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MISSION STATEMENT

Otis prepares diverse students of art and design to enrich our world through their creativity, their skill, and their vision.
CHAPTER ONE: WELCOME AND INTRODUCTION

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

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

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

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

INTRODUCTION

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

The specific purposes of the handbook are as follows:

• To provide information on the organization and governance of the college and

• To familiarize faculty with academic and administrative policies and procedures.

INTEGRATION CLAUSE AND THE RIGHT TO REVISE

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 All previously issued handbooks and any inconsistent policy statements or memoranda are hereby superseded by this document.

The College reserves the rights to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. Any changes to this handbook will be distributed to all faculty members in print and electronic files.

No oral statements or representations can, in any way, change or alter the provisions of this handbook.

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

HISTORY: THE COLLEGE

Otis College of Art and Design is the only privately supported college of art and design in the city of Los Angeles. The College is fully accredited by the Western Association of Schools and Colleges and the National Association of Schools of Art and Design.
In 1918 Los Angeles Times founder Harrison Gray Otis bequeathed his Westlake Park home to establish the city’s first art school, the Otis Art Institute. Now known as Otis College of Art and Design, the institution has been a driving force in the Southern California art world since its inception in September 1918, as the country returned home from war.

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

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

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

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

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

In 1997 Otis relocated to its present locations, including the main campus—the Goldsmith Campus in Westchester, the primary site for most majors and administration—as well as the California Market Center (the “Mart”) in downtown Los Angeles, which houses the Fashion Design program, and the Graduate studios in El Segundo. All locations are adjacent to the industries Otis graduates serve.

Otis alumni have figured prominently among the California Watercolorists, and launched the California Ceramics Movement. Many have become luminaries in contemporary art, including Robert Irwin, Philip Guston, Billy Al Bengston, Masami Teraoka, May Sun, Alison Saar, Bruce Yonemoto, and John Baldessari, to name a few. One Otis alumna, Edith Head, became the most famous costume designer in Hollywood’s history. Others animated the first talking Mickey Mouse cartoon and were principal designers for Disneyland.

INSTITUTIONAL PHILOSOPHY

Since 1918, Otis has been connecting students with their own intentions, giving these men and women the skill and courage to show their messages to the world, and in the process, helping them discover themselves. In promoting these discoveries, the College fulfills its goal of cultivating creative and well-educated individuals whose training in visual thinking and practice allows them to speak to the issues of
our time. In so doing, Otis College of Art and Design is a crucible for the culture of our future.

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

BOARD OF TRUSTEES

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

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

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

The committees of the Board of Trustees are as follows:

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

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

BOARD OF GOVERNORS

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

President of the College

The President of Otis is the Chief Executive Officer and serves on the Board of Trustees as an ex officio member. The President is responsible for the leadership and management of the College and the delegation of the appropriate responsibilities to the Provost, the Vice President for Administrative and Financial Services, the Vice President for Institutional Advancement, and the Vice President for Enrollment Management. The President meets regularly with senior staff to review all relevant activities and recommendations. The President sits on all Board of Trustees’ Committees, reports to the Board at its regular meetings, and presents College matters to the Board of Governors. The following personnel report to the President: the Director of Communications and the Executive Assistant.

The President is responsible for the annual budget and the assurance that the financial resources are allocated according to the mission of the College and the goals outlined by the College’s long-range plan. The President is the spokesperson to the community, and leads fundraising and development efforts.

Provost

The academic deans, chairs and directors report to the Provost. The Provost works with these departments on their faculty, curriculum, budget, and space planning. The Provost chairs the Chairs Meetings. The Provost serves as the chief liaison to the Academic Assembly, convenes related committees, and handles various faculty processes. The Provost serves as the chief academic liaison to the Board of Trustees, Board of Governors, and other Otis support groups. The Provost chairs the Educational Policy and Student Life Committee. The Provost is charged to represent Otis in the external community and the professional field.

The following Academic personnel report to the Provost: Academic Program Directors, Associate Provost, Department Chairs, Director of the Library, Director of the Gallery and Public Programs, Director of Academic Computing, Dean of Continuing Education, and the Director of Technical Support Services.

Vice Provost

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

Vice President for Administrative and Financial Services

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

Vice President for Institutional Advancement

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

11 Vice President for Enrollment Management

The Vice President for Enrollment Management is responsible for marketing recruiting and student retention and ensuring their success at the College by providing and facilitating all direct support services and functions. The following managers report to the Vice President for Enrollment Management: Dean of Admissions, Director of Financial Aid, Registrar, and Dean of Students Affairs.

Vice President for Human Resources and Development

The Vice President for Human Resources and Development explores and implements service initiatives to enhance workplace performance, equity, engagement, and wellness. The initiatives can include college-wide staffing plans, salary studies, and improvement plans, as well as professional development programs, workplace values, culture training, and team building.

ACADEMIC GOVERNANCE: ACADEMIC ASSEMBLY AND FACULTY SENATE

Mission

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

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

ACADEMIC ASSEMBLY

Working Structure and Responsibilities

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

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

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

Voting

The Executive Committee will determine which proposals require two readings by the Assembly.

Assembly votes may be by verbal, written, or electronic ballot, but not by proxy. Motions must be passed by a majority of the quorum.

All Academic Assembly approved recommendations are forwarded to the Provost for review and recommendation to the President. Recommendations approved by the President will be incorporated into the Faculty Handbook or other appropriate document by the Human Resources department.
Minutes
Minutes of each Academic Assembly meeting shall be taken and submitted in a timely fashion to the Provost for review. They will include all assembly members present and absent, and all actions taken. The minutes are presented to the Academic Assembly for review and ratification at the following meeting, and are archived in the Library as well as posted on O-space.

Membership
The Academic Assembly includes voting and ex officio members.

Voting members of the Academic Assembly include Chairs, assistant Chairs, full-time, and adjunct faculty.

Ex officio members of the Academic Assembly include the President, the Provost, the Associate Provost, and other nonvoting members of the Academic Assembly committees.

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

FACULTY SENATE

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

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

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

Leadership
The Chair of the Faculty Senate serves as its chief spokesperson and its liaison to Otis Administration for a two-year term. The Faculty Senate Chair is appointed by the Faculty Senate Steering Committee, a body consisting of faculty representatives from each department. Representation on the Steering Committee is determined by the faculty of each department. The Steering Committee provides discernment, support, and liaison functions for the Faculty Senate.
Steering Committee members serve a two-year term, which is recognized as Service to the College. As representatives, they are expected to attend meetings of the Faculty Senate and the Steering Committee, and actively communicate with faculty in their department. Although Steering Committee meetings are intended primarily for Steering Committee members, the meetings are open to the entire Faculty Senate membership.

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

**OPERATION OF THE ACADEMIC ASSEMBLY AND ITS COMMITTEES**

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

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

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

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

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

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

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

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

ACADEMIC COMMITTEES

Executive Committee

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

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

The responsibilities of the Executive Committee include the following:

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

The Executive Committee will meet as necessary.

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

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

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

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

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

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

**Personnel Committee**

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

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

**Membership**
The Personnel Committee includes one representative from each academic department. Members serve on the committee for two consecutive years. The Provost and Director of Human Resources serve as ex officio members.
Leadership
The Chair is elected from among those Committee members who have prior service, and serves two consecutive years.

Rank and Promotion Committee
The Rank and Promotion Committee shall evaluate all promotions of full-time and adjunct faculty using established criteria, and make recommendations to the President. Rank for full-time faculty, all new faculty, and adjunct appointments are made in conjunction with the Provost, the Department Chair, and the Rank and Promotions Committee. Change in status from Lecturer to Senior Lecturer is made by Provost, the Department Chair, and the Rank and Promotions Committee. Members of the committee include two Chairs, four full-time faculty, and three adjunct faculty representatives of the various programs. Members serve on staggered two-year terms. The Chairperson is elected by the committee members and works with Provost.

Academic Technology Committee

Mission
The Academic Technology Committee advises the leaders of the academic computing, labs, library, instructional, and administrative technology areas of the College to help plan, evaluate, and guide the technology initiatives, programs, and facilities to achieve Otis’ educational mission and goals.

Working Structure and Responsibilities
The committee’s focus is on planning, evaluating, implementing, integrating, and supporting appropriate technologies for teaching and learning in the College, including the following: web-enhanced instructional technologies in both liberal arts and studio classes; faculty training and support; ensuring adequate classroom, lab and technology facilities at all campus sites; and equipping all open labs and classrooms with appropriate technology. The committee may also discuss issues related to technologies, which support the administrative functions and processes of the College.

Membership
The Academic Assembly appoints appropriate representatives to the Academic Technology Committee, which is made up of both faculty and staff.

Leadership
The Director of the Library and Instructional Technology, the Director of Academic Computing, and the Chief Information Officer co-Chair the Academic Technology Committee, guide the meetings, and share information related to their particular areas. The Director of Tech Support Services is an ex officio member.

Assessment Committee

Mission
The Academic Assessment Committee has the overall responsibility for developing Otis’ assessment plan and is charged with planning, developing, and coordinating procedures for the assessment of institutional effectiveness and continuous improvement in educational programs and related services.

Working Structure and Responsibilities
The Academic Assessment Committee works with faculty and departments to develop and maintain a framework for ongoing assessment and promoting a “culture of evidence.” The Academic Assessment Committee supports the institution in the process of collecting, organizing, evaluating, and validating existing and new evidence gathering and assessment methodologies in departments at Otis. While the
quality of the evidence gathered varies across the departments, the framework for collecting and using it to further the improvement of student learning is evident. The Academic Assessment Committee oversees the development of vehicles to archive student learning outcomes at both a departmental and college-wide level; coordinates and reviews the criteria for Program Review; reviews outcomes from the learning e-portfolio, and supports the WASC Accreditation Liaison Officer (ALO) in the preparing and writing of accreditation assessments.

Membership
The membership of the Academic Assessment Committee reflects the institution-wide scope of assessment at Otis and consists of faculty, Chairs, and assistant Chairs from all departments.

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

Campus Life Committee

Mission
The Campus Life Committee is committed to enhancing the intellectual, social, and cultural life of the Otis Community.

Working Structure and Responsibilities
The Campus Life Committee is a College Committee, which initiates, supports, and pursues the planning of intellectual, social, and cultural activities in collaboration with the Office of Student Affairs.

Membership
The Campus Life Committee consists of six voting members of the Academic Assembly, one representative of the Provost’s Office, at least one representative of Student Affairs, and one officer of the Executive Board of the SGA. Academic Assembly representatives serve on the Committee for two consecutive years. The Provost’s Office and Student Affairs representatives serve annually. The SGA representative serves for at least one year.

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

Academic Standing Committee

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

The student must maintain a minimum semester and cumulative grade point average (GPA) of 2.0. If the student fails to meet the minimum requirement, the student will be put on probationary status for the period of one semester. If at the end of that semester the student is unable to meet the minimum requirement of 2.0 in either the semester or cumulative grade point average, he or she will be dismissed from further study at the College. The College also reserves the right to dismiss a student after one semester, if the College feels that the student does not meet the minimum standards for academic and collegiate success.
Membership
Each academic department has a representative on the Academic Standing Committee. The Registrar and the Dean of Student Affairs are ex officio members, and the committee is Chaired by a representative from the Provost’s Office. The Registrar identifies the cases for review and provides the committee with appropriate data, including the academic record and an analysis of the academic record.

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

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

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

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

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

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

Leadership
The Provost’s Office provides the leadership for the Academic Standing Committee.
Faculty Development Committee

Mission
The Faculty Development Committee acts as a central advisory group for faculty development activities and initiatives in the College. The committee is dedicated to supporting faculty in their pursuit of excellence in teaching effectiveness, professional achievement, research, and collegiality.

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

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

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

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

Environmental Health and Safety Committee
The Environmental Health and Safety Committee has representatives from all areas of the College, including officers, Chairs, faculty, staff, and students.

The committee is responsible for advising on all matters concerning health and safety in the College, and promoting the health and safety of employees, students, and others entering the College grounds.

The primary function of the Environmental Health and Safety Committee is to assist management in the following areas:

- Health and safety programs and procedures;
- Health and safety concerns of employees and students;
- Work with the Safety Officer of the College to ensure that federal, state, and local standards and regulations are met; and
- Consider any matter referred to it by a departmental safety officer.

The committee will forward recommendations to the Emergency Management Team for review and implementation.

The committee will be responsible for ensuring that a complete record of instances of occupational illness, health, accidents, and dangerous occurrences is maintained; organizing the provision of
appropriate first aid facilities and training; and, where deemed to be necessary, setting up appropriate health surveillance procedures. The Director of Operations is the Safety Officer for the College.

**Faculty Posts**

The Academic Assembly will elect a Faculty Representative for a two-year term to the Board of Trustees and the Board of Governors. The representative reports on the activities of the Academic Assembly and acts as a liaison to the Boards and its committees. Faculty posts are as follows: Board of Governors, Board of Trustees, Representative to the Finance Committee, Representative to the Building Committee, Representative to the Development Committee, and Representative to the Education Committee.
CHAPTER THREE: FACULTY AND ACADEMIC PERSONNEL

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

DEFINITION OF 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 Administration to further the goals and mission of the College. The Department Chairs may teach in their area of expertise, but primarily have administrative academic responsibilities.

