OTIS COLLEGE OF ART AND DESIGN

2025 – 2026
FACULTY HANDBOOK

FACULTY HANDBOOK (July 2025)
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MISSION STATEMENT

Otis College of Art and Design educates a diverse community of students to become highly skilled, well-informed, and responsible professionals—empowering them to shape the world.

EDUCATIONAL VISION STATEMENT

Through its commitment to a fully inclusive and career-oriented education, Otis College of Art and Design prepares a diverse community of emerging artists and designers to become change-makers within creative fields, finding novel solutions to the challenge of the 21st century

Principles
- We believe that diversity is a critical engine for creativity and collective achievement.
- We affirm our responsibility to foster accessible learning environments for all our students, meeting each student's unique needs while imparting universal critical and practical tools.
- We focus on both the practical and the philosophical.
- We deliver the most current skills training while emphasizing critical perspectives and experiences, allowing our students to lead in the creative industries and communities of both today and tomorrow.
- We emphasize learning through making, both in hands-on and fully digital forms. Our students graduate with a technical facility and technological fluency coupled with deep conceptual and critical abilities, making them uniquely valuable within their chosen fields.
- We foster the transformation of our students into socio-conscious individuals, imparting in them a strong sense of self and others while preparing them for professional success and positive change.
- We embrace collaboration and instill collaborative skills in our students, recognizing that these are crucially important to the art and design fields of the present and future. Our students are community builders, understanding the value of strong bonds and collective effort.
- We maximize the advantages offered by our proximity to leading art and design industries, while insisting that we also support local communities through our practices.
- We acknowledge that no set of principles is or should be considered as absolute, and pledge to allow our own to evolve regularly so as to remain vital and aimed towards meeting the future needs of art, design, and society.

COMMUNITY ENGAGEMENT AND BELONGING STATEMENT

At the foundation of Otis College are our mission and vision, which affirm a shared dedication to preparing a global community of students to succeed in creative careers. We understand that our collective experiences not only fuel creative excellence and innovation, but also strengthen the foundation of our learning environment. We encourage students, faculty, staff, and alumni to actively participate in maintaining an environment that is welcoming and supportive. Together, our individual actions will strengthen the fabric of our shared community.

HISTORY: THE COLLEGE

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 College," and "College" are used interchangeably. 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 College 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 College 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 College 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 College's established fine arts curriculum to be expanded to include a new range of design programs.

After a decade of success, Otis College 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 1,300 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 Programs.

In 1997 Otis College 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 Graduate Fine Arts studios in Culver City. All locations are adjacent to the industries Otis College graduates serve.

Otis College alumni have become luminaries in contemporary art, including Robert Irwin, Philip Guston, Billy Al Bengston, Masami Teraoka, May Sun, Alison Saar, Bruce Yonemoto, Kerry James Marshall and John Baldessari, to name a few. One Otis College alumna, Edith Head, became the most famous costume designer in Hollywood's history.

CHAPTER ONE: WELCOME AND INTRODUCTION

FACULTY HANDBOOK: INTRODUCTION

The Otis College of Art and Design Faculty Handbook, published by the Provost's Office, serves as a comprehensive guide outlining the College's organization and governance. It provides information on the terms and conditions of employment for all full-time, adjunct, and part-time academic personnel. It is important to note that employees with written contracts or those specifically excluded may have different terms of employment, which take precedence over the handbook provisions in case of conflicts.

While this handbook covers the key policies and guidelines, there are additional approved policies and procedures that can be obtained by reaching out to department chairs, the Dean of Academic Affairs, or by visiting the College's website. All employees are also subject to relevant College policies, including those outlined in the Employee Handbook and the College's dashboard.

The College continually evolves, and changes to its organization, policies, and procedures may occur over time. The Faculty Handbook should always be referenced to access the most up-to-date policy language.

FACULTY HANDBOOK 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 posted on the College website. 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.

CHAPTER TWO: COLLEGE ORGANIZATION AND GOVERNANCE

Otis College is committed to maintaining a robust system of Shared Governance. Its system is thoroughly outlined on the Shared Governance webpage and in the Board-adopted Statement on Shared Governance posted there.

BOARD OF TRUSTEES

The Board of Trustees is the fiduciary body of diverse people, unified in their commitment to support Otis College's educational mission. The work of the Board is vital to the future success and growth of the College. Trustees serve on Board committees according to their talents and interests. The Board of Trustees directly oversee the president.

BOARD OF GOVERNORS

The Board of Governors is an advisory group of Otis College. Working closely with the Board of Trustees and the President's Office. The BOG serves as ambassadors to raise awareness of the College to the general public and specifically to prospective students and faculty, help establish new pathways for employment for graduates and grow fundraising efforts.

SENIOR LEADERSHIP TEAM

Reporting directly to the President, each member provides high level expertise in and about their respective divisions, fields, and areas in support of the College's mission, its community, strategic goals and plans, compliance needs, and well-informed institutional decision making.

Please see the Leadership webpage for a full description of the leadership positions, staffing and structure.

ACADEMIC SHARED GOVERNANCE: ACADEMIC ASSEMBLY AND FACULTY SENATE

Mission
Faculty members participate in the academic 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.

Revised Structure: Approved in May 2025
The below language was included in a successful proposal for a revised faculty-led shared governance structure, to be initiated in Fall 2025.
Faculty Senate will function as the primary leadership body for Faculty-led shared governance as regards academic and Faculty-related issues affecting the College. Faculty Senate – will consist of all full-time and adjunct faculty, as well as all academic chairs, directors, and assistant chairs – and is the primary voting body. These votes will be introduced and facilitated by the Faculty Senate Executive Committee.

In effect, the Faculty Senate replaces the current Academic Assembly and the Faculty Senate Executive Committee replaces the current Executive Committee.

<u>Important Components of this Proposal</u>
The following provisions should allow Faculty-led shared governance to be more intentional, informed, and proactive. These changes allow elected Faculty representatives to be more closely engaged with the decision-making of the College, thereby limiting the misunderstandings and misconceptions that exist in the absence of information and participation.

- Faculty Senate Executive Committee Membership:
    - 5 Faculty Senate Executive Committee members, with no more than 2 from each academic department
    - Faculty Senate Executive Committee members are elected from the pool of all Full-Time and Adjunct faculty members.
    - Academic chairs, directors and assistant chairs are part of the voting body but shall not serve on the Faculty Senate Executive Committee
    - Faculty Senate Executive Committee elects a Chair and rising-Chair from its own ranks.
    - The Faculty Liaison is an ex-officio member of the Faculty Senate Executive Committee in order to represent, confidentially, any trends, issues or specific concerns brought to the Faculty Liaison by individual Faculty, when appropriate.
- Faculty Senate Executive Committee members are elected:
    - Faculty Senate Executive Committee members are elected by the full Faculty Senate, consisting of all Full-Time and Adjunct faculty members, academic chairs, directors, and assistant chairs.
    - Initial elections to be held in September 2025.
- Faculty Senate Executive Committee Working Practices:
    - Faculty Senate Executive Committee meets every two weeks, rather than once per month.
    - Once per month, all members of the Faculty Senate are invited to attend. These monthly full Faculty Senate meetings will function as the primary faculty-led shared governance voting forums. These monthly Faculty Senate meetings replace the current monthly Academic Assembly meetings but are more directed towards faculty consideration of big-picture academic and faculty matters.
    - Faculty Senate Executive Committee strategically works with faculty-led shared governance subcommittees to delegate projects or matters to consider for adjustment or evolution.
    - Faculty Senate Executive Committee regularly invites the Provost, Dean of Academic Affairs, and other College leadership to its standing meetings to ensure that its members are fully informed of College-wide policies, planning, and decision-making. This also provides College leadership with a forum for disseminating and discussing issues with the Faculty.

