# FACULTY HANDBOOK (8/15/2019)

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MISSION STATEMENT

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

CHAPTER ONE: WELCOME AND INTRODUCTION

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

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

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

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

INTRODUCTION

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

The specific purposes of the handbook are as follows:

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

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 All previously issued handbooks and any inconsistent policy statements or memoranda are hereby superseded by this document.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.
HISTORY: THE COLLEGE

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

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

Originally, Otis 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 1,100 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 figured prominently among the California Watercolorists, and launched the California Ceramics Movement. Many have become luminaries in contemporary art, including Robert Irwin, Philip Guston, Billy Al Bengston, Masami Teraoka, May Sun, Alison Saar, Bruce Yonemoto, 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. Others animated the first talking Mickey Mouse cartoon and were principal designers for Disneyland.
INSTITUTIONAL PHILOSOPHY

Since 1918, Otis College has been connecting students with their own intentions, giving them the skill and courage to show their messages to the world, and in the process, helping them discover themselves. In promoting these discoveries, the College fulfills its goal of cultivating creative and well-educated individuals whose training in visual thinking and practice allows them to speak to the issues of our time. In so doing, Otis College of Art and Design is a crucible for the culture of our future. Otis College of Art and Design is a private four-year art college accredited by the Western Association of Schools and Colleges (WASC) and National Association of Schools of Art and Design (NASAD).
CHAPTER TWO: COLLEGE ORGANIZATION AND GOVERNANCE

BOARD OF TRUSTEES

The Board of Trustees is the fiduciary body overseeing the college. Trustees are distinguished individuals who bring deep expertise from business, education, the arts, law, real estate, and more. Trustees participate in routine board meetings, and many join board committees focusing on topics such as educational planning, student life, and investment and audit.

BOARD OF GOVERNORS

The Board of Governors is a larger group of interested individuals who participate in departmentally-based activities and convene on behalf of institutional support and fundraising initiatives.

SENIOR LEADERSHIP TEAM

The Senior Team consists of the president and division leaders: the provost (academic affairs), IT and operations, financial services, communications and marketing, institutional advancement, campus life, and human resources. This group is routinely informed by the Academic Assembly (chairs, assistant chairs, directors, and faculty) and Town Meetings (staff), and makes decisions accordingly.

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

ACADEMIC 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.

ACADEMIC ASSEMBLY

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

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

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

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

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

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

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

Leadership
The Academic Assembly is 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 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**

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

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

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

**Readings**
Committee Chairs will forward proposals requiring Assembly voting to the Executive Committee Chair who will distribute them to the Assembly members. Proposals will be circulated via e-mail at least two weeks in advance of the vote and will constitute a first reading. Committees making proposals may hold an open forum after the first reading and prior to the vote. When second readings are required, discussion in the meeting at which the vote is taken may constitute the second reading.

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

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

Executive Committee

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

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

The responsibilities of the Executive Committee include the following:

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

- The Executive Committee will meet as necessary.

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

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

Curriculum Committee

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

Working Structure and Responsibilities
The Curriculum Committee receives proposals for changes to the College’s curricula (which may regard new programs or degrees, new courses or course sequences, amendments to existing curriculum, and so on), whose submission is based on and formatted per the Curricular Review Criteria and Guidelines published in the Faculty Handbook. The Curriculum Committee reviews, approves, and submits recommended curricular changes to the Academic Assembly in writing. The Curriculum Committee oversees the Curricular Review Criteria and
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 Dean of Enrollment Management, Senior Director of Information Technology, Director of Library, a representative from the Provost’s office, 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 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 and Vice President of Human Resources 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 nine (9) members representative of all the academic programs of the College. Conditions are as follows:

- The makeup will consist of no more than two Chairs or Assistant Chairs, at least three full-time faculty, and at least two adjunct faculty.
- Nominees for the Rank and Promotion Committee should represent a range of disciplines.
- The Rank and Promotion Committee will be selected from the academic body of department chairs, full- time faculty, and adjunct faculty.
- A portion of the committee will be selected annually. The terms of committee member service will be staggered so that the committee will not have all new members each year. Each committee member will serve for two years.

**Leadership**
Co-Chairs (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 representatives from all programs.

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

**Academic Standing Committee**

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

The student must maintain a minimum semester and cumulative grade point average (GPA) of 2.0. If the student fails to meet the minimum requirement, the student will be put on probationary status for the period of one semester. If at the end of that semester the student is unable to meet the minimum requirement of 2.0 in either the semester or cumulative grade point average, 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 a representative from the Provost’s Office. The Registrar identifies the cases for review and provides the committee with appropriate data, including the academic record and an analysis of the academic record.

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

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

**Guidelines for Discussions/Decisions (for the Committee Members)**
If decisions regarding academic performance were strictly objective, there would be no need for a committee. Thus committee members are asked to carefully weigh and assess the potential of each student brought before the committee to succeed in courses at Otis 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 acknowledgment 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 Provost’s Office, Senior Director of the Library, Vice President of Human Resources, 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 a Faculty Representative for a two-year term to the Board of Trustees and the Board of Governors. The representative reports on the activities of the Academic Assembly and acts as a liaison to the Boards and its committees.
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, 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 with distinguished service at the College in the rank of Professor. The list of those to be so recognized will be forwarded by the Provost to the President for action, and reviewed by the Board of Trustees; the President will notify the faculty member so recognized by letter.
Administrative Academic Personnel

Department Chairs
The Department Chair is the academic leader in a specific discipline, and is responsible for shaping and directing the academic environment toward the highest standards for student achievement. The Department Chair is also responsible for contributing leadership at large and working closely with other Department Chairs and the Senior Leadership Team to further the goals and mission of the College. The Department Chairs may teach in their area of expertise, but their primary responsibility is in the area of academic administration. They are voting members of the Academic Assembly.

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

Directors
Directors of academic programs and services provide leadership and administrative oversight of critical areas within Academic Affairs. Directors report to the Provost and may serve on committees, participate in the Chairs Council, and serve as voting members of the Academic Assembly, as specified in their contracts.

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, the Provost (or designee), and the Director of Human Resources (or designee). 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 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 Provost interviews the final candidate and, if the candidate’s qualifications and interview are satisfactory, authorizes Human Resources & Development to verify references and conduct a background check. If these are satisfactory, the Provost makes an appointment offer.
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 Assessment and Step (PAS) results, Chair recommendation, and Provost approval in consideration of the anticipated needs of the department and of the College. To be considered for a three-year contract, a full-time faculty member normally should have served the College for the five most recent academic years with a minimum total PAS form rating of 5.5 in each of those five years, and received approval/endorsement from the Department Chair and Provost, based on the PAS form ratings of the faculty member and the anticipated needs of the department and of the College.

Full-time faculty are normally required to teach either 18 contact hours per week (studio faculty) or 12 contact hours per week (liberal studies faculty), and to provide 6 hours on average per week in service to the department and the College, as assigned by the Department Chair. Otis 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 Performance Assessment and Step (PAS) results, Chair recommendation, and Provost approval in consideration of the anticipated needs of the department and of the College.

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

Part-Time Faculty

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

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

Part-time faculty appointments are one semester in duration and are renewable based on satisfactory performance, Chair recommendation, Provost’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 e-mail
account.
- Participate in all faculty development and educational assessment activities and initiatives as requested by the department and the College.

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

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

Teaching and Service Loads

Faculty contracts are structured to accommodate the responsibilities inherent in teaching effectiveness, professional achievement, and contributions in service. Specific teaching and service loads are associated with each type of faculty appointment. While no specific time commitment is defined for creative practice or scholarship, Otis 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 significant professional experience in their teaching field.

**Academic Ranks for Full-Time and Adjunct Faculty**

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

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

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

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

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

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

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

**Academic Ranks for Part-Time Faculty**

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

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

**Senior Lecturer**
The rank of Senior Lecturer shall be granted to part-time faculty members showing evidence of sustained teaching effectiveness of at least four semesters at Otis 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’s possessing the requisite degree. Candidates who do not hold the requisite degree may be considered for initial appointment and advancement in rank only after their credentials are judged equivalent to the degree by a subcommittee of the Rank and Promotion Committee consisting of the committee Chair, the relevant departmental representative, and the Provost. Candidates must submit an application consisting of the following:

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

For examples of support materials, see the Rank & Promotion Application template in 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 Provost; and to review the Professional Achievement categories on
the Rank & Promotion Application Template in the LMS.

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

**Contributions in Service to the Department and the College**

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

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

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

**FACULTY PERFORMANCE, ASSESSMENT, AND STEP (PAS) PROCESS**

All faculty members’ teaching is evaluated by students using the College-wide Course Evaluation form (either hard copy or online).

**Full-time and Adjunct faculty members** are annually reviewed by their Department Chair using the Performance Assessment and Step (PAS) form so that they and their department can assess and note accomplishments, areas for growth and improvement, and future goals. Course evaluations and copies of all PAS forms are retained by Department Chairs/Program Directors; appropriate supervisory staff members only have access to these files until the faculty member is either scheduled for department/program review or rank and promotion review.

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

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

**Department / Program Review (Chair’s / Director’s Review)**

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

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

The review process for full-time and adjunct faculty consists of the following four parts:

1. Collection of faculty input, including an updated CV or résumé. It is suggested that departments/programs responsible for faculty performance assessments distribute blank PAS forms to faculty members prior to department/program review for purposes of self-evaluation, retrieve faculty members’ input in a timely fashion, and consider it when completing evaluations.

2. Completion of the Performance Assessment and Step (PAS) form. Department Chairs/Program Directors complete the current PAS form (available at Otis.edu), including all required departmental weightings and in consideration of all departmental norms and standards.

3. Meeting to review and discuss the PAS form, make any revisions, clarify goals for the future, and identify any areas of improvement. Department Chairs/Program Directors meet with each faculty member to review and discuss the completed PAS form. It is recognized that departmental perceptions of faculty performance may at times differ from those of individual faculty members. Discussion of these perceptions is an important part of the evaluation process, because it stimulates communication between faculty members and department/program administrators, fosters reflection by all on the full scope of the faculty member’s work, and helps to define and refine criteria for teaching excellence, professional achievement and/or teaching scholarship, and contributions in service to the department and the College.

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

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

**FACULTY ADVANCEMENT**

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

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

**Advancement via Departmental Merit Steps**

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

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

<table>
<thead>
<tr>
<th>Departmental Merit Steps</th>
<th>Corresponding Salary Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1, A2, A3</td>
<td>Salary Level of Assistant Professor, Steps 1, 2, 3</td>
</tr>
<tr>
<td>B1, B2, B3</td>
<td>Salary Level of Associate Professor, Steps 1, 2, 3</td>
</tr>
<tr>
<td>C1, C2, C3</td>
<td>Salary Level of Professor, Steps 1, 2, 3</td>
</tr>
</tbody>
</table>

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

Departmental Merit Steps in themselves do not confer “titles” on faculty. Faculty members choosing the Departmental Merit Steps process will retain their academic rank assigned upon initial hire unless or until their rank is changed through their voluntary participation in the Institutional Peer Review process. For example, one could hold the rank of Assistant Professor and, over time, advance to Step C3 on the salary scale.

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

**Advancement via Institutional Peer Review**

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

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

**Eligibility for Advancement in Rank**

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

**PROMOTION PROCEDURES**

Institutional Peer Review involves procedures that are designed to give faculty members the utmost assurance of the College’s commitment to confidentiality, fairness, and academic integrity. The procedures and timeline are as follows:
October 1 | Candidates submit application materials to the Co-Chairs of the Rank and Promotion Committee by October 1. Use of the Rank and Promotion Application Template in the LMS is strongly encouraged, though not required.

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 Promotion Committee may be formed to review, research, and present each case to the full committee according to the criteria for faculty evaluation and designation of rank described above.

February | The Rank and Promotion Committee forwards its recommendation, along with the entire case file, to the Provost.

March - April | The Provost reviews the case and submits his or her recommendation, along with the case file and the Rank and Promotion Committee’s recommendation, to the President.

May - June | The President reviews the case and notifies the candidate, the Provost, and the Chair of the Rank and Promotion Committee of 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 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 PAS forms from the past two years
- A summary of courses taught/teaching hours (if applicable to establish required full-time teaching load equivalency)
- Course Evaluations scores from the past two years
- Examples of student work

- Support Materials Related to Professional Achievement
  - Images of work or copies of publications — See the Rank & Promotion Application Template in 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, Provost, and President have distinct roles and responsibilities in the promotion process.

