the Chair, the College may allow absences for professional reasons, normally not to exceed one class per course per semester. The Chair may ask the faculty member to trade classes with another faculty member, assign a substitute, or deny the request.

In the case of an emergency or sudden illness, the faculty member must contact the department as soon as possible, so appropriate arrangements can be made.

Faculty members must not pay substitute teachers out of his or her personal funds. If the College authorizes a paid substitute, the College is required to make payment, in compliance with state and federal regulations.

ACADEMIC FREEDOM

A concern to provide faculty and students with an atmosphere of freedom to pursue truth and to discuss all relevant questions has led the executive committee of the Otis College of Art and Design Board of Trustees to accept the general principles and purposes embodied in the 1940 statement of Principles on Academic Freedom and Tenure. This statement was originally cosponsored by the Association of American Colleges and the American Association of University Professors, and has subsequently been endorsed by many major educational associations and learned societies. Its purpose is as follows, according to the authors:

The purpose of this statement is to promote public understanding and support of academic freedom and tenure, and agreement upon procedures to ensure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual [faculty member] or the institution as a whole. The common good depends upon the free search for truth and its free expression.

This statement emphasizes that for maximum effectiveness, faculty members should have security adequate for freedom to teach and seek truth. This includes security of position after a reasonable period of probation, income commensurate with professional attainments, and assurance of explicit contract. As a citizen, the faculty member is also entitled to the right to participate in activities related to citizenship in a democratic society.

The statement further emphasizes the correlative obligations and responsibilities imposed by the special position occupied by the faculty member. Most important is the obligation for effective performance of duty. In addition, the statement of 1940 makes it clear that when the faculty member speaks or writes as a citizen, he or she should remember that the public might judge his or her profession by what is said; therefore, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and indicate that he or she speaks as an individual and not for the institution.

The acceptance by the College Board, administrative officers, and faculty members of the related principles of freedom and obligation assures the individual faculty member of reasonable protection against incompetence and irresponsible utterance.

Expression of, and tolerance for, a wide diversity of thought and opinion is a natural part of an academic

community, and the College strongly supports such academic freedom. We judge you by your ability to perform your job, not by factors that are irrelevant to your job performance. If you have a complaint in regard to this policy, refer to the section titled “Appeals and Grievances.”

ACADEMIC ORIENTATION, FUNCTIONS, AND MEETINGS

The Annual Faculty Reception and Orientation is held prior to the fall term in August. It provides all Otis faculty members with an opportunity to meet new colleagues, hear plans for the coming year, and become acquainted with the senior administration and Department Chairs. All faculty members of the College should expect to attend this orientation regarding policies, procedures, and facilities use.

Departmental faculty meetings, scheduled by the Department Chair, are normally held at least once a semester. Regular department business, including curriculum and planning discussions, department exhibition policies, and other related matters, are usually on the agenda for these meetings. Faculty members are expected to attend other meetings and functions to keep themselves informed of important developments within the school and department.

Faculty members are encouraged to attend other official functions of the College, including student and faculty show openings, visiting artist and lecture programs and presentations, orientations, and so on. All full-time faculty members should attend graduation ceremonies.

ACADEMIC PROBATION

If a student’s semester or cumulative grade point average (GPA) falls below 2.0, he or she will be placed on academic probation. The student will receive notification, in writing, regarding his or her academic standing from the Provost. Academic probation will reduce a student’s financial aid award. The student will be dismissed from the College if he or she is placed on academic probation for two semesters in a row. A student’s Department Chair may request that the Academic Standing Committee review the student’s academic record for dismissal after only one semester of work. Requests are forwarded when, in the opinion of a student’s faculty and Department Chair, he or she is not meeting the minimum standards for academic and collegiate success.

All faculty should make themselves aware of students in their classes who are currently on academic probation. Faculty should work with Department Chairs to evaluate probation students in the first quarter. Many students are able to go on to perform well and deserve every chance to do so. Awareness from faculty for those students who are having difficulty will help ensure that they receive that chance and prevent a negative outcome. For additional information regarding Academic Probation, please contact the Provost.

ACADEMIC REGALIA

The College holds commencement once a year in May. At Otis College of Art and Design, the academic regalia consist of cap, gown, and hood, and is worn at graduation ceremonies. The college rents the necessary regalia for faculty members. All faculty members are encouraged to attend commencement.

ACADEMIC STANDING

BFA students are in good standing if they maintain a cumulative grade point average of 2.0 in their studio/major classes and liberal studies requirements, and if they are not on academic probation. Students must have an overall cumulative grade point average of at least 2.0 upon completion of their second year of attendance in order to be eligible for entry into the third year. MFA students are considered in good

standing if they receive a grade of “P” (Pass) or “LP” (Low Pass) in all courses.

In addition, students need to maintain an appropriate balance between Liberal Arts and Sciences classes and studio classes each semester.

Financial Good Standing

Good standing also means that students have fulfilled all financial obligations to the College, complied with all Library and Tool Crib regulations, and are not subject to disciplinary action for inadequate attendance or some specified misconduct.

ACADEMIC WARNINGS

Every quarter of each semester (after approximately four weeks) the names of those students who are doing deficient work in your class must be reported to the Department Chair and Registrar. Deficient work is defined as the following:

- A class grade below a “C”;
- Significant amounts of missing class work;
- Significant number of absences or tardies; or
- A student who has never attended class.

Forms for this purpose are distributed by the Office of Registration and Records, and are available in your Department Office. You must hand one copy of the form to the student, and the others are to be turned in to your Department Office.

Academic warnings are an important indicator to any student whose work or attendance is unsatisfactory and may be given to a student at any time throughout the semester. Faculty members must communicate clearly with their students regarding their standing in the class, making certain that all students whose work is in any way unsatisfactory receive a written warning.

Students who receive academic warnings are urged to consult with their faculty to determine how improvements can be made.

ALCOHOL

Alcohol is not allowed on campus during periods when classes are in session or at any public event to which students are invited. Faculty members are not allowed to drink during normal office hours. California law prohibits the consumption of alcoholic beverages by persons under the age of 21.

Alcohol may be served at campus functions as follows: (a) by invitation only (functions that are closed to the general public) and (b) are fundraising in nature, and when the alcohol served, it is dispensed by bartenders. All such events must have the prior approval of the President.

AMOUNT OF EXPECTED STUDENT WORK

In all studio courses, one credit equals three hours of work (combined class and homework time), on average, per week during the semester; therefore, on average, a two-credit course should demand three hours in class and three hours outside of class, and a three-credit course should demand six hours in class and three hours outside of class.

In all liberal arts courses, one credit should be equal to one hour of lecture or seminar in class and two hours of homework outside of class; therefore, a three-credit liberal arts course should demand six hours of work outside of class each week and a two-credit art history course should demand four hours of work outside of class each week.

ANIMALS

Animals are not permitted within the Otis Campus, with the exception of seeing-eye guide or other service dogs.

ATTENDANCE POLICY FOR STUDENTS

Attendance is critical to learning and academic success; students are therefore expected to attend all class meetings. During Fall and Spring semesters, students who incur more than two absences in a course that meets once per week, or more than four absences in a course that meets twice per week, will fail the course, barring exceptional circumstances as determined by the Chair. (During the 10-week Summer semester, the threshold for failure is more than one absence in a course that meets once per week, or more than two absences in a course that meets twice per week.) Exceptional circumstances include, but are not limited to: death in the family, serious medical conditions, hospitalization, observance of religious holidays, and some approved disability accommodations. Students wishing to claim exceptional circumstances must provide the Chair with appropriate documentation. At the Chair's discretion, numerous absences due to exceptional circumstances may warrant course withdrawal or failure. Three tardies (including arriving late or leaving early) equal one absence.

ATTENDANCE RECORDS

In compliance with federal financial aid requirements, faculty at Otis are required to keep an accurate record of student attendance. Class rosters are distributed at the beginning of the semester and again at the end of the drop/add period (second week of classes) by the Registrar's Office. These rosters are complete and accurate, and should be used to verify a student's registration in your course. Any discrepancies between your attendance records and the class roster must be reported to the Office of Registration and Records immediately. Course changes (drop/add) are accepted only through the first week of classes for students to add a class and the second week of classes for students to drop a class. Consult the academic calendar for actual deadlines. Any student whose name does not appear on the roster is not officially registered and must not be allowed to attend the class.

Course attendance sheets must be kept up to date and turned in to your Department Chair at the end of each semester with your final grades. All course attendance sheets must be completely filled out. Do not cross out or leave blank spaces for any student listed on the grade sheet. Standardized attendance sheets are given to you at the beginning of each semester. They are also available upon request of the Office of Registration and Records. Faculty who choose to create their own individual attendance sheets must turn in the completed record instead of the standardized form. All faculty members should include a legend of symbols used by the instructor on the attendance record. Keep a copy of your attendance sheet and grades sheets for your records. All copies should be made before the documents are turned over to your department. The Office of Registration and Records will not provide copies.

Students who do not appear on your official class roster, or cannot provide the student class schedule showing their enrollment, should be told to go to the Office of Registration and Records. Do not allow these students to sit in the class. All faculty members are responsible for allowing only fully paid and registered students to attend class.

The Registrar will notify faculty if a student has been withdrawn from class for academic or financial reasons. The faculty must not allow the student to continue attending class after notification has been received.

CAMPUS ACCESS POLICY

Otis College of Art and Design is an independent college, and its facilities, buildings, properties, and grounds (hereafter “Campus”) are private property. Access to the Otis College Campus, including the Goldsmith Campus and all off-site locations, is permitted only with Otis College’s consent, which may be withdrawn at any time for any reason. Please refer to the Otis College website for more details on the general Campus Access and Trespass Policy.

Student Access to Facilities—Goldsmith Campus

In order to meet program needs and accommodate work schedules, degree students may access the Goldsmith Campus facilities 24 hours a day, commencing with the first day of classes and ending on the last scheduled day of class/critique, except during holiday periods. Facilities access is subject to the guidelines and limitations below. Any person who fails to comply with these policies will forfeit the right to 24-hour access and will not be permitted on campus from 1:00 to 7:00 a.m.

Any student intending to access campus after 1:00 a.m. must complete the sign-in procedure at the security desk on the first floor lobby of Ahmanson Hall prior to 1:00 a.m. Students arriving on campus after 1:00 a.m. will be turned away. To sign in, students must present the security guard with the following: (a) a valid Otis ID card, (b) first and last names, (c) anticipated work location(s), and (d) signature in the sign-in book. Once the sign-in procedure has been completed, students are permitted to move around the campus. For security purposes, however, students are required to present a valid Otis ID card upon re-entering the Ahmanson and Galef buildings. A student’s sign-in is valid only on the date on which it occurs.

Students are encouraged to park on the lower levels of the parking garage after hours. The entrance gate to the parking garage is closed at 1:00 a.m., regardless of a student’s sign-in status. Although students may exit the parking garage at any time, students are not permitted to enter or re-enter the parking garage between 1:00 and 7:00 a.m.

The wood shop and the metal shop are unavailable to students outside the hours posted for each shop. For safety reasons, students are not allowed to use personal power tools outside the shop areas. In the event of an emergency, the red phones located on each floor provide direct access to the security guard and may also be used to call 911.

Student Access to Facilities—Other Locations

Fashion Design, located in the California Market Center, is open Monday–Friday, 7:00 a.m.–12:00 a.m., Saturday, 9:00 a.m.–6:00 p.m.; and Sunday, 10:00 a.m.–4:00 p.m. The Graduate Fine Arts studio (Culver City) and Graduate Public Practice studio (Santa Monica) are open 24 hours a day, 7 days a week, including holidays and the summer months.

CLASSROOM SUPPLIES/TEXTBOOKS

All requests for supplies, which will be used by instructors in connection with classroom work, must be submitted with advance notice of three weeks to the appropriate Department Chair. Such materials become part of the departmental expenditures and need prior approval by the Chair. Even in the case of

minor items under \$5, which are locally available, the Chair's approval must be obtained prior to making the purchase.

A list of companies with whom the College has approved and established accounts is available from the Purchasing Office. A receipt must accompany reimbursement for petty cash expenditures. A copy of a personal check is not sufficient for reimbursement.

Materials such as instructional equipment and the like are property of the school and should be turned in to the department at the end of the class. Please discuss your needs with the Visual Resources Librarian, who considers your request for the permanent library collection.

Faculty who require students to purchase specific materials and supplies for use in class should submit a list of those items to the Department Chair.

The College receives desk copies of all textbooks from the publishers. Please contact your Department Chair regarding any textbook request. Department Chairs must review all textbooks prior to being ordered for student use. Please allow six weeks for delivery of your textbook.

As of 2008, the Higher Opportunity Education Act (HEOA) requires institutions of higher education receiving Federal financial assistance to post all verified textbook pricing information for both required and recommended materials for each class on the institution's online course schedule or linked to the course schedule from another site. Faculty should include the ISBN or author title, title, publisher, and copyright date if no ISBN exists. If this is impractical, the exception can be posted as TBD.

It is important for students to have this information since course materials costs have spiraled upward, and transparency, student financial planning, and researching competitive prices are the legislation's goal in ensuring affordability and access for all students.

Faculty can find the necessary information on the Otis website under Faculty:
http://www.otis.edu/life_otis/books_and_readers/index.html.

COLLEGE PROMOTION AND MARKETING

The College reserves the right to photograph or otherwise document students, faculty, and staff, including their person or personal work, for promotional purposes.

COMMUNICATIONS

The College has various publications, manuals, and catalogs that are appropriate for communications. O-Space allows you to communicate with other faculty, students, and staff, as well as people off campus, in a variety of ways. In addition to web mail, you can upload your syllabi, set up discussion groups, post classifieds, and find information on events. Many of these features are ready for you to customize for your own use.

The College maintains bulletin boards located in the administration building, the main building, and other appropriate administrative offices to communicate and post job announcements, disability and worker's compensation insurance information, and other announcements to satisfy both school policy and legal mandates.

There are also faculty mailboxes in each Department Office. Please check your box regularly for notes from students and other administrative mail.

The Hoot provides students with up-to-date information about all Otis College offices and services; places to go or contact for assistance in such areas as health care, banking, housing, and transportation; and a detailed section providing information about local restaurants, retail stores, art supply stores, theaters, museums, and clubs.

COMPUTER, TELEPHONE, E-MAIL, AND NETWORK SET-UP

User Access

User system access is established at the time of employment/enrollment based upon the position requirements. An Information Systems (IS) New User Request Form is included in the new hire packet. This form is filled out by the employee, signed by the department manager, and turned into MIS for processing. This process normally takes 24 to 48 hours to complete.

System access times are established by the department manager and MIS, and any deviation from the original established times needs to be requested using the MIS New User Request Form, signed by the department manager, and submitted to the MIS department. (Campus-wide network security is in place and users trying to access the network outside of the established times will be denied and will be unable to access network print services.)

Telephone and Voicemail

Telephone equipment and service requests can be made using a Work Request form to add, move, or change service. The department manager must sign off on any changes. Passwords can be reset using a Work Request form.

E-Mail Accounts

E-Mail Accounts are established at the time of employment and are based upon the position requirements. An MIS New User Request form is to be filled out by the employee, signed by the department manager, and turned into MIS for processing. This action usually takes 24 hours to complete. All e-mail accounts are disabled upon termination of employment.