Assistant Chairs
Assistant Chairs serve under the appropriate Department Chair and assist the Chair in the supervision of academic faculty, 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, in the same cycle as faculty. They are voting members of the Academic Assembly.

Full-Time Faculty
Full-time faculty members are the core of their academic department and have responsibilities defined by their current contracts. These appointments are renewable on an annual basis and may be from one to three years in duration. 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 work part-time, have an ongoing relationship with the College, and teach a number of courses for the department. They teach a minimum of half time to a maximum of two-thirds of a full-time teaching load, and have additional duties within the department. Adjunct faculty members receive an annual contract. Adjunct faculty members are ranked as Assistant Professor, Associate Professor, or Professor. They are voting members of the Academic Assembly.

Part-Time Faculty
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 shall be appointed with the rank of Lecturer or Senior Lecturer, and shall receive contracts on a semester basis. In certain circumstances, a temporary teaching overload for part-time faculty may be approved by the Provost.
Critic in Residence

Critic in Residence faculty shall have the privileges, rights, and status of full-time faculty members regardless of actual teaching assignment. Thus a Critic in Residence faculty may take a reduced teaching load and salary in order to devote additional time to his or her work or research as an artist or scholar, without jeopardizing his or her faculty status and without detracting from his or her eligibility status for subsequent paid leaves-of-absence and other benefits. The Critic in Residence appointment shall be a term appointment for a period of two years, with possible subsequent appointment renewals. The Critic in Residence supervises critical studies courses, programs, and projects; shall be hired pursuant to a national search; and shall be the rank of Associate or Full Professor. The Critic in Residence is a voting member of the Academic Assembly and may Chair standing academic committees.

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 teaching at the College who hold academic rank at another accredited college or university shall have the same rank at the college in which they hold at their continuing appointment.

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.

ADDITIONAL ACADEMIC PERSONNEL

Director of the Library

The Director of the Library is responsible for the administration of the Otis Library collections, and works closely with the faculty and Chairs to develop the library collection as the College’s curriculum changes and expands. The Director also plans and offers information literacy classes, and may provide one-time course specific instruction upon request. The Director of the Library is a voting member of the Chairs Council and the Academic Assembly, and Chairs the Library Committee.

Director of the Gallery and Public Programs

The Director of the Gallery and Public Programs develops and brings to the gallery professional level exhibitions and events. These activities provide a resource to the Southern California community. The Director consults with the gallery committee of the faculty to represent college, faculty, and student interests. The Director of the Gallery and Public Programs is a member of the Chair’s Council, a voting member of the Academic Assembly, and Chairs the Gallery Committee.

Director of Technical Support Services

The Director of Technical Support Services is responsible for the major shop areas, including the wood shop and tool crib, photography lab, video lab, metal shop, and welding area. The Director is a member of the Resources Committee and Safety Committee.
**Director of Academic Computing**

The Director of Academic Computing Services oversees the operation and management of the Open Access Lab and computer classrooms, and is responsible for maintenance and distribution of software for the academic departments.

The Director is a member of the Resources Committee and Safety Committee.

**HIRING PROCESS FOR ACADEMIC PERSONNEL**

**SEARCH PROCESS**

The search process for all academic positions begins with the public announcement of a new position or vacancy. A search committee is selected in consultation with the Provost and provides for broad-based collegial input. The search committee includes faculty from the hiring department, faculty at large whose credentials are relevant to the search, student representatives, and the Provost. One of the primary roles of the search committee is to broaden the search process by nominating candidates or soliciting applications from appropriate individuals.

The search committee is charged with reviewing job requirements, and nominating, screening, interviewing, and evaluating the credentials, experience, and qualifications of the candidates. At the end of the process, the committee recommends candidates from the search for review by the President and Provost. The President makes the appointment upon review of the final candidates and recommendations of the search committee and the Provost.

**Search Procedures**

The search process in brief is as follows:

- The position announcement is written and the position description is defined.
- The position is posted internally and advertised in appropriate periodicals and newspapers.
- A Search Committee is formed.
- A full description of the search process is given to the members of the search committee by the Provost.
- The Search Committee meets to review the job description and finalize details of the search process.
- A calendar for the search is established including screening of applications and interview dates.
- Nominations and solicitations from the search committee take place.
- Applications are received and logged for review by committee (confidentiality is stressed).
- Résumés are screened by committee.
- Selected candidates are contacted for interviews and public presentation where appropriate.
- The Search Committee forwards the names of its recommendations to the Provost.
- Final interviews take place with the President and Provost.
- References are verified and an appointment offer is made by the Provost in consultation with the appropriate Department Chair and the President.
• Appointment is announced to the community.

Full-Time Faculty Appointments

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.

The College reserves the right to make hiring accommodations of full-time faculty in response to unique circumstances. Full-time faculty members receive appointments that vary in length from one to three years. Initial appointments are normally for one year.

Adjunct Faculty Appointments

Adjunct faculty appointments occur on an annual basis with hours of teaching and other duties as specified in the letters of appointment.

Procedure for Adjunct Appointments

The position of adjunct faculty is initiated by the relevant Department Chair, who will evaluate the candidates for adjunct faculty on the basis of their teaching effectiveness, professional development, and years of service; contribution to the College; and departmental need and impact. Upon this review, the Department Chair will recommend appropriate faculty for adjunct faculty appointment to the Provost, who shall make the final decision. Recommendations may be denied on the inability of the department to guarantee continuing employment for a specified academic period, without regard to the faculty’s merit.

Adjunct Faculty Procedure for Initial Placement in Rank

The initial rank for adjunct faculty shall be determined by the relevant Department Chair in consultation with the Chair of the Rank and Promotion Committee and the Provost. Once the initial appointment has been made, future advancement is governed by the guidelines of the academic Rank and Promotion procedures.

Adjunct Faculty Teaching Loads and Job Function

Adjunct teaching appointments at Otis College are limited to two-thirds time (12 studio or 9 lecture hours) or fewer contact hours per week in accordance with College policy. The Provost must approve in advance any contract in excess of twelve contact hours, in advance.

Adjunct faculty have additional responsibilities to the department and college as defined in their contract and according to established college policy.

Part-time Faculty Appointments

Part-time faculty members normally teach a maximum of 12 studio contact hours a week or 8 lecture contact hours a week, or some equivalent combination, and are employed on an intermittent or ongoing basis. Part-time faculty shall be appointed with the rank of Lecturer or Senior Lecturer and shall be temporary faculty at the College.

A part-time faculty may be offered additional classes in the case of last-minute openings, sabbaticals, leaves, or special teaching opportunities, but a part-time faculty’s teaching load may not exceed two-thirds time for more than one academic year in a row.

Part-time faculty shall be paid on a per-class basis with contracts issued for one semester. No guarantee of reappointment can or will be made. Part-time faculty are encouraged to attend and participate in faculty meetings, although without voting privileges, and may be asked to serve on faculty committees.
Part-Time Faculty Procedure for Initial Placement in Rank

Lecturers are proposed by the relevant Department Chair on a semester or annual basis and submitted to the Provost.

Senior Lecturers are proposed by the relevant Department Chair, in consultation with the Chair of the Rank and Promotion Committee, on a semester or annual basis and submitted to the Provost and the President for approval.

FACULTY RESPONSIBILITIES

The essential obligation of faculty members is to teach in the most stimulating and effective way possible. This type of teaching requires that faculty members possess a current and comprehensive knowledge of subjects he or she is teaching, enthusiasm about the importance of learning, the ability to transmit that enthusiasm to students, and a vital concern for the intellectual development of all students. The influence of the genuinely effective teacher extends beyond the classroom and the studio, and bears directly on the ability of the teacher to meet the needs and interests of each student on an individual basis. In addition, faculty members have a responsibility to pursue their own professional work and scholarship.

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

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 Chair to request adjustment of their service load. If appropriate adjustments are not possible in a given term, the Chair will authorize a remedy (in consultation with the Provost), which may include additional compensation or course release.

ADMINISTRATIVE RESPONSIBILITY

Full-time studio/lecture faculty members participate in many aspects of the College. The Department Chair will be responsible for assigning both permanent and occasional administrative duties to the full-time studio/lecture faculty member. Student advisement, curriculum coordination, faculty training, and studio or lab supervision are all possible administrative tasks of the full-time faculty.

FACULTY ADVANCEMENT

The College provides two processes for faculty advancement, allowing faculty members to choose a means of advancement that best suits their individual strengths. The two processes are as follows:

- Departmental Merit Steps (PAS form)
- Institutional Peer Review (Academic Rank)

DEPARTMENTAL MERIT STEPS

Faculty can advance in salary without changing Academic Rank by moving through nine Departmental Merit Steps in accordance with Departmental Performance, Assessment, and Step (PAS) form 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:

- **A1, A2, A3**: Assistant Professor, Steps 1, 2, 3
- **B1, B2, B3**: Associate Professor, Steps 1, 2, 3
- **C1, C2, C3**: Professor, Steps 1, 2, 3

Merit Steps in themselves do not confer “titles.” Faculty can advance through Merit Steps using the PAS form, but must apply to the Rank and Promotion Committee (Institutional Peer Review) to advance in Academic Rank.

Faculty members choosing the Merit Steps process using the PAS form can move through each step increase in sequence. No Merit Step(s) can be jumped.

Faculty members choosing the Merit Steps process using the PAS form will retain the Academic Rank assigned upon initial hire, unless or until their rank is changed by peer review. For example, one could be an Assistant Professor, but over time, advance to Step C3 on the salary scale.

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

**Institutional Peer Review**

Academic Rank is recognition on the part of Otis College of a faculty member’s accomplishments, professional qualifications, quality of teaching, and contributions to the College and the community. Ranked faculty is defined as all faculty members holding Academic Rank (Professor, Associate Professor, Assistant Professor, Senior Lecturer, and Lecturer).

The College recognizes two equally important sets of criteria in determining Academic Rank: the Teaching Track and the Professional Track. Each track emphasizes different types of faculty accomplishments that support excellence in the delivery of education.

**Policy Statement**

Otis expects faculty to maintain a high standard of professional achievement and a record of excellence in the area of teaching. Recognizing that outstanding faculty possesses varying strengths and backgrounds, the College maintains two criteria tracks for placement into, and promotion to, Academic Rank. In both tracks, three primary evaluation criteria are used for each rank designation:

- Teaching Effectiveness;
- Professional Achievement and/or Applied Teaching Scholarship; and
- Contributions to the Department and the College.

Each academic department defines criteria for professional achievement and/or applied teaching scholarship based on guidelines set forth in Teaching Track and Professional Track, herein. A statement from each department concerning these criteria shall be forwarded to the Academic Rank and Promotion Committee at the beginning of each academic year.

Faculty recommendations on promotion and rank will be made by means of a two-track system involving peer review, and this system of evaluation shall assess and evaluate faculty in a fair and equitable manner,
Designation of Academic Rank

Using the two-track system, the following are qualifications for initial appointment into, and promotion to, the various ranks:

- Teaching effectiveness;
- Professional achievement and/or Applied Teaching Scholarship; and
- Contributions to the department and the College.

Teaching effectiveness, professional achievement and/or applied teaching scholarship, and contributions to the College are defined by the activities listed in the sections on Criteria for Rank and Promotion and Criteria for Faculty Evaluation.

Lecturer

The rank of Lecturer shall be granted to part-time faculty members showing evidence of the capacity for excellent teaching and demonstrated professional achievement. Contracts are issued on a semester-by-semester basis. Change in status from Lecturer to Senior Lecturer is made by the Provost and the Department Chair, in consultation with the Rank and Promotions Committee Chair(s).

Senior Lecturer

The rank of Senior Lecturer shall be granted to part-time faculty members with sustained and demonstrated teaching effectiveness, professional activity, and service to the institution. Contracts are issued on a semester-by-semester basis.

Assistant Professor

The rank of Assistant Professor shall be granted to adjunct and full-time faculty members with evidence of, or potential for, sustained teaching effectiveness and professional activity, and evidence of the capacity to fulfill their College and departmental responsibilities.

Faculty members shall have 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. In addition, faculty members should possess the following:

- Documented evidence of sustained teaching effectiveness;
- Clear evidence of productive scholarly and/or creative achievement;
- Evidence of prior professional achievement and status as measured by exhibitions, professional experience, and activity;
- Capacity for or evidence of commitment to the College’s and departmental responsibilities; and
- Evidence of commitment to higher education as a profession through active involvement in the department and its educational goals, Faculty Governance, committees, and other Otis College activities.

Assistant Professors receive up to a one-year contract. Future promotion shall be based upon the criteria for
The rank of Associate Professor shall be granted to adjunct and full-time faculty members with sustained and demonstrated achievement primarily in the areas of teaching effectiveness and professional activity with capacity or evidence of a commitment to, and continuing involvement in, College and departmental responsibilities.