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

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

The role and responsibility of Department Chairs is as follows:

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

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

The role and responsibility of the Provost is as follows:

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

The role and responsibility of the President is as follows:

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

RANK AND PROMOTION APPEAL PROCEDURES

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

<table>
<thead>
<tr>
<th>July 1</th>
<th>Deadline for appeal submissions. Appeal materials are submitted to the Academic Appeal Committee, which is constituted for this purpose.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>The Academic Appeal Committee reviews the appeal materials and forwards its recommendation, along with the entire case file, to the Provost.</td>
</tr>
<tr>
<td>September</td>
<td>The Provost reviews the case and submits their recommendation, along with the case file and the Academic Appeal Committee’s recommendation, to the President.</td>
</tr>
<tr>
<td>September</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

Sabbatical Eligibility

**Full-time faculty, Chairs, and Assistant Chairs** are eligible for a sabbatical leave after a minimum of seven years or a cumulative total of 14 semesters of full-time service to Otis College of Art and Design. Part-time service at Otis College of two years (8 lecture or 12 studio hours per week) performed before the 2012-13 academic year may be counted toward the initial seven-year eligibility status. 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

<table>
<thead>
<tr>
<th>Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Application for / Award of Sabbatical 1</td>
</tr>
<tr>
<td>8</td>
<td>Sabbatical 1</td>
</tr>
<tr>
<td>9</td>
<td>Year 1 Post Sabbatical</td>
</tr>
<tr>
<td>10</td>
<td>Year 2 Post Sabbatical</td>
</tr>
<tr>
<td>11</td>
<td>Year 3 Post Sabbatical</td>
</tr>
<tr>
<td>12</td>
<td>Year 4 Post Sabbatical</td>
</tr>
<tr>
<td>13</td>
<td>Year 5 Post Sabbatical</td>
</tr>
<tr>
<td>14</td>
<td>Year 6 Post Sabbatical – Applications for / Award of Sabbatical 2</td>
</tr>
<tr>
<td>15</td>
<td>Sabbatical 2</td>
</tr>
</tbody>
</table>

Sabbatical Process

**Faculty and Assistant Chairs** must obtain initial approval for sabbatical leave from their Department Chair, who will consider the impact on the department and the College. Persons granted sabbaticals are not permitted to teach part-time or full-time during their leave, unless specifically included and described in their application. Applicants will submit an Application for Sabbatical Leave form to the department for
Chair approval no later than February 1, and submit the approved form to the Provost no later than March 1 prior to the academic year in which the sabbatical would occur.

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

Persons receiving sabbatical leaves must return to the College for at least one full year following the leave, unless special arrangements are made in advance between the individual and the College. An individual may request to accelerate a sabbatical or to otherwise vary from the length of service requirement (for example, to coincide with outside grants or fellowships, or for other compelling or meritorious reasons). The President and/or the Board of Trustees 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 may be either for one semester at full pay or two semesters at half pay, and will be based on the current rate and schedule at the time of the sabbatical.

**Application**

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

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

FACULTY GRANTS

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 each year. Receipts for grants that have been given must be submitted by June 1 for the year covered by the grant. Grants cannot be “carried forward” into another year.
There may be situations in which there are more grant applications than there are available funds. In these situations, not all applications can be funded, and the Committee may be called upon to fund a limited number of requests.

**Faculty Grant Requirements**

Grant applications must include a description of what the grant is for and an explanation of how the activities described would help the faculty member meet at least one of the three criteria for rank and promotion: teaching effectiveness, professional achievement, and/or contributions to the College. Grant proposals for computer hardware must show strong evidence of a need not covered by existing campus resources.

Each faculty member who submits a grant application must describe how the results of a funded activity might be shared. Recipients must also submit a report to the Faculty Development Committee describing the results of their activity or project, and must share the results of their funded activities or projects on the Otis College Intranet. Applicants should refer to the Faculty Development *libguide* for requirements, applications, and Grantee Report instructions and examples.

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

**Selection Criteria**

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

- **Value to the Faculty Member**: In awarding Faculty Funds, the Committee may consider the extent to which the activities identified in the application for funds might benefit the faculty member. In this regard, the Committee would consider the extent to which the proposed activity relates to one of the three criteria for rank and promotion: teaching effectiveness, professional achievement, or contributions to the College and/or community.

- **Value to Otis College**: The Committee may also consider the extent to which the activities identified in the application for funds might benefit the College. In this regard, the Committee would consider the extent to which the proposed activity is consistent with or supports the mission of the College, the mission of the department, and/or the educational goals of the department.

- When there is insufficient money to fund all applications, the Committee may also take the equity of awards between departments into account. These considerations include the following:

- **Departmental Equity**: Although it is not possible to create a formula for how many awards should be granted, the Committee will attempt to distribute funds fairly between departments. Among other things, the Committee will take into account the number of faculty in departments when considering equity.

- **New Applicant Preference**: When there is insufficient money for all funds applications, preference would be given to individuals who have not previously received funding.

**FACULTY BENEFITS**

**FAMILY AND MEDICAL LEAVE ACT**

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

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

FMLA – Coordination with Short-Term Disability Pay

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

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

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

Eligibility for CFRA Leave

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

Eligible faculty members, Chairs and Assistant Chairs who qualify for CFRA should refer to Otis College of Art
and Design’s Employee Handbook and refer to the section entitled “Leaves and Time Off” and subsection “California Family Rights Act Leave (CFRA).” Detailed information is provided on the following CFRA topics:

- Permissible uses of CFRA
- Circumstances where FMLA and CFRA do not run concurrently

**Request Procedure for CFRA Leave**

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

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

**CFRA – Coordination with Short-Term Disability Pay**

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

**SICK LEAVE (WILL BE UPDATED IN FALL 2019)**

**Faculty Sick Leave (Paid)**

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

**Eligibility**

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

**Sick Leave Accrual**

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

**Use of Sick Leave**

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

Sick Leave Advance

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

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

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

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

Pay in Lieu of Sick Leave

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

Kin Care (Paid) – updated policy effective July 2015

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

For purposes of this policy, a “child” is defined as a biological, foster, or adopted child; stepchild; or a legal ward. A “child” also may be someone for whom an employee has accepted the duties and responsibilities of raising, even if they are not an employee’s legal child.

A “parent” is an employee’s biological, foster, or adoptive parent; stepparent; or legal guardian.

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

A “registered domestic partner” is another adult with whom an employee has chosen to share an employee’s life in an intimate and committed relationship of mutual caring, and with whom an employee has filed a Declaration of Domestic Partnership with the Secretary of State.
A “registered domestic partner’s child” is the biological, foster or adopted child, stepchild, or legal ward of an employee’s domestic partner. A “domestic partner’s child” also may be someone for whom an employee’s domestic partner has accepted the duties and responsibilities of raising, even if they are not an employee’s domestic partner’s legal child.

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

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

**STATE DISABILITY INSURANCE (SDI)**

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

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

**State Disability Insurance (SDI) Eligibility**

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

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

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

**SDI Benefits – Coordination with Otis’ Short-Term Disability Benefits**

Adjunct faculty members who complete one year of service with the College as a part-time faculty member are eligible for Otis College’s short-term disability benefit for sicknesses or illnesses that extend beyond 2 weeks. 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, and Assistant Chairs are eligible for Otis College’s short-term disability benefit in the following way:
• 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 to the seven calendar-day waiting period to supplement an employee’s income. As soon as state disability (SDI) benefits begin, the employee’s compensation will be made whole by charging any remaining amount of the short-term disability benefit in an amount that makes up the difference between an employee’s normal, base pay less SDI pay.

PREGNANCY DISABILITY LEAVE

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

Faculty members who qualify for PDL should refer to Otis College of Art and Design’s Employee Handbook and refer to the section entitled “Leaves and Time Off” and subsection “Pregnancy Disability Leave”. Detailed information is provided on the following PDL topics:

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

BEREAVEMENT LEAVE

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

• Who qualifies as an “immediate family” member
• Number of days allowed for bereavement leave

refer to the Employee Handbook and refer to the section entitled “Leaves and Time Off” and subsection “Bereavement.”

JURY DUTY & WITNESS LEAVE

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

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

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

For detailed information on this policy, please refer to the Employee Handbook and refer to the section
entitled “Leaves and Time Off” and subsection “Jury Duty and Witness Leave.”

MILITARY LEAVE

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

MILITARY SPOUSE LEAVE

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

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

TIME OFF FOR SCHOOL ACTIVITIES

Otis College provides time off if a faculty member who is a parent, guardian or grandparent having custody of a child in kindergarten, first through twelfth grades, or in a licensed day care facility requires time off to participate in activities sponsored by the child’s school or daycare facility, the faculty member will be provided time off subject to certain conditions. For detailed information on this policy, please refer to the Employee Handbook and refer to the section entitled “Leaves and Time Off” and subsection “Time Off for School Activities”.

VOTING LEAVE

In the event that a faculty member does not have sufficient time outside of working hours to vote in a statewide or national election, the faculty member may take off enough working time to enable them to vote. For detailed information on this policy, please refer to the Employee Handbook and refer to the section entitled “Leaves and Time Off” and subsection “Time Off for Voting.”

WORKERS’ COMPENSATION

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

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

refer to the Employee Handbook and refer to the section entitled “Employee Benefits” and subsection “Required Insurance Benefit – Workers’ Compensation (for Occupational Injuries)”.
UNEMPLOYMENT INSURANCE

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

For details on how this insurance program works, please refer to the Employee Handbook and refer to the section entitled “Leaving Otis” and subsection “Unemployment Insurance”.

PAID FAMILY LEAVE (PFL)

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

PFL – Coordination of Faculty Pay

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

For more information on this policy including:

- Eligibility requirements
- Mandatory coverage costs

refer to the Employee Handbook and refer to the section entitled “Employee Benefits” and subsection “Required Insurance Benefit – Paid Family Leave”.

FLEXIBLE SPENDING ACCOUNT (FSA)

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

For more information on how this benefit works, refer to the Human Resources Benefits webpage and refer to the latest version of the Benefits Booklet.

TUITION REMISSION POLICY

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

For details on this policy and the eligibility and application requirements for this benefit, please refer to the Employee Handbook and refer to the section entitled “Employee Benefits” and subsection “Tuition Remission” or refer to the Human Resources webpage on Tuition Remission.
PERSONNEL RECORDS

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

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

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

PAYROLL

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

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

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

PAYROLL PROCEDURES

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.

PAY PERIODS

Employees are paid semimonthly (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).

DIRECT DEPOSIT OF PAYCHECKS

Employees have the option of receiving their pay via direct deposit to their bank account. The funds are automatically deposited and are available on the morning following a regularly scheduled payroll date (check with your bank for exact posting times). There is a minimum delay of two payroll periods during the set-up of direct deposit.
The employee must forward a voided check along with a signed Direct Deposit Authorization form to the Business Office or Human Resources. The voided check must show the employee’s account number and the financial institution’s transit routing number (ABA number).

PAY ADVANCES

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

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

refer to the Employee Handbook and refer to the section entitled “Payroll Management” and subsection “Pay Advances”.

GARNISHMENTS, SALARY ASSIGNMENTS, AND LEVIES

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

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

PAYCHECK DEDUCTIONS

Required Deductions

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

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

Optional Deductions

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

PERSONNEL DATA CHANGES

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

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

*recorded only to determine benefits or tax status

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

403(B) RETIREMENT PLAN

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

Detailed information about the 403(b) Retirement Plan sponsored by the College is contained in the summary plan description (SPD). The SPD and any addendums describe all the exclusions, limitations and conditions of the retirement plan.

General information about this benefit can be found in the Employee Handbook. Refer to the section entitled “Employee Benefits” and subsection “Retirement Plan”.

HEALTH, DENTAL, AND VISION INSURANCE PLANS

For policy information on the health and welfare programs offered by the College, please refer to the Employee Handbook. Refer to the section entitled “Employee Benefits” and subsection “Health and Welfare Programs”.