There is a direct link to web mail that can be accessed from <http://www.otis.edu/>. Otis uses your official Otis e-mail address for all official college communication. All Otis staff and faculty are required to use Otis e-mail only for any business-related communication with staff, faculty, students, and those conducting business with and for the College. All Otis staff and faculty are also required to check e-mail regularly. There is no e-mail forwarding. In addition, faculty and staff may not communicate with students through either their or their student's personal e-mail accounts.

Web Content Management

Those departments that currently have material on the College website or need to update existing material may do so by submitting a Microsoft Word document containing the requested text and any associated html layouts and graphics, along with a Work Order form signed by the department manager, to the MIS department.

Wireless Network Access

The Otis main campus is equipped with wireless connectivity throughout the campus, users wanting to

access the wireless network may do so by using a (40/128 bit encryption) IEEE 802.11b standard compliant network interface card (NIC) with the IP addressing set to DHCP, providing the user is setup on the network. IEEE 802.11b standard compliant network interface cards are to be supplied by the user, temporary loner cards are available in the Student Development office. Users are also required to provide an approved antivirus program running current antiviral definitions (McAfee or Norton).

Note: All wireless users must obtain an encryption key in order to access the network; this can be acquired by registering your computer with the MIS department.

COPYRIGHT/EDUCATIONAL FAIR USE

Faculty members of the College are responsible for observing the laws concerning the use of copyrighted material. Section 107 of the Federal Copyright Law Revision of 1978 provides that fair use of “a copyrighted work,” for purposes such as teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement on copyright. Copyright laws and statutes are complicated. Specific resources about these laws are available on the Otis Library website.

The four statutory criteria used to determine whether the use made of a work in any particular case is a fair use are as follows:

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational uses;
- The nature of the copyrighted work;
- How substantial a portion is used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market.

COUNSELING SERVICES

Individual and group counseling is available through Student Counseling Services. If a faculty member feels that a student may be in need of, or would benefit from, professional counseling, he or she should contact the Office of Student Affairs. A campus counseling professional works with students needing immediate support. This is strongly recommended especially in cases where a problem may be affecting the student's schoolwork. A list of public agencies health and counseling services is maintained by the Office of Student Affairs, and is available for students needing referrals. More information is available at <http://www.otis.edu/counseling-services>.

CURRICULAR REVIEW AND GUIDELINES

Curricular Review Criteria

Curricular changes must be submitted to the Curriculum Committee for the following:

- New or eliminated programs or degrees;
- New or eliminated required courses or course sequences;
- Minor amendments to existing curricula that may impact a program or department’s philosophical direction, or mission, accreditation, resources, program requirements and interdisciplinary initiatives;
- Curricular changes that impact other departments or programs; and
- Curricular changes that will be printed in the *Otis Course Catalog*.

Review Deadlines

Submit changes to the Curriculum Committee for inclusion in the following year's catalog no later than October.

Departments and programs should submit changes well in advance of this deadline and consider submitting in the spring semester in order to meet fall catalog deadlines.

Curricular Review Guidelines

Follow these guidelines in the preparation of your proposal for curricular change that impact other departments or programs, are interdepartmental, or will be printed in the Course Catalog. Keep in mind that Foundation, Liberal Arts and Sciences, Integrated Learning, and Interdisciplinary Studies offerings affect all students and in some cases may be affected by changes made in the major departments.

1. Describe the proposed change or addition under one of the following headings: new program or degree; new or eliminated required courses or course sequences; or minor amendment to existing curriculum.
2. Indicate reasons for instituting the change. How is this change consistent with the mission of the College and of your department?
3. Indicate how the change will impact degree requirements or course sequences by attaching a copy of the current curriculum and degree requirements along with the proposed new requirements.
4. Indicate changes in learning outcomes, credit, contact hours, workload, pre- and corequisites,
5. and course level. Include course titles and descriptions.
6. Describe how the proposed change will affect other educational departments or programs in terms of scheduling, sequencing, resources, and so on? Describe how, if so.
7. Report on any additional funds (faculty salaries) and/or facilities (classrooms, studios, library resources, computers, software, shop) that will be needed to support this change.
8. Describe how this change is consistent with WASC and NASAD degree requirements (consult the Provost if necessary).
9. Download and complete approval checklist from Curriculum Committee website.

DRUG-FREE WORKPLACE

Otis strives to provide a drug-free workplace and will not tolerate the sale, purchase, possession, or use of any illegal drugs (as defined by the statutes of the State of California) in any Otis facility or at any Otis function. Any employee found to be using drugs will be subject to disciplinary action up to and including discharge. Employees are required to notify the College within five days of any conviction under any criminal drug statute for a violation occurring in the workplace. Counseling is available for full-time employees who are currently enrolled in the College's medical insurance plan.

E-MAIL, VOICEMAIL, AND OTHER ELECTRONIC COMMUNICATIONS

All electronic and telephonic communications systems, and all communications and stored information

(computers, computer programs, files, and data of any kind or nature and all electronic media, voicemail, e-mail, electronic files, web pages, and so on) transmitted, received, or contained in the College's Information System are the property of the College.

The equipment may not be used to solicit other individuals for any purpose or to transmit sexual or other unprofessional messages. Employees using this equipment for personal purposes do so at their own risk. Employees are not authorized to install computer software on office equipment that has been brought in from outside sources without surrendering the license and software to the College. Further, employees shall not use a code, access a file, or retrieve any stored communication, other than where authorized, unless there has been prior clearance by authorized College personnel. All pass codes are the property of the College. No employee may use a pass code that is unknown to the College.

Violations of this policy are subject to disciplinary action, up to and including discharge from employment. To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the College's legitimate business interests, authorized personnel of the College may monitor the use of such equipment from time to time, and may print out and read all e-mail entering, leaving, or stored in these systems, as well as access voicemail as required.

Computer network and Internet access policy disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information and advertisements. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail (spam) containing offensive content. Users accessing the Internet do so at their own risk; the Otis College of Art and Design is not responsible for material viewed or downloaded by from the Internet by users.

Users should be aware that Otis College monitors use of its Internet and e-mail system, and your Internet and e-mail access are the property of Otis College. You should also be aware that Otis College's monitoring activities may change periodically to comply with specific legislation. It is important that you read each section of the Policy that affects you or your work because you will, in the future, be deemed to be aware of its contents in the event that there is any breach of Otis College policy. Otis College encourages the use of electronic and technological media in the conduct of its business. Otis College expects you to use these facilities sensibly and act professionally as you would in the normal course of work. For example, when sending e-mail messages, you should always use the same safeguards and precautions as you would when sending a fax or letter and not act on impulse.

Similarly, you should exercise proper judgment as to which Internet sites you visit. Otis College accepts that it is sometimes difficult to be sure of the boundaries between what is acceptable and unacceptable behavior, so we have set down the guidelines for the use of Otis College of Art and Design's IT systems (these guidelines may be amended from time to time).

If you do not understand any of the following rules, please discuss this with your manager.

You will be subject to disciplinary action if you violate the Policy, or abuse or misuse the system. Depending upon the severity of the offense, you may also be subject to summary dismissal. E-mail and Internet use at Otis College of Art and Design is governed by the following policy.

Permitted Use of Internet and College Computer Network

The computer network is the property of Otis College of Art and Design (“College”) and is to be used for legitimate business and educational purposes. Users are provided access to the computer network to assist them in the performance of their jobs or studies. Additionally, certain employees may also be provided with access to the Internet through the computer network. All users have a responsibility to use the College’s computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible expulsion, termination, and civil and/or criminal liability.

Computer Network Use Limitations

Prohibited Activities

The College’s computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive codes (for example, viruses, Trojan horse programs, and so on), or any other unauthorized materials. Users are responsible for the professional, ethical, and lawful use of the computer system at all times. Use of the computer is a privilege that may be revoked by the College.

Illegal Copying

Users may not illegally copy network material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Users may not agree to a license or download any material for which a fee is charged without first obtaining the express written permission of the College.

Communication of Trade Secrets

Unless expressly authorized to do so, users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets, or other confidential information belonging to the College. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

Duty Not to Waste or Damage Computer Resources—Accessing the Internet

To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the College’s network must do so through an approved Internet firewall or other security device. Bypassing the College’s computer network security by accessing the Internet directly by modem or other means is strictly prohibited.

Frivolous Use computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with nonbusiness or educational related uses of the Internet.

Virus Detection

Files obtained from sources outside the College could contain dangerous computer viruses that may damage the College's computer network. These files may be found on disks brought from home; files downloaded from the Internet; newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-College sources without first scanning the material with College-approved virus checking software. If you suspect that a virus has been introduced into the College's network, notify the Chief Information Officer immediately.

No Expectation of Privacy

Employees and students may be provided with computers and Internet access to assist them in the performance of their jobs and studies. Employees and students should have no expectation of privacy in anything they create, store, send, or receive using the College's computer equipment. The computer network is the property of the College and may be used only for legitimate College purposes. The College reserves all rights to monitor computer usage and enforce the Policy.

Waiver of Privacy Rights

User expressly waives any right of privacy in anything he or she creates, stores, sends, or receives using the College's computer equipment or Internet access. User consents to allow College personnel access to and review of all materials created, stored, sent, or received by user through any College network or Internet connection.

Intellectual Property

Broadly speaking, intellectual property refers to copyright material, designs, patents, trademarks, inventions, ideas, know how, business information, and lists. Most images, text, and materials are protected by copyright; trademarks protect others. The downloading, possession, distribution, or copying of a copyright work—for example, a document, photograph, piece of music, or video—is an infringement of copyright unless the person downloading the work is properly authorized to do so by the copyright owner; therefore, absent authorization from the copyright owner, these activities are prohibited. These basic principles also apply to materials obtained from third parties such as customers, other companies, information services, and Internet sites. If you have any inquiries or concerns, speak to your manager.

Ownership

All intellectual property created in the course of employment by the College or a College-sponsored project belongs to Otis College. All computer equipment, software, and facilities used by you are also proprietary to Otis College, including all documents, materials, and e-mail created. Accordingly, you should use Otis College property and intellectual property only in the work context and solely for the benefit of Otis College. The College reserves the right to monitor, access, retrieve, review, and delete the following without notifying the individual concerned: all e-mail sent, received, or in the course of composition; mailboxes and private directories; all use of the Internet and all other communication techniques deployed by you using the system; music and movies; and any third party screensavers, software, materials, and so on, found on the system. Otis College also reserves the right to withdraw any of the facilities provided if it considers your use of it is unacceptable in anyway

Monitoring of Computer and Internet Usage

The College has the right to monitor and log any and all aspects of its computer system including, but not limited to, Internet sites visited by users, e-mail traffic, chat and newsgroups, file downloads, and all

communications sent and received by users.

Blocking Sites with Inappropriate Content

The College has the right to utilize software that makes it possible to identify and block access to Internet activities that limit computer and network resources, such as online chat, streaming video, and mass mailings, as well as Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

EMERGENCY PREPAREDNESS/DISASTER RESPONSE

The Otis College Environmental Health and Safety Committee created the Emergency Management Team, which is comprised of senior college officials who will take a leadership role in the event of an emergency.

In the event of a disaster or other college emergency, the most senior official of the Emergency Management Team able to be on campus is in charge and supervises teams of senior staff, faculty, and others to manage the situation according to the guidelines set forth by the Safety Committee.

Members of the Emergency Management Team are the President, Provost, Associate Provost, Dean of Student Affairs, Director of Operations, Vice President for Enrollment Management, Vice President for Administrative and Financial Services, Director of Human Resources, Administrative Director Fashion Design, Chair of Graduate Studies, Director of Management Information Systems, and the Controller.

The Emergency Management Team has set up a general information number, which will provide information after a natural disaster or other local emergency. This number should be used in the event that our general phones are inoperable during an emergency.

When you call the emergency number, the message will provide you with information regarding the status of classes, access to the facilities, and other safety issues. The number to call is 1 (888) 751-7523.

Please keep this number in your telephone directory with your emergency numbers. This number is also listed on the Otis College website at www.otis.edu. In the event of an emergency or disaster, this page will present critical information for the Otis community.

EMERGENCY/FIRE EVACUATION

Everyone will be required to participate in fire drills, which are held from time to time. It is of the utmost importance that order is maintained and directions be followed promptly during such drills, as the alarm system may be indicating a real fire condition.

Designated employees will assume the responsibility to assure that windows are closed and doors are shut. Employees should remain away from the building entrance to avoid congestion. There will be no smoking during a drill. Do not re-enter the building until instructed to do so by administrative staff.

Fire/Emergency Evacuation

All students, faculty, and staff are required to participate in fire drills, which are held from time to time. It is of utmost importance during such drills that order be maintained and directions followed promptly since the alarm system may be indicating a real fire condition.

Faculty members are to assume responsibility in seeing that classroom windows are closed and doors are shut. Faculty members should supervise students outside the building and keep them away from the building entrance to avoid congestion. There will be no smoking during the drill and no valuables are to be left behind.

Do not re-enter the building until instructed to do so by administrative staff.

EMPLOYER PROPERTY

All desks, files, computers, computer programs, files, and data of any kind or nature and all electronic media, lockers, and other office equipment are property of the College and must be maintained according to the College's rules and regulations. They must be kept clean and are to be used only for work-related purposes. The College reserves the right to inspect all College property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence. Prior authorization must be obtained before any College property may be removed from the premises.

College property also includes computer equipment, computer programs, files, and data of any kind or nature and all electronic media, voice mail, and answering machines, which are for business use. Any documents or messages stored on this equipment are subject to periodic review by supervisory personnel; therefore, Otis employees should not have any expectation of privacy regarding any personal information stored on this business equipment.

When employees are issued keys to an office, desk, locker, and so forth, they must sign a separate agreement, and the Director of Operations will keep a record of receipt. Supervisors should consult the Director of Human Resources for forms and additional information.

FACILITIES USE LIMITATION

Otis Facilities are for the use and enjoyment of all Otis constituencies. Facilities represent one of Otis' "faces of the world" and must be cared for accordingly to insure that all past, present, and potential new students, parents, faculty, staff, donors, and alumni can be proud.

No exhibition or installation may be hung or suspended from light fixtures, electrical conduit, sprinkler lines, water lines, telephone/data cabling, or HVAC ducts (fire code). If an exhibition needs to be hung, consult with the Director of Operations before submitting the Exhibition and Facilities Use contract.

No exhibition or installation may be allowed that creates an unsafe condition or hazard.

Exposed sandblasted concrete walls or floors may not be painted or marked on in any manner.

Each floor of the Goldsmith Campus (9045 Lincoln Blvd.) has an exhibition space with the primary purpose of exhibiting and allowing for critique of student work. Maximum flexibility for mounting, installing, and display of work will be afforded here. The Exhibition and Facilities Use contract process must still be followed, however, to insure compliance with applicable fire and safety codes.

In areas other than the Gallery on each floor, the following are permitted:

- Three-dimensional items may be mounted, affixed, or hung from walls, with the exception of Fire Exit Corridor Walls (see Guidelines for Installations, Performances, and Exhibitions). The Fire Exit Corridor on each floor of the Goldsmith Campus, as determined by the Fire Marshall, is the 12-foot wide, lighter gray-colored floor tile area surrounding the central building core. This includes the elevator lobby, restrooms, Student Lounge, and stairwells. Mounting methods other

than pushpins may be approved through the Exhibition and Facilities Use contract process (fire code).

- Two-dimensional (flat) items may be mounted from all walls with pushpins (no tape).
- Mounting methods other than pushpins may be approved through the Exhibition and Facilities Use contract process (fire code).