In addition to the qualifications for Assistant Professor, faculty members should show a higher measure of quality and quantity of participation in the following activities:

- Faculty members shall have a minimum of four years of full-time teaching or equivalent hours taught at a nationally or regionally accredited or equivalent post secondary institution, or comparable relevant teaching experience.
- Clear evidence of excellent teaching and effectiveness in the classroom; documentation should include student evaluation forms, Chair’s Performance Assessment, Self-Assessment, statement from colleagues, and other similar input.
- Documented evidence of continuing and ongoing professional achievement and/or applied teaching scholarship. Creative activity, productive scholarship, or other educational achievements are relevant.
- Documented evidence of a strong commitment and involvement in the College community with initiative in departmental and college responsibilities. Evidence of commitment to higher education as a profession through active involvement in Faculty Governance, committees, activities, and other Otis College activities. For new faculty, evidence of capacity to make a strong contribution to the College community may serve as a criterion for placement in rank.

Associate Professors receive up to a two-year contract. Future promotion shall be based upon meeting the rank criteria.

The rank of Professor shall be granted to adjunct and full-time faculty members with sustained and demonstrated excellence primarily in the areas of teaching effectiveness, professional activity, and clear evidence of a strong commitment and continuing involvement in departmental and College community.

In addition to the qualifications for Associate Professor, faculty members shall demonstrate the highest level of fulfillment of the College’s ideals of teaching scholarship and professionalism, including the following:

- A minimum of seven years of successful full-time teaching experience or equivalent hours taught at a nationally or regionally accredited or equivalent post secondary educational institution, or comparable relevant teaching experience.
- Documented evidence of sustained, outstanding teaching effectiveness. The rank of Professor is reserved for those who can be described as master teachers who exhibit extraordinary teaching effectiveness in the classroom or studio. Commitment to the academic process at the college must be demonstrated. Examples of activities that may be documented to evidence such commitment may include the following:
  - Development of new courses and curricula;
• Development of new methods of teaching;
• Development of instructional materials above and beyond those generally required;
• Attendance at faculty development workshops, or other substantive pedagogical activities; and
• Other documentation, which should include student evaluation forms, Chair’s Review form, statement from colleagues, and other similar items.

In addition, the following are further examples of activities that may be documented to show such commitment:

• Documented evidence of recognized professional achievement and/or applied teaching scholarship. The rank of Professor should be reserved for those individuals who have achieved significant reputation and other noteworthy attainments and show continued excellence and growth in professional pursuits as evidenced by such activities as exhibitions, publications, presentations, and/or leadership in professional organizations (see criteria for “Rank and Promotion,” below).

• Documented evidence of substantial leadership and initiative in departmental and College responsibilities. Evidence of a substantial commitment to higher education as a profession through active involvement in Faculty Governance, committees, and other college activities.

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, awarded with up to a three-year contract.

Criteria for Rank and Promotion

The College has a responsibility to continually improve itself. This improvement calls for evaluation in the process of promotion of faculty members. Promotion will not be made solely on the length of service. The following are qualifications for hiring into and promotion to the various ranks. These qualifications, as applied to each ranking criteria track, are described below.

TEACHING TRACK

Teaching Effectiveness

Otis College emphasizes, above all, the teaching ability of its faculty. Effective teaching is best defined in the context of particular situations and the individual capacities of the teacher. An effective teacher has certain readily discernible characteristics including a thorough and demonstrable knowledge of the relevant field and recent developments in it, the ability to present that knowledge systematically and coherently, and the ability to develop new and original curricular concepts.

In a college dedicated to interdisciplinary learning, it is important that the faculty member connect his or her field with others allied to it. The effective teacher communicates enthusiasm for the subject to the students and challenges them to increase their capacity for independent thought. It is important that the faculty member be regularly available on campus as a resource. Because teaching effectiveness is of primary importance, decisions about promotion depend on a thorough and accurate knowledge of effective teaching and professional competence. It is the responsibility of the faculty member under review to assure that the Department Chair has recently observed their classes and discussed aspects of their teaching in different courses, in accordance with the Performance Assessment and Step (PAS) form on an annual basis.

In addition to sustained teaching excellence, the effective teacher transforms, extends, and innovates teaching methodology and practice. Sustained teaching excellence can be evidenced by academic accomplishments such as, but not limited to, the following:
• Evidence of applied scholarship in education, as well as in classroom practice;
• Distinction in the development of curricula, course content, and/or academic enrichment activities;
• Active leadership in faculty development, including the training of new or prospective faculty members, and clarification of educational issues within the department;
• Sustained excellence as reflected in student evaluations; and
• Professional achievement and/or Applied Teaching Scholarship.

Through professional achievement and/or applied teaching scholarship, faculty becomes a part of the academic community at large. Faculty members are expected to engage in ongoing professional practices that enhance their ability to provide added value to the College in a variety of ways. Professional achievement and/or applied teaching scholarship should lead to enhanced performance in the classroom, as well as contribute positively to the intellectual life of the College.

The Rank and Promotion Committee will consider qualitative and quantitative distinctions in professional achievement and/or applied teaching scholarship when evaluating for rank. For initial appointments, strong promise of contribution in the areas of professional achievement and/or applied teaching scholarship is required. Expectations for achievement in these areas increase with rank.

A significant program of ongoing work is expected and can include a broad range of activities, such as but not limited to, the following:

• Performing classroom research;
• Building bridges between theory and practice;
• Developing new course offerings;
• Shaping core curricula;
• Engaging in interdisciplinary efforts (including Faculty Learning Exchange [FleX]);
• Collaborating with other institutions and/or industries;
• Using various external and/or internal venues to present research/scholarship (that is, Academic Assembly, special departmental meetings, or other College functions; Association of Independent Colleges of Art and Design; College Art Association; or Foundations in Art, Theory, and Education conferences); and
• Attending other professional conferences, seminars, symposia, and so, relating to the field.

Evidence of professional achievement can include documented creative work product such as, but not limited to, the following:

• Consulting;
• Creative work for hire/commissions;
• Exhibitions;
• Curatorial projects;
• Publications, lectures, and workshops;
• Participation/leadership in professional associations;
• Serving as competition juror;
• Serving on professional panels or advisory boards; and
• Other activities similarly reflecting on one’s professional status.

Evidence of professional achievement and/or applied teaching scholarship should support a conclusion that the candidate produces, and will continue to produce, original work of high quality that supports the advancement of the mission of the College and its reputation for academic excellence.

Contributions to the Department and the College

The College is a self-governing, close-knit community, which depends on the active service of all of its members. Each faculty member is expected to make significant and consistent contributions in service. It is also expected that faculty function in collaboration and cooperation with the larger College community. Willingness and the ability to work closely and well with students and colleagues are essential. The following are among various forms of service that are important to colleagues and students:

• Governance of the College and student advising;
• Program development;
• Relationships with other institutions and/or industry; and
• External activities on behalf of the College.

Primary attention will be given to the above areas in assessing the faculty member’s contribution. In addition, supportive participation is expected in the academic department on all levels including, but not limited to, the following:

• Departmental management;
• Organization of student learning outcomes for student exhibitions and/or competitions;
• Departmental and College recruitment efforts (students or faculty);
• Research and/or design of new equipment, installations, or technical interfaces; and
• College-wide activities (for example, Orientation Week, Graduation, Portfolio Day, Strategic Planning, and Accreditation).

Participation in collegiate programs is also a valuable contribution to the intellectual life of the College. The College further values engagement with the extended community through alumni and development activities. It is understood that faculty may differ in the ways they contribute, making contributions appropriate to their talents. As a part of the evaluation process of service to the College, various forms of evidence will be used, including that of departmental and College governance posts held and the testimony of the Departmental Chair, colleagues, and students. This evidence should attest to the high quality of the individual’s contribution.

The criteria employed by the Rank and Promotion Committee, the Provost, and the President are guided by accepted professional and college standards governing appointments, reappointments, and promotions. The procedures used by the Rank and Promotion Committee in its review of candidates and the procedures available in the College for appeal are designed to give the individual faculty member the utmost assurance of the College’s commitment to confidentiality, equity, and academic integrity.
It is the policy of the College to seek and employ faculty with the terminal degree and/or supplemental professional experience in their teaching field.

**PROFESSIONAL TRACK**

**Teaching Effectiveness**

Otis College emphasizes the teaching ability of its faculty. Effective teaching is best defined in the context of particular situations and the individual capacities of the teacher. An effective teacher has certain readily discernible characteristics, including a thorough and demonstrable knowledge of the relevant field and recent developments in it, the ability to present that knowledge systematically and coherently, and the ability to develop new and original curricular concepts.

In a college dedicated to interdisciplinary learning, it is important that the professor connect his or her field with others allied to it. The effective teacher communicates enthusiasm for the subject to the students and challenges them to increase their capacity for independent thought. The faculty member must be regularly available on campus as a resource, per workload requirements.

Because teaching effectiveness is of primary importance, decisions about promotion depend on a thorough and accurate knowledge of effective teaching and professional competence. It is the responsibility of the faculty member under review to assure that the Department Chair has recently observed their classes and discussed aspects of their teaching in different courses, in accordance with the Performance Assessment and Step (PAS) form on an annual basis.

**Professional Achievement**

Through professional achievement, faculty members become a part of the academic community at large. All faculty members are expected to contribute significantly to the advancement of their discipline or area. Professional achievement should lead to enhanced performance in the classroom, as well as contribute positively to the intellectual life of the College. Practicing one’s profession alone is not sufficient to meet this requirement.

The Rank and Promotion Committee will consider qualitative and quantitative distinctions in professional achievement and/or applied teaching scholarship when evaluating for rank. For an initial appointment, strong promise of contribution in the area of professional achievement is required. For contract renewal, strong evidence that the candidate has made a significant contribution to her/his discipline or area, and shows promise of continuing to do so, is required. Expectations for professional achievement increase with rank. Professional achievement is demonstrated in a variety of ways, with the most common means being publications, original productions, exhibits, and performances that bring professional and public recognition. In those disciplines where written work is the norm, books, chapters, and articles in reference journals are the most desirable evidence of professional achievement. For all disciplines, conferences papers, other unpublished manuscripts, public lectures, participation in the life of one’s professional associations, and other presentation of one’s work may supplement the first category of evidence. A significant program of ongoing work is expected.

As part of the evaluation process of professional achievement, various methods of evaluation, including the PAS form, will be used. The evidence should support a conclusion that the candidate produces, and will continue to produce, original, high-quality work that advances his/her field. The committee looks for evidence of originality and stylistic excellence in interpretation, as well as technical proficiency.

**Contributions to the Department and the College**

The College is a self-governing, close-knit community, which depends upon the active service of all of its members. Each faculty member is expected to make significant and consistent contributions in service.
Willingness and the ability to work closely and well with students and colleagues are essential. The following are various forms of service that are important to colleagues and students: Governance of the College and student advising, program development, relationships with industry, and external activities on behalf of the College. Primary attention will be given to these areas in assessing the faculty member’s contribution.

Participation in collegiate programs is also a valuable contribution to the intellectual life of the College. The College further values engagement with the extended community through alumni and development activities. It is understood that faculty may differ in the ways they contribute, making contributions appropriate to their talents. As a part of the evaluation process of service to the College, various forms of evidence will be used, including that of departmental and College governance posts held and the testimony of the Departmental Chair, colleagues, and students. This evidence should attest to the high quality of the individual’s contribution.

The criteria employed by the Rank and Promotion Committee, the Provost, and the President are guided by accepted professional and College standards governing appointments, reappointments, and promotions. The procedures used by the Rank and Promotion Committee in its review of candidates and the procedures available in the College for appeal are designed to give the individual faculty member the utmost assurance of the College’s commitment to confidentiality, equity, and academic integrity.

It is the policy of the College to seek and employ faculty with the terminal degree and/or supplemental professional experience in their teaching field.

Eligibility

Once a rank has been determined, applications for advancement or promotion may be made after two years of service in rank; in other words, application for promotion of rank may occur in the third year of service.

Promotion Procedures

Promotion reviews are conducted by the Rank and Promotion Committee as follows:

- Candidate submits application for promotion under either the Teaching Track or the Professional Track, along with all supporting materials, to the Co-Chairs of the Rank and Promotion Committee by October 1.

- The committee will have access to all institutional review materials: student course evaluations, self-evaluations, and Chair’s summary reviews, and may solicit additional information as needed. The process may also include a personal interview of the applicant at the request of the committee.

- The committee forwards its recommendation, along with all supporting materials that they considered, and a summary report of their proceedings to the Provost. Along with the Department Chair’s written recommendation, the Provost submits all of the above to the President with his or her recommendation.

- The candidate will be notified in writing by the President of his or her decision. If the promotion is denied, the President will give reasons for the denial. Under ordinary circumstances, at least two years should elapse before reapplication.