For current benefit programs offered by Otis, refer to Human Resources’ Benefits webpage and click on the latest version of the Benefits Booklet.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) COVERAGE

For information on COBRA coverage offered by the College, please refer to Employee Handbook. Refer to the section entitled “Employee Benefits” and subsection “COBRA”.

LIFE INSURANCE

Full-time faculty, Chairs, and Assistant Chairs are eligible to enroll in life insurance. For information on the life insurance program offered by the College, please refer to 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 faculty, Chairs, Assistant Chairs, and adjunct faculty 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.

Benefit

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

Plan Benefits

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

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

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:

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

**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:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Benefits Coverage %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 – starting July 1st and ending June 30th the following year</td>
<td>100% benefits coverage</td>
</tr>
<tr>
<td>Year 2 – starting July 1st and ending June 30th the following year</td>
<td>100% benefits coverage</td>
</tr>
</tbody>
</table>

- 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/Dean during the program’s open window time frame for requests (November 1 – November 30) in the year prior to the desired start date (the following July 1st) of the phased retirement. Note open window exception for program rollout year only. Refer to previous section on “Program Details.”

If, upon consultation with any sharing department Chair(s) or Director(s), the Home Department Chair/Dean approves, the application is forwarded to Human Resources.
Human Resources will present the phased retirement request to Otis College’s Senior Team for approval.

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

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

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

Denied Applications and Appeals:
If an application to participate in the Program is denied, a faculty member may appeal a denial in writing within 60 days after receipt of the denied request. In submitting an appeal, the applicant should include a written outline of any overlooked issues, 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 (IN ALPHABETICAL ORDER)

CONFIDENTIALITY

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

CONFLICT OF INTEREST

For details on Otis College of Art and Design’s policy on Conflict of Interest, please refer to the Employee Handbook and refer to the section entitled “Employee Expectations” and subsection “Conflict of Interest”. See also Employee Handbook section entitled “Employment” and subsection “Employment of Relatives”.

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 unfeasible for institutional or educational reasons, or if space considerations make scheduling impracticable. When cancelling courses, Department Chairs will prioritize faculty in the following order: Full-Time, Adjunct, and Part-Time; will, if necessary, shift courses from one faculty member to another in order to follow this order; will prioritize required courses, as well as courses deemed to be critical to the program curriculum; and will take into consideration student schedules and space availability when making adjustments to the course schedule. 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 Ombudsperson and/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 Ombudsperson, will call the Grievance Committee composed of a Co-Chair of the Academic Assembly, the Provost, a faculty member appointed by the Provost, and the Director of Human Resources. In the event that a complaint, claim, or allegation of a lack of impartiality or the existence of bias is made by the complainant regarding any member of the Grievance Committee, the individual will recuse 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 OF RELATIVES

For details on Otis College of Art and Design’s policy on Employment of Relatives, please refer to the
For details on Otis College of Art and Design’s policy on Harassment, please refer to the Employee Handbook and refer to the section entitled “Employee Expectations” and subsection “Sexual Harassment & Misconduct Policy.”

HAZING

For details on Otis College of Art and Design’s policy on Hazing, please refer to the The Hoot and refer to the section entitled “Campus Safety and Security” and subsection “Hazing.”

PERSONAL APPEARANCE AND GROOMING STANDARDS

For details on Otis College of Art and Design’s policy on personal appearance and grooming standards, please refer to the Employee Handbook section entitled “On-The-Job” and subsection “Appropriate Work Attire and Appearance.”

RELATIONSHIPS BETWEEN FACULTY/STAFF AND STUDENTS

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

Faculty and staff members are in a position of trust and power with respect to a student’s educational activities. Relationships with students can jeopardize the effective functioning of the College’s mission by the appearance of unfairness in the exercise of professional judgment. This includes, but is not limited to, those students whom faculty or staff currently, or may in the future, instruct, mentor, evaluate, supervise, advise, or exercise other forms of professional responsibilities towards, such as allocating resources, selecting students for scholarships and awards, and providing recommendations or references.

The purpose of this policy is to create and maintain a professional learning and work environment that is free from unlawful discrimination, harassment, and exploitation. This policy recognizes that there is often an inherent inequity in dating, sexual, or intimate relationships between faculty/staff and students. Such relationships often result in perceptions of favoritism, bias, or discrimination that undermine academic achievements or decisions affecting students. The College has a policy against discrimination and harassment including, without limitation, sexual harassment. Dating, sexual, or intimate relationships between faculty/staff and students may result in claims of sexual harassment and questions about the voluntariness of the relationship. Please refer to College policies on Harassment, Sexual Harassment, and Non-Retaliation for more details.
Administration

Any faculty/staff who is or has been involved in a dating, sexual, or intimate relationship with a student must promptly report this fact to his or her supervisor. The supervisor will review the context of the relationship in collaboration with Student Affairs, the Provost’s Office, or Human Resources and then take appropriate actions. Actions taken may include, but are not limited to, a transfer, a change in shift, or a change in reporting structure so that the individual in authority does not evaluate or participate in discussions and decisions that affect the compensation, evaluation, employment conditions, instruction, and/or academic status of the student involved. Any person who believes that a faculty/staff is involved in a dating, sexual, or intimate relationship with a student under their direct authority or supervision is required to report the relationship to Student Affairs, the Provost’s Office, or Human Resources.

Consequences

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

The following policy statements should be cross-referenced as appropriate:

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

RELATIONSHIPS BETWEEN FACULTY AND STAFF

Otis College of Art and Design encourages faculty and staff to socialize and develop professional relationships in the workplace provided that these relationships do not interfere with the work performance of either individual or with the effective functioning of the workplace. Faculty and/or staff who engage in personal relationships with colleagues (including romantic and sexual relationships) should be aware of their professional responsibilities and will be responsible for assuring that the relationship does not raise concerns about favoritism, bias, ethics, and/or conflict of interest that may undermine professional achievements or career advancement for those involved. The College has a policy against discrimination and harassment including, without limitation, sexual harassment. Dating, sexual, or intimate relationships between faculty and/or staff may result in claims of sexual harassment and questions about the voluntariness of the relationship. Please refer to College policies on Harassment, Sexual Harassment, and Non-Retaliation for more details. In cases of doubt, advice and counsel should be sought from next level management, the Title IX Coordinator, or Human Resources.

Romantic or sexual relationships between staff and/or faculty members are discouraged. However, if such a relationship exists or develops, the College does prohibit relationships where one individual has influence or control over the other’s conditions of employment. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, it must be disclosed to management. Management will review the context of the relationship in collaboration with Human Resources and will then take appropriate actions. Management who believes that a faculty/staff member under his or her direct authority or supervision is involved in a consensual relationship with a colleague is required to report the relationship to Human Resources.
Administration

If a relationship is deemed to be inappropriate under these guidelines, Human Resources in collaboration with management will take action which may include, but is not limited to, a transfer, a change in shift, or a change in reporting structure so that the individual in authority does not evaluate or participate in discussions and decisions that affect the compensation, evaluation, employment conditions of the colleague involved.

Consequences

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

The following policy statements should be cross-referenced as appropriate:

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

SEXUAL HARASSMENT & MISCONDUCT POLICY

For details on Otis College of Art and Design's policy on Sexual Harassment & Misconduct, please refer to the Employee Handbook and refer to the section entitled “Employee Expectations” and subsection “Sexual Harassment & Misconduct Policy”.

STAFF TEACHING

For details on Otis College of Art and Design’s policy on Staff Teaching, please refer to the Employee Handbook section entitled “On-The-Job” and subsection “Staff Teaching.”

WHISTLEBLOWER POLICY (Anti-retaliation policy)

This policy governs both the reporting and investigation of allegations of suspected unlawful and/or unethical activities and the protection of whistleblowers from retaliation. It describes the procedures for investigating known or suspected improper activities and addressing complaints of retaliation for raising such issues. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Otis College of Art and Design prior to seeking resolution outside the College.

Otis College of Art and Design expects all of its employees: staff, faculty, student workers and administrators, to be honest and ethical in their conduct, comply with applicable laws, policies, and regulations, deal fairly with other employees, students, customers, volunteers, and business associates, and protect and ensure the proper use of College assets.

The College encourages its faculty, staff, and students to make “good faith” disclosures of College-related misconduct. Internal and external reporting opportunities are available to all employees and students, as described in the Procedures section, below.
Anyone who files a Whistleblower report or complaint recklessly or with a willing disregard for the facts, so that the report or complaint is found to be lacking in “good faith,” may be subject to disciplinary action up to termination of employment.

No Retaliation
No member of the College community may retaliate against a Whistleblower with the intent or effect of adversely affecting the terms or conditions of employment or enrollment. Anyone who violates this anti-retaliation policy is subject to disciplinary action up to and including termination of employment.

The College will make every reasonable effort to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, to provide remedies to victims of retaliation, and to sanction the perpetrators of retaliation as appropriate.

Whistleblowers who believe they have been retaliated against by a College employee should contact Human Resources to report the incident, and may file a written complaint.

Definitions
Whistleblowing – an act of good faith reporting of real or perceived College-related misconduct
Whistleblower – any visitor, student, faculty, or other employee who, in good faith, reports real or perceived College-related misconduct
Good Faith Disclosure – disclosure of College-related misconduct made with a belief in the truth of the disclosure that a reasonable person in the whistleblower’s situation could have believed based upon the facts. A disclosure is not in good faith if made with reckless disregard for (or willful ignorance of) facts that would disprove the disclosure.
College-related misconduct – any activity by a College department or by an employee that is undertaken in the performance of the employee’s official duties, whether or not such action is within the scope of the individual’s employment, and that is a violation of any state or federal law or regulation or College regulation or policy, including discrimination, sexual harassment, harassment and violations of civil rights.
Retaliation – any adverse action or creditable threat of an adverse action taken by the College, or member thereof, in response to a Whistleblower’s good faith disclosure of College-related misconduct.
CHAPTER SIX: INFORMATION AND POLICIES OF INTEREST TO FACULTY

ACADEMIC POLICIES AND INFORMATION (IN ALPHABETICAL ORDER)

ACADEMIC ALERTS

Every quarter of each semester (starting at approximately the fourth week) the names of those students who are experiencing academic difficulties in your class must be reported to the Department Chair and Registrar.

The Academic Alert Notice is also an opportunity to recommend appropriate support services, such as their students regarding their standing in the class, academic difficulties in your class must be reported to the Department Chair and Registrar.

An Academic Alert Notice should be sent to a student who has:

- Acquired two or more unexcused absences;
- Consecutive absences or multiple tardies;
- A grade average below a C;
- A significant amount of missing classwork; or
- Coursework that needs improvement

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

The Academic Alert Notice is also an opportunity to recommend appropriate support services, such as discussions with the instructor, department chair, academic advisor, tutor/coach, counselor, or student affairs staff.

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.”

ACADEMIC PROBATION AND DISMISSAL

A BFA student is in good standing if the student maintains a term and/or cumulative GPA of 2.0. If a student’s
term and/or cumulative GPA falls below 2.0, the student will be placed on academic probation. A student will
be dismissed from the College if their cumulative GPA falls below 2.0 for two consecutive semesters. First-
semester Foundation students may be eligible for Grade Replacement (please refer to the Foundation Grade
Replacement policy).

Any Foundation student whose GPA earned in their first semester of attendance at Otis is below 1.5 will be
dismissed with conditions to be satisfied for appeal, and if successful, will be offered grade replacement at that
time.

An MFA student is considered in good standing if the student receives a grade of “P” (Pass) or "LP" (Low Pass) in
all of their courses each term. If a graduate student receives a grade of “F” during a term, the student will be
placed on academic probation. If placed on academic probation, the student will receive notification in writing
regarding his or her academic standing from the Chair of the Academic Standing Committee.

A graduate student will be dismissed from the College if the student has two consecutive semesters on
academic probation. If the 2nd semester of probation occurs in the final semester of MFA study and all degree
requirements have been met, the determination of academic standing will include the Chair’s review of
transcript and portfolio.

All faculty should make themselves aware of students in their classes who are currently on academic
probation. Faculty should work with Department Chairs to evaluate probation students in the first
quarter. Many students are able to go on to perform well and deserve every chance to do so. Awareness
from faculty for those students who are having difficulty will help ensure that they receive that chance
and prevent a negative outcome. For additional information regarding Academic Probation, please see
and refer to the section in The Hoot entitled “Academic Policies”, section “Enrollment and Registration
Policies” and sub-section “Probation and Academic Dismissal”.