Common sense should apply at all times—no exhibit or installation should damage or deface facilities in a manner that cannot be restored with reasonable amounts of soap, water, paint, and patching plaster.

The following guidelines were established to insure that all exhibits and installations performed in or on the College's Facilities do not interfere with those of others, maintain the condition of existing Facilities, and comply with all applicable laws—fire codes; building codes; and city, county, state and federal laws and codes.

Otis' Goldsmith Campus at 9045 Lincoln Blvd. is designated a high-rise building by the applicable fire, building, and safety codes. This means that a larger and more concentrated number of students, faculty, and staff may need to exit the floors and building during an emergency; as a direct result, the associated fire and safety risks are more critical, and fire code compliance is more demanding.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STUDENT RECORDS

Students have access to their records and transcripts only in accordance with the provisions specified in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

Students are permitted to see their records and other confidential material in their files. Student records are kept by the Registrar, the Financial Aid Office, the Business Office, and some departmental offices, and contain the usual academic information: transcripts, grades, evaluations, and correspondence. There may also be financial information from parents, letters of recommendation for admission or reference for job placement, medical records, and other information relating to the student's education.

In addition to being available to students, the records are used by faculty and administrators, accrediting associations, law enforcement persons, and others closely connected with education and having professional concern. Records prior to January 1, 1975, are not open to students nor are any records open to parents of students over 18 years of age.

Students may not have access to their parent's financial reports, medical reports, or to any recommendations or reference letters for which they have signed waivers. These materials will be kept separately in their folders.

It is the policy of the College that no information, including address, telephone number, or other personal data about students, be given out except to duly authorized persons, appearing in person and showing proper identification. Questions can be answered or additional information obtained from the Registrar.

GIFT-IN-KIND DONATIONS

Gifts-in-Kind specifically refer to contributions of products, inventory, or personal property from corporations, private donors, or other nonprofit organizations. The following policy and procedures should be followed in order to make the most efficient use of available resources, recognize donors, control donor contacts and requests, and satisfy Internal Revenue Service (IRS) financial reporting requirements.

Gifts-in-Kind should not be solicited or accepted without the approval of appropriate administrative and/or academic personnel.

Gifts-in-Kind Accepted by the College

Otis College of Art and Design will consider gifts of tangible personal property or corporate inventory for a use that is in keeping with the College's mission; that is, for education in art and design. Donations of services may be accepted, but are not tax deductible and will not be formally acknowledged by the College.

Gifts-in-Kind Not Accepted by the College

Some gifts of tangible personal property or corporate inventory should not be accepted. The following are examples of unacceptable gift categories:

- Gifts that are not consistent with its program service activities. (Gifts not related to the College's mission may not be accepted for the purpose of selling them to raise money for a department budget.) For example, the College does not accept works of art because it is an educational institution, not a collecting institution (art museum). The College would never allocate institutional resources to maintain and conserve works in the collection. Given the College's mission, it always gives priority to allocating its funding to scholarships or other educational activities.
- Gifts that have an unusually large cost of maintenance attached. To test this, think about whether the department would be able to pay the maintenance out of its normal operating budget. If not, the gift is not to be accepted.

If you have any doubt whether a gift to your department is acceptable, contact the Vice President for Human Resources and Development for clarification.

Procedure for Accepting Gifts-in-Kind

- Notify the Development Office of the anticipated gift. Development will provide a Gift-in-Kind Registration form.
- Fill out the Gift-in-Kind Registration form as completely as possible.
- If the gift will benefit one Department only, have the Gift-in-Kind Registration form signed by the Department Chair.
- If the gift is to benefit more than one academic department or the College as a whole, the Gift-in-Kind Registration form will be signed by the Vice President for Human Resources and Development; Vice President for Administrative and Financial Services; or the President of the College. Submit it unsigned.

Additional Considerations

Who will pay for the conveyance and delivery of the gift? If a gift is of great benefit to the department, the Department Chair might consider paying these costs from the departmental budget. Otherwise, the donor should clearly understand that delivery must be at no cost to the College.

If the donor wishes to put any special restrictions on the gift, the Vice President for Institutional Advancement must approve the special arrangements before the gift can be accepted and, along with the Chair or Director, must sign the Gift-in-Kind Registration form.

Donor Receipting and Acknowledgment

The Office of Development and College Relations will provide the donor with receipts and thank-you letters for Gifts-in-Kind. Department Chairs or faculty may send additional thank you letters to the donor.

The receipt issued by the Development Office for all Gifts-in-Kind reflects the following two messages to emphasize the donor's responsibility to obtain tax advice:

- Your (the donor's) gift may require that you complete IRS Form 8283, together with an appraisal of the donated property. Please consult your tax advisor.
- The deduction you (the donor) receive from this gift may be limited to the lower of the cost or the market value of the goods donated. Please consult your tax advisor.

Sale of Gifts-in-Kind

Normally the department will use the gift for College-related activities—books used in the Library, fabric used by students, and so on. Sometimes, however, all or part of the gift will be sold—magazines sold by the Library, excess fabric sold by the Fashion Department, and so on. The following rules and considerations apply:

1. If a gift is to be sold for \$500 or more (cumulatively), an officer of the College must approve the sale.
2. The Development Office is required by law to file IRS Form 8282 for all gifts of tangible personal property valued at more than \$5,000 that are sold by the College within two years of the date of the gift.
3. If the gift or any part of the gift is to be sold within two year's time, the Donor must sign the Gift-in-Kind Registration form prior to acceptance of the gift. The Donor should be provided with an estimate of how much the gift will be sold for, as the sale of the gift may have an impact on the donor's tax deduction.
4. When a gift is sold, the proceeds must be deposited with the Business Office for the benefit of the Department that received the gift.
5. Upon sale of the property, the department selling the gift will prepare a financial summary of proceeds received from the sale, and distribute it to the Vice President for Human Resources and Development and the Controller.

Assessing the Value of the Donated Goods

In keeping with IRS regulations, the College will not appraise or assign a value to the gift property. It is the donor's responsibility to establish a value for the gift and to provide, at the donor's expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of \$5,000.

If the donor submits an IRS Form 8283 or an outside appraisal, send it to the Development Office with the Gift-in-Kind Registration form. Do not sign the IRS Form 8283.

The donor will receive a receipt for the fair market value of the gift, as determined by that donor. If the donor is unable to provide a fair market valuation, the receipt will be issued as "Value to be provided by donor."

GUEST LECTURERS

The College encourages faculty to invite guest lecturers to the campus and has an established honorarium policy; however, because departmental lecture budgets are limited, faculty must discuss the number of guest lecturers they plan to invite to their class with the Department Chair at the beginning of each semester.

The Department Chair must approve Guest lecturers in advance. In the event that a rate higher than the standard fee is being requested, this must be discussed and approved by the Provost prior to making a commitment. A Check Request form must be completed and signed by the Department Chair before payment can be made. Please inform your guest that he or she will receive payment approximately three weeks after the Business Office has received the necessary forms.

Guest lecturers who are currently part-time faculty at the school will receive payment on their semimonthly paycheck after the forms have been approved and submitted to the Business Office.

Full-time faculty will not receive additional payment if used as a guest lecturer.

GRADING POLICIES AND PROCEDURES

Grading is a matter of utmost importance at Otis College. It is your responsibility as a member of the faculty to see that your students understand your grading practices, that your final grades are equitable, and that they are a fair measure of student performance.

Equitable Grading

Each faculty member at Otis College has the authority to determine the grade that each student will receive for work done under his or her instruction. You have the right and responsibility to devise your own equitable method for awarding grades. Depending on the character of the class, your grades will probably reflect the following elements: concept, technical facility, execution, papers, examinations, and individual progress. Instructors must discuss their grading practices with their students. You should indicate clearly to your class at the first class session of the semester what your method for evaluating work and awarding grades will be.

Depending on the character and nature of your class, it is suggested that final grades reflect, in order of importance, the following elements:

- Concept;
- Technical facility and execution;
- Individual progress; and
- Attendance.

Some consideration should be given to the credit value of your course and its role in the curriculum. Freshman, sophomore, junior, and senior level courses each have increasingly difficult and unique criteria. Degree requirement courses have specific criteria for successful completion.

Grades are monitored each semester by the Department Chair and the Provost. While we realize the students at Otis College are very talented, performance will not be equal among them; therefore, classes in which a great number of students receive high grades ("grade inflation") will be questioned and the faculty member consulted.

Grading Methodology

Department Chairs, in collaboration with the Provost, have developed a quantitative grading methodology intended to insure rigorous and consistent grading. Please see your Department Chair to discuss the details of this grading process.

Official Grades and Their Meanings

4.0	A	Work of exceptional quality that goes beyond the stated goals of the course; student has also shown substantial leadership qualities in the studio or classroom.
3.7	A-	Work of very high quality; student has shown leadership qualities in the studio or classroom.
3.3	B+	Work of high quality that indicates substantially higher than average abilities; student has participated actively in studio or classroom discussion.
3.0	B	Good work that exceeds the goals of the course; active participation.
2.7	B-	Good work that meets the requirements of the course; good class participation.
2.3	C+	Above average work that indicates an understanding of the course material and above average class participation.
2.0	C	Average work. (This grade should be given only if student has shown good effort and participation.)
1.7	C-	Less than adequate work. Work and class participation below good academic standing.
1.0	D	Below average work. Indicates a student does not fully understand the assignments or has not shown adequate effort; probation level.
0	F	Failure for lack of effort, excessive absences; no credit
P/LP/ F	Pass/Low Pass/Fail	Grades used only in Master of Fine Arts programs to signify satisfactory (Pass), marginally satisfactory (Low Pass), and unsatisfactory (F) work.
AP/N P	Approved/Not Approved	Grade used only in the Continuing Education Certificate program to signify passable and nonpassable work.
UW	Unofficial Withdrawal	Instructors may assign this grade to indicate that a student has never attended or has stopped attending classes.
I	Incomplete	Given only in serious extenuating circumstances (for example, documented illness). May not be given for failure to take a final or finish assignments. To assign grade, an instructor must have the prior approval of the Department Chair and completed paperwork.

Official Withdrawal

Students may withdraw from your class by completing an official Withdrawal form available from the Office of Registration and Records. Withdrawals appear on the student's transcript but do not affect their grade point average. Faculty should encourage all students with nonattendance to officially withdraw from class through the semester warning notice. Please consult the Academic Calendar for specific deadlines for withdrawal.

Unofficial Withdrawal

Students whose name appears on your grade sheet but who never attended or students who have not completed the fifteen-week semester (ten weeks during the summer semester) receive an Unofficial Withdrawal. An Unofficial Withdrawal (UW) is factored in as a grade of “F” in a student’s GPA; therefore, faculty members should encourage all students with lack of attendance to officially withdraw from class.

FINAL GRADES

Final grades must be submitted at the end of each semester (no later than one week after the date of your last class) online, in accordance with instructions provided by the Registrar and in accordance with College policy. Final grades are based on the course syllabus and on 15 weeks of work (ten weeks during the summer semester) for the current semester.

GRADE APPEALS BY STUDENTS

Students are entitled to appeal a grade they believe is unjust. The procedure is as follows:

- The student requests a verbal explanation of the grade from the faculty member responsible for assigning it.
- If the faculty member agrees to change the grade, the student requests the Change of Grade Form from the Office of Registration and Records, and completes the form at that office. Faculty members are not entitled to dispense Change of Grade forms.
- The form is returned to the Department Chair for final approval of the change.
- If the instructor is unable to resolve the issue with the student, the student has a right to appeal the grade with the Department Chair and, ultimately, with the Provost.
- Grade changes can be filed for one semester following completion of the work. After that semester, all grades recorded in the Office of Registration and Records will become a permanent part of the student’s record, and no changes will be allowed for any reason.

GUIDELINES FOR INSTALLATIONS, PERFORMANCES, AND EXHIBITIONS

The safety of all Otis students and staff is of paramount importance—everything that occurs within Otis’ Facilities must maintain and promote a safe working environment.

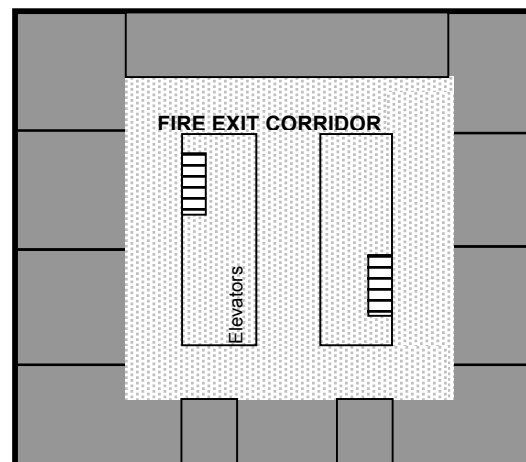
Fire Code

National and local fire and safety codes prohibit the use of any corridor, pathway, fire exit, or common area used as an exit, for exhibitions of any kind or nature whatsoever.

Fire Corridors

The Fire Exit Corridor on each floor of the 9045 Lincoln Blvd. building (as defined by the Fire Marshall), is the 12-foot-wide lighter gray-colored floor tile area surrounding the central building core, including the elevator lobby, restrooms, student lounge, and stairwells. This area may never be used for installations or exhibitions, and no objects of any kind or nature may be placed or hung in this area.

Each and every Otis Manager, Department Chair, supervisor, instructor, and staff member is responsible for ensuring that no fire code violations occur; if a violation is observed, it must be rectified immediately.



Remember: People are generally not injured in fires by flames but rather by tripping on their way to a fire exit and are subsequently injured or trampled to death by others!!

Willful violation of a Fire Code (violation of a Fire code with knowledge) is a felony offense.

Exhibition and Facilities Use Contract

All students and faculty planning to install an exhibit or perform an installation of any kind must first obtain an Exhibition and Facilities Use contract. This must be done by filling out and obtaining the necessary signatures on the contract, available from each respective Department Chair.

Exhibition and Facilities Use contract must be signed by all of the following parties at least 48 hours prior to installation of an exhibit before they are valid: Director of Operations, Department Chair, Class Instructor, and Student.

Exhibits or installations performed without, or in violation of a valid Exhibition and Facilities Use Contract, will be removed/repared by Otis Facilities Staff, and the student or faculty charged for any expenses incurred. With the exception of fire code violations, respective departments will be notified and have an opportunity to remove the exhibition at least one hour before it is removed. Any items removed by Facilities Staff will delivered to the department office.

Students and faculty who use Otis Facilities for an installation, exhibit, or critique are responsible for restoring the space to the exact condition in which it was received (excepting pushpin holes), including but not limited to any and all materials and labor required. Walls and floors are to be returned to previous condition with all holes filled (excepting pushpin holes), sanded, and painted with matching Otis formula semi-gloss paint (formula supplied on request).

Ordinary classroom critiques beginning and ending during class time, which do not violate any fire or safety codes and do not physically alter facilities (pushpins excepted), do not require an Exhibition and Facilities Use contract.

It is the responsibility of each student or faculty to install or remove his or her installation/exhibit, and restore facilities to their original condition, by the time and date agreed within the Exhibition and Facilities Use contract, at a time when it will not interfere with the ongoing activities of the College.

The Director of Operations must sign off on restoration of facilities at the completion of an Exhibition and the Facilities Use contract.