The shared governance sections below document the existing faculty-led shared governance structure. They should be read with the above new context in mind.

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.

Written communication of notice will normally be provided at least five business days in advance.

The Academic Assembly's agenda focuses primarily on the work of its 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.

The Executive Committee Chair will distribute committee proposals to Assembly members one week in advance of the associated Assembly meeting. The Executive Committee will determine if committee proposals require one or two readings by the Assembly prior to voting on recommendation. Presentation and discussion at an Assembly meeting will constitute a reading.

All Academic Assembly recommendations are forwarded to the Provost for review and approval. Recommendations approved by the Provost will be incorporated into the Faculty Handbook by the Provost or submitted to the Registrar by the Provost for incorporation into the Course Catalog.

Minutes
Minutes of each Academic Assembly meeting shall be taken and submitted to the Provost no later than one week after the meeting. Minutes will include the number of 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, the minutes are posted on the Dashboard.

Membership
The Academic Assembly includes voting and ex officio members. Voting members of the Academic Assembly include Chairs, Assistant Chairs, Academic Program Directors, full-time, and adjunct faculty. Ex officio members of the Academic Assembly include the President, the Provost, the Assistant/Associate Provost, the Dean of Academic Affairs, and other non-voting members of the Academic Assembly committees.

Leadership
The Academic Assembly is led 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 Otis College Faculty Senate is an independent body that participates with the College in shared governance through its commitment to academic integrity and academic freedom. Working in coordination with the Academic Assembly, the Faculty Senate promotes faculty participation in institutional decision-making, encourages collegial cooperation among all members of the Otis College community, and advocates for their mutual wellbeing. The Faculty Senate provides a discrete democratic forum for discussion, consensus-building, proactive communication, and productive action.

Working Structure and Responsibilities
The Faculty Senate provides input and promotes faculty participation in a broad range of institutional issues and policy-making related to the interests and concerns of full-time and adjunct faculty members. The Faculty Senate discusses issues being deliberated by Academic Assembly committees to clarify faculty perspectives. It conducts independent research into and discusses issues—apart from Academic Assembly committee deliberations—including all policies governing faculty promotion, compensation, benefits, workload, contract renewal/non-renewal, distribution of College resources, program

development, retrenchment, and redirection to present a unified perspective to the Academic Assembly and/or College Administration. A general meeting of the Faculty Senate will be held each semester.

Membership
Membership of the Faculty Senate consists of all full-time and adjunct faculty members. Faculty Senate Steering Committee meetings are intended primarily for Steering Committee members, although the meetings are open to the entire Faculty Senate membership.

Leadership
The Faculty Senate Steering Committee is the leadership body for the Faculty Senate and consists of one full-time or adjunct faculty representative from each department. Representation on the Steering Committee is determined by the full time and adjunct faculty of each department. Members of the Faculty Senate Steering Committee serve a three-year term, which is recognized as Service to the College. The Steering Committee provides discernment, support, and liaison functions for the Faculty Senate. As representatives, they are expected to attend all meetings of the Faculty Senate, the Faculty Senate Steering Committee, and the Academic Assembly. They are responsible for actively communicating with full-time and adjunct faculty members in their department.

The Faculty Senate leadership consists of two co-Chairs who are appointed by the Faculty Senate Steering Committee and the Ex-Officio Chair. The junior co-Chair is selected from those on the committee for the first year and will become senior co-Chair in their second year of service. The co- Chairs of the Faculty Senate serve as the chief spokespersons and liaison to Otis College Administration. The senior co-Chair will move to Ex-Officio in the third year on the committee. The Faculty Senate shall select a Scribe to work with the Faculty Senate co-Chairs to set meeting agendas, record minutes, and distribute both to its membership.

OPERATION OF THE ACADEMIC ASSEMBLY AND ITS COMMITTEES

Majority
A majority will be defined as more than 50%.

Proposals
Committee chairs will submit proposals requiring Academic Assembly review and recommendation to the Executive Committee Chair no less than two weeks in advance of the associated Assembly meeting. Committee proposals not requiring approval by the Academic Assembly will be submitted to the Provost in writing.

Motions
Motions may be passed by a majority of voting members present at the meeting.

Voting
Proposals will pass with a majority of votes cast by voting members. Votes are taken orally at the meeting plus electronically after the meeting, but not by proxy. The electronic vote will be opened no later than one day after the meeting and close one week after the meeting.

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, Assistant Chairs, Academic Program Directors, 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. 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 designated by the Otis Student Union, 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 ASSEMBLY 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, and the Scribe of the Academic Assembly. The Provost and Dean of Academic Affairs are ex officio members of the committee.

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, including at least six faculty members. Academic representatives serve on the Committee for two consecutive years. Ex officio committee members include the Director of Library Services, Assistant/ Associate Provost, Dean of Academic Affairs, the Registrar/Associate Registrar, and one officer of the Executive Board of the Students' Union (SU). Ex officio members serve annually.

Leadership
Co-Chairs (rising and senior) lead the committee on a staggered term basis. The rising Co-Chair is elected from among the committee members in alternate years and serves as senior Co-Chair in his/her second year on the committee. The rising Co-Chair serves as committee scribe, with additional roles at the discretion of the Co- Chairs. The senior Co-Chair serves as the committee's chief spokesperson and liaison to the Provost's Office and/or 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 the 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 senior Co-Chair writes a summary of the past year's actions and a synopsis of pending and possible actions for the following year that are archived in the Personnel Committee's online record. 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, Dean of Academic Affairs, and Vice President of Human Resources and Development serve as ex officio members.

Leadership
Co-Chairs (rising and senior) lead the committee on a staggered term basis. The rising Co-Chair is elected from among the committee members in alternate years and serves as senior Co-Chair in his/her second year on the committee. The rising Co-Chair serves as committee scribe, with additional roles at the discretion of the Co- Chairs. The senior Co-Chair serves as the committee's chief spokesperson and liaison to the Provost's Office and/or Academic Assembly.

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 one member representative from each of the academic departments and programs of the College, which include department chairs, assistant chairs, directors, full time faculty, and adjunct faculty. 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.
- 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.
- The Provost and Dean of Academic Affairs serve as ex officio members.

Leadership
Co-Chairs (rising and senior) lead the committee on a staggered term basis. The rising Co-Chair is elected from among the committee members in alternate years and serves as senior Co-Chair in his/her second year on the committee. The rising Co-Chair serves as committee scribe, with additional roles at the discretion of the Co- Chairs. The senior Co-Chair serves as the committee's chief spokesperson and liaison to the Provost's Office and/or Academic Assembly. The outgoing senior 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 College. 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 the leaders of assessment practices from all programs and departments engaged in program review. The Assistant/Associate Provost serves as chair. A student may also serve ex officio.

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 Hoot* (Course Catalog 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, the student 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 (or designees) are ex officio members, and the committee is chaired by the Dean of Academic Affairs or designee. 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 College, 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 their maturity and ability to address and overcome issues that may have previously impeded success. Because the student's prior academic record at Otis College 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 them 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 College 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 Dean of Academic Affairs, Director of Library Services, Vice President of Human Resources and Development, and selected representation from other academic programs serve as ex officio members.

Leadership
Co-Chairs (rising and senior) lead the committee on a staggered term basis. The rising Co-Chair is elected from among the committee members in alternate years and serves as senior Co-Chair in his/her second year on the committee. The rising Co-Chair serves as committee scribe, with additional roles at the discretion of the Co- Chairs. The senior Co-Chair serves as the committee's chief spokesperson and liaison to the Provost's Office and/or Academic Assembly.