ACADEMIC STANDING

BFA students are in good standing if they maintain a cumulative grade point average of 2.0 in their
studio-major classes and liberal studies requirements, and if they are not on academic probation.
Students must have an overall cumulative grade point average of at least 2.0 upon completion of their
second year of attendance in order to be eligible for entry into the third year. MFA students are
considered in good standing if they receive a grade of “P” (Pass) or “LP” (Low Pass) in all courses.

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

“Good standing” also means that a student has fulfilled all financial obligations to the College, complied with all Library and Tool Crib regulations, and is not subject to disciplinary action for inadequate attendance or some specified misconduct.

ATTENDANCE

Attendance is critical to learning and academic success. Consistent attendance by all students benefits everyone and allows class communities to learn in an efficient and productive manner without disruption. Nonetheless, we acknowledge that there are times when a student must miss a class meeting. At Otis College of Art and Design, students will take responsibility for their absences and for meeting assignment requirements and deadlines. Student responsibility and proactivity are valued at Otis College of Art and Design.

Students are not expected or required to disclose reasons for their absences.

Student absences are determined to be “excused” or “unexcused” per the following criteria.

- An absence is recorded as “excused” if the student completes and submits course work missed due to an absence.
- An absence is recorded as “unexcused” if the student does not submit course work missed due to an absence.

Each instructor will indicate the accepted timeframe for submitting coursework missed due to an absence on the course syllabus.

Some class meetings or experiences cannot be made up (“excused”), therefore an absence on those dates is automatically recorded as “unexcused.” The instructor determines which and how many class meetings or experiences cannot be made up (“excused”) and indicates them on the course schedule.

Consequences of “Unexcused” Absences

During the fall and spring semesters, students must not incur more than:

3 “unexcused” absences in a course that meets once per week
4 “unexcused” absences in a course that meets twice per week
5 “unexcused” absences in a course that meets three times per week.

After 2 “unexcused” absences, an academic alert will be submitted by the course instructor.

During the 10-week summer semester, students must not incur more than:

2 “unexcused” absences in a course that meets once per week
3 “unexcused” absences in a course that meets twice per week
4 “unexcused” absences in a course that meets three times per week.

After the first and second “unexcused” absences, academic alerts will be submitted by the course instructor. After a student reaches the maximum number of “unexcused” absences, as quantified above, the student will receive a failing grade for the course.

Arriving Late or Leaving Early

A “tardy” is arriving late for class or leaving class early. The instructor determines the timeframe for a “tardy,” the consequence of a tardy, and includes this information on the course syllabus.

CREDIT HOUR EQUIVILENENCY

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

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

**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).

For more information and proposal guidelines, see the [Curriculum Committee page](#) of the College website.

**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 looks 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
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<tr>
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<td>Withdrawal without penalty</td>
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<td>UW</td>
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<tr>
<td>F</td>
<td>Fail (Unsatisfactory)</td>
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<td>UW</td>
<td>Unofficial Withdrawal</td>
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<td>IP</td>
<td>In Progress</td>
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<td>W</td>
<td>Withdrawal without penalty</td>
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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”.

INCOMPLETE GRADES
A grade of Incomplete may be assigned only in cases of emergency, such as serious illness or accident
(which requires a doctor’s note or verification) or a death in the family. The student needs to be in good academic standing at the time of the emergency. An incomplete grade is not an appropriate grade for a student who simply stops attending your class or fails to complete the work for the class.

Approval must be received from the Department Chair prior to assigning the grade of Incomplete. An Incomplete awarded without prior knowledge and approval of the Department Chair will be recorded as UW on the student's record. If granted, the student will have four weeks from the end of the semester in which to complete the course work, at which time the instructor must contact the Office of Registration and Records, and indicate a change of grade or the grade reverts to a UW. After this point, credit may be earned only by repetition of the course.

In assigning the grade of Incomplete, you must be certain that students have a clear and written understanding of the specific ways in which their deficiencies are to be resolved and cleared within the four-week period. (It is your responsibility as an instructor to be available to review the student's work and to change the incomplete grade in writing within the four-week period.)

If the student meets this criteria, they should be instructed to initiate an Incomplete Form accessible from the my.otis.edu dashboard. The form must state both the reason for the Incomplete (attach any documentation) and the work that must be completed.

For information about the Incomplete policy and procedure, see The Hoot. Refer to the section entitled “Academic Policies”, under the sub-headings “Grading Policies, Grades of Incomplete”.

INDEPENDENT STUDY

An Independent Study is a one-time course created at the request of and according to the curricular needs of an individual student, with faculty and Department Chair approval. Students requesting Independent Study must be in good academic standing.

An undergraduate Independent Study may be appropriate when the subject the student wishes to study is not addressed within Otis’ established curricula, or when a student wishes to examine a subject in greater depth than the regular curriculum allows. Independent Study should not be conducted in place of the regular curriculum, but rather, as a means of augmenting it. A student must register for an appropriate number of credits as determined by the faculty member and Department Chair, and, with the faculty member, must complete an Independent Study proposal form.

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

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”.

PLAGIARISM

Plagiarism occurs when a person deliberately uses another person’s concepts, language, images, music,
or other original (not common knowledge) material without acknowledging the source and/or making substantial modifications. While referencing or appropriating may be part of a studio or liberal arts and sciences assignment, it is the student’s ethical responsibility to acknowledge and/or modify the original material. Specific examples of plagiarism include the following:

- 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).
- Having someone else produce, revise, or substantially alter all or part of a written paper or studio assignment.
- Cutting and pasting any textual or image-based work from the Internet without proper documentation or clarification of sources.
- Failing to cite sources. Proper citations in MLA style and a Works Cited page must accompany all papers. Guidelines to proper citation are available in The College Writer’s Reference and through the Otis College 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.
- Allowing an editor to change so much of a paper that it is no longer the student writer’s work.

Instances of alleged plagiarism are reported to the Academic Integrity Committee for review by submitting an Academic Misconduct Complaint Form. The Academic Integrity Committee Process can be reviewed on the College website.

WITHDRAWAL

Official Withdrawal

Students may withdraw from a course by completing an official Withdrawal form available from the One-Stop. Withdrawals appear on the student’s transcript but do not affect their grade point average. Faculty should encourage all non-attending students to officially withdraw from class through the semester warning notice. Please consult the Academic Calendar for specific deadlines for withdrawal.

Unofficial Withdrawal

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

CAMPUS POLICIES AND INFORMATION (IN ALPHABETICAL ORDER)

ALCOHOL AND OTHER DRUGS

The illegal or abusive use of alcohol and/or other drugs by students, faculty, or staff adversely affects Otis College’s commitment to provide an environment of excellence in teaching, working, and learning. To comply with the Drug-Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of the College are prohibited from the possession, use, or distribution of any illegal drugs (as defined by the statutes of the State of California and/or the Federal government) in any Otis College facility or at any Otis College function.
California law prohibits the consumption of alcoholic beverages by persons under the age of 21. Underage drinking and public intoxication are unacceptable, and those who violate these standards will be subject to disciplinary action. Alcohol is not allowed on campus during periods when classes are in session, at any public event to which students are invited, or during normal business hours. Additionally, students who are 21 and over and reside in the Residence Hall and Otis College affiliated-housing cannot possess alcohol in their room while living on-campus.

Alcohol is permitted on campus and at Otis College-sponsored events off campus only in connection with special events sponsored by the Ben Maltz Gallery, Institutional Advancement, Human Resources and Development, the Provost’s Office, Extension, and the Graduate Programs. At these special events, alcohol may be served only by a bonded bartender. All students in attendance must abide by local, state, and federal regulations related to the possession and consumption of alcohol. For those designated departments listed above, contact the Office of Campus Safety and Security at 310-665-6965 or e-mail security@otis.edu to learn more about the procedures and protocol to serving alcohol on campus.

Use of Marijuana

Otis College does not permit the use of marijuana for any purpose on College property even if the use meets the qualifications of the California Compassionate Use Act, Proposition 215, and/or the Adult Use of Marijuana Act, Proposition 64. Therefore, even employees and/or students who qualify under Propositions 215 and 64 to use marijuana for medical and/or recreational purposes are not permitted to possess, store, provide, or use marijuana on Otis College owned or controlled property (including but not limited to residence halls, academic buildings, leased facilities, and parking lots), or during an Otis College-sanctioned activity or events regardless of the location.

ANIMALS

Pets and other animals are prohibited on Otis College of Art and Design (Otis College) campuses. The College recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (“ADAAA”) and the broader category of “Assistance Animals” under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Otis College is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College’s programs and activities. Otis College is also committed to allowing Support Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy College housing. The purpose of this policy is to ensure that qualified students with disabilities can participate in and benefit from College services, programs and activities. Please see The Hoot for a full description of the policy and process for approval of service and support animals.

No live animals, carcasses, or taxidermy will be permitted as part of artwork installations, displays, exhibitions, classroom instruction, or any nonacademic presentation on College premises. Exceptions may be permitted by filling out an Exhibition and Facilities Use contract.

BIAS INCIDENTS

Bias is a personal inclination or temperament based on unreasoned judgment or belief. Bias may be reflected in behavior implicitly (nonverbal) or explicitly (verbal or written) that can be threatening, harassing, intimidating, discriminatory, hostile, unwelcoming, exclusionary, demeaning, degrading, or derogatory and is based on a person’s real or perceived identity or group affiliation, including (but not limited to) race, age, disability status, gender, gender identity/expression, national origin, sexual orientation, veteran status or religion.

The Otis College Bias Incident Response Team (BIRT) addresses incidents of real or perceived bias targeting Otis College students, faculty, and staff. The fundamental role of the BIRT is to:

- Make appropriate referrals for response to bias incidents in a timely and restorative manner.
- Promote civility and respect.
• Educate the campus community about recognizing and reporting bias incidents.

The Bias Incident Response Team **does not adjudicate conduct code violations, affirmative action issues, or issues of state or federal law.** However, the BIRT can help individuals connect to resources in each of these areas for appropriate resolution. The BIRT’s main function is **Case Management** and works with campus partners who provide **Individual Support.** This entails:

- Reviewing bias incident reports and strategizing on a response as a team.
- If an incident report includes a violation of law or college policy, it will be put through the student conduct process (for students) or referred to Human Resources (for staff) or to the Provost’s office and Human Resources (for faculty). The BIRT will *always* yield to college-wide formal processes if there are specific violations and allow those processes to move to a formal resolution.
- BIRT will always seek to balance the scale of response to scale of incident.
- Including ad hoc members on the team as needed, based on the reported incident and community potentially impacted (e.g., LGBT, Veterans, people with disabilities, people of color, etc.).

Depending on the nature and severity of the behavior, the associated bias, and impact, incidents will be addressed as appropriate through interventions such as: *education, restorative practices, community dialogue, and formal processes through institutional offices* (e.g., review, investigation, resolution).

*Not every incident will be a violation of college policy or law, however all reported incidents will be reviewed for an appropriate response.*

To report incidents of bias/discrimination, please go to the [incident reporting site](#).

**BRINGING GUESTS OR CHILDREN /DEPENDENTS TO CLASS**

See [The Hoot](#), section on “Campus Policies”, subsection “Bringing Guests or Children/Dependents to Class”.

**CAMPUS ACCESS AND TRESPASS POLICY**

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

Employees and students are strictly prohibited from accessing campus rooftops including, but not limited to, the Residence Hall. Otis College’s safety, security, and facilities personnel may access building rooftops only in the course of normal operations. In an emergency, rooftop access will be granted to authorized first responders, as needed. Contractors requiring roof access must obtain authorization from Facilities Management and Campus Safety and Security.

Individuals in violation of this policy will be issued a Trespass Notice and prohibited from entering the College campus. Individuals who fail to comply with the Trespass Notice will be arrested and charged with trespassing, as per California Penal Code 602.