All installations not removed and/or Facilities not restored by the Exhibition and Facilities Use contract date will be removed and/or repaired by Otis Facilities Staff, and the student/faculty charged for any expenses incurred. Respective departments will be notified and have an opportunity to remove the same at least one hour before this occurs. Any items removed by Facilities Staff will be delivered to the Department Office.

HONORS AND AWARDS

Faculty members are encouraged to send news of their exhibitions, lectures, and other accomplishments, including prizes, awards, and honoraria, to the Department Chair. This information will be used in various Otis publications, as well as press releases.

IDENTIFICATION CARDS

All faculty members must obtain an Otis College identification card. ID cards are usually issued during the registration periods in the Student Affairs and other posted hours at the beginning of the semester. Please complete an Employee Identification Request form and turn it in at the Registrar's Office. The ID contains your "X" number, which allows you to associate it with other systems within the campus, including e-mail and the Library.

The Faculty I.D. should be carried with you at all times when on campus, and must be presented when using the services of the Library or Technical Support Services. A valid driver's license or state I.D. may also be requested when using the labs or checking out equipment.

The Faculty I.D. must be surrendered to the Human Resources Office at the end of employment at the College.

INCIDENT REPORTS

Whenever a student, faculty, or staff member is the victim of injury, theft, or vandalism, the Human Resources Office or Vice President for Administrative and Financial Services should be notified. It is also critical that an Incident Report be filed with the Human Resources Department to document any injury, theft, or vandalism, both for the victim's sake and for the College's records. In some cases, the victim may need assistance in notifying the police or insuring that the incident doesn't present danger to others.

Please report other types of incidents that endanger the community or otherwise require the attention of the Vice President for Administrative and Financial Services, and Human Resources. Incident Report forms can be obtained in Department Offices, Purchasing Department, and from the Human Resources Office. Employees' timely assistance and cooperation will allow us to be more responsive to emergencies and better able to establish procedures that make for a safe and secure workplace.

In the event of serious injury, call the paramedics immediately by dialing 911. After the call is made, call the Human Resources Department.

For injuries of a less serious nature, first aid kits are located on each floor of the Goldsmith Campus.

Incident Report forms can be obtained in the departmental offices and from the Human Resources Office. Your timely assistance and cooperation will allow us to be more responsive to emergencies and more able to establish procedures that make for a safe and secure environment.

INCOMPLETE

A grade of Incomplete may be assigned only in cases of emergency, such as serious illness or accident (which requires a doctor's note or verification) or a death in the family. The student needs to be in good standing at the time of the emergency, having completed all but the final project, paper, and so on. Approval must be received from the Department Chair prior to assigning the grade of Incomplete. An Incomplete awarded without prior knowledge and approval of the Department Chair will be recorded as UW on the student's record. If granted, the student will have four weeks from the end of the semester in which to complete the course work, at which time the instructor must contact the Office of Registration and Records, and indicate a change of grade or the grade reverts to a UW. After this point, credit may be earned only by repetition of the course.

In assigning the grade of Incomplete, you must be certain that students have a clear and written

understanding of the specific ways in which their deficiencies are to be resolved and cleared within the four-week period. (It is your responsibility as an instructor to be available to review the student's work and to change the incomplete grade in writing within the four-week period.)

If the student meets this criteria, he or she should be instructed to obtain an Incomplete Form from the Registrar's Office. The form must state both the reason for the Incomplete (attach any documentation) and the work that must be completed. Once the student has obtained all the necessary signatures, the form should be returned to the instructor and submitted with the grade sheet. The grade of Incomplete will not be issued without the appropriate paperwork.

Do not give this grade to any student who simply stops attending your class or fails to complete the work for the class.

INDEPENDENT STUDY

An Independent Study is a one-time course created at the request of and according to the curricular needs of an individual student, with faculty and Department Chair approval. Students requesting Independent Study must be in good academic standing. An undergraduate Independent Study may be appropriate when the subject the student wishes to study is not addressed within Otis' established curricula, or when a student wishes to examine a subject in greater depth than the regular curriculum allows. Independent Study should not be conducted in place of the regular curriculum, but rather, as a means of augmenting it. A student must register for an appropriate number of credits as determined by the faculty member and Department Chair, and, with the faculty member, must complete an Independent Study proposal form.

Faculty may teach up to two Independent Studies per semester, with a maximum of one student per Independent Study. All those who teach Independent Studies must be hired to do so via the faculty contract process. In acknowledgment of possible faculty workload implications, full-time Faculty who teach an Independent Study must receive compensation, either a stipend per independent study or a service-release, as coordinated with their Department Chair and approved by the Provost. Departments should not implement more than one Independent Study per semester with an individual Full-Time faculty member in lieu of that faculty member's service hours. All Part-Time Faculty teaching an Independent Study should be compensated by stipend. Faculty who teach an Independent Study that is "embedded" in a course (i.e., the student attends some or all of a class taught by the faculty member as part of the Independent Study) will not be given additional compensation or service-releases.

INTELLECTUAL PROPERTY POLICY

The College recognizes that students, faculty, employees, contractors, administrators, and the College itself often creates or contributes to innovative thought, design, and invention. Accordingly, the College has adopted an Intellectual Property Policy to equitably address these matters, thereby providing further motivation for creative expression. In general, the policy provides that those who create independent of the College reap the entire fruits of their labor, while those who create with the support of the College, share the benefits of their creations with the College on a fair and just basis. Please refer to the College's Policy on Intellectual Property Ownership for more detail.

Ownership

I. Preamble

The creation of copyrightable and patentable works is one of the ways the College fulfills its mission of contributing to the advancement of knowledge and education. The College encourages the creation of original works as well as the free expression and exchange of ideas.

This Policy is intended to embody the spirit of academic tradition, which provides intellectual property ownership to faculty and students for their scholarly and aesthetic copyrighted works, innovative invention, and design, and is otherwise consistent with the United States copyright and patent laws, which provide the College ownership of its employment-related works.

II. Purpose and Scope

This statement sets forth the College's Policy on copyright and patent ownership for works and inventions produced at, by, or through the College. This Policy applies to College employees (including faculty), students, and other persons or entities using College facilities or resources or acting under contract with the College for commissioned works.

III. Definitions

For purposes of this Policy, the following definitions shall apply:

A. Copyrights

Copyrights are the intangible property rights granted by Federal statute for an original work fixed in a tangible form of expression. Copyrights provide the owner(s) with the following exclusive rights in a work: to reproduce, to prepare derivative works, to distribute by sale or otherwise, to perform publicly, and to display publicly.

B. Independent Effort

Independent Effort means creation, inquiry, investigation, design, and engineering to advance knowledge, the arts, or invention where the specific choice, content, course, and direction of the effort is determined without direct assignment or supervision by the College.

C. Intellectual Property

Intellectual Property means Copyrights and Patents.

D. License

A license is a contract in which an owner of Intellectual Property rights grants to another permission to exercise one or more of those rights.

E. Originator(s)

An originator is a person who invents or produces a work by his or her own innovation, intellectual labor, and creativity. When there is more than one originator, the ownership of each originator's contribution shall be considered separately pursuant to this Policy.

F. Patent

A patent is a right granted by the federal government to exclude others from making, using, or selling the invention or design claimed in a patent deed for a specified period of time.

G. Royalties

Royalties are payments made to an owner of Intellectual Property rights for the privilege of exercising one or more of those rights.

H. Sponsor

A sponsor is a person, organization, or agency that provides funding, equipment, or other support for the College to carry out a specified project pursuant to a written agreement. Sponsors include federal, state, local, and other governmental entities, as well as private industry, educational institutions, and private foundations.

I. College Facilities

College Facilities are buildings, equipment, and other facilities under the control of the College.

J. College Funds

College Funds are funds, regardless of source, that are administered under the control, responsibility, or authority of the College.

K. College Resources

College Resources are College Funds and Facilities.

L. Work

Any copyrightable expression including, without limitation, literary work (written lectures are included); musical work, including any accompanying words; dramatic work, including any accompanying music; pantomimes and choreographic work; pictorial, graphic, and sculptural work; motion pictures and other audiovisual work; sound recordings; collections and anthologies; digital artwork (still or animated); and computer software, as well as any patentable invention or design.

IV. Intellectual Property Ownership by Category of Work

A. Scholarly/Aesthetic Work

A Scholarly/Aesthetic Work is a work originated by a faculty member, student, or employee of the College not within the course and scope of employment and education, resulting from efforts independent of College Resources.

Ownership of rights to Scholarly/Aesthetic Works shall reside with the originator, unless they are also sponsored works or contracted facilities works.

B. Personal Work

A Personal Work is a work that originates outside the course and scope of College employment and education and without the use of College Resources. Ownership of rights to Personal Works shall reside with the originator.

C. Student Work

A Student Work is a work produced by a registered student without the use of College Funds (other than Student Financial Aid), which is produced outside any College employment, and is not a sponsored, contracted facilities, or commissioned work. Ownership of rights to Student Works shall reside with the originator.

D. Sponsored Work

A Sponsored Work is a Work first produced by or through the College in the performance of a written agreement between the College and a sponsor. Ownership of rights to Sponsored Works shall be with the College.

E. Commissioned Work

A Commissioned Work is a work produced for College purposes by individuals not employed by the College or by College employees outside the scope of their regular College employment. When the College commissions for the production of a copyright work, it shall be a work-for-hire and title shall reside with the College. In all commissioned work, ownership shall be specified in a written agreement.

F. Contracted Facilities Work

A Contracted Facilities Work is a work produced by non-College personnel or College personnel acting outside the course and scope of their employment, using designated College facilities pursuant to a written agreement.

Ownership of rights to Contracted Facilities Work shall be governed by the agreement permitting use of the specified College facilities. Depending on the nature of the facility, and the nature and extent of the use, the agreement may specify that ownership of resulting Intellectual Property rights rests with the College, or the College may simply be paid a fee for the use of the facility.

G. Institutional Work

Except as otherwise provided in this Policy, the College shall own all Intellectual Property rights to works made by College employees (including faculty) and students in the course and scope of their employment and education, and shall own all rights to works made with the use of College resources.

H. Rights Acquired by Assignment or Will

The College may acquire rights to Intellectual Property by assignment or will pursuant to the terms of a written agreement or testament. The terms of such agreement or testament should be consistent with this Policy and other College policies governing such acquisitions.

V. Ownership of Joint Works

Ownership of Joint Works shall be determined by separately assessing the category of work of each originator pursuant to Section IV above. Rights between joint owners shall be determined pursuant to patent or copyright law, as applicable.

VI. Agreement and Notification

A. Prior to any use of a College facility by non-College personnel or by College personnel outside of

College employment and education, a signed agreement shall be required that specifies the disposition of Intellectual Property rights. College employees using College facilities for work outside of College employment are responsible for bringing this to the College's attention so that an appropriate agreement for use can be negotiated.

B. Those participating in sponsored projects must have an agreement on file with the College that acknowledges the following: (a) individual and joint responsibility to produce and deliver Sponsored Works to the sponsor, as required by the terms of the sponsored project agreement and/or to the College when so requested, and (b) that ownership of Sponsored Works shall vest in the College.

VII. Licensing and Royalties

The College may assign or license its Intellectual Property rights to others. Net royalties or income received from such transactions may be shared with the originator(s) of such Works as follows:

Net proceeds received by the College,
Less: Patenting/Copyrighting and related costs.

Sharing of net remaining proceeds:
33 1/3 percent to the originator(s) for personal use and
66 2/3 percent to the College.

VIII. Copyright Responsibilities and Administration

For works subject to this Policy, the College Administration is authorized to do as follows:

A. Issue guidelines, implementing procedures, and supplementary policies consistent with this Policy. These may include directives regarding licensure, disposition of royalty income, and other rights related to Intellectual Property.

B. Apply for patents, register copyrights, and, pursuant to written agreements, acquire and accept Intellectual Property rights from third parties and sell, assign, or grant licenses in the name of the College for any Intellectual Property rights.

KEYS

Most of the classrooms at the Goldsmith campus are open spaces; however, you may be in charge of a particular area that is a locking classroom or you may need access to storage space. Keys may be obtained by filing a Key Request form with the Director of Campus Operations, which is signed by the Department Chair.

Keys that have been issued to employees are for their personal use to immediate work areas relating to an individual employee's job function. You must not lend them to another individual or duplicate the keys for any reasons. There is a \$5.00 replacement fee in the event that a key is lost. All keys will be returned at the time of separation from the College.

LATENESS TO CLASS

All faculty members are expected to meet their classes as scheduled. Please contact the Department Office if you are delayed so that suitable arrangements for class coverage can be made.

LOST AND FOUND

Technical Support Services (TSS) is the place to find any items you may have lost. Likewise, if you find something that may have been lost by another member of the faculty or a student, you should turn it in there. Students should be advised that in order to increase their chances of having lost items returned they should write their name and telephone number in their books and notebooks; clothing and bags should be marked with a laundry proof marking pen; an electric engraver may be borrowed from the tool crib to inscribe items such as cameras or hand tools. Items brought to Lost and Found in the tool crib will be held for one month and then disposed of if the owner cannot be found.

MAIL PROCEDURES

The Purchasing Department provides business-related mail processing services to the College community. Incoming and outgoing mail is processed on a daily basis using a variety of mail carriers and services.

U.S. Mail Processing

Incoming mail arrives at the Purchasing Department at approximately 9:00 a.m., Monday through Friday, for sorting and distribution. Mail is distributed into department mailboxes and is normally ready for pickup by 10:00 a.m.

Any piece of mail that is not clearly marked or addressed to a specific department will be held aside for further clarification.

Outgoing mail must be meter ready (properly addressed and sealed) and placed in the appropriate outgoing mail bin by 4:00 p.m. to be processed in the same day's mail.

The Postal Service offers Express Mail, Priority Mail, and Certified Mail services.

Express Mail normally arrives in one (1) to two (2) business days, and requires recipients to sign for delivery.

Priority Mail usually arrives in two (2) to three (3) business days.

Certified Mail is First Class mail that requires a signature for delivery. Be aware that mail sent via these services is taken to the Post Office at 4:00 p.m. daily, but may not be processed by the Postal Service until the following day.

First Class Mail

Daily outgoing College mail is processed First Class. Mailings larger than 25 pieces will be issued a Charge Back Notice, charging the cost of mailing back to the department's budget. Postcard mailings that cannot be processed by a mail house must be designed with a pencil reflective coating on the address side to ensure proper processing through the mail machine.

Any postcard mailing that does not meet this standard will be returned to the department.

All mail pieces must have a department stamp to identify its origin. Large group mailings do not have to be individually marked but may be rubber banded together so that they may be easily identified.

Overnight Shipments

Overnight shipping for business-related purposes is processed through DHL, FedEx, or Airborne Express. Forms are available in the Purchasing Department.

The cut-off time for same day overnight shipping is 1:00 p.m. Any piece received after the cut-off time will be shipped out the next business day.

UPS Ground Shipping

UPS ground service is used for large boxes or any other mail piece that does not have time constraints. Packages are normally delivered in three (3) to five (5) business days, and no more than seven (7) business days.

All mail must be clearly marked with the date and time it needs to arrive at its destination. The Purchasing Department will issue a receipt of acceptance after confirming that the mail piece is ready for shipment. The department will be sent a copy of receipt of acceptance. The cut-off time for same day UPS shipping is 12:00 p.m.