Faculty Posts

The Academic Assembly will elect two Faculty Representatives 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.

CHAPTER THREE: ACADEMIC PERSONNEL

INTRODUCTION

Otis College 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 College 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. Part-time faculty at Otis College are solely represented by the Service Employees International Union (SEIU). Part-time faculty should consult the Collective Bargaining Agreement and/or their union representative for conditions of employment and procedures for dispute resolution.

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, Dean of Academic Affairs, 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 College.

Professor Emeritus

The title of Professor Emeritus is an honorary distinction selectively conferred upon or following retirement of a faculty member who has made significant contributions to the college.

Nominations of candidates for Professor Emeritus status should come from chairs, faculty members, or from the candidate themselves. Former faculty members or chairs/directors with fifteen or more total years of service at the College will be considered.

A CV and two letters of recommendation detailing the candidate's contributions to Otis are required. These items should be sent to the Chair of the Rank and Promotion Committee. The Rank and Promotion Committee will send recommendations to the Provost for approval. Candidates approved by the Provost

will be sent to the President.

The list of those 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 of the results of their nomination.

In addition to the honorary distinction, in order to facilitate an ongoing relationship with the college, benefits include an Otis email, parking pass, library checkout privileges, and usage of the labs at Otis, as authorized.

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 in alternate years, 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 integral areas within Academic Affairs. Directors report to the Dean of Academic Affairs, Associate/Assistant Provost, or 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.

HIRING PROCESS FOR FULL-TIME FACULTY AND ADMINISTRATIVE ACADEMIC PERSONNEL

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

1. A position description and announcement is posted internally and advertised in appropriate periodicals and job-listing venues.
2. 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 and is guided by the Dean of Academic Affairs in partnership with 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.
3. 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.
4. 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.
5. The Search Committee in consultation with the Dean of Academic Affairs 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.

6. The Dean of Academic Affairs interviews the final candidate when appropriate, 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.
7. Once the offer is accepted, the appointment is announced to the Otis College Community.

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 Reviews, 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 while at minimum meeting 5 of the 8 appropriate benchmarks for teaching, institutional service, and professional development within the Faculty Performance Review, which takes place every other year, and received approval/endorsement from the Department Chair and Provost based on the the anticipated needs of the department and of the College.

Full-time faculty are normally required to teach either 18 contact hours per week, or 18 credits of courses and maximum 6 courses per year, and to provide 6 hours on average per week in service to the department and the College, as assigned by the Department Chair. Otis College 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 Faculty Performance Review 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's 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 may be 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). Part-time faculty at Otis College are solely represented by the Service Employees International Union (SEIU). Part-time faculty should consult the Collective Bargaining Agreement and/or their union representative for conditions of employment and procedures for dispute resolution.

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 College e-mail to conduct all College business and regularly monitor the Otis College email 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 College 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.

CV/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/or equivalent professional experience in their respective 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 an appropriate terminal degree (MFA, PhD) 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 post-secondary institution, or comparable relevant professional experience.

- Documented evidence of teaching effectiveness is preferred.
- Documented evidence of professional achievement through practice in one's industry/discipline or through the scholarship of teaching and learning.
- 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 an appropriate terminal degree (MFA, PhD) 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.
- 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 College 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 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, the Dean of Academic Affairs, and 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 Learning Management System (LMS). 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 College 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 Dean of Academic Affairs, and the Provost; and to review the Professional Achievement categories on the Rank & Promotion Application Template in The Nest.

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 REVIEW PROCESS

All faculty members' teaching is evaluated by students using the College-wide Course Evaluation form (online).

Full-time and Adjunct faculty members are reviewed in alternate years by their Department Chair during the Faculty Performance Review so that they can assess and note accomplishments, areas for growth and improvement, and future goals. Course evaluations and copies of all Faculty Performance Review materials are retained by Department Chairs/Program Directors and the Dean of Academic Affairs.

Part-time faculty at Otis College are solely represented by the Service Employees International Union (SEIU). Part-time faculty should consult the Collective Bargaining Agreement and/or their union representative for conditions of employment and procedures for dispute resolution.

Course Evaluation

Students evaluate every course taught at the College near the end of each semester. The course evaluation is distributed and reported through the learning management system.

We recommend that you engage with the collection of the course surveys in the following manner:

- Make time in your class for students to complete the survey.
- Frame the course survey by letting the students know how helpful the results are to you and offer examples of the changes you have implemented in your classes from prior course evaluations.

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

Department Chairs/Program Directors meet with all **full-time and adjunct faculty** members bi-annually

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discuss their accomplishments, future goals, and any areas for improvement. The Faculty Performance Review process is used throughout the College to ensure equitable evaluation practice. Specifically, the Faculty Performance Review process 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 for full-time and adjunct faculty consists of the following elements :

1. Collection of faculty materials , including an updated CV, teaching materials, and course evaluation results. .
2. Faculty completion of at least two Faculty Self Reflections within the designated two-year period. Optional faculty completion of a peer review engagement and the Peer Discussion form. Completion of the Faculty Feedback to Chairs form. Chair/Director completion of the Chair Review of Faculty form.
3. Meeting between the Chair/Director with each faculty member to review and discuss the collected materials and forms, make any revisions, clarify goals for the future, and identify any areas of improvement. 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 Chair Review of Faculty 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 Chair Review of Faculty 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 Faculty Evaluation does not automatically produce a step and 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 ten Departmental Merit Steps for Full-time and nine steps for Adjunct faculty in accordance with the faculty performance evaluation process. 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, and C3+(full time faculty only)	Salary Level of Professor, Steps 1, 2, 3, and 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 Advancement in Rank 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:

September 1 October 1	Candidates fill out an intent to apply by September 1. Candidates submit remaining application materials to the Co-Chairs of the Rank and Promotion Committee by October 1. The use of the Rank and Promotion Application Template online is required for every applicant. Contact Teaching/Learning Center staff for assistance. 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.
September -January	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. A subcommittee composed of three members of the Rank and PromotionCommittee may be formed to review, research, and present each case tothe full committee according to the criteria for faculty evaluation and designation of rank described above.
February	The Rank and Promotion Committee forwards its recommendation, alongwith 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 their 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 the Learning Management System (LMS) 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 Faculty Performance Evaluations from the past six years
    - 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 the LMS for examples
- Support Materials Related to Contributions in Service to the Department and the College – See the Rank & Promotion Application Template in the LMS 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, Dean of Academic Affairs, 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 Dean of Academic Affairs and 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 their 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 their 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 their 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 a minimum of three sabbatical leaves annually. **Full- time faculty, Chairs, Assistant Chairs, and Academic Program Directors** 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, Assistant Chairs, and Academic Program Directors are eligible for a sabbatical leave after a minimum of seven consecutive years or a cumulative total of 14 semesters of full-time service to Otis College of Art and Design. Applications for first sabbaticals may be made within the seventh consecutive year of full-time service. Thereafter, faculty may apply for a sabbatical leave in the sixth year 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.

Other faculty development leaves, or any other conditions of non-sequential 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.