Rank and Promotion Committee

The primary function of the Rank and Promotion Committee is to recommend to the President of the College candidates for promotion within the faculty. The Rank and Promotion Committee shall recommend appointments only after careful review of the candidates’ qualifications and experience, and will consider qualitative and quantitative distinctions in professional achievement and/or applied teaching scholarship when evaluating candidates for rank. Faculty promotions within faculty positions shall be reserved for those who
have given clear evidence and continuing promise of excellent teaching ability, professional achievement
and/or applied teaching scholarship, and outstanding service to the College and department. The Rank and
Promotion committee will do the following:

- Annually review and evaluate the Academic Rank and Promotion procedures and policies, and submit
  any recommended changes to the Personnel Committee;
- Fairly and consistently assess all support materials presented by the candidates to be ranked or
  promoted;
- Fairly review and assess input on candidates by their Department Chairs;
- Fairly review and assess any other support information brought forth by other related sources (such as
  faculty, students, alumni, or outside evaluators); and
- Make informed and equitable recommendations to the Provost on the academic candidates seeking
  rank and/or promotion.

**Makeup and Selection**

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

- The makeup will consist of at least two Chairs, three full-time faculty, and two adjunct faculty.
- Department Chairs will recuse themselves from service when any member of their department’s
  faculty is an applicant.
- Nominees for the Rank and Promotion Committee should represent a range of disciplines.
- The Rank and Promotion Committee will be elected from the academic body of Department Chairs,
  full-time faculty, and adjunct faculty.
- A portion of the committee will be elected 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.
- Rank and Promotion Committee Chair/Co-Chairs will serve for a third year in the capacity of neutral
  advisor(s) at large to faculty members preparing applications for designation or promotion of rank.

**Roles and Responsibilities**

The roles and responsibilities of the Department Chairs, the Provost, and the President of the College are
listed in the section below.

**Department Chairs**

- To/ review and evaluate faculty on an ongoing basis;
- To present a written evaluation and recommendation of each candidate being reviewed by the Rank
  and Promotion Committee from their department; and
- To attend meetings of the Rank and Promotion Committee as requested to give further consultation or
  clarification on candidates for rank or promotion.

Chairs must submit their department’s definition(s) of Professional Achievement and/or Applied Teaching
Scholarship, based on guidelines set forth in Teaching Track and Professional Track herein, to the Rank and
Promotion Committee by September 1 of each year.

Provost

• To annually review and evaluate the Academic Rank and Promotion procedures and policies, and to submit any recommendations to the Rank and Promotion Committee;
• To assess all support materials presented by candidates to be ranked or promoted;
• 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 Academic Rank and Promotion Committee; and
• To make informed and equitable written recommendations on the applications for promotion to the President of the College.

President of the College

• To assess all support materials presented by the candidates to be ranked or promoted;
• To review any other support 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.

Procedure for Faculty Rank and Promotion

All application materials must be submitted to the Rank and Promotion Committee by October 1. Candidates for rank or promotion are responsible for collecting and organizing all résumés and support materials. Candidates should focus their presentations on specific areas that have been meaningful in their professional development. To ensure a fair and impartial review, candidates are requested to submit the following materials:

1. A brief narrative of your educational philosophy;
2. A letter of recommendation from your Department Chairs(s), minimum two previous PAS forms, and minimum two years’ totals from your most recent Student Evaluations;
3. A summary of courses taught/teaching hours (if applicable to establish required full-time teaching load equivalency);
4. A concise and current résumé outlining the following professional achievements: education degrees, community activities, exhibition record, client lists, bibliography, grants, fellowships, awards, lectures, public collections, articles published, work published, commissions, freelance projects, professional organizations, employment (other than teaching), pioneering work in the field, and scholarly research and development;
5. A brief résumé highlighting your teaching and institutional accomplishments including education record and degrees, fundraising, teaching experience, committee work (ongoing), recruitment, curriculum development, awards, notoriety, institutional support (attending events), specialized training, postgraduate education, foreign language abilities, and attendance and participation at conferences and seminars;

6. Support materials for your professional résumé, including examples of professional work (20 slides or other visual record), copies of reviews and announcements, reprints of articles or manuscripts you have written, and other written or visual accounts of professional activities; and

7. Support materials for your institutional résumé, including examples of student work (20 slides/portfolio/or classroom walk-through), examples of curriculum development (such as course outlines), record of committee participation, and student evaluations.

Information on faculty and their professional achievements will be archived by the Otis Library.

**Calendar for Rank and Promotion**

<table>
<thead>
<tr>
<th>April</th>
<th>Rank and Promotion Committee elected (to serve the next year).</th>
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<tbody>
<tr>
<td>October 1</td>
<td>Candidates submit complete rank and promotion materials to the Rank and Promotion Committee.*</td>
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<tr>
<td>September–December</td>
<td>Rank and Promotion Committee evaluates the applications.</td>
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<tr>
<td>January</td>
<td>Rank and Promotion Committee submits recommendations and all application materials to the Provost (copy of RPC recommendations to Applicants).</td>
</tr>
<tr>
<td>February</td>
<td>The Provost submits all application materials and recommendations to the President (copy of Provost recommendation to Applicants).</td>
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<tr>
<td>March</td>
<td>The President makes decision in consultation with the Provost and others as appropriate. The President submits decision to the Board of Trustees.</td>
</tr>
<tr>
<td>April</td>
<td>Applicants for promotion receive notification from the President (copy to Department Chair, Rank and Promotion Committee, and Provost).</td>
</tr>
<tr>
<td>May 15</td>
<td>Deadline for appeals submissions; application materials and appeal requests are submitted to the Academic Appeal Committee.</td>
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<tr>
<td>May 30</td>
<td>Academic Appeal Committee elected (when necessary).</td>
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<tr>
<td>June</td>
<td>The Academic Appeal Committee submits all recommendations to the Provost and the President.</td>
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<tr>
<td>June</td>
<td>Faculty members are notified of appeal decisions. The decision of the President is final (copy to Applicant).</td>
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* For emergency or serious extenuating circumstances, late applicants may be granted a limited extension (not to exceed three weeks) by the Rank and Promotion committee upon written request.
RANK AND PROMOTION APPEAL PROCEDURES

Academic Appeal Committee—Academic Rank

The Academic Appeal Committee’s responsibilities are as follows:

• To assess the reasons candidates are appealing a decision;
• To determine if new support material would be substantive to the appeal process;
• To review all initial support 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; and
• To make informed and equitable recommendations on the academic candidates asking for appeal decision on rank or promotion to the Provost.

Committee Makeup and Selection

The Academic Appeal Committee will be elected from the academic body of full-time faculty, adjunct faculty, and Department Chairs. The Academic Appeal Committee will only convene if there is an actionable item.

Nominees for the Academic Appeal Committee should represent a wide range of disciplines.

Nominees for the Academic Appeal Committee must not be requesting an appeal decision and participants must have no conflict of interest.

The Academic Appeal Committee will have three members: one full-time or adjunct faculty, one Department Chair, and one full-time or adjunct faculty selected by the candidate seeking an appeal.

Roles and Responsibilities

Faculty Seeking Appeal Decisions

The role and responsibility of the faculty member 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 support material and input initially presented for rank or promotion.

Provost

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 academic candidates who have appealed
decisions on rank or promotion issues.

President of the College

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 academic candidates asking for appeal decisions on rank or promotion issues and the final disposition of same.

The decision of the President is final.

FACULTY PERFORMANCE ASSESSMENT AND REVIEW

Faculty Performance Assessments and evaluations are used for faculty improvement, development, and salary increases. In addition, they insure fairness and equity in the contract review process. The faculty review process is composed of the following three parts:

• Performance Assessment and Step Form (PAS Form), which is completed by the Department Chair or supervisor;
• Student evaluations of all courses; and
• Self-evaluations completed by the faculty member.

Procedure and Policy for Faculty Evaluation

• Documenting faculty teaching effectiveness.
• Providing feedback to faculty about their teaching and their progress within the organization
• Highlighting achievements or deficiencies for recognition or improvement
• Identifying faculty potential for additional responsibilities and promotion
• Determining training needs
• Providing a basis for rank and promotion
• Supporting disciplinary action up to and including termination.

Departmental Review (Chair’s Review)

The Department Chair or other supervisory personnel completes a PAS form and written commentary on each faculty member at the beginning of the spring term every year. The assessment is a summation of the Chair’s own observations, as well as information derived from student evaluations, self-evaluations, and input from peer evaluation of faculty, which is solicited by the Department Chair. After the faculty Performance Assessment has been completed, a brief review with the Department Chair is scheduled to discuss the findings and written materials will be available to the faculty member at that time. Faculty members have the right to submit a written response to all evaluation data.
Procedure for Faculty Evaluation by Chair

Faculty members are normally reviewed each spring term. The PAS form is to be completed by the Department Chair and forwarded to the Human Resources Office.

The faculty member will be asked to sign the form and will have an opportunity to include any comments in the appropriate section on the form. If the faculty member does not wish to sign the form or enter comments on it, the supervisor should indicate this fact on the form. The supervisor and the Department Chair should enter their signatures directly beneath this statement.

The original completed form is kept on file in the Human Resources Department. The faculty member “comments” section will be reviewed by Human Resources and appropriate action will be taken when necessary prior to placing the form in the file.

Normally, Performance Assessment forms and other documents will be forwarded to the reviewing manager four weeks prior to the faculty's review date to permit adequate time for processing, particularly when the review is being conducted with a salary adjustment. The performance discussion and faculty acknowledgment should be conducted and the forms returned to the Human Resources Department at least two weeks prior to the faculty member's scheduled review date.

Completion of a Performance Assessment does not automatically warrant a salary adjustment or change in status, nor is the conducting of an assessment to be interpreted as a guarantee of future employment with the College. Conversely, the failure of the College to conduct an appraisal or appraisals on a specific faculty's performance should not be viewed as preventing, limiting, or delaying the College from taking appropriate disciplinary action against any faculty in those circumstances where the College deems such action, in its sole discretion, to be appropriate.

CRITERIA FOR FACULTY EVALUATION

All faculty members are evaluated on the basis of the following criteria, prepared as an aid for developing a profile of appropriate characteristics for part-time and full-time faculty members at Otis College:

Teaching Effectiveness

- Knowledge of material taught and the ability to communicate it in an effective manner to students at the level assigned;
- The use of proper and fair assessment tools to show student understanding of materials;
- Student’s performance and quality of work produced by students;
- Ability to challenge and stimulate students;
- Encouragement of different points of view;
- Ability to reevaluate and rethink appropriate and effective teaching methods and techniques;
- Extra interest in helping students beyond the expected;
- Syllabus course objectives, assignments, and readings that contribute to departmental goals;
- Grading policies and procedures are made clear in syllabus;
• Effective planning organization and use of class time;
• Spirit and moral in the classroom environment;
• Concern for student progress;
• Attitude of student toward faculty member;
• Punctuality and attendance record of faculty member; and
• Punctuality and attendance record of students in faculty member classes.

**Involvement In and Contribution to the College**

• Cooperation with faculty members and commitment to department goals;
• Participation in departmental and school activities;
• Interest and enthusiasm in job and College;
• Sustained efforts and initiative to achieve departmental and College objectives; and
• Respect for policies and procedures.

**Professionalism**

• Ability to think through a problem and capacity to reach decisions;
• Willingness to accept and try new ideas and suggestions, and adaptability to new methods or conditions;
• Ability to work jointly and cooperatively with others;
• Tactfulness and diplomacy; and
• Leadership qualities.

**Professional Growth and Activities**

Professional growth and activities include achievements made outside Otis College that contribute to the faculty member’s field.

**Faculty Review Schedule**

All faculty members will be reviewed each spring term. Lecturers, in their first year of service, will be reviewed each semester.

**Student Evaluation**

Students evaluate every course taught in the College near the end of each semester. A departmental representative will deliver a packet of evaluation 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. The forms are anonymous. A student or department representative gathers the forms and delivers them to Department office. Faculty members have access to their individual evaluations at the completion of the term, after final grades have been submitted.
Self Evaluations

Full-time faculty members teaching in the degree program complete a self-evaluation annually. The self-evaluation process takes the same narrative form as that of the departmental evaluation and is based on identical criteria (listed above). The four primary criteria the College employs for faculty evaluation are teaching effectiveness, professional growth and activities, involvement in and contribution to the College community, and community service.

Included on the form mentioned above is a section for a brief written self-assessment and an analysis of personal teaching and activities as related to the College. It is hoped that by putting these observations in written form, each faculty member will focus on specific goals and methods to define areas of strength as well as other areas that may require attention. The format also includes a provision for comment by faculty members of the College as a whole, an opportunity for constructive review of the departments and administration at Otis College. The self-evaluation also ensures a regular updating of a faculty member’s résumé and a listing of professional activities. These self-evaluations are kept on file in the office of the Department Chair.

Each faculty member will meet with his or her Department Chair to discuss the nature of his or her accomplishments, the areas in which departmental perceptions of performance may differ from those of the individual faculty member, the areas where improvement is needed, the results of the student evaluation process, and plans for the coming year. These discussions are the most important part of the evaluation process. They stimulate communication between faculty members and Chairs, and reflection by individual faculty members on their own work. They help all members of the school community to understand, examine, and continuously define the criteria for good teaching and professional accomplishment in the academic setting.