International Mail

International mail is sent out every business day using DHL's APM service. This service provides acceptable delivery times of seven (7) to fourteen (14) business days at a reduced rate. Any international mail piece that is not a document must have a commercial invoice. Commercial Invoice forms are available in the Purchasing Department.

Cut-off time for same day international mail processing is 1:00 p.m. International mail received after 1:00 p.m. will be shipped out the next business day.

Each mail piece must be clearly marked with the date and time it needs to arrive at its destination. After the Purchasing Department confirms that the piece is ready for shipment, they will issue receipt of acceptance and forward a copy to the department.

Receipt of FedEx, DHL, Airborne Express, and USPS Express Packages

The Purchasing Department receives and signs for all inbound express packages. On receipt of the package, a notice is placed in the department's mailbox. The department is responsible for picking up the package from Purchasing and signing for receipt.

Cash on Delivery or Personal Packages

Cash on Delivery (COD) purchases, merchandise without a Purchase Order, and personal packages will not be received by the Purchasing Department. All business-related purchases must follow Purchasing Procedures, and personal mail or purchases should be directed to the employee's home address.

Interoffice Mail

There are mailboxes for each department located in the Purchasing Department. Each department is responsible for picking up its own mail, and for delivering and sorting interoffice mail into the correct department mailbox. The Purchasing Department is not responsible for locating interoffice mail that has been placed in the wrong mailbox.

Fashion Department interoffice mail is delivered to the Fashion Campus on Fridays only. Mail that cannot

wait until the Friday delivery should be sent via U.S. mail or through one of the other express mail services.

MEDICAL EMERGENCIES

All students are automatically enrolled for accident insurance when they register for class. This policy provides for \$10,000 in coverage annually. The policy does not cover illness. The College has made advance arrangements for students at the Centinela Medical Center, located near LAX on Sepulveda Blvd., and at Good Samaritan Hospital in downtown L.A. (for Fashion Design students). If the injury is not life threatening, students may be referred to the local medical clinic or go to their own doctor. If a student is injured while on campus in the event of an emergency please follow these guidelines.

Faculty may not drive students for medical services.

In case of a *life-threatening emergency*—that is, unconsciousness, severe bleeding, poisoning, or seizure/heart attack—call 911. Make the individual as comfortable as possible until the Paramedics arrive and make sure somebody stays with the individual while another person goes for help.

When the operator answers the emergency call, follow this procedure:

- Give location and telephone number;
- Make sure there is someone posted at the building entrance to direct help to the emergency location;
- Give just the basic information, that is, a person fainted, someone fell and broke an arm, or if there is a fire, and so on;
- Say how many people are injured;
- Describe what, if any, action is being taken: first aid or CPR is being administered, or we have a hose on the fire; and
- Do not hang up until the operator tells you to or until the operator hangs up. He or she may need to ask you for more information or to clarify something.

In case of a *non-life-threatening emergency*, Student Affairs and Technical Support Services have taxi vouchers and Accident Claim Forms. Injured faculty and students should go to the nearest medical facility.

Please file an Incident Report (see Accidents, Injuries, Incident Reports) after the student has been sent for first aid or emergency care.

MEMBERSHIP DUES AND SUBSCRIPTIONS

All requests for payment of membership dues or subscriptions to professional publications follow the normal approval procedure for expenditures. As with any expenditure item, reimbursements for memberships and subscriptions are contingent upon departmental budget planning. Before submitting the application for membership or subscriptions, check with the Department Office and the Business Office to make sure the request does not duplicate a similar request. All forms relating to membership dues and subscriptions should be filled in and sent to the Business Office with the Disbursement Request form.

MODELS

Models are booked in each department through the respective Departmental Assistant, who is also responsible for maintaining a record of available models. Prospective models are advised to contact the

respective departments currently using them (Fine Arts, Foundation, Communication Arts, and Fashion) for information on hiring policy.

NEW STUDENT ORIENTATION

Each fall and spring the Student Affairs Office in conjunction with the Office of Admissions conducts a comprehensive registration and orientation program for all new Foundation and transfer students. During Orientation, students will be introduced to key faculty and staff from different departments who will help guide them to a successful transition into student life at Otis College. In addition, registration is the time for students to complete the English placement test, register for classes, and attend academic advising.

OTIS CODE OF STUDENT CONDUCT

The Code of Student Conduct describes the behaviors that are inconsistent with Otis' values as a college community, outlines the College's procedures for responding to such behaviors, and suggests possible sanctions and interventions that are intended to educate and safeguard members of the Otis community. Please refer to the Code of Student Conduct in *The Hoot: Course Catalog*.

OTIS SECURITY

Otis College provides a public safety and security office to meet all security needs. Security officers are instructed to prevent unauthorized persons from roaming the halls and studios. Faculty should have their identification card with them at all times.

An emergency telephone is located on each floor of the building, which automatically dials the Security Desk.

Emergencies, thefts, and unaccompanied strangers should be reported to Security (ext. 6965). Emergencies should be reported to the Human Resources Office and the Office of Student Development as soon as possible.

PARKING

Faculty, staff, and students may park in the facilities provided by the College. Parking on the streets in the residential neighborhoods bordering the College campus is prohibited as designated by the College.

Parking is provided free to all employees of the College. The Human Resources Office issues Otis Parking Stickers at orientation and annually thereafter.

In order to effectively monitor parking, all Otis faculty, staff, and student vehicles must display a current Otis Parking Identification sticker. Effective monitoring and removal of unauthorized vehicles means that we can maximize the spaces available for Otis students and employees.

Parking Identification Sticker

All Otis Faculty and Staff are required to display a current Otis Parking Identification sticker when parked at the Goldsmith Campus Parking Facility. The Staff/Faculty Permit allows the employee to park one vehicle during operating hours in the parking facility. Automobiles not displaying a current parking sticker will be ticketed and/or towed.

Restricted Parking

The parking facility has certain designated areas where parking is restricted to Handicapped, Visitor, and Carpool parking. The spaces are clearly posted and are reserved for individuals under the following conditions:

- Handicapped: Vehicles must display a valid Handicapped Parking authorization issued by the State of California. Handicapped parking is monitored by the Los Angeles Police Department (LAPD), and the current fine for parking illegally in a handicapped parking space is \$500.
- Carpool: Reserved for staff and faculty registered in the Otis Rideshare Program in compliance with Southern California Air Quality Management District (AQMD) regulations. Qualified individuals must display an Otis Staff/Faculty Parking Sticker and a Carpool Parking ID issued by Human Resources. Participants may park in the designated spaces only on the days that they actually carpool. Carpool parking is monitored by the LAPD, and the current fine for parking illegally in a carpool parking space is \$65.
- Visitors: One hour parking is reserved for visitors to the Goldsmith Campus. Visitors are defined as not current Otis employees or students. Visitors parking is monitored by the LAPD, and the current fine is \$65.

Overnight Parking

Overnight parking may be available for employees when traveling out of town from Los Angeles International Airport (LAX). Prior arrangements should be made with the Facilities Director, who will authorize overnight parking and provide a Parking Lot Agreement form. Automobiles parked overnight without prior authorization will be ticketed and/or towed.

Parking Enforcement

Campus parking will be strictly enforced. Parking compliance is monitored by Otis Security and by the LAPD. Automobiles parked illegally or not displaying a current Otis Parking Sticker will be ticketed and/or towed.

Otis College is not responsible for any theft, vandalism, or damage to vehicles or persons who park in the Otis Parking Facility. To use College parking, all employees must abide by all parking rules and regulations. Failure to follow these rules may be cause for disciplinary action.

Parking is provided free to all full-time and part-time faculty members in all divisions of the College. All faculty cars must have an appropriate parking sticker. The parking structure is open daily from 7:00 a.m. to 11:00 p.m.

Otis College is not responsible for any theft, vandalism, or damage to vehicles or persons who park in this structure. To use College parking, all faculty must abide by all rules and regulations of the parking garage. Failure to follow these rules may be cause for disciplinary action.

Faculty may pick up their parking stickers at the Human Resources Office, located in the Administration Building at 8639 Lincoln Boulevard.

PERSONAL PROPERTY

Otis cannot assume responsibility for the loss or damage of personal property.

PETTY CASH DISBURSEMENTS

Introduction

A Petty Cash Fund may be established in a department when it can be demonstrated that a continuing cash advance should be kept on hand to permit the purchase of low-value supplies and services that cannot be purchased under the low-value Purchase Authorization procedures. Generally, a purchasing charge back or Purchase Requisitions are used to purchase low-value supplies or printing through the Purchasing Office Supplies; however, supplies that are not on hand and are needed for official College business purposes may be purchased using Petty Cash Funds. Travel and Entertainment Expenses are not to be reimbursed from Petty Cash Funds.

The College places its own restrictions on the Petty Cash Funds established for each department, including the amount of cash in the fund and a dollar limit per expenditure. Each fund must be used strictly in accordance with the purpose for which it was authorized.

Establishment of Petty Cash Funds

The Vice President for Administrative and Financial Services authorizes the establishment of Petty Cash Funds, the specified amount of each fund, and the dollar limit per expenditure (currently \$25).

Operating Procedures

When a Petty Cash Fund has been authorized for a department, the following operating procedures must be followed.

Designation of Custodian

The Department Head must appoint a custodian of the fund, who is directly responsible for the safekeeping and disbursement of the cash. The original check written to establish the fund, and checks written to replenish it, are made payable to the custodian of the fund. Written instructions detailing the procedures that must be followed in using Petty Cash Funds should be provided to the custodian.

Petty Cash Disbursements

Expenses paid from a Petty Cash Fund can only be made for the purpose(s) for which the fund was authorized and must be supported by receipts, which should contain the following information:

- Date of purchase or payment;
- Name of vendor or other payee;
- Evidence that a payment was made; that is, a cash register receipt or a handwritten receipt on which the word "Paid" appears;
- Amount paid; and
- Description of the goods purchased (entered by the vendor if a handwritten receipt is obtained or by the purchaser if a cash register tape is issued), or of the services provided, and a signature indicating receipt of purchases or services.

The total receipts plus the cash on hand must equal the specified amount of the Petty Cash Fund at all times.

Reimbursement of Funds

Reimbursements made to a fund custodian for petty cash expenditures are based on a Disbursement Check Request with Petty Cash Reconciliation, which must be supported by purchase receipts. When submitting for reimbursement, all receipts must be taped to an 8 ½ x 11-inch sheet of paper with any and all notes listed by the side of the receipt. Such requests must be approved for payment by someone with signature authority who is neither the Petty Cash Fund custodian nor an employee who reports to the fund custodian.

Reimbursement should be requested as needed, but the fund should always be reimbursed by the end of the fiscal year.

Physical Security

When not in use, the fund's currency must be placed in a safe or a locked receptacle, which is kept in a properly secured area. In the event of a theft, the loss must be reported to the Facilities Manager. Currently, Petty Cash Funds are stored in the Business Office for safekeeping.

Change in Custody of Fund

When custody of a Petty Cash Fund is transferred to another custodian, the existing fund should be turned in to the designated officer and a new check requested for payment to the new custodian. As an alternative, if campus procedures do not require that a new check be issued, a Petty Cash Change of Custodian form should be completed at the department level and sent to the Business Office. The purpose of this form is to document that the Department Head has approved the change of custodian, that the total of the cash and the receipts equal the specified amount of the fund, and that the new custodian is aware of his or her specific responsibilities related to custody of the fund.

If the fund consists of cash and unreimbursed receipts, a reimbursement check should be requested as outlined in section entitled Reimbursement of Funds above, so that the full amount may be turned in to the officer. The department head must notify the Business Office in writing that the Petty Cash Fund custodian has been changed.

Internal Control Procedures

An unscheduled cash count of each Petty Cash Fund, including a review of the documents on hand, must be performed annually or more frequently if the accounting officer or the head of another campus department determines that this is necessary.

The following procedures must be followed:

- An employee from the Business Office must perform the count;
- The employee should be selected to perform a specified cash count only for this one instance; that is, the designation should terminate upon completion of the assignment; and
- An employee who is the custodian of other cash, or who reports to or whose work functions directly relates to those of the custodian whose cash is to be counted, should not be selected to perform this count. If a nonaccounting office employee performs the cash count, the results must be reported to the Business Office.

Any major discrepancies disclosed by the cash count should be reported to the Controller.

A petty cash verification letter should be sent to departments when the Accounting Office is unable to perform a surprise cash count.

Responsibilities

The Business Office is responsible for reviewing receipt documents provided in support of requests for reimbursement of petty cash expenditures and for reimbursing the fund custodian.

PHOTOCOPYING SERVICES

The Purchasing Department provides a convenient, cost-effective third party photocopying service (currently Fox Hills Printing) to meet most duplicating needs for the College community. This service is provided through an outside vendor with daily pick up and delivery. The copy machines at the College are not intended for high volume use and should be used only for 25 copies or less.

A Copy Request form should be attached to each duplicating job with complete printing specifications indicated. The Copy Request forms must to be placed in the bin provided in the Purchasing Department.

The outside vendor picks up all duplicating work at approximately 12:00 p.m. each day, and delivers the work the next day. Any work placed in the bin after 12:00 p.m. will be picked up for processing the following day.

The Purchasing Department sorts the completed print jobs into department mailboxes. For larger print jobs, a notice will be put into the department mailbox to pick up the job. Large, bulky print jobs will be delivered to the department.

The College pays 2 ½ cents per page for outside vendor photocopying and will reimburse no more than this amount for any copying performed outside of Otis procedures.

Rush jobs may be taken directly to the outside vendor (ten minutes from the Goldsmith Campus). Please coordinate with the Purchasing Department to receive expedited service.

PURCHASING PROCEDURES

Purchasing Department

The Purchasing Department is responsible for the following:

- Buys equipment, supplies, and services for all of the departments of the College in the most cost-efficient manner (competitive bidding is required);
- Researches and provides information about prices, vendors, products, and specifications;
- Keeps records of College purchases;
- Provides academic departments and administrative managers the ability to manage and control the expenditure of College funds. Adherence to the procedures will ensure that the College has the opportunity to acquire the required goods and services at the best possible price and terms; and
- Is responsible for procurement by purchase, lease, or rental of all materials, services, supplies, and equipment required by all departments of the College, regardless of the source.

Planning

Generally, purchases should be planned and the purchasing procedure initiated well in advance of the date that the required goods and/or services are actually needed (allow at least three [3] weeks). In order to devote an adequate amount of time for the development of performance criteria and specifications, identification of vendors, pricing, and timely delivery of goods and services, the College must be able to

anticipate all purchases of a special or sizable nature. The need for planning is equally important when considering the supply of printed materials needed for all departments, including events and other occasions.

General Procedures

Internal forms and a small inventory of regularly used office supplies are maintained in the Purchasing Department. Forms and emergency supplies may be ordered by filling out an Office Supply Request form and sending it directly to the Purchasing Office. Orders will be delivered, if in stock, within 48 hours of the request.

All other purchases, whether for goods or services, require an authorized Purchase Requisition and subsequent Purchase Order signed by the appropriate management personnel, before a purchase is made. Any person making an unauthorized purchase assumes full responsibility for payment thereof.

Purchase Requisitions are to be submitted only for line items that have received prior approval within the Approved Annual Budget for each respective Department. Any deviation must have the written approval of the Vice President for Administrative and Financial Services or the President.

Conflict of Interest

Under the Conflict of Interest rules, College employees may not participate in purchasing transactions that involve economic benefit to themselves, their immediate families, or businesses with which they are associated (see “Conflict of Interest”).