Sample Schedule with Minimum Years of Service

Year 7 Application for / Award of Sabbatical 1 Year 8 Sabbatical 1
Year 9 Year 1 Post Sabbatical
Year 10 Year 2 Post Sabbatical
Year 11 Year 3 Post Sabbatical
Year 12 Year 4 Post Sabbatical
Year 13 Year 5 Post Sabbatical
Year 14 Year 6 Post Sabbatical – Applications for / Award of Sabbatical 2 Year 15 Sabbatical 2

Sabbatical Process

Faculty and Assistant Chairs must first obtain a signed endorsement for sabbatical leave from their Department Chair,who will consider the impact on the department and the College. Persons granted sabbaticals are not permitted to teach part-time or full-time during their leave, unless specifically included and described in their application at the time of submission to their Department Chair. As a first step, applicants will submit an Application for Sabbatical Leave form to their home Department Chair for review and endorsement by the deadline provided on the application. Applications for sabbatical leave can only be

submitted once per academic year and should be submitted during the year preceding the academic year in which the sabbatical would occur. Chairs and Program Directors will submit their own application with supplemental materials directly to the Faculty Development Committee by the given deadline.

Applications endorsed by the Department Chair should be forwarded, along with the supplemental materials, to the Faculty Development Committee by the applicant. The Committee's review process shall take into consideration a variety of factors, including the applicant's total length of service at the College, the creative benefits and excellence of the proposed project, and if this is a first-time sabbatical request. The Committee will provide the Provost with their recommendation to approve or deny the application.

The Provost reviews applications recommended for approval by the Faculty Development Committee and confers with the President and Board of Trustees, as needed, before communicating outcomes to applicants.

Persons receiving sabbatical leave must return to the College for at least one full academic year following the leave, unless specific arrangements are made in advance of the sabbatical application submission between the individual and the College.

In special circumstances, 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 application materials should clearly detail why an acceleration is merited.

The President and/or the Board of Trustees retain 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 application allows for the request of one semester at full pay or two semesters at half pay. Pay will be based on the current rate and schedule at the time of the sabbatical.

Application

Applicants should refer to the Faculty Development libguide for application timeline, requirements, Formstack application, and sabbatical report instructions and examples.

Deadlines

Deadlines are provided on the Faculty Development libguide for each step of the sabbatical application process. Applicants should review this information prior to applying.

Sabbatical Report

Upon the completion of Sabbatical Leave, faculty are required to disseminate the outcomes of their leave activities to the broader Otis academic community. The report should be uploaded to the Sabbatical Report Submission Formstack form, located on the Faculty Development libguide, within one month of return from sabbatical. Reports will be received, reviewed, and uploaded to the website by the Provost Office.

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 College 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 contributions to the College. Full-time and Adjunct Faculty who have taught at Otis for two or more consecutive years are eligible to apply for Faculty Development Grants. Grants are awarded up to $2,500. Applicants may apply for one award each year, not to exceed $2,500 per person within a two-year period.

Professional activities may include but not be limited to research, funding for supplies and materials, or participation in conferences and workshops. Support for teaching effectiveness may include but not be limited to investigation of diverse student learning styles, and educating the whole student. Contributions to the College and department may include but not be limited to building teamwork, collegiality, and communications.

FACULTY GRANTS

Full-time and Adjunct 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 must be based on the following eligibility guidelines, proposal requirements, and time frames.

Part-time faculty development funds are available. For eligibility, funding levels and procedures, part-time faculty should consult the Collective Bargaining Agreement and/or their SEIU Labor Management Committee representatives.

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 the first Monday in November; the Committee will notify applicants of its decisions by November 30. The Spring application deadline is the first Monday in March; 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. Grants can be awarded for activity occurring any time within the fiscal year, including for activities that occurred before the application deadlines. 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.

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 pursuits, or contributions to the College. Grant proposals must show strong evidence of a need not covered by existing campus resources.

Each faculty member must describe how the results of a funded activity will be shared with the public and/or the Otis community. Recipients must submit a report to the Faculty Development Committee describing the results of their activity or project for inclusion in the college archive. Applicants should refer to the Faculty Development libguide for requirements, applications, and Grantee Report instructions and examples. Additional funding opportunities can be found on the Faculty Development Resources libguide, including but not limited to: Curricular Development Grants, Grants for Part-Time Faculty and Research Grants.

Funds are available only for faculty currently under contract and only for activities not covered under the terms of their contract.

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 how the activities identified in the application for funds benefit the faculty member's professional, scholarly, and/or pedagogical practices.

- **Value to Otis College:** The Committee may also consider how the activities identified in the application for funds serve the mission and educational vision of the College and its community.

When there is insufficient money to fund all qualifying applications, the Committee may also take the equity of awards 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 and equitably among departments. The Committee will take into account that some departments have a greater number of faculty members than other departments.

- **New Applicant Preference:** When there is insufficient money to fund all qualifying applications, preference will be given to individuals who have not previously received a Faculty Development Grant.

FACULTY BENEFITS

FAMILY AND MEDICAL LEAVE ACT

Faculty members who qualify for FMLA should refer to the *Employee Handbook* 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.*

PAYROLL PROCEDURES

New 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.

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).

PAY PERIODS

Employees are paid semi-monthly (twice a month); therefore, full-time base salaries are paid in twenty four 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 semi-monthly 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).

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.

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 to the Human Resources' Benefits webpage 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 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, Chairs, Assistant Chairs, and Directors while working on contract. 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 7-day elimination period for disability due to injury or illness. Benefits begin the day after the elimination period.

Adjunct faculty members who complete one year of service with the College as a part-time faculty member are eligible for Otis College's short-term disability benefit for sicknesses or illnesses that extend beyond 2 weeks. This benefit applies only to the adjunct faculty who are currently working on contract, and only after the adjunct faculty member uses any remaining sick days. Otis College's 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 College
- Three years of service = 3 weeks' worth of disability pay from Otis College
- Four years of service (or more) = 4 weeks' worth of disability pay from Otis College

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

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

For all eligible faculty members, Otis College's short-term disability benefit is applied, after using any unused accrued sick days, 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, contracted amount 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, Assistant Chairs and Directors 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

When feasible, 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 2 academic years. For the purpose of this policy, academic Chairs, Assistant 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 September 1 – September 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 September 1 – September 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 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 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
Lump Sum Payment: At the end of Year 2 (June 30th), the participating faculty member will receive a lump sum payment equivalent to 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.		

Notes, Reminders, and Other Conditions:
- Otis College's 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 1st and ending June 30th the following year	100% benefits coverage
Year 2 – starting July 1st and ending June 30th 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 College's 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 College 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 College's 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 College's 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 College's 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/Director/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 the 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 College's Senior Team for approval.

If approved, Human Resources will work with the faculty member and his/her/their 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, supporting 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 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

CONFLICT OF INTEREST: TEACHING/EMPLOYMENT

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.

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 infeasible for institutional or educational reasons, or if space considerations make scheduling impracticable. When canceling 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. Part-time faculty should consult the Collective Bargaining Agreement and/or their union representative for more information regarding course cancellation.

DISCIPLINARY POLICY

Faculty members are expected to observe certain standards of job performance and good conduct. When performance or conduct does 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.

Faculty Disciplinary Procedures

Except as set forth below, discharge from Otis College 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.

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.

Part-time faculty at Otis College are solely represented by the Service Employees International Union (SEIU). Part-time faculty should consult the Collective Bargaining Agreement and/or their union representative for conditions of employment and procedures for dispute resolution.

The process for **full-time and adjunct faculty** dispute resolution is below:

1. 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 Dean of Academic Affairs or the Provost.

2. 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.
3. 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, they may ask the Grievance Committee to review the matter.
4. The Provost, acting as Chair in consultation with the Faculty Senate Chair, 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 Vice President 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 themself, and another peer member will be appointed by the remaining members of the committee.

The responsibilities of the Grievance Committee are 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, they 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.