**Otis College Visitors**

Upon request, visitors to campus are required to provide an officially recognized form of photo identification to the Security Guard and to state the purpose of the visit. Visitors who fail to comply with the Security Guard’s request will be required to leave campus immediately. A Trespass Notice will be issued to any visitor who refuses to leave campus when requested to do so by the Security Guard or who commits a crime, is involved in any type of criminal activity, and/or violates College policy. Visitors who are minors (under the age of 18) are not
permitted on campus unless engaged in appropriate activities as prospective students or accompanied by an adult.

Otis College Community Members
Upon request, Otis College community members are required to provide an Otis College OneCard or other officially recognized form of photo identification to the Security Guard. Otis College community members who fail to comply with the Security Guard’s request will be required to leave campus if the Security Guard (1) is able to document a health and/or safety risk that requires such an action and (2) has received approval from the Chief Safety & Security Officer, Dean of Student Affairs, Provost, Vice Presidents, or President. A Trespass Notice may be issued to Otis College community members only with prior written approval.

Order of Exclusion
Students may be excluded from campus by order of the Dean of Student Affairs; employees may be excluded from campus by order of Human Resources. Individuals who are under an order of exclusion are prohibited from entering the Otis College campus or participating in Otis College activities on or off campus. Individuals who fail to comply with an order of exclusion will be given a Trespass Notice.

To execute an order of exclusion, the Dean of Student Affairs or Human Resources notifies the Chief Safety & Security Officer, who in turn notifies Campus Security. The Campus Security administers and supervises the order of exclusion until such time as the student or employee returns to good standing in the College community, as determined by the Dean of Student Affairs in the case of students and Human Resources in the case of employees.

Persons under an order of exclusion may visit campus for brief periods only by written permission of the Chief Safety & Security Officer, the Dean of Student Affairs (for students), or Human Resources (for employees). A Trespass Notice will be issued to any person under an order of exclusion who returns to campus without written permission. The Dean of Student Affairs and Human Resources may appoint a designee to act on their behalf.

Rescinding a Trespass Notice
Only the Chief Safety & Security Officer, the Vice President for Operations and Information Technology, or the President may rescind a Trespass Notice.

CAMPUS HEALTH AND SAFETY
It is the policy of Otis College of Art and Design that each work location be kept free of hazards that may cause physical harm or illness to staff members. Employees of the College are also expected to practice safe work habits to ensure their own personal safety, to develop a concern for the safety of others, to report unsafe or unhealthy situations to their supervisor, and to comply with all safety rules.

Administration
All members of the College community are responsible for implementing this policy. Facilities, Technical Support Services, and Environmental Health and Safety Manager 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. They are further authorized to contact security personnel to intervene in the event that individuals refuse to follow their instruction.

It is the responsibility of each Employee to:
• Perform work in a safe manner.
• Immediately report any injury or occupational illness to the supervisor.
• Obtain first-aid medical assistance, as needed
• Promptly report suspicious persons and circumstances to Campus Safety and Security.
• Crimes on campus should be reported immediately to Campus Safety and Security.

For more information, refer to the Environmental Health and Safety website at: http://www.otis.edu/facilities-management/environmental-health-safety or the
CARPOOL PROGRAM

Otis College of Art and Design defines a “carpool” as two or more staff/faculty employees who are actively working and sharing one car on commutes to and from the Goldsmith campus. Carpool participants have the option of parking in preferred parking spaces designated for carpools in the Goldsmith garage. Carpool parking spaces may be utilized only on those days when two or more registered staff/faculty carpool participants drive to work together. Carpool spaces are limited and available on a first-come, first-parked basis. For more information on the Carpool Program, refer to the carpool page on the Otis College website.

To receive a Carpool hangtag:

- Complete an online Carpool Application Form.
- Only 1 online form is necessary per carpool group and all participants must be listed on the same form.
- Once the Carpool Application is approved by the College’s Benefits Manager and the Environmental Health, Safety, and Security Manager, 1 green carpool hangtag will be issued to the carpool group. Carpool participants must share the one hangtag issued. Carpool hangtags must be displayed whenever parked in the preferred spaces.

COLLEGE PROMOTION AND MARKETING

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

COLLEGE PROPERTY

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

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

The Campus Keys Policy is available on the College website.

COMMUNICATIONS

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

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

**User Access**

User system access is established at the time of employment/enrollment based upon the position requirements.

**Telephone and Voicemail**

Telephone equipment and service requests can be made using a [Work Order Request Form](#) to add, move, or change service. The department manager must sign off on any changes. Passwords can be reset using a [Work Order Request Form](#).

**E-Mail Accounts**

Otis College uses your official Otis College e-mail address for all official college communication. All Otis College staff and faculty are required to use Otis e-mail only for any business-related communication with staff, faculty, students, and those conducting business with and for the College. All Otis College staff and faculty are also required to check e-mail regularly. There is no e-mail forwarding. In addition, faculty and staff may not communicate with students through either their or their student’s personal e-mail accounts.

**Web Content Management**

Departments that have material on the College website are encouraged to receive training in order to efficiently and expediently update their respective sites. Training, as well as customized solutions for more complex sites, can be requested through the [webteam request form](#).

**Wireless Network Access**

The Otis College main campus is equipped with wireless connectivity through Otis-Internet. Instructions for accessing Otis-Internet are on the my.otis.edu dashboard [https://my.otis.edu/ithelpdesk/Pages/OTIS-Internet.aspx](https://my.otis.edu/ithelpdesk/Pages/OTIS-Internet.aspx)

**EMERGENCY/FIRE EVACUATION**

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

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

**Fire/Emergency Evacuation**

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

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

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

**EMERGENCY PREPAREDNESS/DISASTER RESPONSE**

Otis College of Art and Design’s Environmental, Health, and Safety Committee created the Emergency Management Team comprised of college officials who will take a leadership role in the event of an emergency. In the event of a disaster, or other college emergency, the most senior official of the Emergency Management Team able to be on campus, would be in charge and supervise teams of senior staff, faculty and others to manage the situation according to the guidelines set forth by the Safety Committee. Members of the Emergency Management Team are: Otis College’s Senior Team, representatives from offsite locations, the Chief Information Officer, and the Controller.

The Emergency Management Team has set up a general information number, which will provide information after a natural disaster or other local emergency. This number should be used in the event that our general phones are inoperable during a general emergency. When calling the emergency number, the message will provide information regarding the status of classes, access to the facilities, and other safety issues.

**The number to call is: 1 (800) 251-3467**

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

**EXHIBITION AND FACILITIES USE**

Otis College of Art and Design thrives on the imagination, creativity and resourcefulness of its staff, faculty and students as producers of art and design, and strives to assist with installation, presentation, and performance needs in a way that assures a safe and healthy environment for all. In order to achieve this goal, Facilities Management has developed an [Artwork Installation/Presentation Guide](#) with directions, necessary precautions, and common mistakes to avoid.

Many floors of the Goldsmith Campus include an exhibition space with the primary purpose of exhibiting and allowing for critique of student work. Maximum flexibility for mounting, installing, and display of work will be afforded here. [The Exhibition and Facilities Use](#) contract process must still be followed, however, to insure compliance with applicable fire and safety codes.

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

Ordinary classroom critiques beginning and ending during class-time, that do not violate any fire or safety codes and do not physically alter facilities (pushpins excepted), do not require an Exhibition and Facilities Use contract.
FILMING, PHOTOGRAPHY, AND RECORDING DEVICES ON CAMPUS

Filming, photography and recording will be permitted on the Otis College campus and other leased sites provided that such activity does not interfere with the educational, operational, and normal program functions of the College and does not pose a security or safety risk. Requests for filming, photography, and other recording devices on campus may require approval via submission of completed Exhibition and Facility Usage Contract forms.

For more information on FILMING ON CAMPUS please refer to The Hoot.

GIFT-IN-KIND DONATIONS

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

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

Gifts-in-Kind Accepted by the College

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

Gifts-in-Kind Not Accepted by the College

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

- Gifts which are not consistent with its program service activities. (Gifts not related to the College’s mission may not be accepted for the purpose of selling them to raise money for a department budget.) For example, the College does not accept works of art because it is an educational institution, not a collecting institution (art museum). The College would never allocate institutional resources to maintain and conserve works in the collection. Given the College’s mission, it always gives priority to allocating its funding to scholarships or other educational activities.
- Gifts that have an unusually large cost of maintenance attached. To test this, think about whether the department would be able to pay the maintenance out of its normal operating budget. If not, the gift is not to be accepted.
- If you have any doubt whether a gift to your department is acceptable, contact the Vice President for Human Resources and Development for clarification.
- Procedure for Accepting Gifts-in-Kind
- Notify the Development Office of the anticipated gift. Development will provide a Gift-in-Kind Registration form.
- Fill out the Gift-in-Kind Registration form as completely as possible.
- If the gift will benefit one Department only, have the Gift-in-Kind Registration form signed by the Department Chair.
- If the gift is to benefit more than one academic department or the College as a whole, the Gift-in-Kind Registration form will be signed by the Vice President for Human Resources and Development; Vice President of Financial Services; or the President of the College. Submit it unsigned.
Additional Considerations

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

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

Donor Receipting and Acknowledgment

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

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

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

Sale of Gifts-in-Kind

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

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

Assessing the Value of the Donated Goods

In keeping with IRS regulations, the College will not appraise or assign a value to the gift property. It is the donor’s responsibility to establish a value for the gift and to provide, at the donor’s expense, a qualified appraisal required by the IRS in the case of gifts of tangible personal property valued in excess of $5,000.
If the donor submits an IRS Form 8283 or an outside appraisal, send it to the Development Office with the Gift-in-Kind Registration form. Do not sign the IRS Form 8283.

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

INCIDENT REPORTS

Whenever a student, faculty, or staff member suffers injury, assault, distress, danger, theft, or vandalism, the incident should be reported by use of the Otis College on-line Incident Report Form. These reports will come to the immediate attention of the appropriate Otis College staff and security.

In the event of serious injury, call the paramedics immediately by dialing 911. As soon as reasonably possible after the call is made, complete the appropriate Incident Report Form.

To report an incident about a student, use this incident report form.

To report an incident about a member of the faculty or staff, use this incident report form.

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

Your timely assistance and cooperation will allow us to be more responsive to emergencies and better able to establish procedures that make for a safe and secure environment.

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.

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.

V. 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.
VI. Licensing and Royalties

The College may assign or license its Intellectual Property rights to others. Net royalties or income received from such transactions may be shared with the originator(s) of such Works as follows:
Net proceeds received by the College, Less: Patenting/Copyrighting and related costs.
Sharing of net remaining proceeds: 33 1/3 percent to the originator(s) for personal use and 66 2/3 percent to the College.

VII. 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 Key Request form which is signed by the Department Chair.

The Campus Keys Policy is available on the College website.

LACTATION ACCOMMODATION

Otis College of Art and Design recognizes the importance of breastfeeding for many women and their babies. The College will provide reasonable break time in a private area to accommodate female employees desiring to express breast milk for an infant child during working hours. For non-exempt employees, break periods that do not run concurrent with rest periods will be unpaid.

Employees are asked to use their regular break periods to express breast milk. Any time spent expressing that is not during the break period will be unpaid.

A refrigerator is available for the storage of breast milk. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any non-conforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. The College has a designated location for breastfeeding mothers to express breast milk. Please contact Human Resources for more information and for access to the lactation room.

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.
MAIL SERVICES

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

Incoming Mail - Mail is pickup daily (10:30am) by a mailroom staff from the United States Postal Services (USPS). The mail is sorted and placed in the designated departmental mailboxes no later than 11:30am for pickup.

Campus mail should be clearly marked with the first/last name, and department name.

Outgoing Mail – All outgoing mail should indicate the sender’s name and department name. Return envelopes and business reply envelopes should also indicate the College’s department, and employee’s name.

Stamped envelopes, flats, and items going outside the local mailing area are weighed, metered, and taken to the post office each afternoon, 4:30pm. All mail must be delivered and received to the mailroom by 4pm to ensure the mail is ready by 4:30pm. Any mail received after 4pm will be taken to the post office the next business day.

Overnight Carriers – Mailroom staff can advise Otis’s employees on the use of Federal Express mail overnight delivery. The carrier costs are charged to the sending department/division.

Recharges – All costs for mailing services ($500 or higher) are recharged to the sending department through a charge back form) through the Business Office.

Restrictions – Otis College of Art and Design letterhead paper and envelopes, postage, and mailroom processing are for official college use only.