Note: The student evaluation, the self-evaluations, and the faculty review forms are all kept on file by the office of the Department Chair. Appropriate supervisory staff members are the only individuals who have access to these files until such time as the faculty member is either scheduled for review or promotion review. A summary of this information is provided to the Rank and Promotion Committee when the faculty member has been recommended for promotion.

RÉSUMÉ UPDATE

Faculty members should submit an updated résumé on an annual basis to their Department Chair.

STANDARDS FOR APPOINTMENTS AND REAPPOINTMENTS

Otis seeks high professional qualifications and proven teaching effectiveness in its faculty. Professional qualifications include such matters as degrees and other academic or professional preparation, as well as experience in the design or visual arts professions or appropriate scholarly or artistic achievement. Teaching effectiveness is measured by critical observations of colleagues and responses of students to the faculty member’s teaching, as well as by the individual’s range of teaching abilities and capacity to teach the courses and subjects Otis needs.

Professional Qualifications

Faculty in a school of art and design bring a range of qualifications and backgrounds to their work. Otis seeks not to impose uniformity but to recognize variety and the application of qualifications to the individual’s teaching program. Good educational preparation is an important feature of a faculty member’s qualifications, but it is not the only way to be qualified. For some, past or current writing about art and design may be applicable; for others, past or current professional, freelance, or consulting work may be significant; for still
others, studio work and exhibitions may be of importance. In any case, the faculty member’s recent professional work is of particular interest and significance.

In the appointment or reappointment processes, Otis College reviews whatever qualifications the faculty member has and assesses their relevance and importance to the teaching position in question. Otis College is primarily interested in the applicability of qualifications, not in an ideal or abstract array of degrees and credentials.

**Effectiveness**

Similarly, Otis’ approach to teaching effectiveness is practical. It involves an interactive relationship between the College’s needs and the faculty member’s ability to meet those needs in the classroom or studio. Students figure largely on both sides of the equation: the College’s needs are determined by what students must learn to begin successful professional careers in the visual arts and design disciplines, while the faculty member’s abilities to teach are measured primarily in terms of what and how students learn.

Otis’ needs for classroom teaching change over time, and the structure and content of design and visual arts disciplines themselves evolve. Some disciplines experience enrollment increases while others decline; some subfields within disciplines experience new or increased demand, others become more or less relevant to the design professions. Otis does not allow its programs to be buffeted by the whims of student preferences or ephemeral professional nuances, but it does regularly revise and update its offerings consistent with contemporary structures of art and design disciplines, and its understanding of their educational requirements. This suggests the desirability of a range of design and artistic talent in a full-time faculty member, as well as a willingness to be flexible in teaching commitments and to retrain if necessary.

Specific academic outcomes of a faculty member’s teaching are equally important. The teacher must, of course, have full command of material taught, as well as the ability to communicate it in an effective manner to students at the particular grade-level of a class. Those who review teaching must ask questions such as these: Do students develop the necessary skills to move forward in their training? What is the quality of student work? Do students understand what they are being asked to do? Do students enjoy the classroom or studio experience? Are students held to high standards? Are the faculty member’s relationships with his or her students professional and appropriate? Does the faculty member treat students fairly and humanely? Does the faculty member inspire as well as instruct? Does the faculty member advise and counsel students appropriately about academic and preprofessional subjects? Insights into these (and other similar) questions come from many sources, including colleagues, students, and the faculty member him- or herself.

**Conclusion**

The focus of the appointment and reappointment processes is on teaching, but it is not a narrow focus. Many factors, some of which are only indirectly related to the immediate classroom experience, enhance and strengthen the faculty member’s contributions to Otis and to individual students, including educational qualifications, professional artistic or design achievements, and extra classroom work in the College. Traditional considerations, student response to teaching, student academic success, and peer evaluation by colleagues are important as well. Otis seeks a comprehensive analysis of the interrelation of all these matters in its decisions to appoint or reappoint a person to its faculty.

**COURSE CANCELLATION**

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

SABBATICAL LEAVE OF ABSENCE

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

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

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

Sabbatical Eligibility

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

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

Sabbatical Process

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

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

Persons receiving sabbatical leaves must return to the College for at least one full year following the leave, unless special arrangements are made in advance between the individual and the College. An individual may request to accelerate a sabbatical or to otherwise vary from the length of service requirement (for example, to coincide with outside grants or fellowships, or for other compelling or meritorious reasons). The President and/or the Board of Trustees retains the right to deny sabbatical leaves for budgetary reasons. The sabbatical
leave policy may be suspended for reasons of financial exigency. In the event of a denial, upon request, the Provost will provide the applicant with a written explanation of the decision.

**Duration and Compensation**

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

**FACULTY LEARNING EXCHANGE (FleX)**

**Definition**

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

**Purpose**

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

**Participation**

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

**Eligibility**

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

**Applying for FleX**

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

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

**Duration**

FleX participation is limited to one semester; however, it is renewable for one additional semester of the same course.
ROTATING RELEASE TIME FOR FULL-TIME FACULTY

Faculty are selected by their Department Chairs for teaching release time based on their length of service, professional obligations, and contributions to the department, such as work load, size of classes, and other relevant considerations. Faculty are not released from departmental or College duties, or office hours.

The normal teaching load of 18 hours can be reduced by both three or six hours in Studio and two or three hours in Liberal Studies (LS). Faculty members are eligible for a three-hour leave (Studio) or a two-hour leave (LS) every two years or a six-hour leave (Studio) or a three-hour leave (LS) 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. 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/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 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 your 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 faculty's Chairperson and the Provost.
Duration

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

Salary during Leave

Educational leaves are unpaid.

FACULTY DEVELOPMENT

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

Faculty Grants

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

Eligibility, Funding Levels, and Time Frames

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

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

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

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

Faculty Grant Requirements

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

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

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

Selection Criteria

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

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

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

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

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

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

FACULTY BENEFITS

FAMILY AND MEDICAL LEAVE ACT AND CALIFORNIA FAMILY RIGHTS ACT

The federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide eligible employees with up to a total of twelve (12) workweeks of unpaid leave over any twelve-month period. The twelve-month leave period starts on the first day out due to the leave.

Leave will be granted for any of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care (bonding leave);

- To care for a parent, spouse, domestic partner, or child with a “serious health condition” (as defined by applicable law); and

- The “serious health condition” of the employee that makes the employee unable to perform his or
her job (as defined by applicable law).

Otis will comply with all applicable federal and state laws in the administration of leave requests.

The College also recognizes leave requests for domestic partners. An employee may qualify for a leave to care for the serious health condition of a domestic partner. A prior dated and signed affidavit attesting to domestic partner status must be on file with the Human Resources Office in order to qualify for this leave. The employee and domestic partner are defined as those who

- Share a close personal relationship and are responsible for each other’s common welfare;
- Maintain a common primary residence, with the current intent to continue doing so indefinitely;
- Share joint responsibility for basic living expenses;
- Are not married or have been part of another domestic partnership in the preceding 12 months; and
- Are not related by blood.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending postdeployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard of Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; in outpatient status; or is on the temporary disability retired list.

Eligibility for Leave

To be eligible for leave, the employee must complete the following:

- Worked at least 12 months for the College prior to the date on which the leave is to commence and
- Worked at least 1,250 hours in the previous 12-month period.

Requesting a Leave

Any eligible employee can request an FMLA leave by making his or her request in writing to the Director of Human Resources. Employees must give 30 days’ notice of their need for leave whenever the leave is foreseeable. If the need is not foreseeable, the College should be provided with notice as soon as practical. A leave request may be denied if proper notice has not been received.

Employees will be notified in writing if their leave request will be counted as an FMLA or a CFRA leave.
If an employee can control the purpose for which a leave may be required, such as for planned medical treatment, he or she may be requested to reschedule the leave to minimize disruption to the College.

**BENEFITS DURING LEAVES**

**Health Insurance**

The College will continue any group health insurance coverage for up to 12 weeks under the same terms and conditions as when the employee was working. Employees will be advised of payment options for dependent coverage where applicable.

If an employee does not return to work prior to or at the end of the leave, the College may request reimbursement for the cost of insurance benefits.

**Use of Paid Leave and Restrictions**

Benefit accrual and payment of other leave benefits is not usually affected when FMLA and CFRA leave is taken in intermittent increments. The following restrictions apply when the leave is of an ongoing nature, generally exceeding one week:

- Employees will not be eligible to receive holiday pay, bereavement, or personal leave during an ongoing leave and
- Employees will not accrue sick or vacation time during an ongoing family leave or personal medical leave.

**Sick and Vacation Pay Usage**

Employees are required to use accrued sick time during a personal medical leave. Once sick time is exhausted, employees will be required to use accrued vacation and personal time. Where applicable, accrued leave is coordinated with State Disability Insurance (SDI) and the College’s Short- and Long-Term Disability plans.

Sick time used for a medical leave for other family members is limited to one half of the year’s accrual, or six days, after which employees will be required to use accrued vacation and personal time.

Employees must use available accrued vacation and personal time for child care leave.

**Disability Insurance Benefits**

Employees who are on a personal medical leave may be eligible to receive disability pay through SDI, or in the case of a work-related injury, through the College’s Workers Compensation Insurance. The College’s Short-Term and Long-Term Disability Plans provide protection against loss of income due to disability. Employees should contact the Human Resources Department regarding eligibility for these insured programs.

**Return to Work**

In most cases, the employee will be returned to the same position or a substantially similar position with equivalent pay, benefits, and other employment terms if he/she returns within the 12-week leave period.
Employees should give as much notice as possible when returning to work.

Employees will be required to submit written verification to the Human Resources Office from their doctor of their fitness and ability to return to work on returning from a personal medical leave of more than five days.

**Paid Family Leave Benefits**

Employees who are on FMLA or CFRA leave to care for a seriously ill child, spouse, parent, domestic partner, or to bond with a new minor child may be eligible for paid family leave. The Disability Insurance Branch of the State Employment Development Department (EDD) administers paid family leave.

An individual who is entitled to leave under the federal FMLA and the CFRA must take paid family leave concurrent with leave taken under those acts.

Employees should contact the Human Resources Department regarding eligibility for these insured programs.

**UNPAID LEAVES OF ABSENCE**

After completing one year of service, full-time and adjunct faculty are eligible to apply for an unpaid leave of absence. 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 “Return from Leave” (above).

**Request Procedure for Leaves**

A request must be submitted in writing to your 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.

**SICK LEAVE**

Faculty members should notify their Department Chair as soon as possible when absence due to illness occurs or is anticipated so that arrangements can be made for the hiring of a substitute teacher, if appropriate.

Part-time faculty members are entitled to one paid sick day per course per semester. Absences thereafter will be subject to salary deduction.

Absences for personal (including business) reasons are not allowable as sick leave.

Full-time faculty members should consult with the Director of Human Resources for other sick leave benefits, including Long-Term Disability.

Part-time faculty members are eligible for SDI.

**DISABILITY PAY**

Any adjunct faculty member who has had one year of service with the College as a part-time faculty member will be eligible to receive one week’s pay, less SDI, in the event that they are out due to sickness or illness for
a period of time that extends beyond two weeks.

The adjunct faculty member will be eligible for two weeks’ pay, less SDI, after two years of service; three weeks’ disability pay after three years of service; and four weeks pay for service of four years or beyond.

Full-Time faculty members, Assistant Chairs, and Chairs will be eligible for disability pay less State Disability for the first two weeks of any disability. Thereafter, they will receive the difference between their regular semimonthly salary and the combination of Short-Term Disability and SDI as follows:

- Three years of service: Three weeks’ disability pay less disability insurance;
- Four years of full-time service: Four weeks’ pay less disability insurance; and
- Six years and over of full-time service: Six weeks’ pay less disability insurance.

**DISABILITY BENEFITS PLAN (State—Nonoccupational)**

All employees of Otis are covered by the California State Disability Benefits Plan in accordance with state law. Disability insurance is payable when an employee cannot work because of sickness or injury that is not job related.

When an employee suffers a nonoccupational disability, a claim form may be obtained from the nearest California EDD office, from the treating physician, or from the hospital. This can be done by telephone, letter, or requested via the Internet at the California EDD website. Late claim filing may result in loss of payment for the number of days a claim is late.

Staff members excluded from coverage are as follows:

- Students regularly enrolled and attending classes at the College and
- Employees who earn less than the minimum required in the qualifying base period.

**State Disability Insurance Eligibility**

An employee’s eligibility for benefits is determined in accordance with California state law by the California EDD, which administers the California State Disability Benefits Plan. To receive benefits payments, an employee must meet the following criteria:

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

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

**PREGNANCY DISABILITY LEAVE**

All female employees are eligible for up to four months of unpaid leave for the woman's actual disability caused by her pregnancy, childbirth, or related medical conditions. Female faculty members affected by pregnancy are also eligible to request a transfer to a less strenuous or hazardous position. Please see the
Director of Human Resources regarding disability leave information and full policy.

**BEREAVEMENT LEAVE**

**Eligibility**

All faculty members (full-time, part-time, temporary, and those employed less than 90 days) are eligible for bereavement leave.