Purchase Requisition

A Purchase Requisition should be prepared providing basic information needed by the Purchasing Department to research, shop, initiate bidding, and obtain competitive prices. Departments may provide the name, address, and telephone number of a suggested vendor.

Please keep in mind that purchases are made based solely on Performance Criteria, not vendors or brand names. Also include the following:

- A detailed description of the desired items or services;
- A brief explanation of the intended use;
- The date the goods are needed and the department’s budget codes (project and object);
- Approval of the Department Chair or supervisor must be received before forwarding to the Purchasing Department for processing; and
- The goldenrod copy of the Purchase Requisition should be retained by the department for their records; the white and yellow copies are forwarded to the Purchasing Department for processing.

The originating department will be contacted to discuss price, performance criteria, quantity, delivery, and/or various alternatives if necessary.

Purchase Order

A Purchase Order (PO) is a binding contractual agreement between a vendor and the College, and is produced by the Purchasing Department based on the Purchase Requisition. It provides the College control that assures that all deliveries meet the terms and conditions reflected on the PO. The Purchasing Department will not accept delivery of any merchandise without a PO.

The PO will be prepared and processed based on the information provided on the approved Purchase Requisition and the results of the Purchasing Department research. The initiating department will receive a copy of the final PO as issued, and will be notified when the goods arrive.

Contractual Agreements

Contractual Agreements including, but not limited to, equipment leasing, telephone changes or additions, rental or service agreements, and renewals of all such agreements must have prior approval of the Vice President for Administrative and Financial Services or the President, and must be requested through the Purchasing Department. A standard “Otis Contract” is required for all purchases of “services” of a material size. Contractual Agreements of any kind may only be approved and signed by the Vice President for Administrative and Financial Services or the President.

Receiving, Delivery, and Shipping Services

The Purchasing Department receives goods and equipment shipped to Otis. The Purchasing staff checks shipments for accuracy and completeness, matches the PO number to the Receiving Report, notifies Accounts Payable that the goods have arrived, and delivers the goods to the respective departments.

The Purchasing Department must be informed immediately if the goods received are damaged. They will notify the shipper and/or the vendor, and coordinate the College’s claim. Likewise, the Purchasing Department must be informed immediately if you receive the wrong item or quantity.

The Purchasing Department distributes Purchase Requisitions as follows:

White	File numerically in Purchasing Department
Yellow	Attach to copy of Purchase Order and send to Accounts Payable
Goldenrod	Retained by the Department originating the order

Purchase Orders are distributed as follows:

Original	To Vendor
Yellow	To Business Office
Copy	To Receiving Department
Pink	To Department originating Purchase Requisition

To help expedite purchases, follow these Purchasing Procedures:

- Plan ahead;
- Provide all available information on the Purchase Requisition;
- Be realistic about the required delivery date;
- Call Purchasing if there is a problem; and
- Call Purchasing when in doubt about process or purchase.

Purchasing Status Communication

The Purchasing Department will communicate directly with the affected department if it becomes aware of any “severe” problems with a specific order (delivery failure, product no longer available, and so on).

The current status of a specific item can be checked by accessing the “Purchase Requisitions/Purchase Order Status Report” on the Otis Wide Area Network (WAN) “O” Drive. Each department has its own folder.

RIDESHARE PROGRAM

Otis supports the goals of the Southern California Air Quality Management District (AQMD) to reduce single occupancy vehicles trips and help control smog levels in the environment. The following incentives have been established to meet our site vehicle allowance:

- Transit pass subsidy for faculty who commute to work by bus or transit of up to \$50 per month;
- Carpool subsidy for faculty who carpool to work 50 percent or more of the workweek of up to \$50 per month;
- Smog awareness program, which will educate faculty about smog, how it affects their health, ways to fight it, and ways to protect against unnecessary exposure to smog;
- Carpool match listing service through Commuter Computer Transportation Services and internal faculty search;
- Preferential parking for faculty who carpool to work;
- Personalized assistance with commuting alternatives;
- Coordination of ride home in case of emergency; and
- Points toward time off with pay.

All faculty members are encouraged to participate in the Otis College of Art and Design Rideshare Program. Human Resources will provide additional information.

ROOM ASSIGNMENTS

You must not transfer your class from one classroom to another in the College or alter the time schedule of any class meeting without prior approval from the Department Chair and the Office of Registration and Records. If a special classroom arrangement is necessary, that is, a particular arrangement of equipment such as Chairs for a special occasion, a Work Request should be made to the Department Office at least two weeks in advance so that the Facilities Department can be notified. The Office of Registration and Records must be notified two weeks in advance when special rooms are required for critiques, special sessions, or other activities.

SAFETY AND HEALTH

Safety and health issues within the classroom are the responsibility of the College, faculty, and students. Faculty members are responsible for teaching our students the basic attitudes, practices, and skills conducive to safety in all of our shops, labs, and studios. By word and example, you should encourage students to develop safe habits in the handling of hazardous materials, the wearing of protective equipment, and the proper use of hand and power tools.

It is the faculty’s responsibility to know the safe practices and uses of equipment and materials used by students in their course work. Regular lectures and demonstrations should occur as part of the teaching obligation. Equipment is provided for the proper use of aerosol sprays; chemicals and solvents require proper use and disposal, and the safe use of equipment, machinery, and tools is the responsibility of every faculty member.

It is the responsibility of each faculty to do the following:

- Perform work in a safe manner;
- Report any injury or occupational illness to the supervisor immediately; and
- Obtain first aid medical assistance, as needed.

Faculty members are also asked to monitor the condition of the equipment and the facility in which they teach. Any mechanical or safety problems or unsafe conditions should be reported immediately to Technical Support Services (TSS), so that the problem can be corrected as quickly as possible. Faculty members are asked to make sure their rooms are clean of debris when their class ends.

The Director of Campus Operations and the Director of TSS are jointly responsible for the overall safe work practices of the College. Each one has the authority to prevent any individual, including students, faculty, and staff, from operating any equipment that is unsafe or being used in an unsafe manner. Further, they are authorized to contact security personnel immediately to intervene in the event that individuals refuse to follow their instruction.

SHOP USE

Faculty and students may utilize the shops in conjunction with classes they are attending in accordance with all applicable College policies, provided they have successfully completed the applicable safety test. Faculty members are not permitted to use shops for projects for personal gain and may not use the shops during their scheduled work time.

SMOKING

Smoking is not allowed inside any Otis facility or building. Specifically, smoking is prohibited at all times in all classrooms, studios, galleries, shops, darkrooms, library, slide library, and sculpture yard. Students and faculty must obey the smoking regulations, and individuals who violate these city and state regulations may be subject to heavy fines as well as disciplinary action. Smoking is allowed only in the outside courtyards.

STUDENT ADVISING/OFFICE HOURS

Faculty members take part in advising students in their program of study. Full-time and adjunct faculty are scheduled by the Department Chairs to assist the registrar in the preregistration and registration process, aid students in the selection of courses, and help ensure that the student has complied with the various stipulations of the studio or academic curriculum outlined in *The Hoot*.

It is imperative that the faculty make themselves available to students to advise them concerning problems they may encounter and to encourage them to seek assistance when academic and other problems arise. Each faculty member should be readily available and provide adequate time for students who seek advisement. All full-time faculty members must post and maintain office hours.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) provides Otis students with a formalized structure to reflect the needs, concerns, and issues of students at the College. All enrolled students are considered members of the SGA, and all students enrolled in degree-seeking programs are eligible to hold positions in SGA upon meeting minimum requirements.

The SGA consists of two bodies: the Executive Board and the Class Representatives Council.

Four executive officers, including two Co-presidents, the Secretary, and the Treasurer, are appointed to the Executive Board in April of each year and assume office for the following academic year. Fifteen Class Representatives are chosen by a general election within their departments to serve on the Class Representatives Council. Each upper division department and the Graduate Studies division elect two Class Representatives; three representatives are elected from the Foundation department.

The SGA meets with the Assistant Dean of Student Affairs, the President, and other administrators on a regular basis, and serves a vital role as the link between the administration and the Otis student body. Officers and representatives are asked to provide feedback on institutional issues and voice the concerns and perspectives of the students. The group also plans activities and events for the campus, maintains regular communication with student constituents, and represents the student body on various College committees, task forces, and work groups, and at official College functions.

The SGA office is located on the first floor of Ahmanson Hall (Room 103E) through the Student Lounge.

STUDENT HANDBOOK

The Student Handbook and the College Catalog, published together in *The Hoot*, as well as other College publications, contain information concerning student rights, responsibilities, and obligations as a member of the Otis Community. It is the student's responsibility to review *The Hoot* and to know the information set forth therein. The College reserves the right to change any such information without prior notice to the student.

STUDENT PROBLEMS

The Office of Student Affairs is dedicated to providing students with the support they need in order to achieve their academic and personal goals. If you have any reason to believe that a student in your class is having some type of problem, don't hesitate to discuss it with your Chair or the Dean of Student Affairs. It is desirable that instructors who are aware of attendance delinquencies, emotional difficulties, or other student-related problems should communicate this information to the Dean of Student Affairs.

Sudden changes in behavior or appearance or in work habits or academic progress, as well as consistent lateness, poor class attendance, recurring illness, and so forth, may be signs that a student is having personal, emotional, or physical problems.

Your intervention at an early stage may be crucial in assisting the student. Please contact the Student Development professional staff as soon as possible—don't feel that you have to solve problems yourself.

You are authorized to refuse any student admission to class who arrives late for whatever reason. Although it rarely happens, you may also ask any student who is disruptive to the class to leave. Please inform the Dean of Student Affairs of any such action.

STUDENT TRAVEL POLICY

Local and Regional Field Trip Policy

Field trips and off-campus tours of galleries, working studios, and other such activities can enrich the education experience of our students. We encourage the appropriate use of these activities. The Local and Regional Field Trip Policy covers local field trips, local overnight field trips, and short regional overnight field trips in the U.S. This policy also applies to courses with regular off-campus meetings at museums, field sites, or other destinations. Please see <http://www.otis.edu/local-regional-field-trip-policy> for more

information.

Faculty should not transport students in their own cars because the College is not insured for this purpose. You may, however, ride in student cars.

Travel Study Programs

Travel study programs, which involve international travel or domestic travel beyond the parameters of a field trip as described above, are covered under other policies. Please contact the Center for International Education at International@otis.edu or (310) 665-6994 for detailed policy information. Resources for faculty leading travel study programs is available at <http://www.otis.edu/travel-study-programs/faculty-leading-programs>.

SYLLABUS

Faculty must file a full course syllabus with the Department Chair for every course taught. Included in the syllabus should be a description of the course, its learning objectives, performance objectives, course assignments with due dates, any criteria for student evaluation, and a week-by-week outline of the course's content. At the first meeting of each course, instructors are required to provide each student with a copy of the syllabus listing the description of the course, the course requirements, evaluation criteria, text(s), supplemental reading, weekly assignments, and due dates. The syllabus will be referred to as a contract in grade appeals disputes.

TELEPHONE ETIQUETTE AND USAGE

Otis is dedicated to providing a world-class, premium educational service in the visual arts. A great deal of our day-to-day contact with prospective customers, including students, their parents, faculty, and other representatives from professional organizations, is by telephone.

Our telephone manner sets the first impression of the College to our potential customers. It is important that we communicate a positive and responsive "can do" attitude.

Otis is committed to providing our students, donors, and other potential customers prompt, courteous, and professional service. We want our customers to get the information they requested, and have a pleasant and positive experience with Otis. Employees must be aware of how to use the phones, know the functions of each office of the College and the individual within each department who is responsible for handling a particular job, and follow set guidelines when answering the phone.

In general, we strive to present a friendly, professional impression to existing and potential customers and donors.

TELEPHONE SYSTEM

Employees are given a User Guide for the telephone and voicemail systems. The guide provides an overview of the types of telephones and the features of the systems, and instructs employees on how to use his or her phone and how to set up and use the voicemail system.

THEFT/PROPERTY DAMAGE

The theft, defacement, damage, destruction, or other misuse of property not your own is prohibited, as is any unauthorized use of keys to any Otis facility or any forcible entry into any Otis room or facility. Individuals who engage in this activity will be held responsible for the cost of any such actions.

TRAVEL POLICY

General

The Otis College Travel and Business Expense Reimbursement Policy provides guidelines and procedures for employees who undertake travel on behalf of the College. The basic intent of the policy is to ensure that individuals traveling on College business neither gain nor lose personal funds as a result of that travel. Travel costs are to be allocated and expended within established budgetary limitations and, as funds to support travel are limited, travelers are not to make commitments to travel or to incur travel expenses without first obtaining approvals from the department supervisor.

The following Travel and Business Expense Reimbursement policies and procedural guidelines are for all Otis personnel.

Travel Authorization

The respective Vice President or Provost responsible for the travel budget for which travel expenses will be billed must authorize College business travel in advance. This individual is responsible for assuring that budgeted funds are available to meet all travel commitments. In addition he or she is responsible for the timely processing of all Purchase Requisitions necessary for travel in a timely fashion.

Expense Reimbursement Limitations and Receipt Requirements

General College travel is reimbursed only on the basis of actual and reasonable expenses incurred, subject to the limitations set forth in this policy. Requests for reimbursement are to be submitted on an Otis College Travel Expense Report form (see “Travel Reports and Payments” below). Original detailed, itemized receipts are required for all travel expenses, including airfare, hotel, and car rental bills, and all individual expenses.

Nonemployee Travel

The provisions of this policy apply to all non-Otis College employees (for example, prospective employees, speakers, and consultants) when traveling at the College’s expense.

Transportation and Related Expenses

Travelers are to choose the most practical and economical mode of transportation, and are generally to travel the most direct route. Consideration is to be given to the total cost to the College, including the cost of employee subsistence and lost work time. All travelers are to comply with the following guidelines for actual and reasonable transportation expenditures below.

Commercial Transportation

The College reimburses commercial air, rail, and bus transportation fares for economy or coach accommodations. Whenever possible, discounted or reduced round-trip rates should be purchased.

Air travel is recommended when the cost of an employee’s time is an important factor or when travel time by other methods would increase the subsistence expense.

Insurance for travel by air or train is not a reimbursable expense.

Purchase and Delivery of Tickets

Unless otherwise approved by the Vice President for Administrative and Financial Services, all transportation arrangements are to be made through the Otis College Purchasing Department. To make reservations, an approved Purchase Requisition Form is to be submitted to the Purchasing Department with all pertinent information listed. The Purchasing Department will obtain the best possible airfare. The College reserves the right to deny reimbursement for any and all unauthorized arrangements made directly with travel agencies. Whenever possible, the College utilizes E-Tickets, which are picked up at the point of departure.

The traveler must retain all transportation ticket receipts for purposes of documenting Travel Expense Report reconciliations.

Travelers are responsible for any costs incurred to replace lost tickets.

Travelers are also responsible for costs associated with changing tickets for personal convenience. With the respective supervisor's approval, the College may reimburse for this cost if changes are made for business reasons.

Unused Tickets

Any ticket or portion of a ticket that is not used must be returned to the Purchasing Department for appropriate credit to the budget account originally charged. If the traveler has already received payment for the ticket in advance of the trip, the traveler must provide reimbursement directly to the College by completing a Travel Expense Report, accompanied by a check.

Private Automobile

Individuals are expected to use a personal automobile when traveling within 150 miles (one way) of the individual's residence. If an individual does not own an automobile and/or chooses to rent a car for this travel, the individual will assume the cost of the car rental. Personal cars may also be used if the travel exceeds the 150 miles one way.