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, use the student incident report form.

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

PARKING

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

Parking is provided free to all employees of the College. Campus Safety and Security issues parking hangtags.

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

Parking Hang Tag

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

Restricted Parking

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

- **Handicapped:** Vehicles must display a valid Handicapped Parking authorization issued by the State of California. Handicapped parking is monitored by the Los Angeles Police Department (LAPD), and the current fine for parking illegally in a handicapped parking space is $500.

- **Electric Vehicle (EV) Spaces:** Electric Vehicle (EV) spaces are equipped with electric charging stations and are reserved at all times for the specific purpose of charging electric or hybrid electric vehicles. A vehicle parked in an EV space must be actively charging at all times and must display a valid Otis parking permit. As a courtesy to others, please remove your vehicle as soon the charge is complete. EV spaces are not parking spaces and have a 4 hour maximum time limit.

- **Low Emitting and Fuel Efficient (LEFE) Spaces:** Only vehicles on the American Council for an Energy-Efficient Economy (ACEEE) list may park in the LEFE vehicle parking spaces. This list, which evaluates vehicles based on a number of variables that contribute to environmental impact, consists of vehicles that ACEEE has determined to have a green score of 40 or more. This green score lies on a scale from 0-100; a higher score translates to a vehicle that is considered to have less of an environmental impact. Please check this link to see if your car qualifies.

- **Zipcar Spaces:** Zipcar provides a self-service, on-demand car sharing program at Otis. To use it, simply register as a member, reserve a car online or by phone, use your Zipcard to enter the car,
and drive away. Return the car to the same location. If a Zipcar space is not available, park the car in the closest legal parking space on the first floor of the garage and contact campus safety & security. For more information visit www.zipcar.com/otiscollege

- **Reserved Spaces**: Parking spaces designated and identified by the presence of a posted sign or marking. These spaces are individually assigned and are reserved from 7:00am -5:00pm.

- **Carpool Spaces**: Carpool spaces are reserved for Staff/Faculty who are formally registered in our carpool program. The spaces are reserved between the hours of 7:00am-5:00pm, Monday-Friday. Staff/Faculty may only utilize the spaces on the days they carpool to work and must display a valid Otis College Carpool Hangtag at all times. Wall and/or ground signage will indicate which areas or rows within the structure are designated as carpool spaces. More about carpooling can be found on the College website.

  See also “Car Pool Program”.

- **Visitors**: One hour parking is reserved for visitors to the Goldsmith Campus. Visitors are defined as not current Otis College employees or students. Visitor parking is monitored by the LAPD, and the current fine is $35.00.

**Overnight Parking**

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

**Parking Enforcement**

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

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

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

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

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

**Immobilization**

Application of a locking device commonly referred to as a “boot” for the purpose of immobilizing a vehicle. Vehicles may be immobilized if they are determined to have multiple unpaid citations or when parked in any of the restricted parking spaces. Vehicles without a valid parking permit may be immobilized for the purposes of
identifying the owner. To avoid damaging your vehicle, do not drive or attempt to remove the device. Please call campus safety & security at (310) 665-6965 if your vehicle has been immobilized.

**Bicycle Parking**

Short term bicycle parking is available at designated bike racks throughout campus. Bicycles locked to fences, gates, or any other fixtures will be impounded. Impounded bicycles will be stored for a maximum of 90 days. Short term bicycle racks are intended for daily use only. Bicycles that appear to have been abandoned will be tagged and subsequently impounded. Long term bicycle parking is available upon request, located on the first floor of the parking structure. Bicycles may not be stored in residential units, hallways, stairwells, kitchens, lounges or other common areas.

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

**PERSONAL PROPERTY**

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

**PETS**

See “Animals” in this section.

**PHOTOCOPYING SERVICES**

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

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

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

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

**PREFERRED NAMES**

Otis College of Art and Design is committed to fostering an inclusive campus that values self-expression and respect for the variety of communities it serves. The College recognizes that many students, faculty and staff choose to use a preferred first name rather than a legal name whenever a legal name is not absolutely necessary, limited by technology, or required by law. At Otis College, students may request a preferred first name by submitting a Preferred First Name Request Form; faculty and staff may request use of a preferred first name by contacting Human Resources. Otis College reserves the right to remove or deny the preferred first name if used inappropriately. This includes, but is not limited to, names using foul or inappropriate language, names submitted to avoid a legal obligation, and names used to create misrepresentation. Each individual may request one preferred first name change during each twelve
month period. For more information review the Preferred First Name Policy on the College website.

PREFERRED PRONOUNS
Otis College of Art and Design is committed to fostering an inclusive campus that values self-expression and respect for the variety of communities it serves. The College recognizes that each of our students, faculty and staff may choose either a binary (him/her) or non-binary gender pronoun. Therefore, the Otis College community is committed to respecting chosen preferred gender pronouns (PGPs). As a community, we understand that changes to traditions and habits take time and practice. We strive to patiently work together to respect and use preferred gender pronouns at Otis College. For more information review the Preferred Pronoun Policy on the College website.

PURCHASING
Otis College of Art and Design’s Purchasing Department procure, by purchase, lease or rental, all materials, services, supplies and equipment required by all departments of the College, regardless of the source. The mission of the Purchasing Department is to

1. Buy equipment, supplies and services for all of the departments of the College in the most cost efficient manner.
2. Research and provide information about prices, vendors, products and specifications
3. Keep records of College purchases

In order to achieve this mission, the Purchasing Department has developed procedures to provide Academic Departments and Administrative Managers the ability to manage and control the expenditure of College funds. Adherence to the procedures will ensure that the College has the opportunity to acquire the required goods and services at the best possible price and terms. For details on purchasing policies and procedures, refer to the Purchasing Department website at: http://www.otis.edu/purchasing/policies-procedures

SECURITY

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

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

Emergencies, thefts, and unaccompanied strangers should be reported to Security (ext. 6965). Emergencies should be reported to the Human Resources Office and the Office of Student Affairs as soon as possible using Incident Reports which are easy to access from the dashboard at my.otis.edu.

SMOKING

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

While Otis College of Art Design respects employee rights to privacy and free speech, it is the College policy to ensure the integrity and security of its internet, e-mail, voice mail, and other electronic communications systems, to ensure that the technology is not being abused but is being used for legitimate conduct of College business, and to ensure the security of all College proprietary information in the interests of avoiding any liability to the College.

Otis College electronic messaging systems, postings and communication thereon, are the sole property of the College and as such, the content of all system files are the property of Otis College and are not privileged and private to the employee. The use of the College’s internet, e-mail, voice mail, and other electronic communications devices are provided at the discretion of the College to its employees to facilitate the execution of Otis College business activities. As such, Otis College reserves the right to dictate policies and guidelines for their use and to review the content of any items/files/messages contained therein.

The College reserves the right to access and review computer files, electronic messages, voice mail messages, text messages etc., and to monitor the use of technology resources if it becomes necessary to ensure that there is no misuse or violation of College policy or any law or for any other business purpose. Employees are not permitted to access the technology resources of other Employees or third parties unless directed to do so by College management.

Employees shall cooperate in any request or attempt by the College to retrieve, review, read, copy, disclose and use any data or information from the College’s computer system and any voicemail messages, or to monitor or record telephone conversations. All communications on the College’s computer system, including texts and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver, except as prohibited by law.

Specifically, employees, among other things, may not use the system in any of the following prohibited ways:

- Post or transmit any unlawful, obscene, or pornographic pictures, words or information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liberty, or otherwise violate any local, state, national laws including without limitation U.S. laws and regulations.
- Post or transmit discriminatory, harassing, slanderous, defamatory or threatening comments.
- Use the system for personal or outside non-job related activities including but not limited to private business activities, chain letters, charitable contributions, bulletin board ads, gambling or transmission of proprietary information.
- Transmit images, promotional information likenesses, ideas or communication of another individual without their express written permission.
- Post or transmit any information or software which contains a virus, worm or other harmful component.
- Copy, upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or right holder.

Technology Administration

Otis College will monitor its electronic communication systems as follows:

- Periodically and regularly to ensure system security and integrity
• When it has reason to believe there is unauthorized use or abuse by an Employee

Employees are reminded that e-mail messages may be accessed and seen from time to time by individuals other than intended recipients as messages are often forwarded by recipients to others, including bulletin board services.

Employees who have received offensive communications or who are aware of abuses or security violations should report the situation to the Chief Information Officer (CIO) immediately.

Abuse of the College electronic messaging system will lead to immediate disciplinary action, up to and possibly including termination of employment. For more information, refer to Information System’s policy on “Appropriate Use” found at https://www.otis.edu/information-systems/policies-forms

TELEPHONE ETIQUETTE AND USAGE

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

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

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

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

TELEPHONE SYSTEM

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

THEFT/PROPERTY DAMAGE

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

TITLE IX: SEX/GENDER DISCRIMINATION SEX/GENDER DISCRIMINATION POLICY

The College is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (“Title IX”). As such, discrimination on the basis of sex or gender will not be tolerated in any of College’s education programs or activities. Such discrimination includes, but is not limited to, the following: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; relationship violence; and failure to provide equal opportunity in admissions, activities, or employment. Student workers will
be covered by this policy, and may also fall under the jurisdiction of Human Resources and Development, which will jointly resolve all complaints with the Dean of Student Affairs.

SEXUAL HARASSMENT AND MISCONDUCT POLICY
Otis College of Art and Design expects that all members of the community—students, faculty, staff, guests, and visitors—should be able to pursue their work and education in an environment free from sexual misconduct, violence, harassment, and intimidation. The College does not tolerate sexual misconduct, violence, harassment, or intimidation within the work or academic environment.

Sexual harassment occurs when sexual advances, requests for sexual favors, or any conduct of a sexual nature is made a condition of an individual’s employment, appointment, admission or academic evaluation, or used as a basis for evaluation in personnel decisions or academic evaluations. Any sexual misconduct that purposefully or effectively interferes with an individual’s work or academic performance or creates an intimidating, hostile, offensive, or otherwise adverse working or learning environment, is a direct violation of this policy. Such examples may include, but are not limited to, the following: sexual harassment, sexual violence, sex or gender-based bullying, hazing, stalking, relationship violence, and failure to provide equal opportunity in admissions, activities, employment, or professional development.

Students with questions regarding this policy or believed instances of harassment or sexual misconduct should be brought to any of the following individuals: Title IX Coordinator, Dr. Carol Branch, at cbranch@otis.edu, or the Dean of Student Affairs at nnegrete@otis.edu, or complete an online “Incident Report” to initiate a complaint process at www.otis.edu/forms/students/student-incident-report/. Students will not be disciplined or discriminated against in any way for sexual harassment inquiries or complaints made in good faith. If harassment or sexual misconduct is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, to serious sanctions, up to and including dismissal from the College.

The College’s Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination/harassment/misconduct and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The College will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of sixty (60) days or less. The reporting party will receive periodic status updates on the progress of the complaint and any subsequent appeals. During the investigation and/or grievance process for complaints of sex discrimination, the College may take a number of interim actions in order to ensure the preservation of the educational experience and the overall College environment of the party bringing the complaint. These actions may include, but are not limited to, the following: imposing a No Contact order on the responding party; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties and interim suspension of the responding party. To read more about Title IX of the Education Amendments of 1972, please visit https://www.dol.gov/agencies/oasam/civil-rights-center/statutes/title-ix

DEFINITIONS

CONSENT "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

COERCION There is a difference between seduction and coercion; coercion is defined as unreasonably pressing another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.
SEXUAL MISCONDUCT Includes, but is not limited to, sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, and/or sexual exploitation (see "Community Standards Sexual Misconduct Policy" for further information).

SEXUAL ASSAULT Otis College of Art and Design prohibits rape, acquaintance rape, and sexual assault. Sexual assault is a violation of the College’s Code of Student Conduct, as well as a violation of the law. In an effort to reduce the risk of sexual assault occurring among its students, the College provides awareness and prevention programming. These outreach efforts are coordinated by Counseling Services, Residence Life and Housing, and the Title IX Coordinator.

A. Nonconsensual Sexual Intercourse (or attempts to commit the same): Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, without consent and/or by physical force.

B. Nonconsensual Sexual Contact (or attempts to commit the same): Any intentional sexual touching, however slight, with any object, by person upon another person, without consent and/or by physical force.