EMPLOYEE PROBLEM-SOLVING (OPEN DOOR POLICY)

At Otis College of Art and Design, we believe 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* and refer to the section entitled "On- The-Job" and subsection "Employee Problem Solving (Open Door Policy)".

EMPLOYMENT POLICIES AND INFORMATION

Faculty should refer to the Employee Handbook for all policies related to employment at Otis College, to include:
- Code of Ethics
- Confidentiality
- College Protocol Regarding Immigration and Customs Enforcement (ICE)
- Equal Opportunity and Nondiscrimination Policy
- Harassment, Discrimination and Retaliation Policy
- Title IX Sexual Misconduct
- Workplace Violence
- Reasonable Accommodation
- Employee Benefits
- Leaves and Time Off
- On the Job Policies
    - Appropriate Work Attire and Appearance
    - Attendance/Absence from Work
    - Otis College Identification Card (One Card)
    - Parking
    - Purchasing

- ○ Travel and Business Expense
- ○ Relationships between Faculty/Staff and Students
- ○ Staff Teaching
- ○ Campus Access and Trespass
- ○ Campus Emergencies – Preparedness and Disaster Response
- ○ Campus Health and Safety
- ○ Incident Reports (including Bias Reports)
- ○ Alcohol and Drug Free Policy
- ○ Animals in the Workplace
- ○ Facilities Use for Art Installation, Performances, and Exhibitions
- ○ Filming, Photography and Recording Devices on Campus
- ○ Gift-In-Kind Donations
- ○ Protecting Minors
- ○ Smoking
- ○ Security Information – Right to be Informed Policy
- ○ Inspection Rights and Responsibilities
- ○ Technology Resources
- ○ Facilities Work Orders
- ● Leaving Otis
- ● Phased Retirement Program
- ● Relationships at Work between Faculty and Staff
- ● Preferred First Names and Preferred Pronouns
- ● Faculty and Staff Driving Policy

CHAPTER SIX: INFORMATION AND POLICIES OF INTEREST TO FACULTY

ACADEMIC POLICIES AND INFORMATION

Faculty should be familiar with Academic Policies that govern students' progress towards degree completion. Those may also be underlined found in the Hoot. Here is a sampling of policies of particular interest.

- Degree Requirements
- Graduation Requirements
- Credit Requirements
- Definition of Studio and Lecture Credit
- Foundation Studio Requirement
- Independent Study
- Credit for Otis College Extension Courses
- Adding, Dropping, or Withdrawing from Courses
- Leave of Absence/Withdrawal
- Probation and Academic Dismissal
- Grading Policies
- Grades of Incomplete
- Grade Appeals
- Attendance
- eLearning Courses

ACADEMIC PROGRESS REPORT

Succeeding at college does not mean that students don't struggle in a class or classes or during particular semesters. Our goal at Otis is to do all we can to support every student and facilitate their success.

The **Academic Progress Report** is one of the ways we try to support our students. It's a process by which individual courses can link students to campus support, and it's a time for you as the instructor to let a student know how they can take advantage of campus resources and implement strategies that can help their hard work pay off the most in this and all of their future classes. It provides you the opportunity to identify what specific changes the student can make toward success in the course and engage in a learning partnership with you. This is a way to open up the conversation between you and the student so that together you can work out how they can achieve their goals in the course.

An Academic Progress Report should be sent to a student whose grade has fallen below a C. *For students in the Pass/No Pass/High Pass Beta, the Academic Progress Report should be sent if a student is not meeting the grading terms to earn a pass as defined in the syllabus.*

The Quickly Attendance Tool will notify students when they have an unexcused absence, so it is no longer necessary to issue a notification for absences, unless a student is at risk of failing due to absences (3 or more absences).

The primary audience of the Academic Progress Report is the student, not the Chair or institution. Chairs will instead be contacted when the CARE and Academic Response Teams are notified through the CARE Form. For assistance with classroom behavior questions or concerns (disruption, behavior changes, excessive requests, excessive absences, etc.), faculty are asked to contact the CARE and Academic Response Teams by filling out the CARE Form.

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, they should remember that the public might judge their 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 they speak 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."

CURRICULAR REVIEW AND GUIDELINES

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 College Course Catalog (The Hoot).

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)/ 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.

GRADING POLICIES AND PROCEDURES

Rubrics

Faculty are expected to use rubrics to grade the semester's signature project. The signature project is the project which best assesses how well students achieve the Course Learning Outcomes that you or the department have defined for your class. All courses must have Course Learning Outcomes and the CLOs must map to the Program Learning Outcomes at the appropriate grade level (Foundation through Senior year.) As a best practice, rubrics should be developed for all major projects.

What is a rubric?

A rubric is a scoring tool that looks like a matrix with a list of criteria that contains descriptors in a performance scale which tells the students what the different levels of performance look like. They help the student understand where they are in the development of their work, and help them to become independent learners.

Please see the Otis Assessment libguide on rubrics for many rubric resources including a rubric template, a step-by-step guide to rubric design, a guide to designing killer rubrics, and sample rubrics from various courses offered at the college.

Grading Methodology

Your syllabus must have a clear explanation of how you will calculate grades for the class, i.e., number of points per project. Grading criteria should also be clearly stated.

Rubric rating scales most often correlate to grades A through D: Exemplary, Accomplished, Developing, Beginning. The grading system that is defined by the college is listed below:

The grading system used for the BFA degree is as follows:		The grading system used for the MFA degree is as follows:	
A	4.0	P	Pass (Satisfactory

A-	3.7		LP	Low Pass (Marginally Satisfactory)
B+	3.3		F	Fail (Unsatisfactory)
B	3.0		UW	Unofficial Withdrawal
B-	2.7		I	Incomplete
C+	2.3		IP	In Progress
C	2.0		W	Withdrawal without penalty
C-	1.7			
D	1.0			
F	0			
W	Withdrawal without penalty			
UW	0 - Unofficial Withdrawal			
I	Incomplete			

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

See *The Hoot* and refer to the section entitled "Academic Policies", under the subsections "Grading Policies/Grade Appeals".

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 and adjunct 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. For information about the Independent Study policy and procedure, see *The Hoot* . Refer to the section entitled "Academic Policies", under the sub-headings "Degree Requirements, Independent Study".

ACADEMIC INTEGRITY

The Chair of the Academic Integrity Committee and Dean of Student Affairs or designee are the first points of contact for the College in processing alleged cases of student plagiarism and/or academic dishonesty.

ACADEMIC INTEGRITY AND GENERATIVE AI POLICY

Otis College of Art and Design students are expected to express themselves in their own unique voices and to develop original ideas and perspectives..

Specific AI practices that support the creation of original work include:

- Brainstorming to generate ideas.
- Seeking out diverse perspectives and credible sources of information.
- Documenting one's process to show progress toward the final product.
- Developing one's skills and expanding one's creative explorations.
- Adhering to guidelines around proper citation.
- Automating repetitive tasks within production processes.

GUIDELINES FOR PROPER CITATION AND ATTRIBUTION (Acknowledging Sources of Information)

We expect all students engaged in critical work to adhere to proper citation practices and to provide attribution for any ideas or information that are not their own. All attributions should appear in MLA formatting at the end of each work, with longer attributions appearing as a list under the header "Works Cited."You can find detailed citation information on the Library website.

Information that is common knowledge, such as historical facts or widely accepted scientific theories, do not need to be cited.

Text/Media created in generative AI is not considered one's own work. We expect substantial changes to be made to any AI generated material before it is submitted as a response to an assignment. The majority of any submitted work should come from individual students.