When, primarily for the convenience of the traveler, a private automobile is used for official travel, reimbursement is not to exceed the cost (or the sum of the costs for more than one traveler) of round-trip air travel (to include cost of economy/coach airfare and incidental expenses to and from airports) between the nearest commercial airports serving the cities of origin and destination.

Mileage will be reimbursed at a rate determined by the College. The Business Office reviews, revises, and publishes the rate in accordance with IRS guidelines. See the published rate on the Travel Reimbursement form located on Otis intranet at https://intranet.otis.edu/Forms/TE_FORM_2010.xls. The mileage allowance covers all operating costs of the vehicle. Repair, damage, or theft costs are not reimbursable, whether they result from the traveler's acts or the acts of others.

Mileage between an individual's residence and the place of work is not reimbursable. Only authorized business mileage in excess of the distance between an individual's residence and his or her regular place of work will be reimbursed.

An accurate daily record of miles traveled is to be maintained. On completion of travel, mileage and expenses are to be submitted on a Travel Expense Report form.

Individuals traveling to the same destination at the same time should arrange transportation together to share expenses.

Automobile Rental

The use of rental cars is authorized when their use results in savings of cost or time or when other modes of transportation are not available (subject to the conditions noted above).

The traveler is to make arrangements for the rental through the Purchasing Department, as the department has the information needed to obtain the best possible rate. The Purchasing Department will provide the rental reservation information to the traveler, and the traveler is to charge the rental to his or her credit card. To secure reimbursement following completion of travel, the rental car bill receipt must accompany a properly completed Travel Expense Report form.

Individuals are required to refuel the rental car before returning it to the rental agency and will be reimbursed based on original receipts. Gasoline refueling charges in excess of market prices charged by rental agencies are the responsibility of the individual.

Rental Car Insurance

If involved in an accident while on Otis College business, the primary liability insurance carrier is the driver's automobile insurance carrier. All deductibles are the responsibility of the driver.

The College maintains its own General Liability Insurance; it is not necessary to purchase additional insurance from the automobile rental agency on the College's behalf.

Otis College does not reimburse for payment of Collision (CDW) or Loss Damage Waiver (LDW) costs charged on automobile rental agreements.

Miscellaneous Transportation-Related Expenses

Tolls

Necessary, reasonable tolls are reimbursed.

Parking

Individuals traveling on College business should find the least expensive parking available at any hotel, airport, or destination. Valet parking is not permitted unless needed for physical or safety reasons.

Parking for trips originating from LAX will be provided free within the Otis parking structure. Alternative LAX parking is not reimbursable. Parking receipts are necessary for reimbursement.

Traffic and Parking Violations

Traffic and parking violations received while driving rental, personal, or College-owned vehicles are not reimbursed.

Public Transportation

As the preferred mode of transportation, public transportation is to be used whenever cost effective and practical. Public transportation costs are to be itemized on the Travel Expense Report.

Shuttle Service

The cost of shuttle service to and from airports and railroad stations, plus reasonable tips, is reimbursed to the extent that such service is not included in air or rail fares. When traveling from LAX, the traveler may park in the Otis parking structure and take the Custom Hotel Shuttle or taxi. Overnight parking in the Otis parking structure requires a Parking Lot Agreement form available from the Facilities Department.

Taxi Service

Taxi fares, including reasonable tips not exceeding 15 percent, are reimbursed when public transportation or shuttle service is not practical.

Lodging, Meals, and Related Expenses

Travelers are expected to use prudent judgment in the selection of hotels and restaurants while traveling on official College business. Travelers are to use standard accommodations in hotels and motels, and dine in restaurants of equivalent quality. As many hotels commonly give educational discounts, inquiry regarding their availability should always be made. Expenses for lodging and meals are reimbursed, as explained below, on an actual, reasonable expense basis. Personal expenses, such as guest accommodations, travel, and other nonbusiness charges, are the responsibility of the traveler.

Lodging

Overnight lodging approvals and reimbursements are limited to travel points more than 75 miles from the Otis Goldsmith Campus.

The traveler is to make lodging reservations in advance through the Purchasing Department with the appropriate lodging accommodations specifications listed on the Purchase Requisition. Sufficient advance notice to the Purchasing Department will assure the best accommodations at the most reasonable rate. The Purchasing Department will work with the traveler to find the accommodations and will contact the traveler so they may secure the lodging using their personal credit card. Lodging reimbursement is limited to single occupancy, single rooms only, unless more than one authorized traveler shares rental accommodations. The traveler is to use his or her own credit card to pay the lodging bill. On receipt of the bill by the College, the traveler will be reimbursed for the actual expense of his or her lodging. To secure reimbursement following completion of travel, the itemized hotel bill must accompany a properly completed Travel Expense Report form.

Personal extras such as movies, health club fees, laundry, mini bar, or room service are not reimbursable.

Individuals traveling to a conference or business meeting, which has provided a special rate, should utilize that room rate.

Reimbursements are limited to the approved College employee's expenses only; expenses for spouses or other travelers accompanying an employee are not reimbursable.

Travelers who lodge in a private residence with family or friends while traveling on College business must obtain prior approval from the respective Vice President or Provost in order to receive reimbursement for expenses in lieu of normal hotel costs. Such travelers are reimbursed for the actual and

reasonable expenses incurred in extending appreciation for the hospitality of their hosts.

Meals

The traveler will be reimbursed for the actual, reasonable cost, including tax and gratuity not to exceed 15 percent, of his or her meals during the travel period. (Please note: Meal expenses for day trips in the Los Angeles area are not eligible for reimbursement unless approved by the appropriate Vice President or the Provost.)

To secure reimbursement following completion of travel, detailed itemized receipts for all meals must accompany a properly completed Travel Expense Report form. Total meal costs should not exceed \$40 to \$50 per day, with the exception of specific cities that have been deemed “high cost” by the IRS (Publication 1542), in which case the maximum is \$60 per day. If reimbursement is for persons other than the traveler, IRS regulations require that the names, titles, and company affiliations of the individuals involved, as well as the location and specific business purpose of the expense be provided.

Alcohol expenses are not eligible for reimbursement.

Business Expenses

Other expenses normally associated with travel that are reimbursable include conference registration fees, official business telephone calls, and miscellaneous expenses clearly related to the purpose of the travel and fully documented as such.

Registration Fees

College employees are encouraged to preregister for conferences and workshops. To secure prepayment for registration fees, the registration form and/or conference brochure must accompany a properly completed Purchase Requisition. These forms must be submitted to the Purchasing Department with sufficient lead-time (at least two weeks) to allow for prepayment, processing, and mailing. To secure reimbursement following completion of travel for registration fees that are paid at the conference or workshop, the proper documentation must accompany a completed Travel Expense Report form.

All travelers who attend a conference or seminar must submit a copy of the conference/seminar agenda with the Travel Expense Report.

Auxiliary conference activities such as sightseeing trips, museum tours, golf fees, and local travel costs are not reimbursable.

Telephone Calls

Charges for all business-related telephone calls made while on official business are reimbursed. Employees should use the least expensive method to make calls (a personal cell phone is usually considerably less expensive than hotel telephone rates).

Entertainment Expenses

Certain entertainment expenses are considered an appropriate expenditure of College funds. The propriety of such expenses is to be determined by the respective Vice President or Provost. Some expenditures for entertainment, including alcohol, are not reimbursable. Examples of nonreimbursable expenses are as follows:

- Costs incurred by unreasonable failure to cancel transportation or lodging reservations;
- Fines for automobile violations;
- Lost or stolen tickets, cash, or property;
- Damage to property;
- Additional travel expenses incurred when an itinerary is altered to accommodate personal affairs (for example, airline change fee);
- Childcare expenses;
- Other expenses not directly related to the performance of the travel assignment (for example, in-room movies and personal items); and
- Alcohol.

TRAVEL REPORTS AND PAYMENTS

Travel Advances

Advances may be obtained in circumstances in which College travel would impose a financial burden on the individual(s) involved. Generally, advances will be made to the following individuals or groups for approved College travel:

- Employees traveling outside the continental United States;
- Temporary employees; and
- Nonexempt employees.

Procedures for Obtaining a Travel Advance

A Travel Advance form, signed by the organizational unit head and approved by the Vice President for Administrative and Financial Services, must be received by the Accounts Payable department two weeks prior to the date the advance is needed. Typically, travel advances are not issued more than ten (10) days in advance of departure dates.

Travel advances from Otis College are limited to \$100 per day, and up to \$500 per trip for domestic travel, excluding airfare. Advances are not issued to employees who have yet to reconcile previously issued advances.

A travel advance is a loan. As such, each advance must be settled within thirty (30) days of an employee's return from travel. To reconcile an advance, it must be reported on the Travel Expense Report form before another travel advance is issued. The Travel Expense Report form documents the trip, and any unused portion of the advance must be deducted from the report's final balance due.

Travel Expense Reports

Travel Expense Reports must be properly completed and submitted to the Accounts Payable department within ten (10) business days after completion of travel. Original receipts must support expenses claimed on the reports. A properly completed Travel Expense Report includes the following:

- Name and campus address of the College employee requesting reimbursement;
- Social Security number of the employee;
- Purpose of the activity;
- Travel destination;

- Departure and return dates and times (including a.m. and p.m.);
- Expenses incurred, itemized by day and supported by attached, original itemized receipts;
- Reconciliation of any travel advance;
- Signature of the employee being reimbursed to certify the expenses claimed; and
- Names, titles, and company names of all entertainment expense attendees and the nature of the business purpose.

Each Travel Expense Report must be signed by the traveler as well as the traveler's direct supervisor (his or her respective Vice President, Dean, or Department Chair). Individuals responsible for certifying Travel Expense Reports are to ensure that expenses are appropriate and that all required original itemized receipts are attached.

Following the submission to the Accounts Payable department of a properly completed Travel Expense Report, the traveler will be reimbursed for expenses. Reports will be processed promptly. All reimbursements are made payable to the traveler and not to others or credit card companies.

Travel Advances are to be reconciled on the Travel Expense Report form. If the amount of a Travel Advance exceeds travel expenditures, the unused portion of the advance is to be returned to the College with the Travel Expense Report. Such settlements are to be made by personal check, traveler's check, or registered check, made payable to "Otis College of Art and Design," and are to be submitted with the Travel Expense Report form.

The Accounts Payable department will make every effort to reconcile outstanding travel advances. If an advance remains outstanding after repeated notices to an employer, the responsible Vice President or Provost will be notified and appropriate, legal collection action taken.

Nonemployee Travel Expenses

The travel expenses of nonemployees (for example, prospective employees, speakers, and consultants) are reimbursed when required by authorized Contractual Agreement or when approved in advance in writing by the responsible organizational unit head. Reimbursement is made in accordance with the Policies and Procedures stated herein.

The College does not reimburse travel expenses incurred by a spouse or significant other. Any employee who travels with a spouse or significant other is expected to pay for all incremental costs associated with additional travel, including transportation costs, additional lodging expenses, meal expenses, and registration fees.

Foreign Travel

Foreign travel expenses are reimbursed. All claims for foreign travel expenses must be converted to United States dollars. The conversion rate and computation, as well as the source used to verify the rate (for example, the *Wall Street Journal*), must appear on each receipt. Foreign travel expenses charged to credit cards are converted by the card holding company and will be listed in U.S. dollars on the monthly statement. Authorized expenses will be reimbursed as they appear on the credit card bills.

UPKEEP OF CLASSROOMS

We need your constant help in keeping classrooms and studios clean. Faculty need to inform the Department Chair if they enter a classroom where food has been left, desks and tables have been painted

on, walls are defaced, or garbage is on the floor.

Faculty should spend the last 15 minutes (30 minutes in a six-hour course) of class time having students clean up the room. Tables should be wiped off with paper towels, paintings should be stored in the drying room, and all refuse should be placed in a garbage can. Desks and tables should be placed back in rows or in their original position, if they were moved during class.

Students should not clean paintbrushes, palettes, or paint boxes in the restrooms. Paper towels provided by the school should not be used as paint rags. Faculty are urged to see that students have the proper rags and supplies for cleaning up at the end of class, that they discard unwanted materials in the proper containers, and that they do not deface walls and partitions.

WEAPONS/EXPLOSIVES

The possession or use of any firearm, explosive, firecracker, incendiary materials, or other weapons or the lighting or attempting to light a fire is prohibited.

WORK ORDERS

The Facilities Department provides operational support to the College community, and must plan and project workload to meet the needs of all academic and administrative departments. The Work Order Procedures have been established to ensure that facilities can schedule adequate time and staff to provide efficient and timely service for all.

Planning

Generally, the Work Order process should be initiated at least two weeks in advance of the date the work is to be completed. Most jobs of a general nature can be completed within two weeks. During the planning process, take into account that certain times, such as the beginning and end of the school year, Scholarship Benefit and Fashion Show, and graduation are especially demanding for the Facilities Department. Allow extra time when work is to be completed during peak periods.

General Procedures

A work order may not be required in the event of an emergency situation involving fire hazards, safety hazards, plumbing problems, and so on. Call ext. 6870 or 6872 or find one of the Facilities Technicians during extreme emergency situations.

All other work performed by the facilities staff requires a Work Order Request. Verbal requests made to Facilities Technicians cannot be honored.

Work Order Request Form

A Work Order Request form should be prepared providing all the information needed by the Facilities Department to plan and schedule the requested service. Departments should provide the date of the request, the date work is to be completed, a description of all work to be performed, and the extension where requestor can be reached for additional information.

When submitting more than one Work Order Request form, prioritize them in order of importance. If there is some flexibility in the completion date, please note that information.

Forward the white and yellow copies of the Work Order Request form to the Facilities Department and retain the pink copy in the originating department.

Work Scheduling

The Director of Operations will evaluate and prioritize work orders based on the information provided, and will assign the person(s) to perform the requested work. The staff is dispatched to perform only the tasks and services listed on the Work Order Request; please do not attempt to add additional tasks once the work is in progress.

When the work has been completed, the originating department should check to ensure that the work has been completed satisfactorily. Any problems should be reported to the Director of Operations immediately.

CHAPTER SEVEN: FACILITIES AND EQUIPMENT INFORMATION

AUDIOVISUAL EQUIPMENT

Some departments have their own audiovisual equipment. In addition, equipment can be reserved in the Audio/Visual Lab.

All faculty, staff, and students must sign the TSS information card and agreement in the lab before borrowing audiovisual equipment, and must also leave their Otis ID, driver's license, or California state ID in the lab. The borrower is responsible for the equipment until it is returned to the technician. (Note: It is unacceptable to leave equipment outside the Audio/Visual Lab door).

No lab fees are required for audiovisual equipment. Please note that lighting equipment, tripods, and cameras are not considered audiovisual equipment and lab fees are required for their use. Students and classes have priority for use of the audiovisual equipment.

Equipment Checkout

Weekday

One-Day Checkout: Equipment is always due at 5:00 p.m. the next day following checkout. Equipment rentals during the weekdays are available on a first-come, first-served basis.

Weekends

Friday from 8:00 a.m. to Monday at 5:00 p.m.

Weekend Rentals can be picked up as early as 8:00 a.m. on Friday mornings (if available) and are due the following Monday by 5:00 p.m.