In the event that a sexual assault does occur, the College takes the matter very seriously. A student who is found to have committed sexual assault on or off campus is subject to immediate suspension or dismissal from Otis College. If a student is accused of sexual assault they are subject to disciplinary action in accordance with the stated code of conduct in this publication.

OTHER SEXUAL ASSAULTS Besides rape, other sexual assault crimes include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

VIOLATIONS OF THE COLLEGE’S SEXUAL HARASSMENT AND MISCONDUCT POLICY Sexual misconduct is a serious offense and such violations are subject to any combination of conduct sanctions as described above in Section 7: Formal Conduct Procedures with individuals found responsible for violation of the sexual harassment and misconduct policy facing a recommended sanction of College suspension or College dismissal. Deviations from this range are rare and only made where there are compelling mitigating circumstances. Suspensions, if given, are based on satisfying conditions rather than solely on a period of time. Predatory, pattern and/or repeat offenders face dismissal, which is also available for any serious offense whether pattern, predatory or repeat offending is evidenced or not. The other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning to dismissal can be applied, depending on the nature of the misconduct. A partial list of College sexual misconduct policy violations is listed below.

1. **Sexual Harassment:** Gender or sex-based verbal or physical conduct that has the effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment. There are two types of sexual harassment defined here, and harassment may also be found under the retaliation policy, below:
   a. **Hostile Environment:** includes situations in which there is harassing conduct that is sufficiently severe, pervasive/persistent, and objectively offensive so that it alters the conditions of education, from both a subjective (the alleged victim’s) and objective (a reasonable person’s) viewpoint. The determination of whether an environment is “hostile” must be based on all the circumstances. These circumstances could include, but are not limited to, the following:
      i. The frequency of the speech or conduct;
      ii. The nature and severity of the speech or conduct;
      iii. Whether the conduct was physically threatening;
      iv. Whether the speech or conduct was humiliating;
      v. The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
      vi. Whether the speech or conduct was directed at more than one person;
      vii. Whether the speech or conduct arose in the context of other discriminatory conduct;
viii. Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance; and
ix. Whether a statement is a mere utterance of an epithet which engenders offense in a student or offends by mere discourtesy or rudeness.

b. Quid Pro Quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in educational or employment action.

2. Sexual Exploitation: Taking nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to, the following:
   a. Prostituting another student;
   b. Nonconsensual video or audio recording of sexual activity;
   c. Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one’s consensual sexual activity;
   d. Engaging in voyeurism (Peeping Tommery); and/or
   e. Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

3. Sexual Intimidation: Stalking, cyberstalking, and/or indecent exposure; Any unreasonable behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender or sexual identity.

4. Retaliation: Exists when an individual harasses, intimidates, or takes other adverse actions against a person because of the person’s participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The College will impose sanctions on any faculty, student or staff member found to be engaging in retaliation.

DATING/RELATIONSHIP VIOLENCE
Dating Violence is violence or abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with another. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes sexual or physical abuse or the threat of such abuse. Relationship Violence is violence or abuse used by one person who has been or is in a relationship with another. Partners may be married or not married; heterosexual, gay, or lesbian; living together, separated or dating.

STALKING
Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear for their safety or the safety of their family/household.

LEGAL DEFINITIONS
Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to a disability or intoxication. Many rapes are committed by someone the victim knows, such as a date or friend. Under California law, rape is sexual intercourse against the will of the victim that can occur under a variety of circumstances, including the following:

• Where the victim is prevented from resisting due to alcohol or drugs;
• Where the assailant uses physical force or the threat of force to overpower and control the victim;
• Where the victim fears that she or he or another will be injured if the victim does not submit;
• Where the victim is at the time unconscious of the nature of the act, and this is known to the assailant;
• Where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant;
• Where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person;
• Where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim; and
• Where the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse.

This provision of the law is known as the “spousal rape law.” The complete California Rape Law is contained in Section 261 of the Penal Code. The spousal rape law is set forth in Section 262.

CONFIDENTIALITY AND REPORTING SEXUAL MISCONDUCT
College officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. The majority of faculty/staff members are mandatory reports. However, on campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the College nor the law requires them to divulge private information that is shared with them, except in the rare circumstances. The following describes the three reporting options at College:

CONFIDENTIAL REPORTING If you would like the details of an incident to be kept confidential, you may speak with on-campus counselors, off-campus rape crisis resources, or clergy/chaplains who will maintain confidentiality. Free counseling services within the Student Health and Wellness Center are available to help you and can be seen on an emergency basis during normal business hours.

PRIVATE REPORTING You may seek advice from certain resources who are still required to report formally but will not tell anyone else your private, personally identifiable information. Private reporting is not confidential, and will still follow all mandated reporting procedures but will do so in a way that protects everyone’s privacy. These resources/staff include employees who have perceived responsibility or authority to address sexual misconduct, Resident Advisors (RAs), faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, student health and wellness center staff, and many others. If you are unsure of someone’s duties and ability to maintain your confidentiality, ask them before you talk to them. They will be able to tell you and can help you make decisions about who can help you best. Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect your privacy to the greatest extent.

FORMAL REPORTING OPTIONS You are encouraged to speak to College officials, such as the Title IX Coordinator, Dean of Student Affairs, or Campus Safety and Security to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy. Please note, for statistical purposes, the College must notify local law enforcement of the occurrence on campus of any of six major violent crimes, including certain sex offenses, and hate crimes. Your personally identifiable information can be excluded from this report if you desire.

REPORTING SEXUAL HARASSMENT AND MISCONDUCT AND GENDER-BASED DISCRIMINATION
To report an incident, contact the Title IX Coordinator (310) 846-2554, the Dean of Student Affairs (310) 665-6967 or Campus Security at (310) 665-6965. Reports can also be submitted online through the incident report
form online. Anyone with knowledge about a sexual assault or incident of sexual misconduct is encouraged to report it immediately. If you are sexually assaulted it is important that you do as follows:

a. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, let a security guard know if you are on campus or call 911 if you are off campus. To contact Campus Security call (310) 665-6965 or stop by the office it is open 24 hours.

b. Consider securing immediate professional support to assist you in the crisis.

c. You can contact Counseling Services at (310) 846-5738.

d. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important. The Santa Monica Rape Treatment Center will arrange for a specific medical examination at no charge. To preserve evidence, it is best that you do not bathe, shower, douche, or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.

e. Even after the immediate crisis has passed, consider seeking support from Student Counseling Services at Otis College or Santa Monica Rape Treatment Center or Valley Trauma Center.

f. Contact the Title IX Coordinator at (310) 846-2554, if you need assistance with College-related concerns.

**FEDERAL TIMELY WARNING OBLIGATIONS**

Individuals impacted by sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that the impacted party’s name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

**INFORMATION SUPPLEMENTING THE COLLEGE SEXUAL MISCONDUCT POLICY**

In addition to the information provided in the College Sexual Harassment and Misconduct Policy, students should know that rape is a crime that can be reported to civil authorities. Rape is often thought of as a violent attack on a woman by a madman who uses a weapon to threaten his victim, but this description does not apply to the majority of rapes that take place in the United States. “Victims of rape and sexual assault report that in nearly 3 out of 4 incidents, the offender was not a stranger...two thirds of the victims 18 to 29 years old had a prior relationship with the rapist” (Greenfield, 1997). Therefore, College students are therefore more likely to be victimized by someone they know, and perhaps trust, than by someone who is a stranger. Both men and women can be targets, regardless of sexual orientation. Nonconsensual intercourse by a person one knows is defined as date rape or acquaintance rape, both of which are as serious a crime as stranger rape.

**SEX OFFENDERS**

In accordance to the “campus sex crimes prevention act” of 2000, which amends the Jacob Wetterling crimes against children and sexually violent offender registration act, the Jeanne Clery Act, and the Family Educational Rights and Privacy act of 1974, Otis College of Art and Design is providing a link to the California State Sex Offender Registry. All sex offenders are required to register in the state of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student. See [https://www.meganslaw.ca.gov/](https://www.meganslaw.ca.gov/)

In addition to the above notice to the state of California, all sex offenders are required to deliver written notice of their status as a sex offender to the College’s Dean of Student Affairs no later than five (5) business days prior to their enrollment on the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the Otis College community, and may be considered by the College for enrollment and discipline purposes.

References
TRAVEL AND BUSINESS EXPENSE POLICY

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

Travel and business expense reimbursement policies and procedural guidelines are for all Otis personnel and can be found here.

WEAPONS/EXPLOSIVES

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, plastic, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives (switchblade or belt buckle) with a blade of longer than two inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property are prohibited from being used as part of art projects, displays, installations, and presentations. Artistic and ceremonial display or possession of a weapon may be permitted by filling out an Exhibitions and Facilities Use form.

WORK ORDERS

The Facilities Department provides operational support to the College community, and must plan and project workload to meet the needs of all academic and administrative departments. The Work Order Procedures have been established to ensure that facilities can schedule adequate time and staff to provide efficient and timely service for all.

Planning

Generally, the Work Order process should be initiated at least two weeks in advance of the date the work is to be completed. Most jobs of a general nature can be completed within two weeks. During the planning process, take into account that certain times, such as the beginning and end of the school year, Scholarship Benefit and Fashion Show, and graduation are especially demanding for the Facilities Department. Allow extra time when work is to be completed during peak periods.

General Procedures

Members of Otis College faculty and staff may request assistance from the Facilities Management crew by using one of the two following venues:

- Using the Track-it! Web link (for filing new work orders and checking progress of existing work orders)
- Sending an e-mail to facilitiesmanagement@otis.edu (for filing new work orders only)

Review the Track-it! Web Work Orders Policy for more information.
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 consist 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. Class rosters are distributed at the beginning of the semester and again at the end of the drop/add period (second week of classes) by the Registrar’s Office. These rosters are complete and accurate, and should be used to verify a student’s registration in your course. Any discrepancies between your attendance records and the class roster must be reported to the Office of Registration and Records immediately. Course changes (drop/add) are accepted only through the first week of classes for students to add a class and the second week of classes for students to drop a class. Consult the academic calendar for actual deadlines. Any student whose name does not appear on the roster is not officially registered and must not be allowed to attend the class.

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

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

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.

CARE TEAM (CAMPUSS ASSESSMENT, RESPONSE, EVALUATION TEAM)

Otis College has a behavioral intervention team, known as the CARE Team. The CARE Team identifies, addresses, and assists students who are at risk due to behavioral, psychological, or physical health reasons. A student’s academic progress may also be at risk due to the layers of issues they may be facing, and the case management team addresses/suggests appropriate academic intervention efforts with the guidance of Academic Affairs, while also focusing on additional factors that may be influencing a student’s overall college experience. Anyone can report a student of concern to the CARE Team by completing a reporting form easily accessible from the dashboard at my.otis.edu under “Incident Reports”.

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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 paintbrushes, palettes, or paint boxes in the restrooms. Paper towels provided by the school should not be used as paint rags. Faculty are urged to see that students have the proper rags and supplies for cleaning up at the end of class, that they discard unwanted materials in the proper containers, and that they do not deface walls and partitions.

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 e-mail 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 on the [https://otis.libguides.com/copyright](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 ACCOMODATIONS

Students with documented disability services (physical, learning, or psychological) requiring reasonable academic accommodations, must contact Dr. Carol Branch at (310) 826-2554 before accessing any accommodations. Retroactive accommodations are not provided, so please encourage students to make their request early in the semester. All discussions will remain confidential.

For more information, please visit the Disability Services website: [https://www.otis.edu/disability-services](https://www.otis.edu/disability-services)

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 at the beginning of each semester.

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

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

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

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

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

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.

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.

MEMBERSHIP DUES AND SUBSCRIPTIONS

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

MODELS

Models are booked in each department through the respective Departmental Assistant, who is also responsible for maintaining a record of available models. Prospective models are advised to contact the respective departments currently using them (Fine Arts, Foundation, Communication Arts, and Fashion) for information on hiring policy.

MY.OTIS.EDU

My.otis.edu is the Otis College Dashboard, where faculty have access to their email, 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 25Live. 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 Track-it 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 file a full course syllabus with the Department Chair for every course taught. 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, and the following Otis College policies: 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.