**Duration**

Bereavement leave may be taken for the following durations:

- A maximum of three consecutive days following a death of an immediate family member (which is defined as a parent, legal guardian, brother, sister, spouse, domestic partner, child, or spouses/partner's parents) and
- One day following the death of a close relative (which is defined as an in-law, grandparent, grandchild, aunt, uncle, cousin, niece, or nephew).

**Salary during Leave**

Regular full-time faculty members who have been employed for at least 90 days will be paid for up to three days following the death of an immediate family member.

Regular full-time faculty members who have been employed for at least 90 days will be paid for one day following the death of a close relative.

Regular full-time faculty who has not been employed for at least 90 days will not be paid for any time taken in connection with bereavement.

Part-time or temporary faculty will not be paid for any time taken in connection with bereavement.

**JURY DUTY LEAVE**

All full-time employees are eligible for ten (10) days of paid leave to serve on Jury Duty in a one (1) year period. Upon receipt of notice to serve as a juror, the employee should notify his or her supervisor. Jury duty leave does not accrue.

**Pay during Leave**

Regular full-time employees who have been employed for at least 90 days will be paid for up to ten (10) working days for jury duty. After 10 working days, jury duty is unpaid.

The court provides a Proof of Service form at the end of service that should be submitted to the Human Resources Office.

Part-time and temporary employees are not paid for jury duty.
Other Considerations

When jury duty would pose a hardship for a department, the supervisor may request that the employee apply for a postponement as allowed by the court system.

MILITARY LEAVE

Under the Uniformed Services Employment and Re-employment Rights Act of 1994, a faculty member who leaves a civilian job to enter active duty in the US Armed Forces, voluntarily or involuntarily, is entitled to return to his/her civilian job after discharge or release from active duty. Faculty must provide advanced written or oral notice of the leave, unless such notice is precluded by military necessity or otherwise impossible or unreasonable. Please see the Director of Human Resources for additional information.

SCHOOL ACTIVITIES LEAVE

Employees may take up to 40 hours of unpaid leave per calendar year for the purpose of participating in activities of the school or licensed day care facility for their dependent children.

VOTING LEAVE

Employees may take off up to two hours of working time to vote. Such time must be at the beginning or end of the regular working shift. You must notify your supervisor at least two working days in advance to arrange a voting time.

Employees who elect to serve as volunteer officials on Election Day are eligible to schedule vacation time, personal leave, or take the day unpaid.

WORKER’S COMPENSATION PLAN

Employees of the College are covered under the Worker’s Compensation Plan in accordance with California state law. The purpose of this insurance is to provide a measure of income protection to an employee who cannot work because of sickness or injury caused on the job.

Basic Benefits

Under the plan, weekly benefits are provided to employees for injuries or occupational diseases incurred during the course of employment. (Benefit payments are based on up to two-thirds of an individual's salary with minimum and maximum determined annually by California State Law.) There is a three-day waiting period, which is unpaid. After twenty-one (21) days of disability, those first three days are paid. If hospitalized, the payment begins on the first day. The law also provides for payment for related medical expenses, as well as death benefits.

Disability Benefits

A disabled employee may also be eligible for benefits under the Disability Benefits plan, described in the Employee Handbook.

Any employee who feels he or she is eligible for Worker’s Compensation benefits due to work-related injury or illness should consult with the Director of Human Resources.
UNEMPLOYMENT INSURANCE

All employees are covered by unemployment insurance in accordance with the California Unemployment Insurance Code.

Employees excluded from coverage are as follows:

- Students regularly enrolled and attending classes at the College and
- Employees who receive less than minimum base period earnings needed to qualify. An employee’s eligibility for unemployment insurance benefits is determined by the EDD, which administers the program under California state law. To receive unemployment insurance benefits, an employee must be unemployed through no fault of his/her own, able to work and actively seeking work.

Other eligibility requirements of the law require that the claimant complete the following:

- Register for work at the California State EDD;
- Have a minimum amount of earnings during a legally defined qualifying period; and
- Comply with EDD regulations in the filing of claims.

Unemployment Benefits

The weekly benefit amount to which a claimant may be entitled is based on the amount of wages he or she was paid in the highest quarter of a twelve-month “base period,” as defined by the Unemployment Insurance Code.

After a one-week period, a claimant will begin receiving benefits. Weekly benefit amounts based on an earnings formula set by state law are normally payable for up to 26 weeks with a specified maximum benefit.

PAID FAMILY LEAVE (STATE)

Otis employees are covered by the California Paid Family Leave Plan administered by the Disability Insurance Branch of the California EDD. The Paid Family Leave Plan provides compensation to individuals who take time off work to care for a seriously ill child, spouse, parent, domestic partner, or to bond with a new minor child.

A claim form may be obtained from the nearest California EDD office or from the treating physician or hospital. This can be done by telephone, letter, or requested via the Internet at the California EDD website. Late claim filing may result in loss of payment for the number of days a claim is late.

Eligibility

Benefits are payable for claims beginning July 1, 2004. An employee may file a claim for Paid Family Leave benefits for the following reasons:

- To care for a seriously ill child, spouse, parent, or domestic partner;
- To bond with a newborn child; or
- To bond with a minor child in connection with the adoption or foster care placement of that child.
Pay during Leave

Sick time used for a medical leave for family members is limited to one half of the year’s accrual, or six days, after which employees will be required to use accrued Vacation and Personal Days.

Employees must use available accrued Vacation and Personal Days to bond with a new minor child. Where applicable, accrued leave benefits are coordinated with Paid Family Leave.

Cost

Each employee pays a percentage of his or her salary for coverage, as provided by California state law, and payments are automatically deducted from the employee's payroll check.

CREDIT UNION

Otis employees are eligible to become members of First City Savings Credit Union. Membership information and benefits are available in the Human Resources Office. Otis is not financially affiliated with the Credit Union in any way.

FLEXIBLE SPENDING ACCOUNT

Full-time staff and faculty are able to accumulate and pay for IRS allowable health care expenses with pretax dollars by entering into a flexible spending account, salary reduction agreement. 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 our insurance plans.

(Insurance premiums for dependent medical and dental insurance are deducted on a pretax basis and should not be included with this account.)

Employees may enroll in this plan after 90 days of employment or during the annual open enrollment period held in November or December. Once enrolled, the salary reduction option will continue throughout the plan year, with the only exception being a qualified family status change. Additional information regarding this program is available in the Human Resources Office.

TUITION REMISSION POLICY

The following summarizes the terms, conditions, and procedures under which Tuition Remission may be granted.

DEGREE PROGRAM TUITION REMISSION

FULL-TIME COLLEGE EMPLOYEES

Full-time employees are eligible to take a maximum of seven (7) units per semester in the Bachelor of Fine Arts (BFA) and/or the Master of Fine Arts (MFA) programs. All applicable terms and conditions of the College must be met, including but not limited to the following:

- Completion of two years of service in a full-time capacity and in “good standing” in order to be eligible for 100 percent tuition remission of allowable units;
- Fulfillment of all enrollment requirements;
• Timely application for all available scholarships and grants;
• Maintenance of satisfactory employment and academic standing and personal conduct as described in the Otis Employee Handbook, Student Code of Conduct, and Student Handbook;
• Budget approval within the Budget process preceding each fiscal year, the approval of the employee’s immediate supervisor, Director of Human Resources, and the appropriate Vice President;
• Tuition remission must be submitted to the employee’s Department Head far enough in advance for approval in the annual budget process. The budget process begins in February of each year for the following fiscal year (July 1). Any request not submitted by April 15 and approved during the budget process will not be considered until the following fiscal year;
• Department Chairs reserve the right to approve registration on a course-by-course basis;
• The employee is responsible for all fees other than tuition (lab fees, registration fees, material fees, student accident insurance, and so on) associated with the course; and
• Receipt of a current executed “Fee Waiver” from the Human Resources Department.

An employee enrollment cannot displace a paying student.

DEGREE PROGRAM TUITION REMISSION—DEPENDENT CHILDREN OF FULL-TIME COLLEGE EMPLOYEES

Dependent children of full-time employees may be eligible for remission of tuition not covered by other scholarships at Otis College of Art and Design. Only one (1) dependent child per family may be eligible for tuition remission in any semester.

To qualify as a dependent, a child must be a dependent of the employee as defined by current federal tax laws. Employees requesting tuition remission for their dependent children must provide proof of dependency status via certified copies of current tax returns.

Under this policy, the dependent child may take courses or programs for a maximum of eight semesters, for which he or she qualifies at Otis.

The tuition remission privilege ceases at the end of a given term, if the employee terminates employment with the College, or if the dependent child no longer qualifies as employee’s dependent as defined herein. All applicable terms and conditions of the College must be met, including but not limited to the following:

• The employee must have completed two years of service in a full-time capacity and be in good standing in order to be eligible for 100 percent tuition remission of allowable units;
• Fulfillment of all enrollment requirements by dependent;
• Timely application for all available scholarships and grants by dependent; and
• Maintenance of satisfactory employment (employee), and academic standing and personal conduct (dependent), as described respectively in the Otis Employee Handbook, Student Code of Conduct, and Student Handbook.

The Tuition Remission benefit requires budget approval within the budget process preceding each fiscal year, and the approval of the employee’s immediate supervisor, the Director of Human Resources, and the appropriate Vice President.
The request for Tuition Remission must be submitted to the employee’s Department Chair far enough in advance for approval in the annual budget process. The budget process begins in February of each year for the following fiscal year (July 1). Any request not submitted by April 15 and approved during the budget process will not be considered until the following fiscal year.

The employee is responsible for all fees associated with the course, other than tuition (lab fees, registration fees, material fees, student accident insurance, and so on). In addition, he or she must be in receipt of a current executed “Fee Waiver” from the Human Resources Department.

An employee-dependent enrollment cannot displace a paying student.

CONTINUING EDUCATION TUITION REMISSION

The following employees are eligible for Continuing Education courses:

**Full-time employees** and their direct families are eligible for tuition remission for up to two (2) classes per household per semester. Direct family is defined as an employee’s spouse, domestic partner (see definition under “Family Leave” section), or dependent children (as defined by Internal Revenue Service [IRS] guidelines), and may be eligible for tuition remission benefits.

**Part-time faculty** who have been employed in good standing for two consecutive terms (fall and spring term, spring term and summer session, or summer session and fall term) and continue to be employed, may be eligible for tuition remission for one (1) course per semester.

**Part-time academic support staff** who have been employed in good standing for one full academic year (fall and spring term) and continue to be employed, may be eligible for Tuition Remission for one course per semester.

**Part-time staff** who are regularly employed in “good standing,” worked 20 or more hours per week for one year, and continue to be employed, may be eligible for tuition remission for one (1) course per semester. (Student Workers are not eligible for tuition remission in any program.)

A set amount for Continuing Education (CE) tuition remission benefits will be allocated for each semester within the budget process preceding each fiscal year, which will be available to eligible individuals on a first-come, first-served basis.

Eligible employees should follow the normal registration process (and pay all applicable fees at the time of registration). Continuing Education tuition remission decisions will be made after the add/drop period. Employees will be refunded all fees paid in the event that their tuition remission requests are denied or that the course is canceled or full. Applicable CE tuition remission terms and conditions include but are not limited to the following:

- Fulfillment of all enrollment requirements;
- Maintenance of satisfactory employment and academic standing and personal conduct as described in the Otis Employee Handbook, Student Code of Conduct, and Student Handbook;
- Each course approval will be considered on a course-by-course basis;
- The employee is responsible for all fees associated with the course other than tuition (lab fees, registration fees, material fees, student accident insurance, and so on); and
- Receipt of a current executed fee waiver from the Human Resources Department.
An employee enrollment cannot displace a paying student.

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 the Human Resources department 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 the Director of Human Resources. Only the Director of 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 a faculty emergency or when a faculty member will be on vacation on a given payday (see “Pay Advances” below).

PAYROLL PROCEDURES

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

PAY PERIODS

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

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

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

The College does not advance salaries prior to a pay period except in the case of an employee emergency or when an employee will be on vacation on a given payday (see section on “Pay Advance” below).
DIRECT DEPOSIT OF PAYCHECKS

Employees have the option of receiving their pay via direct deposit to their bank, savings and loan, or credit union. 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 the direct deposit.

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

PAY ADVANCES

The College does not advance salaries prior to a pay period except in the case of an employee emergency or when an employee will be on vacation on a given payday.

An employee can request a Pay Advance for a personal emergency as follows:

• The employee must complete one year of service with the College and be an employee in Good Standing (that is, not under disciplinary action and continuing in employment status) at the time of the request.

• The employee can request up to two net paychecks per pay advance. The employee is eligible for one advance in a six-month period and not more than two advances in a one-year period.

• The employee must begin repaying the advance at the beginning of the next payroll cycle and complete repaying the request within three payroll periods.

• The employee must sign a Payroll Authorization and Promissory Note agreeing to have the balance of the advance paid out of any accrued vacation should the employee’s employment end prior to repaying the advance.

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, the Director of Human Resources 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. The Business Office 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 Director of Human Resources.