- Use of AI must be cited/acknowledged in your process.
- We expect students who utilize generative AI to retain earlier versions of their text/media works in order to demonstrate their original contributions to submitted work. It is also valuable for students to save the prompt histories they have used within any relevant generative AI application(s)/model(s)/tool(s).
- Failure to cite/acknowledge or to retain these work process histories will render students vulnerable to charges of academic misconduct.

PLAGIARISM AND ACADEMIC MISCONDUCT

Plagiarism occurs when a person deliberately uses concepts, language, images, music, or other original (not common knowledge) material from another source without acknowledging that other source and/or without making substantial modifications to that source content enough to view it as original or authentic work. This applies to the production of art and design just as it applies to writing.

While referencing or appropriating may be part of a studio or Liberal Arts and Sciences assignment, it is the student's responsibility to acknowledge and/or substantially modify the original material, including instances in which the material is generated by AI.

Specific examples of plagiarism and/or cheating include but are not limited to:
- Submitting someone else's work in whole or part (including copying directly from a source without documentation and/or alteration, or turning in studio work that is not your own).
- Submitting work that was primarily produced, revised, or substantially altered by another person or generative AI.
- Submitting any textual,image-based, or sound-based work from the internet without proper documentation or clarification of sources.
- Failure to cite sources. Proper citations in MLA style and a Works Cited page must accompany all papers. You can find citation information through the Library website.
- Using the writing, editing, or creative services of another person who quantitatively and/or qualitatively revises the paper and/or studio work significantly. An editor often fixes the paper without the writer learning how to do it themselves. Sometimes the editor changes so much of the paper that it is no longer the student writer's work and thus plagiarized. A trained tutor helps the writer to learn how to revise the papers and eventually not need the tutor's assistance.
- Presenting the same (or substantially the same) work for more than one course or within the same course without obtaining approval from the instructor of each course.
- Acting dishonestly or conveying information that the student knows or is known to be false, by actions such as lying, forging or altering any document or record in order to gain an unfair academic advantage.

Consequences for Academic Misconduct

Instances of alleged plagiarism or academic misconduct are reported to the Academic Integrity Committee for review on a case-by-case basis. For an overview of the student conduct process, please review this section of the student handbook titled, Overview of the Student Conduct Process in addition to Section VII: Formal Conduct Procedures formal conduct procedures, should an academic integrity case move forward to a formal process. To report a case of academic misconduct, please use the Academic Misconduct Reporting Form.

The Chair of the Academic Integrity Committee and Dean of Student Affairs or designee are the first points of contact for the College in processing alleged cases of student plagiarism and/or academic dishonesty. According to the Otis College Code of Conduct, "*All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty*" are direct violations of the code.

Instances of plagiarism will not be tolerated and may result in consequences including, but not limited to:

- A failing grade on the assignment.
- A lowered overall course grade.
- Disciplinary action as determined by the Academic Integrity Committee.
- Notification of academic misconduct to relevant parties.

Students who engage in plagiarism are often given the opportunity to revise their work and resubmit it for evaluation. We view revision as an educational opportunity and encourage students to reflect on their work and learn from their mistakes.

We believe that promoting originality and creativity while also providing guidelines for responsible academic conduct is essential to maintaining academic integrity and supporting our students in their academic goals.

*** *Note: The first iteration of this policy was written in conversation with ChatGPT. ChatGPT, 13 Feb. version, OpenAI, 16 May 2023, chat.openai.com/chat. It was updated in 2025 without the use of AI.*

MORE INFORMATION
If you have any questions or would like more information about the process, please contact the Dean of Student Affairs at studentaffairs@otis.edu, or the Provost's Office by contacting Dean of Academic Affairs and Academic Integrity Chair, Dwayne Moser at dmoser@otis.edu.

The Otis College of Art and Design Code of Student Conduct is adapted from the NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.

CAMPUS POLICIES AND INFORMATION

Campus Policies, as described in the student handbook – The Hoot, apply to faculty and students. Please see the Hoot for policies that include:

- Campus Policies
  - Alcohol and Other Drugs
  - Safe Harbor
  - Animals on Campus
  - Bias Incidents
  - Bringing Guests or Children/Dependents to Class/Campus Activities
  - Campus Access
  - CARE Team (Campus Assessment, Response, Evaluation Team)
  - Computers and Electronic Devices in the Classroom
  - Computer Network and Internet Access
  - Copyright Infringement
  - Demonstrations/Peaceful Protests
  - Disabilities/Americans with Disabilities Act
  - Due Process Procedure
  - Emergency Loan
  - Equipment and Check-Out
  - Feed-A-Need Food Assistance Program
  - Field Trips
  - Filming, Photography, and Recording Devices on Campus
  - Food Pantry
  - Freedom of Speech and Expression
  - Student Complaint Disclosure and Procedures
  - Gender Inclusive Restrooms
  - Guest Speakers on Campus
  - Intellectual Property Policy
  - Library Policies
  - Lockers
  - Preferred Name Policy
  - Preferred Pronoun Policy
  - Posting Policy
  - Religious Accommodations Policy
  - Student Behavioral Expectations

- Student Health and Wellness Policies
- Visiting a Class
- Weapons on Campus

TITLE IX: SEX/GENDER DISCRIMINATION

The Title IX: Sex/Gender Discrimination Policy, as described in the student handbook – The Hoot, also applies to faculty and students. Please see the Hoot for this and related policies.

COMMUNICATIONS

The College has various publications, manuals, and catalogs that are appropriate for communications. The Learning Management System (LMS) allows you to communicate with other faculty, students, and staff, as well as people off campus, in a variety of ways. In addition to webmail, 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. Please visit the Teaching Learning Center for more information on the LMS system.

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; academic and college policies; and serves as the course catalog.

INTELLECTUAL PROPERTY POLICY

Otis College recognizes that students, faculty, employees, contractors, administrators, and the College itself often create or contribute 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 independently 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.

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.

V. 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.

    A. *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.

    B. *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.

    C. *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.

    D. *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

    A. 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, faculty are occasionally responsible for a particular locking classroom or storage space. Keys may be obtained by filing a <u>Key Request Form</u> which is signed by the Department Chair.
The <u>Campus Keys Policy</u> is available on the College website.

LOST AND FOUND

The Campus Safety and Security Office is the Lost and Found site. If you find an item that may have been lost, take it to the Safety and Security Office. To increase your chances of having lost items returned, write your name and phone number in your books and notebooks, use laundry-proof marking pens for clothing and bags, and inscribe items such as cameras using an electric engraver, which can be borrowed from the Tool Crib.

MEDICAL EMERGENCIES

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. They may need to ask you for more information or to clarify something.

In case of a *non-life-threatening emergency,* please file an Incident Report after the individuals have been sent for first aid or emergency care.

To report an incident about students, <u>use the student incident report form.</u>

To report an incident about faculty or staff, <u>use the faculty/staff incident report form.</u>

PHOTOCOPYING SERVICES

The College provides a convenient, cost-effective third-party photocopying service (currently Fox Hills Printing) to meet most duplicating needs for the College community. The copy machines at the College are not intended for high volume use and should be used only for 25 copies or less.

Photocopies can be requested using the Copy Request Form. All requests submitted before 12 noon will be delivered to campus after 12 noon the next day depending on the size of the order and current work volume. Completed jobs should be picked up in the requesting department's mailbox located in the Purchasing Department / Mailroom (Ahmanson 103).

By default, Accounts Payable will send an invoice and disbursement request form to the Academic Administrative Coordinators (AACs) to resolve.

FACULTY INFORMATION, POLICIES AND RESPONSIBILITIES (IN ALPHABETICAL ORDER)

ACADEMIC REGALIA

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

ATTENDANCE RECORDS

In compliance with federal financial aid requirements, faculty at Otis College are required to keep an accurate record of student attendance.