STUDENT POLICIES (IN ALPHABETICAL ORDER)

ACCESS TO FACILITIES

Please refer to The Hoot, section entitled “Campus Policies”, sub-section “Student Access to Facilities-Goldsmith Campus” and “Student Access to Facilities-Other Locations”.

ATTENDANCE POLICY FOR STUDENTS

Attendance is critical to learning and academic success. Consistent attendance by all students benefits everyone and allows class communities to learn in an efficient and productive manner without disruption. Nonetheless, we acknowledge that there are times when a student must miss a class meeting. At Otis College of Art and Design, students will take responsibility for their absences and for meeting assignment requirements and deadlines. Student responsibility and proactivity are valued at Otis College of Art and Design.

Students are not expected or required to disclose reasons for their absences.

Student absences are determined to be “excused” or “unexcused” per the following criteria.

- An absence is recorded as “excused” if the student completes and submits course work missed due to an absence.
- An absence is recorded as “unexcused” if the student does not submit course work missed due to an absence.

Each instructor will indicate the accepted timeframe for submitting coursework missed due to an absence on the course syllabus.

Some class meetings or experiences cannot be made up (“excused”), therefore an absence on those dates is automatically recorded as “unexcused.” The instructor determines which and how many class meetings or experiences cannot be made up (“excused”) and indicates them on the course schedule.

Consequences of “Unexcused” Absences

During the fall and spring semesters, students must not incur more than:

3 “unexcused” absences in a course that meets once per week
4 “unexcused” absences in a course that meets twice per week
5 “unexcused” absences in a course that meets three times per week.

After 2 “unexcused” absences, an academic alert will be submitted by the course instructor.

During the 10-week summer semester, students must not incur more than:

2 “unexcused” absences in a course that meets once per week

3 “unexcused” absences in a course that meets twice per week

4 “unexcused” absences in a course that meets three times per week.

After the first and second “unexcused” absences, academic alerts will be submitted by the course instructor.

After a student reaches the maximum number of “unexcused” absences, as quantified above, the student will receive a failing grade for the course.

Arriving Late or Leaving Early

A “tardy” is arriving late for class or leaving class early. The instructor determines the timeframe for a “tardy,” the consequence of a tardy, and includes this information on the course syllabus.

DISABILITY SERVICES AND ACCOMODATIONS

Students with documented disability services (physical, learning, or psychological) requiring reasonable academic accommodations, must contact Dr. Carol Branch at (310) 826-2554 to be approved for accommodations. Retroactive accommodations are not provided. Once accommodations have been approved for a particular student, the faculty will be notified.

For more information, please visit the Disability Services website: https://www.otis.edu/disability-services

GRADE APPEALS BY STUDENTS

Students are entitled to appeal a grade they believe is unjust. The procedure can be found in The Hoot. Refer to the section entitled “Academic Policies”, under the heading “Grading Policies” and sub-heading “Grade Appeals”.

INSTALLATIONS, PERFORMANCES, AND EXHIBITIONS

Otis College of Art and Design thrives on the imagination, creativity and resourcefulness of its staff, faculty and students as producers of art and design, and strives to assist with installation, presentation, and performance needs in a way that assures a safe and healthy environment for all. In order to achieve this goal, Facilities Management has developed an Artwork Installation/Presentation Guide with directions, necessary precautions, and common mistakes to avoid.

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

Exhibits or installations performed without, or in violation of a valid Exhibition and Facilities Use Contract, will be removed/repaired by Otis College Facilities Staff, and the student or faculty charged for any expenses incurred. With the exception of fire code violations, respective departments will be notified and have an opportunity to remove the exhibition at least one hour before it is removed. Any items removed by Facilities Staff will be delivered to the department office.
Ordinary classroom critiques beginning and ending during class time, which do not violate any fire or safety codes and do not physically alter facilities (pushpins excepted), do not require an Exhibition and Facilities Use contract.

**STUDENT HEALTH AND WELLNESS CENTER**

The Student Health and Wellness Center provides medical and counseling services as well as health promotion programs to promote healthy living and engagement, to help students fulfill their artistic endeavors at Otis College. All currently enrolled Otis College of Art and Design degree seeking students have free access to the Student Health and Wellness Center, including those without the student health insurance plan.

The Student Health and Wellness Center is located on the first floor of the Ahmanson Building AHMN-107. The center is open from Monday – Friday 9AM-4:30PM. Students may walk in or phone to schedule an appointment (310) 846-5738. Faculty may also make referrals in-person, by phone or by filling out a CARE team incident report (available on the dashboard.) For after-hours support, please contact Otis Campus Security (310) 665-6965. For life-threatening emergencies, please call 911.

**STUDENT CONDUCT**

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

**STUDENT HANDBOOK**

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

**STUDENT LEARNING CENTER**

The Student Learning Center (SLC) seeks to provide Otis’ diverse student population with the support tools they need in order to grow as individuals, scholars, and artists. Support is offered by peer writing consultants and tutors to assist students in improving their academic performance.

Website: [https://otis.libguides.com/slc](https://otis.libguides.com/slc)

Location: Library, room 100 E

**STUDENT ORIENTATION**

Information about Orientation Week (O-week) can be found on the Otis College website.

**STUDENT PROBLEMS**

The Office of Student Affairs is dedicated to providing students with the support they need in order to achieve their academic and personal goals. If you have any reason to believe that a student in your class is struggling with any personal, academic, or other issues, do not hesitate to discuss it with your Chair/Assistant Chair and/or the Dean of Student Affairs. It is desirable that faculty and instructors who are aware of attendance delinquencies, emotional difficulties, or other student-related problems communicate this information to their Chair/Assistant Chair and Dean of Student Affairs so they can follow up in a coordinated manner.
Sudden changes in behavior or appearance or in work habits or academic progress, as well as consistent tardiness, poor class attendance, recurring illness, and so forth, may be signs that a student is struggling in more significant ways.

Your early intervention is crucial in assisting the student. Please contact the Student Affairs staff as soon as possible and/or submit a CARE Form located in the Incident Report tab at my.otis.edu. The CARE Form link can be found here: https://cm.maxient.com/reportingform.php?OtisCollege&layout_id=3

If a student’s behavior is disruptive or distracting to the teaching and learning environment, you may ask the student to leave the class/studio for a moment, or for the day. As such, you will have to inform your Chair/Assistant Chair and the Dean of Student Affairs if such action is taken so that they can address the student more formally. Similarly, you should submit a CARE Form in order to activate referrals as soon as possible. No faculty/instructor can ask a student to leave their class for the entire semester or force them to dis-enroll. Please direct any questions about this to your Chair or Dean of Student Affairs.
FACILITIES AND EQUIPMENT INFORMATION (IN ALPHABETICAL ORDER)

ACADEMIC COMPUTING
The Computer Center is open during these hours (when school is in session):

Open-Access Hours (Academic Year)

Monday–Thursday: 8:00 a.m.–12:00 a.m.
Friday: 8:00 a.m.–10:30 p.m.
Saturday–Sunday: 9:00 a.m.–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.

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.

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.

Software Reference Materials

The College offers free online instructional videos to all faculty and staff through a LinkedIn Learning subscription. LinkedIn is an online subscription library through Lynda.com that teaches the latest software tools and skills through high-quality instructional videos taught by recognized industry experts. By registering for an Otis account, you can access thousands training videos on a broad range of subjects, including business skills, photography, design, music and video, home computing, animation, and web design and development. New courses are added every week. Exercise files let you follow along with the instruction as you learn, and bookmarks help you keep track of what you’d like to watch.

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 off ice 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: 9:00 a.m.–5:00 p.m.
Sunday Closed

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

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 according the following schedule: Monday - Wednesday: Equipment is due back the next day by 7pm
Thursday: Equipment is due back the next day, Friday by 12noon
Friday - Saturday: Equipment is 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 12noon 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.

BEN MALTZ GALLERY

The Ben Maltz Gallery supports the artistic/cultural production of creative professionals and connects their work to the Otis community and the public at large through exhibitions, presentations, and publications. The Gallery—equal parts public forum, classroom, and laboratory—is an active academic partner on and off campus. Its expansive curatorial initiatives provide direct experience with artists/designers/curators/scholars and their work within an environment that fosters conversation, curiosity, visual literacy, critical thinking, individuality, collaboration, and social responsibility. Open free to the public year round, the Gallery serves Los Angeles’ vibrant art community and the area’s diverse population, while acting as an important educational resource for students, faculty, and staff. It also reaches beyond the region by both originating and participating in national and international touring exhibitions and programs.

The Otis Gallery was the vision of artist Millard Sheets and opened in 1957 at the MacArthur Park campus in downtown Los Angeles. When the College moved to Westchester in 1997, the Gallery was temporarily housed on the ground floor of the Ahmanson Building until the Bronya and Andy Galef Fine Arts Center was completed in 2001. Los Angeles Architect Frederick Fisher designed a stunning 3,200 square foot exhibition space and it was named the Ben Maltz Gallery in honor of Benjamin N. Maltz, father of Elaine Goldsmith (namesake of the Otis main campus).

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 the curatorial staff of Ben Maltz Gallery. The gallery is named in honor of Otis benefactors Helen and Abraham Bolsky.

Gallery Hours
Tue–Fri: 10am–5pm
Sat–Sun: 12-4pm
Free Admission and Parking
FACULTY AND DEPARTMENT OFFICES

The Department Office is a multiuse faculty and student facility. Faculty mail and message boxes are located in the office. Faculty offices are assigned by the Department Chair. All offices are equipped with telephones and basic office furniture.

The office is for personal interaction of the faculty and students, and should not be used to store student work or critique students. Occasionally, the office is used for faculty committee meetings or personnel faculty meetings.

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 Crib at x 6971.

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.

MAINTANENCE 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 in writing on a Work Request form and leave it in the Facilities Department mailbox (Purchasing Office). Please be certain to write down the date and the extension or office phone number where you can be reached for additional information. (Additional Work Request forms can be obtained from the Facilities Department.)
- Allow adequate lead-time for the job to be completed. Most jobs of a general nature can be completed within two weeks.
- Indicate the desired completion date on all Work Requests and rank them if you submit several at a time. If there is some flexibility in the date, please also note that information.
- Nonemergency work requests must be submitted in writing by completing the Work Request forms. Verbal requests made to maintenance technicians cannot be honored.
- Do not add additional work to the existing work request in progress when the Facilities staff has already scheduled your assignment.
- When the work you requested has been completed, please check the work to assure that it has been completed to your satisfaction.

During extreme emergency conditions, a Work Request may not be required. Call ext. 570 or find one of the Facilities Technicians in the event of an emergency involving fire hazards, plumbing problems, and so on.

**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

**PHOTOGRAPHY LAB**

Hours of operation:

Monday–Thursday: 8:30 a.m.–10:00 p.m.

Friday: 8:30 a.m.–5:00 p.m.

Saturday: 9:00 a.m.–5:00 p.m.

**General Policies and Procedures**

All equipment is checked out in good working order and should be returned in the same condition. You will be billed to replace or repair any equipment damaged while in your possession. It is your responsibility to check the equipment for damage or defect and inform the technician during the check out procedure.

By checking out equipment, you agree to take full responsibility of all equipment checked out under your name. This includes all late charges and costs incurred from loss or damage.

During the summer, students from Foundation, Extension, and Summer of Art and summer residency participants have priority; lab hours are reduced since very few, regular weekday classes are in session.

The Photo Crib reserves the right to deny access or remove any person for failing to abide the
correct policies and procedures or any action that compromises the safety or communal use of the photography facility or the equipment. For reservations or questions, call the Photo Crib at ext. 6971.

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

Monday–Friday: 8:30 a.m.–5:00 p.m.

SHOP AND LAB FACILITIES

Access to all shops is given to users qualified through course work or approved tutorials and workshops. See the technician for details. All equipment is checked out in good working order to those individuals proving competence in its use. A One Card is required to check out equipment. Otis technicians are available for assistance in the use of all of the facilities.

Wood and Metal Shop

Monday–Thursday: 8:00 a.m.–10:00 p.m.

Friday: 8:00 a.m.–6:00 p.m.

Saturday: 10:00 a.m.–6:00 p.m.

Model Shop

Monday–Friday: 10:00 a.m.–6:30 p.m.