PERSONNEL DATA CHANGES

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

• Name;
• Home address;
• Home telephone number;
• Marital status;* and
• Number of dependents.*

*recorded only to determine benefits or tax status

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

403(B) RETIREMENT PLAN

POLICY:

Otis College of Art and Design has adopted the Otis College of Art and Design 403(b) Retirement Plan (the “Plan”) to help you save for retirement. As an employee of Otis College of Art and Design, you may be entitled to participate in the Plan, provided you satisfy the conditions for participation as described in this Summary Plan.

DESCRIPTION OF PLAN
This plan is a special type of retirement plan commonly referred to as a 403(b) plan. Under the plan, you may choose to have a specific percentage or dollar amount withheld from your salary, and have such amount deposited directly into a 403(b) account on your behalf. This pretax contribution is called a “Salary Deferral.” As a pretax contribution, you do not have to pay any income tax while your Salary Deferrals are held in the plan, and any earnings on your Salary Deferrals are not taxed while they stay in the plan. You will not be taxed on your employer contributions generally until you withdraw such amounts from the plan.

In addition to your own Salary Deferrals, if you satisfy the eligibility conditions, you may be eligible to receive an additional college contribution under the plan. If you are eligible to receive an employer contribution, we will deposit such contribution directly into the plan on your behalf. Like the pretax deferrals discussed above, any employer contribution we make to the plan on your behalf and any earnings on such amounts will not be subject to income tax as long as those amounts stay in the plan. You will not be taxed on your employer contributions.

ADMINISTRATION

Employer Contribution

College contributions will be contributed to your employer contribution account under the plan at such time as we deem appropriate. College contributions may be contributed during the plan year or after the year ends. Any employer contributions made will be in accordance with the following employer’s contribution formula.

Special Employer Allocation Formula

The following special rules apply in determining the amount of employer contributions to be provided under the Plan:

- Fixed contribution: 7 percent of Plan Compensation for Eligible Employees with Years of Service less than (6).
- Fixed contribution: 10 percent of Plan Compensation for Eligible Employees with six (6) or more Years of Service.

Eligibility

- You must be at least age 21 and have completed one year of service;
- You will earn a year of service if you work at least 1,000 hours for Otis during the 12-month period immediately following your date of hire; or
- You are employed at another educational organization.

Salary Deferral Plan

Under the plan, you may choose to have a specific percentage or dollar amount withheld from your salary and have such amount deposited directly into a 403(b) account on your behalf. This pretax contribution is called “Salary Deferral.” As a pretax contribution, you do not pay any income tax while your Salary Deferrals are held in the plan, and any earnings on your Salary Deferrals are not taxed while they stay in the plan.

All part-time and full-time faculty and staff are eligible to participate in a Salary Deferral Plan from their date of hire. This allows employees to contribute to their retirement funds through payroll deduction and provides tax deferral benefits. Student employees are not eligible to participate in this plan.
HEALTH, DENTAL, AND VISION INSURANCE PLANS

All regular full-time staff members (working 37 1/2 hours or more per week), Chairs, and full-time faculty are provided with health, dental, and vision insurance coverage. The coverage is effective the first of the month following the first day of employment. Employees have the option of obtaining dependent and domestic partner coverage via payroll deduction.

Enrollment of Dependents

Each employee may elect dependent and domestic partner coverage within 30 days of becoming eligible for the plan or 30 days after a change in family status (by birth or marriage or adoption). After this initial period has lapsed, the employee will be required to wait until the next open enrollment period to add dependents/domestic partner to their coverage.

Each new full-time employee is advised of the terms of the College’s health and dental insurance plans, and is offered an opportunity to enroll eligible dependents, including domestic partners, during an orientation given by the Human Resources Office. Coverage for domestic partner requires completing an Affidavit for Enrollment of Domestic Partner form.

Please refer any additional questions you may have about insurance to the Human Resources Department.

Open Enrollment

Subject to the above subsection, the open enrollment period gives employees the opportunity to evaluate their family’s benefit coverage and add qualified dependents, change health plans, and set up flexible spending accounts. Open enrollment is announced in November of each year and all changes are effective in January of the New Year.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) COVERAGE
(Consolidated Omnibus Budget Reconciliation Act)

The COBRA program, which originated in 1985, is a health care continuation coverage program that allows employees who might lose their health coverage to continue coverage through their employer’s group plan under certain circumstances. An employee may elect to continue his/her health insurance, vision insurance, and dental insurance plans through the COBRA option, when he/she is no longer eligible for group insurance (that is, when you terminate your employment from the College). COBRA coverage begins on the first day of the month after a qualifying event occurs that makes the employee ineligible for group insurance. The College will pay for the month in which the qualifying event occurs. The cost of the insurance will be paid by the employee beginning on the first day of the month following the qualifying event.

LIFE INSURANCE

Eligibility and Enrollment

Full-time staff members are eligible to participate in the life insurance plan as part of the employer paid benefits. The coverage is effective the first of the month following the first day of employment.
Benefits

The life insurance benefit amount is the annual salary rounded to the nearest thousand, to a maximum of $50,000.

HOLIDAYS

The College observes the following holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Thanksgiving Friday
- Christmas Eve
- Christmas Day

The College is also closed between Christmas and New Year’s Day. Each year the closure dates will be announced and may vary depending on the calendar.

The College will close at 3:00 p.m. prior to the following major holidays: Memorial Day, Independence Day, Thanksgiving, and the last workday before the year-end closure.

When a holiday falls on a Saturday, it is usually observed on the preceding Friday. When a holiday falls on a Sunday, it is usually observed on the following Monday. The College may close on another day or grant compensating time off instead of closing. Holiday observance will be announced in advance.

SHORT-TERM DISABILITY BENEFITS PLAN (College—Supplementary)

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

Eligibility and Elimination Period

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

This policy can provide up to 60 percent of your earnings to a maximum benefit of $1,000 per week. Your payment may be reduced by deductible sources of income and disability earnings. This plan will be coordinated with accrued sick leave. Some disabilities may not be covered under this plan.

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 nonoccupational. 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 is effective on the first day of the month following the first day of employment for full time faculty, Chairs, Assistant Chairs, and staff members under age 69 years and 9 months who are enrolled in the plan, underwritten by an insurance company. Coverage is effective on the first of the month following three months of employment. If the staff member is ill or absent on that date, coverage becomes effective on the date on which the employee returns to active, full-time employment. Employees must be continuously employed for one full year to be eligible to receive Long-Term Disability benefits.

Plan Benefits

Benefits begin on the first day of the month following six consecutive months of total disability, and continue as described in the literature available from the Human Resources Office.

Sick Leave

During the 180-day waiting period, eligible claimants will receive pay for any accrued sick leave, vacation, and personal time. Accrued leave pay is an amount equal to the employee’s base salary, less deductible sources of income and disability payments.
CHAPTER FIVE: EMPLOYMENT POLICIES

BUSINESS PRACTICES AND ETHICS

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

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

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

The use of College funds or assets for any personal, unlawful, or improper purpose is prohibited.

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

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

OPEN DOOR POLICY

Suggestions for improving the College are always welcome. At some time, you may have a complaint, suggestion, or question about your job or your working conditions. Your good faith complaints, questions, and suggestions are also of concern to the College. We ask that you take your concerns to your Department Chair.

If you are not satisfied with the treatment or answers you have received from your Department Chair, you may discuss the matter further with the Director of Human Resources, the Ombudsman, and/or the Provost.

DISPUTE RESOLUTION POLICY AND PROCEDURE

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

- If, after an informal discussion with the Department Chair, a faculty member is not satisfied with the resolution, he/she may choose to continue the discussion with the Ombudsperson and/or the Provost.

- If the matter is not resolved, then the faculty member can submit a grievance in writing to the Provost within 45 days of their informal discussion with the Department Chair. A copy of the document will be sent to the faculty member’s Department Chair.

- The Provost will acknowledge in writing receipt of the grievance within 21 days and will meet with the faculty member and other involved parties before arriving at a decision. The decision will be in writing and forwarded to the faculty member. If the faculty member is not satisfied with the decision, he or she may ask the Grievance Committee to review the matter.
• The Provost, acting as Chair in consultation with the Ombudsperson, will call the Grievance Committee composed of a Co-Chair of the Academic Assembly, the Provost, a faculty member appointed by the Provost, and the Director of Human Resources. In the event that a complaint, claim, or allegation of a lack of impartiality or the existence of bias is made by the complainant regarding any member of the Grievance Committee, the individual will recuse him- or herself, and another peer member will be appointed by the remaining members of the committee.

The responsibilities of the Grievance Committee is as follows:

• To investigate and evaluate relevant information;
• To call other sources of input before the Committee, if deemed necessary; and
• To conduct a hearing with the faculty who is presenting the grievance within 30 days.

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

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

CONFIDENTIALITY

Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of your work, 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 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.

EMPLOYMENT VERIFICATION SYSTEM

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

EQUAL OPPORTUNITY EMPLOYMENT POLICY

Otis College of Art and Design is an equal opportunity employer and makes employment decisions on the basis of merit. We seek to have the best available person in every position. Otis College of Art and Design does not discriminate on the basis of race, color, religious creed, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, marital status, family care status, veteran status, age, disability, medical condition, or national or ethnic origin in the administration of its hiring practices. The College also makes reasonable accommodations for disabled employees.

Any believed instances of discrimination on the basis of any of these criteria should be brought to the attention of the Director of Human Resources or one of the senior administrative staff. If you have a complaint in regard to this policy, you should refer to the section on Appeals and Grievances. The College will not retaliate against anyone for filing a complaint made in good faith and will not knowingly permit retaliation by management employees or coworkers.
EXPLOITATION OF STUDENT ARTWORK

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

RELATIONSHIPS BETWEEN FACULTY/STAFF AND STUDENTS

Otis College of Art and Design prohibits all faculty and staff members, including graduate teaching assistants and others involved in teaching activities, from engaging in or pursuing dating, sexual, or intimate relationships with students in which the faculty/staff member is in a position of actual or apparent authority with respect to the student’s educational activities. This includes, but is not limited to, those students whom they currently, or may in the future, instruct, mentor, evaluate, supervise, advise, or exercise other forms of professional responsibilities towards, such as allocating resources, selecting students for scholarships and awards, and providing recommendations or references. Dating, sexual, or intimate relationships with students covered by this policy include consensual relationships.

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

Consequences

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

Purpose

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

HARASSMENT

Otis College of Art and Design is committed to providing a work environment free of harassment. College policy prohibits sexual harassment, and harassment because of sex, pregnancy, childbirth or related medical conditions, sexual orientation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, family care status, veteran status, age, or any other basis protected by federal, state, or local law.
Harassment includes but is not limited to the following: (A) verbal harassment; for example, epithets, derogatory comments, or slurs; (B) physical harassment; for example, assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual on any basis protected under state, federal, or local law; (C) visual forms of harassment, for example, derogatory posters, cartoons, or drawings on any basis protected under state, federal, or local law; or (D) sexual favors, for example, unwanted sexual advances that condition an employment benefit upon an exchange of sexual favors.

This policy applies to all persons involved in the operation of the College and prohibits unlawful harassment by any employee of the College, including supervisors and coworkers, as well as persons doing business with or for the College.

Employees will not be disciplined or discriminated against in any way for harassment inquiries or complaints made in good faith. If harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings up to and including termination, depending on the circumstances.

SEXUAL HARASSMENT

Sexual harassment is a form of employee misconduct that undermines the integrity of the employment relationship. It is the policy of the College that sexual harassment will not be tolerated. Violators of this policy are subject to severe discipline, up to and including discharge of the offending employee or employees.

Sexual harassment occurs when sexual advances, requests for sexual favors, or any conduct of a sexual nature is made a condition of employment, results in advantages if agreed to or losses if rejected, interferes with job performance, or results in a hostile, intimidating, or offensive work environment. This definition includes many types of offensive behavior and includes gender-based harassment of a person of the same sex as the harassed. The College expressly prohibits sexual harassment of any nature.

Any complaints or inquiries regarding sexual harassment should be brought to the immediate attention of the Director of Human Resources. The College will investigate such claims promptly and thoroughly, without regard to the identities or positions held by either the complaining employee or the employee charged with the sexual harassment. The College will not tolerate harassment by its employees on nonemployees (that is, students) with whom the College has a business, service, or professional relationship. Similarly, the College will not tolerate harassment by third-party harassers. If, for any reason, an employee wishes to complain or inquire regarding sexual harassment but feels it would not be appropriate to raise such issues with the Director of Human Resources, such employee may inquire or complain to any officer of the College at the level of Vice President or above, and such inquiries or complaints will receive the same prompt investigation.

Employees will not be disciplined or discriminated against in any way for sexual harassment inquiries or complaints made in good faith. If harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings up to and including immediate termination, depending on the circumstances.

HAZING

The College hazing policy adheres to California state law (California Education Code) as excerpted below:

32050. Hazing

“Hazing” means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any pupil or other person attending any school, community college, college,
university, or other educational institution in this state. The term hazing does not include customary athletic events or school-sanctioned events.