Faculty must use the Qwickly attendance reporting tool in the Nest to report attendance.

All students officially enrolled in your course will be listed in your course on the Nest. Any student whose name does not appear on the roster is not officially registered and must not be allowed to attend the class. 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.

The Qwickly attendance record must be kept up to date. At the end of the semester, the attendance record in Qwickly must be completely filled out. Do not leave blank spaces for any student.

Students who do not appear on your official class roster in the Nest, or cannot provide the student class schedule showing their enrollment, should be told to go to the One Stop. Do not allow these students to sit in the 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.

COURSE SUPPLIES AND TEXTBOOKS

Ordering Supplies for Courses

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 course.

Requiring Students to Purchase Supplies

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

Ordering Textbooks

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.

Posting Textbook Information

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.

The goals of this legislation are to ensure transparency, affordability and access for all students. More information about textbooks and readers can be found on the Otis website.

CLASSROOM UPKEEP

Faculty are responsible for the upkeep of classrooms and studios. Faculty should inform the Department Chair if they enter a classroom where food has been left, desks, tables, or walls are defaced, or garbage has been left on the floor.

Faculty should ask students to spend the last 15 minutes (30 minutes in a six-hour course) cleaning and reorganizing 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 paint brushes, 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.

COMMUNICATING WITH STUDENTS

Otis College email accounts should be used for all Otis College business. Faculty and staff may not communicate with students through their own or their student's personal email accounts.

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 at https://otis.libguides.com/copyright.

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.

DISABILITIES AND ACCOMMODATIONS

Otis College is committed to providing equitable access to the College's resources, programs, learning opportunities, and activities. Academic accommodations are one of the ways we ensure that access is meaningful for students with disabilities.

Students with documented disabilities (including physical, learning, or psychological disabilities) who need reasonable academic accommodations must apply through the Disability Services website. They may also schedule a meeting with a staff member through the website.

For questions or support, students can contact Disability Services at ds@otis.edu or 424-207-3785. Please note that retroactive accommodations are not provided, so students should be encouraged to begin the process early in the semester. All conversations with Disability Services are kept confidential.

For more information, visit the Disability Services website.

> **Guidelines for faculty:**
> - The Disability Services office is the *only* department on campus authorized to approve academic accommodations.
>
> - Students must complete the accommodation process and share their official accommodation letter, issued by Otis College's Disability Services, with their instructors.
>
> - If a student does not have an official accommodation letter from Otis College's Disability Services, please refer them to the Disability Services website to apply for accommodations or schedule a meeting.
>
> - Faculty who receive an accommodation letter should review the listed accommodations carefully and contact Director of Disability Services, Michelle Obergfoll: mobergfoll@otis.edu if they have questions or need clarification.
>
> - Please remember that the accommodations are based on each student's specific needs and may not always apply to your course. If you are unsure whether an accommodation is applicable to your class, reach out to Michelle Obergfoll at mobergfoll@otis.edu for guidance.

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.

FACULTY CONVOCATION, FUNCTIONS, AND MEETINGS

The Annual Faculty Convocation 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.

FACULTY AND STAFF DRIVING POLICY

Otis College of Art and Design faculty (full-time, adjunct, and part-time) and staff (full-time and part-time) are not permitted to transport BFA and MFA students in their own or rented vehicles to or within any local, regional or international location. In exceptional circumstances, when it is absolutely necessary for a member of the faculty or staff to transport students in a personal or rented vehicle, approval must be given by the employee's supervisor. This approval should be written and sent to the Chief Safety and Security Officer and/or the Environmental Health, Safety, and Security Manager. Once an employee has been approved, authorization to drive students can be obtained by submitting the following forms to the Chief Safety and Security Officer. Allow at least 3 weeks for the College to process the cleared driver forms listed below.

Authorized drivers are approved for specific purposes, events or timeframes and do not obtain unlimited privilege to transport students.

Employees are never permitted to transport students to a hospital or medical facility; employees must call 911 and/or work in partnership with campus resources to provide student assistance.

Please also refer to the College local and regional field trip policy.

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 or Program Director at the beginning of each semester.

The Department Chair/Program Director 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. Prior to the lecture, an honorarium form is asked to be completed by the non-Otis College employee guest and signed by the Department Chair/Program Director before payment can be made. Please inform your guest that they will receive payment approximately two weeks after the Business Office has received all necessary forms.

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

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

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 College publications as well as press releases.

IDENTIFICATION CARDS

All faculty members must obtain an Otis College identification card (OneCard) through Campus Safety and Security during normal College hours. The ID contains your "X" number, which allows you to associate it

with other systems within the campus, including e-mail, the Dashboard and the Learning Management System (LMS).

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.

LATE ARRIVAL 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.

INSTRUCTIONAL STORAGE

In many classrooms, the College makes available cabinets and other storage units so that the faculty might store essential teaching supplies. The majority of these units are located within or directly adjacent to classrooms. These are to be used only for the storage of materials that are actively being utilized for teaching and learning purposes, and only by faculty teaching in the classrooms in which the units are located. If a faculty member is not assigned to teach in a particular classroom in the following semester, they are expected to remove any items they have placed in that room's Instructional Storage unit(s) by the end of the semester. It is important that faculty who are teaching in the classroom be able to utilize the provided storage units. Non-instructional items are not to be kept in Instructional Storage units. Similarly, personal furniture or storage units should not be left in or adjacent to classrooms.

Should additional instructional storage be needed, lockers are located on various floors within Ahmanson as well as on the second floor of the Galef Building. These may be available for faculty use, depending on availability.

See the staff in the Model Shop on the 7th floor of Ahmanson for details.

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 Department Chair/Director and/or faculty (Animation, Fashion Design, Fine Arts, Foundation, Game and Entertainment Design, and Illustration). Human Resources maintains a record of available models in Pingboard and can be contacted for questions on the hiring policy at humanresources@otis.edu. If you have any general questions, please reach out to the Faculty Coordinators (faculty-coord@otis.edu).

MY.OTIS.EDU

My.otis.edu is the Otis College Dashboard, where faculty have access to their email, Learning Management System (LMS), policies and procedures, resources, and forms. Faculty members can sign on using their email log on and password.

ROOM ASSIGNMENTS

Faculty may not transfer their class from one room to another or alter the day and/or time of any class meeting without prior approval from the Department Chair and the Registration Office. When special rooms are required for critiques, makeup sessions, or other activities faculty must submit a room request through Course Dog. Requests must be made at least five days in advance to account for processing time. If a particular arrangement of equipment is necessary for a class meeting, a work order should be made to the Faculties Department in advance. Work orders can be placed through HelpDesk or by emailing facilitiesmanagement@otis.edu

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 Environmental Health and Safety Manager 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.

SUBSTITUTE TEACHERS

It is a faculty member's obligation to inform the Department Chair if they 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 their personal funds. If the College authorizes a paid substitute, the College is required to make payment, in compliance with state and federal regulations.

SYLLABUS

Faculty must upload their course syllabus to the Learning Management System (LMS) for review by the Department Chair / Assistant Chair /Director one week before the start of classes. Included in the syllabus should be a description of the course, course learning outcomes, program learning outcomes, required texts and materials, course assignments with due dates, any criteria for student evaluation (rubrics and a grading scale,) a week-by-week outline of the course's content, the location of the first class meeting listed prominently on the first page, and the following Otis College policies: DEI Statement, Pronoun, Preferred Name, Contact and Credit Hour, Student Behavioral Expectations, Disabilities and Accommodations, Plagiarism, and Attendance. At the first meeting of each course, instructors are required to provide each student with a copy of the syllabus and or post it to the LMS for student view and to review the syllabus with students. The syllabus will be referred to as a contract in grade appeals disputes.