To reserve equipment for the weekend, you must sign up on the Reservation Sheets that are posted every Monday morning on the outside of the Audio/Visual Lab office. *Tip: Sign up for your equipment early, as the best equipment is usually reserved by Monday at noon!*

Rules

The following are rules for using audiovisual equipment:

- All persons must present a current/official Student ID to checkout any equipment in the Audio/Visual Lab;
- All persons are financially responsible for any damage, destruction, or loss of all equipment checked out from A/V Lab;
- There is a \$10 late fee for every day the equipment is not returned on time. There are absolutely no exceptions.
- Seniors have priority when it comes to renting all advanced equipment (please keep this in mind when making reservations for the weekend); and
- Be nice to your A/V Lab Techs and they will be nice to you.

Equipment rentals may not be loaned out to anyone else for use without sole permission of an Audio/Visual Lab Technician. Doing so will result in immediate dismissal of all privileges in the Audio/Visual Lab. This also means that if you check it out, you bring it back.

It is vital that students strive to do as follows:

- Treat all equipment as though it was your own; the equipment is extremely expensive to repair and any damage or loss may result in equipment being down for the rest of the school year;
- Be aware and respectful of your fellow students and faculty by being efficient with your equipment usage (plan your use, scout your locations, pickup equipment, do your thing, and return the equipment as soon as possible); and
- Do not cry or whine about policies. Doing so could result in immediate demotion back to Beginner Checkout Access.

Equipment Access Levels

Beginner:

A Beginner Member is defined as a student (sophomore/junior/senior), graduate, or faculty/staff with the following:

- No previous experience with audiovisual equipment;
- Has not taken “Video One” class;
- No knowledge of the Audio/Visual Lab policies; or
- Has shown disregard for equipment, persons, and policies of the Audio/Visual Lab and TSS Department.

CAMPUS TOURS

Campus Tours are available for prospective students and applicants through the Admissions Office. Campus Tours are scheduled by calling (310) 665-6820 during regular office hours. In addition, tours are organized as part of the overall orientation during Open House events.

Throughout the year, the Admissions Office is responsible for BFA applications and admittance, coordinating early registration of incoming Freshmen and Transfer students, preparing college and high school events, making college and high school presentations, Open House, National Portfolio Day Association events, and Orientation of incoming BFA students. The dates of these events are available through the Admissions Office.

COMPUTER CENTER

The Computer Center is run by the Office of Academic Computing Services and is supported by a technical support staff and work-study students. The Computer Center consists of the Open-Access Lab, printing and scanning facilities, and computer classrooms. The facilities are maintained with the latest Macintosh and IBM computer systems, flatbed oversized scanners, digital projector, color laser and poster printers, tabloid laser computer labs on campus; and supported software. Technical assistance is available during the Open-Access Lab hours. The computer classrooms are designated as scheduled labs for instruction and are not available for open-access computing. In addition to graphics workstations, there are also computers designated for word processing and Internet access in the Library and Student Lounge.

Open-Access Hours (Academic Year)

Monday–Thursday	8:00 a.m.–12:00 a.m.
Friday	8:00 a.m.–10:30 p.m.

Saturday–Sunday 9:00 a.m.–7:00 p.m.

During the summer and college breaks, the Computer Center operates with reduced access hours. Please refer to the posted hours outside the lab during these periods.

Software Usage Policy

Otis supports a variety of software for instruction, production, and demonstration purposes. The Office of Academic Computing Services maintains all software licenses for academic use. Students, faculty, and staff are free to use any of the supported software including fonts and utilities on any of the open-access computers. All of the available software is either installed locally on the computer's hard drive or obtained via the network off the lab software server. Copying Otis software or installing personal copies of software on any of the campus computers is not permitted and may result in the loss of computer lab access privileges and disciplinary action.

Manuals and Reference Materials

The Office of Academic Computing Services maintains all documentation for supported software and hardware. Students are allowed to check out manuals and other documentation for use in the Computer Lab with a valid student ID. Due to the limited number of manuals on hand, students may not remove them from the computer lab or check them out overnight. At the end of the semester, all manuals and documentation must be returned to the Office of Academic Computing Services. Students are responsible for the replacement of any materials that are lost or stolen.

BEN MALTZ GALLERY

The exhibition program of the Otis Gallery is guided by an interest in the art and ideas of our time. The Otis Gallery highlights work by important Los Angeles' artists; at the same time, it opens a dialogue with challenging art produced outside Southern California. In the past few years, the Otis Gallery has exhibited works by Nayland Blake, Roy Dowell, Jimmie Durham, Terry Fox, Guillermo Gómez-Peña, Gary Simmons, Lorna Simpson, Kiki Smith, Megan Williams, Liz Young, and many more. Considered to be one of the most important cultural resources in Los Angeles, the Otis Gallery welcomes students to exhibitions and openings throughout the year.

BOLSKY GALLERY

The Bolsky Gallery presents the work of Otis students in exhibitions organized, curated, and installed by the students themselves. Named in honor of the late benefactor Abe Bolsky and his wife, Helen, the Bolsky Gallery provides an opportunity for students to show work in a professional gallery space and to develop the skills necessary to facilitate an exhibition. The shows are scheduled at the beginning of the fall semester, and are coordinated by a Graduate student representative who is responsible for the overall administration of the gallery.

LIBRARY

Millard Sheets Library
3rd Floor, Goldsmith Campus

The Millard Sheets Library contains over 50,000 volumes focused on fine arts, fashion, architecture design, photography, film, art history, and critical studies. The collection provides support for all the academic disciplines in the Otis curriculum.

Otis Special Collections include thousands of rare art books and fine press editions. The collection of artists' books is outstanding and includes original works by John Baldessari, Jim Dine, Ed Ruscha, and David Hockney.

Subscriptions for more than 172 international, multidisciplinary periodicals are kept current, and back issues of influential magazines and journals are available in bound volumes. The Library also subscribes to several online bibliographic and full-text databases. They are available via the Internet from all computers on campus, as well as from off campus by Proxy server.

For Library Hours and a list of policies and services, please refer to the Library website at www.library.otis.edu.

LOCKERS

As an accommodation and aid for the faculty, the College makes available lockers for use by the faculty to store classroom supplies.

In an effort to prevent theft and any other unauthorized possession of College, employee, student, or third party property, and to prevent possession of controlled substances, alcohol, weapons, or explosive or incendiary materials on the College premises, please take notice that the College reserves the right to open and inspect the interior of each locker and its contents at any time, and without prior notice to the faculty member using the locker. This means, among other things, that all bags, purses, parcels, lunch boxes, toolboxes, closed containers, and other containers of any kind inside the locker and their contents, are subject to inspection at the sole and immediate discretion of the College.

The locker assigned to a faculty member is the property of the College and will always remain College property. All lockers are issued randomly by the College on a first-come, first-served basis. Lockers must be secured with a padlock within two weeks after sign-up. Lockers not secured by a padlock will be forfeited. Locks placed on lockers without sign-up will be removed by College personnel and any belongings will be confiscated by the College and discarded, without prior notice to the faculty member.

Lockers must be emptied no later than the first Friday following the last day of classes of the spring semester. After such date, all locks will be removed and any belongings left will be confiscated by the College and discarded.

The College assumes no risk associated with or liability for personal possessions that are stored in the locker.

JANITORIAL SERVICES

The custodial functions are handled by an outside contractor under the oversight of the Director of Operations.

The custodial contractor assumes responsibility for all cleaning, emptying of trash, cleaning and restocking restrooms, and so on. We have a good relationship with our contractor, who in turn is able to offer us the flexibility to meet our requirements.

MAINTENANCE AND FACILITIES

The Facilities Department is responsible for the maintenance, safety, housekeeping, groundskeeping, and

general setup of special events for the entire campus.

The full-time staff is responsible for all air conditioning, plumbing, electrical, lighting, locksmithing, painting, furniture repair, and overall upkeep in both the administrative and academic buildings on campus. The Facilities Department is also responsible for the maintenance and upkeep of all the grounds and the parking structure. If you need to request service on any part of the campus covered by the Facilities Department, please follow the outlined procedure:

- Make your request in writing on a Work Request form and leave it in the Facilities Department mailbox (Purchasing Office). Please be certain to write down the date and the extension or office phone number where you can be reached for additional information. (Additional Work Request forms can be obtained from the Facilities Department.)
- Allow adequate lead-time for the job to be completed. Most jobs of a general nature can be completed within two weeks.
- Indicate the desired completion date on all Work Requests and rank them if you submit several at a time. If there is some flexibility in the date, please also note that information.
- Nonemergency work requests must be submitted in writing by completing the Work Request forms. Verbal requests made to maintenance technicians cannot be honored.
- Do not add additional work to the existing work request in progress when the Facilities staff has already scheduled your assignment.
- When the work you requested has been completed, please check the work to assure that it has been completed to your satisfaction.

During extreme emergency conditions, a Work Request may not be required. Call ext. 570 or find one of the Facilities Technicians in the event of an emergency involving fire hazards, plumbing problems, and so on.

FACULTY AND DEPARTMENT OFFICES

The Department Office is a multiuse faculty and student facility. Faculty mail and message boxes are located in the office. Faculty offices are assigned by the Department Chair. All offices are equipped with telephones and basic office furniture.

The office is for personal interaction of the faculty and students, and should not be used to store student work or critique students. Occasionally, the office is used for faculty committee meetings or personnel faculty meetings.

PHOTOGRAPHY CRIB AND LAB

Hours of operation:

Monday–Thursday	8:30 a.m.–10:00 p.m.
Friday	8:30 a.m.–5:00 p.m.
Saturday	9:00 a.m.–5:00 p.m.

General Policies and Procedures

All equipment is checked out in good working order and should be returned in the same condition. You will be billed to replace or repair any equipment damaged while in your possession. It is your responsibility to check the equipment for damage or defect and inform the technician during the check out

procedure.

By checking out equipment, you agree to take full responsibility of all equipment checked out under your name. This includes all late charges and costs incurred from loss or damage.

For students, payment of lab fees are required to obtain access to equipment and facilities with the exception of audiovisual equipment. Note: cameras, tripods, and lights are not considered audiovisual equipment. A current Drivers License or State ID is required to check out equipment.

Access to the darkrooms, studio, and mural room are given to lab users qualified through course work or approved tutorials and workshops. See the technician for details of these prerequisites. The technicians are there to help you. If you are unfamiliar with the operation of a piece of equipment, please ask the technician for advice.

Lab and Crib Hours vary each semester and are posted in the photo area. All photo areas, including the studio lab and work area, close at the same time. Classes have priority for lab space and during the school year, BFA and MFA students have priority during the day; however, Continuing Education (CE) students may also have daytime access with prior approval from the lab technician.

During the summer, CE and Summer of Art students have priority; lab hours are reduced since no regular weekday classes are in session. BFA and MFA students have no access during the summer.

The Photo Crib reserves the right to deny access or remove any person for failing to abide the correct policies and procedures or any action that compromises the safety or communal use of the photography facility or the equipment. For reservations or questions, call the Photo Crib at ext. 6971.

Black-and-White/Color Facilities

For access to the darkroom facility, all students and staff must adhere to the following:

- Demonstrate competence with the equipment or be enrolled in a photography class;
- Provide proof of lab fee payment;
- Leave a Driver's License or California State Identification Card in the Photo Crib; and
- Read and sign the agreement at the bottom of the TSS information card.

Chemistry is provided for all black-and-white film processing and printing, as well as for the RA color processor. Classes have priority for use of all facilities. Access may be limited during class time. All equipment should be returned clean and dry. Lab user will be billed to repair or replace any damaged equipment.

LIGHTING STUDIO

For access to the studio, the following is required of all students, faculty, and staff:

- Demonstrate competency with the equipment or be enrolled in a studio class;
- Provide proof of payment of lab fees; and
- Leave a driver's license or California State ID Card in the Photo Crib during lab use.

Studio users must clean up after themselves and return equipment.

For overnight checkouts only. Equipment is available for two day checkout only. All equipment must be returned by noon on the day it is due.

Workstations are available for reservation at the Photo Crib. Because these areas are under heavy demand by numerous students, it is important to cancel unneeded reservations. Future reservations will not be given to students who book and do not use the space. Black-and-white chemistry is provided; however, it must be set up by the lab user.

SHOP AND LAB FACILITIES

Hours of Operation:

Monday–Thursday	8:30 a.m.–10:00 p.m.
Friday	8:30 a.m.–5:00 p.m.
Saturday	9:00 a.m.– 5:00 p.m.

Access to all shops is given to users qualified through course work or approved tutorials and workshops. See the technician for details. All equipment is checked out in good working order to those individuals proving competence in its use. A current Drivers License or California State Identification Card is required to check out equipment. Otis technicians are available for assistance in the use of all of the facilities.

The Otis Shop Facilities house the following:

- A complete metal working, metal machining, and welding shop;
- An outdoor foundry where aluminum and bronze are cast in the ceramic shell, lost wax process;
- A complete wood shop for cutting, machining, and shaping lumber and panel products; and
- The Tool Crib for available checkout from a complete selection of hand and portable power tools.

All lab and shop hours are posted prominently in their respective locations.

AUDIO/VISUAL LAB HOURS

Monday–Thursday	8:00 a.m.–10:00 p.m. (during academic sessions)
Friday	8:00 a.m.–7:00 p.m.
Saturday and Sunday	10:00 a.m.–5:00 p.m.

Hours may vary depending need, staffing, or between sessions. Please see postings located at entry to lab.

ACADEMIC COMPUTING HOURS

The Computer Center is open during these hours (when school is in session):

Open-Access Hours	
Monday	8:00 a.m.–12:00 a.m.
Tuesday	8:00 a.m.–12:00 a.m.
Wednesday	8:00 a.m.–12:00 a.m.
Thursday	8:00 a.m.–12:00 a.m.
Friday	8:00 a.m.–10:30 p.m.
Saturday	9:00 a.m.–7:00 p.m.
Sunday	9:00 a.m.–7:00 p.m.

During the summer and College breaks, the Computer Center operates with reduced or limited-access

hours. Please refer to the posted hours outside the lab doors during these periods.

ADMINISTRATIVE OFFICES

All administrative offices are open year round during the following hours:

Monday–Friday 8:30 a.m.–5:00 p.m.

ADMISSIONS OFFICE HOURS

The Admissions Office is open year round during these hours:

Monday–Friday 8:30 a.m.–5:00 p.m.

In addition, the Admissions Office is open, by appointment only, for Saturday appointments. These may be scheduled by calling the reception desk at (310) 665-6820 during regular off ice hours.

GALLERY HOURS

Otis Gallery Hours while school is in session:

Tuesday–Saturday 10:00 a.m.–5:00 p.m.

The Gallery is closed Sundays and Mondays. Admission is free. The Otis Gallery is closed during the summer months and re-opens in September.

LIBRARY HOURS

Please refer to www.library.otis.edu for current Library hours throughout the year.

PHOTOGRAPHY CRIB AND LAB HOURS

Monday–Thursday 9:00 a.m.–10:00 p.m.
Friday 9:00 a.m.–7:00 p.m.
Saturday 9:00 a.m.–5:00 p.m.
Sunday 12:00– 6:00 p.m.

REGISTRAR'S OFFICE HOURS

Monday–Friday 7:30 a.m.–5:00 p.m.

SHOP AND LAB FACILITIES HOURS

Monday–Thursday 8:30 a.m.–10:00 p.m.
Friday 8:30 a.m.–5:00 p.m.
Saturday 9:00 a.m.–5:00 p.m.