FACILITIES AND EQUIPMENT INFORMATION (IN ALPHABETICAL ORDER)

ACADEMIC COMPUTING / COMPUTER CENTER

The Computer Center is run by the Office of Information Technology and is supported by a technical support staff and work-study students. The Computer Center consists of the Open-Access Lab, printing and scanning, and computer classrooms. The computing facilities are maintained with the latest workstation computer systems, scanners, digital projectors, self-service color laser printers. Technical assistance is available during the posted

Open-Access hours. The computer classrooms are designated as scheduled instructional spaces and are available for open-access outside of scheduled class hours. In addition to computer labs, there are also computers designated for word processing and Internet access and tutoring in the Library and Student Learning Center.

The Computer Center is open during these hours (when school is in session): Open-Access Hours (Academic Year)

Monday–Friday: 8:00 a.m.– 10:30 p.m.
Saturday: 8:00 a.m. - 7:00 p.m.
Sunday: 9:00 a.m. - 5:00 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 Information Technology 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.

ADMINISTRATIVE OFFICES

All administrative offices are open year-round during the following hours: Monday–Friday: 8:30 a.m.–5:00 p.m.

ADMISSIONS

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 office hours.

AUDIO/VISUAL LAB

Monday–Thursday: 8:00 a.m.–10:00 p.m. (during academic sessions)
Friday: 8:00 a.m.–6:00 p.m.
Saturday and Sunday: Closed

Hours may vary depending on need, staffing, or between sessions. Please see postings located at entry to lab.

AUDIO / VIDEO EQUIPMENT

Some departments have their own audio visual equipment. In addition, equipment may be reserved through the Media Services Video Lab. No lab fees are required for audiovisual equipment. Please note that lighting studio equipment and still photography 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 LENDING POLICY

Media Services manages the reservations and lending of equipment to students using the WebCheckout system. All students are automatically assigned an account in the system when they register each semester. Currently enrolled students, with a valid Otis ID, and a completed Checkout Agreement Form may borrow equipment from any of the designated WebCheckout Centers during open hours. The Checkout Agreement outlines the terms and conditions of the transaction as well as the student's responsibility while using the equipment. Students are accountable for all, repair, and replacement costs attributed to equipment used under their WebCheckout account.

CHECKOUT PERIODS

Video Lab equipment may be checked out Monday - Thursday and is usually due back the next day by 7pm or can be extended by notifying the office.

Rentals on Friday, equipment due back the following Monday by 7pm.
(During closures, equipment is due back the next open weekday by 7pm.

There is NO grace period for returning equipment and Late Fees begin to accrue as soon as the equipment is past due in the system.

RESERVATIONS

Reservations for Video Lab equipment are permitted for Weekends only. On the Monday of each week, the Weekend Reservation Sign-Up sheet is posted in the Video Lab. Students may sign-up on a "first come" basis to borrow equipment over the weekend. Students may pick-up reserved equipment after 12 noon on each Friday. Seniors may be given priority by their department for specific camera equipment during weekend rentals. Any non- seniors may sign-up for the restricted camera equipment but the Video Lab cannot guarantee availability. Students are responsible for notifying the Video Lab if they are unable to pick-up reserved equipment as scheduled. After a second no-show offense, the student will no longer be allowed to make reservations for equipment.

There are NO reservations for weekday checkouts. All weekday equipment checkouts are handled on a first come, first serve basis.

RENEWALS

Equipment may be renewed in person or by phone for up to ONE additional checkout period unless it has been reserved under reservation guidelines.

EQUIPMENT USE

The Video Lab equipment inventory is regularly maintained and considered to be in working order. Students are responsible for inspecting the equipment before they leave the lab. If any missing or damaged items are found, the student must notify the technician on duty and make note of the condition in the system. The equipment is to be used in accordance with the proper operating procedures outlined in the user documentation. Some equipment is restricted pending the successful completion of a Training Workshop. The Video Lab will post a schedule of workshops at the beginning of each semester. The Video Lab and Academic Computing Services are not responsible for data or footage left on any tape, memory card, or built-in memory. Students are responsible for backing-up all data before returning the equipment.

BOLSKY GALLERY

The Bolsky Gallery features exhibitions of student work throughout the year. Undergraduate Fine Arts students curate and install group shows during the Fall semester; the Graduate Fine Arts candidates present their Thesis Exhibitions during the Spring semester; and it is programmed during the summer by various programs across the College. The gallery is named in honor of Otis benefactors Helen and Abraham Bolsky.

COVID-19 GUIDELINES FOR FACULTY AND STAFF

Policies related to the COVID-19 pandemic and the College's current guidelines may be found in COVID-19 Hub.

FACULTY AND DEPARTMENT OFFICES

Space permitting, some departments provide shared faculty offices, which are assigned by the Department Chair. All offices are equipped with computers, 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.

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.

LIBRARY

The Millard Sheets Library contains over 36,000 volumes focused on fine arts, fashion, architecture, design, photography, film, art history, and critical studies. There are an additional 130,000 electronic books available 24/7 for students. The collection provides support for all the academic disciplines in the Otis College curriculum.

The Special Collections include 1,200 rare art books and fine press editions. The collection of artists' books is outstanding and includes more than 2,400 original works by John Baldessari, Sophie Calle, Sarah Bryant, Ed Ruscha, and David Hockney.

Subscriptions for more than 150 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 via
login.

For Library Hours and a list of policies and services, please refer to the Library website.

LIGHTING STUDIO

For access to the studio, make reservations through the Photo Lab at x 6971 or photolab@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. These lockers are located on the basement level of Ahmanson. See the staff in the Model Shop on the 7th floor of Ahmanson for details.

MAINTENANCE AND FACILITIES

The Facilities Department is responsible for the maintenance, housekeeping, grounds- keeping, 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 through the HelpDesk system or by emailing facilitiesmanagement@otis.edu.
- 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 via email or Track-It. 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.

ONE-STOP

The One Stop @ Otis College offers a central location for **Academic Advising**, **Financial Aid**, **Registration**, and **Student Accounts** services, information, and resources. It is conveniently located on the 2nd floor of the Ahmanson building. Hours are Monday – Friday 8:30AM-5PM

PRINTING SERVICES

The Photography Lab is now the school's sole source for printing services. We continue to provide high-quality large format inkjet prints, as well as books, zines, cards, and various publication needs using our Sharp digital press.

Students, faculty, and staff will have the option to print on matte or luster paper at a low rate. For specialty papers, including canvas and backlit transparency, please check https://www.otis.edu/computer-center/price- estimator. Payment is only available through the privet PaperCut account.

Departments are responsible for submitting documents at one time, as opposed to one by one. For the department's entire submission, please have all images prepared and print-ready. We also offer a 24-hour turnaround; however, a rush fee is applied to the print job. Payment can be processed via PaperCut or a Departmental Chargeback form. More information about PaperCut is available at https://www.otis.edu/computer-center/printing-copying

REGISTRAR'S OFFICE

2nd floor Ahmanson. Monday–Friday: 8:30 a.m.–5:00 p.m.

SHOPS, LABS AND STUDIOS

Access to all shops and labs are 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 One Card is required to check out equipment. Otis technicians are available for assistance in the use of all of the facilities. Hours are posted outside each facility and on the

Labs and Shops webpages

Audio Video Lab

Ceramics Studio

Laboratory Press

Lighting Studio

Model Shop

Photography Lab

Printmaking Lab

Wood and Metal Shop