**Enforcement**

It is the responsibility of all organization officers, advisors, and the Office of Student Affairs to inform members, associates, and alumni of this hazing policy and to ensure that all Otis organizations will adhere to it. Further, any student found to be involved in any hazing activity will face disciplinary action and is subject to criminal and civil action as it relates to California state law.

**DISCIPLINE POLICY**

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

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

**Job Performance**

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

**Misconduct**

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

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

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

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

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

**Discipline Procedures**

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

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

**CONFIDENTIALITY**

Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of your work, you may have access to confidential information regarding the College, its suppliers, customers, or 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 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**

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. They are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or potential conflict between the employee’s personal interests and the interests of the College. A conflict of interest exists where the employee’s loyalties or actions are divided between the College’s interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided.

Any economic, personal, or romantic involvement with a student, competitor, supplier, or any other employee of the College, which impairs an employee’s ability to exercise good judgment on behalf of the College, creates an actual or potential conflict of interest. Supervisor/subordinate and teacher/student romantic or personal relationships also can lead to supervisory or worker problems, and/or possible claims of sexual harassment. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with the Director of Human Resources or Vice President for Administrative and Financial Services, for clarification.

The Director of Human Resources or the Vice President for Administrative and Financial Services must approve any exceptions to this guideline in writing (see *Employment of Relatives*).

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which employees should refrain, include the following:

- Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
• Working for a competitor, supplier, or customer;
• Engaging in self-employment in competition with the College;
• Providing services for the College outside of normal job duties without following appropriate Purchasing or Personnel Policies and Procedures (that is, individual works as a photographer and bills Otis on an invoice as an independent contractor. Individual, relative, or friend has a company outside of Otis and provides services but does not go through normal bidding process). All paperwork pertaining to these services must be identified as a possible conflict of interest by the submitting department;
• Using proprietary or confidential College information for personal gain or to the College’s detriment;
• Having a direct or indirect financial interest in or relationship with a competitor, customer, or supplier;
• Using College assets or labor for personal use;
• Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the College;
• Committing the College to give its financial or other support to any outside activity or organization; and
• Developing a personal relationship with a subordinate employee of the College that might interfere with the exercise of impartial judgment in decisions affecting the College or any employees of the College.

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

NONRETAIATION POLICY

Any employee of the College who becomes aware of unlawful or unethical conduct committed by coworkers or any other member of the Otis community is expected to report such conduct so the College can promptly investigate and take appropriate corrective action. Conduct that should be reported includes any action that violates the College’s Sexual Harassment Policy, Equal Employment Opportunity Policy, Business Practices and Ethics Policy, or Conflict of Interest Policy, as well as any conduct that is unlawful and could adversely affect the operations or reputation of the College. (Such unlawful or unethical conduct is referred to in this Policy as "Misconduct.") Employees who report Misconduct in good faith will not be subject to retaliation because they have made such a report.

In general, a report of Misconduct should be brought to the attention of the Director of Human Resources, the Provost, or the President of the College. If the Misconduct in question involves the President of the College, then the Misconduct may be reported to Chair of the Board of Trustees.

Reports of Misconduct will be investigated by the College and, where appropriate, corrective action will be taken. The College will attempt to conduct such investigations with due regard for the privacy and reputations of all concerned, including the individuals accused of Misconduct and the individuals who report the Misconduct; however, the College’s first priority must be to uncover the facts and take appropriate corrective action. Otis cannot guarantee, therefore, that any report of Misconduct will be held in strict confidence. An
employee may report Misconduct anonymously, but the College strongly encourages employees who report Misconduct to identify him- or herself, and to cooperate in the College’s investigation of the report. Any anonymous report of Misconduct must include sufficient detail to enable the College to conduct a meaningful investigation.

A report of Misconduct is made in good faith if the person reporting the Misconduct has an actual and reasonable belief that the conduct being reported has taken place, and that the conduct being reported constitutes Misconduct within the meaning of this Policy, as defined above. Allegations of Misconduct that are not made in good faith (such as deliberately false and malicious accusations intended to defame another member of the Otis community) may result in disciplinary action against the person making the bad faith accusation.

No member of the Otis community may retaliate against any person who makes a good faith report of Misconduct because they have made such a report. Nor may any member of the Otis community retaliate against any person because that person has refused to engage in any conduct that they believe in good faith to be Misconduct, as defined herein. Prohibited retaliation includes taking or threatening to take any adverse employment action against the person who reported the Misconduct because they have made such a report. It also includes harassing or intimidating behavior that is intended to deter reports of Misconduct, or to materially alter the working conditions of a person because he or she has made a report of Misconduct or has refused to engage in Misconduct.

Retaliation against any person in violation of this Policy is itself Misconduct under this Policy. Any employee who believes that he or she has been subjected to retaliation in violation of this Policy should report the violation using the reporting procedures described above. Reports of retaliation will be investigated and appropriate corrective action will be taken, which may include discipline of individuals who have engaged in retaliation, implementation of measures to ensure that no further retaliation will take place, and reversal of any retaliatory adverse employment action that may have been taken.

Policy and Procedure Cross-Reference
The following Policy and Procedure statements should be consulted as appropriate:

- Sexual Harassment Policy;
- Equal Employment Opportunity Policy;
- Business Practices and Ethics Policy;
- Conflict of Interest Policy; and
- Open Door Policy.

EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment with the College only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. “Relatives” (only in terms of employment) as defined include spouses, domestic partners, children, siblings, parents, in-laws, and step-relatives. This applies with equal validity to those whose living arrangements approximate family relationships.

Present employees who marry or enter into a domestic partnership will be permitted to continue working in the job position held only if they do not work in direct supervisory relationship with one another or in job positions involving a potential conflict of interest.

PERSONAL APPEARANCE AND GROOMING STANDARDS

Presenting a professional image to its students, suppliers, and the public is in the College's best interest. Accordingly, while the College has no formal dress code, it is expected that all employees will dress in a
manner consistent with good hygiene, safety, and good taste. Employees whose jobs require them to come in contact with students, suppliers, or the public are expected to wear apparel consistent with that worn by persons dealing with the public in the community in similar capacities.

RESTRICTIONS FROM WORKING AT OTHER INSTITUTIONS

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

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

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

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

STAFF TEACHING

Policy
In an effort to provide all Otis staff members with opportunities for professional growth, the College allows staff to teach outside of their normal staff work role responsibilities with appropriate approval. Staff members who are approved to teach must balance their primary work responsibilities as outlined in their job descriptions and within established teaching limits that foster the breadth and depth of our academic quality and administrative excellence.

Staff may be approved to teach a maximum of two classes per semester per academic year in either the Undergraduate, Graduate, or Continuing Education programs. A supervisor can restrict the teaching to fewer courses/sections per term or per year based on the need for the staff member to meet his/her normal job duties. One course per semester is the maximum recommended.

This policy applies to regular full-time and part-time staff. Staff members are not guaranteed the approval to teach based on their employment status at the College. They must meet all qualifications of the teaching position and complete the teaching hiring process. Staff members must also be in good standing. Due to unique conditions attendant to Department Chair positions, teaching duties will be coordinated on an individual basis with the Provost.

Definitions (the following definitions are for use of this policy):

*Full-Time Staff*: Regular employees of the College who do not have classroom teaching responsibilities, are scheduled to work a minimum of 37.5 hours per week, and have completed their introductory period.

*Part-Time Staff*: Regular employees of the College who do not have classroom teaching responsibilities, are scheduled to work a maximum of 20–25 hours per week, and have completed their introductory period.

*Teaching*: Teaching refers to any paid employment within the College where the primary focus is teaching.
Undergraduate, Graduate, and Continuing Education classes.

*Courses*: Courses refer to semester-long academic courses and do not include lectures or workshops. Courses also include Continuing Education courses.

**Administration**

This policy is administered and executed by Human Resources in partnership with the Provost Office and Academic Departments. Please adhere to the following process:

**Approval**: A staff member must discuss and gain support from his/her direct supervisor prior to moving forward in this process.

A staff member must complete the Request to Teach approval form. This request is submitted for signature to:

- Staff member’s direct manager for signature/confirmation of approval;
- Human Resources for review to ensure a staff member is in good standing; and
- Provost’s Office for review and final approval.

If the Request to Teach approval form is approved, the staff member may move forward in applying for teaching opportunities with Undergraduate, Graduate, and Continuing Education programs. The completed and approved Request to Teach approval form should be submitted with all other required application documents when applying for teaching positions.

Human Resources will be the primary record keeper of the original approved Request to Teach approval form housed in the staff member’s personnel file.

**Scheduling**

Staff must first and foremost fulfill their everyday work responsibilities and accompanying schedule. Staff members are only allowed to accept a teaching assignment outside of their regular work schedule. Any exception to this policy requires a detailed explanation and an agreed upon schedule to be submitted to the staff member’s supervisor, Human Resources, and Provost’s Office for review and approval. This may require the make-up of any lost hours for the staff position.

Should a regular staff employee be allowed to teach, any hours spent teaching and/or preparing for the course are outside their normal full-time hours (37.5) or part-time hours (maximum 20–25) per week. Part-time nonexempt staff schedules that incorporate both staff and teaching duties cannot exceed a maximum total of 20–25 hours per week.

**Compensation**

Staff members who teach shall be paid in accordance with all State and Federal laws. If the Staff member is nonexempt, he or she will qualify for any overtime pay in accordance with all State/Federal laws based on the appropriate rate of pay for work rendered. The home department and teaching department must track hours, agree to overtime costs, and secure budgetary approval. Staff must use Otis College of Art and Design timekeeping systems to be paid for both types of work.

Rate of pay for teaching may be outside of normal staff work responsibilities/pay and should be in line with the normal part-time instructor pay schedule/rates in the program in which the person will be teaching.
Performance Management

Staff cannot use their teaching responsibilities as a reason for not meeting their normal job duties. Performance evaluation of the normal job will not include the teaching performed by the staff person, unless such teaching interferes with the performance of their staff responsibilities.

A staff member teaching does not qualify for advancement in rank as a faculty or pay increases beyond the pay schedule for all part-time lecturers.
CHAPTER SIX: INFORMATION AND POLICIES OF INTEREST TO FACULTY

ACADEMIC FREEDOM

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

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

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

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

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

Expression of, and tolerance for, a wide diversity of thought and opinion is a natural part of an academic community, and the College strongly supports such academic freedom. We judge you by your ability to perform your job, not by factors that are irrelevant to your job performance. If you have a complaint in regard to this policy, refer to the section titled “Appeals and Grievances.”

ABSENCES FROM CLASS AND SUBSTITUTE TEACHERS

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

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

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

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

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

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

ACADEMIC PROBATION

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

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

ACADEMIC REGALIA

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

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

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

Financial Good Standing

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

ACADEMIC WARNINGS

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

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

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

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

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

AMOUNT OF EXPECTED STUDENT WORK

In all studio courses, one credit equals three hours of work (combined class and homework time), on average, per week during the semester; therefore, on average, a two-credit course should demand three hours in class and three hours outside of class, and a three-credit course should demand six hours in class and three hours outside of class.
In all liberal arts courses, one credit should be equal to one hour of lecture or seminar in class and two hours of homework outside of class; therefore, a three-credit liberal arts course should demand six hours of work outside of class each week and a two-credit art history course should demand four hours of work outside of class each week.

ATTENDANCE POLICY FOR STUDENTS

Consistent attendance is critical to learning, growth, and academic success; therefore, students are expected to attend all class meetings. While the College recognizes there may be times when students cannot attend, there are no “excused” absences. If students wish to make up work in exceptional circumstances such as a death in the family, serious medical conditions, hospitalization, or observance of religious holidays, the student must provide to the department appropriate documentation, complete all assigned work, and/or meet additional attendance requirements as determined by the instructor.

Should a student’s total absence in a class exceed two (one in the summer), or the equivalent of 15 percent of the semester course meeting hours, the Department Chair should be informed immediately. Three tardies are equal to one absence. Although exceptional circumstances will be considered, absences of a longer duration, regardless of circumstances, may result in the student being unable to satisfactorily complete the requirements of a course, and necessitate course withdrawal or failure.

Instructors will notify students of their attendance requirements as part of the course syllabus, which should be distributed on the first day of class. Students must be present for all regularly scheduled examinations and submit completed assignments when they are due unless accommodations are made in advance. If students fail to take examinations or to submit work on time without a legitimate excuse, they should expect to receive reduced grades or lose credit for the work not completed. With the approval of the Provost, students may be assessed additional charges when significant additional faculty or staff time is required to assess make-up assignments.

ATTENDANCE RECORDS

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

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

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

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

CLASSROOM SUPPLIES/TEXTBOOKS

All requests for supplies, which will be used by instructors in connection with classroom work, must be submitted with advance notice of three weeks to the appropriate Department Chair. Such materials become part of the departmental expenditures and need prior approval by the Chair. Even in the case of minor items under $5, which are locally available, the Chair’s approval must be obtained prior to making the purchase.

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

Materials such as slides, instructional equipment, and like materials are the property of the school and should be turned in to the department at the end of the class. A central slide library has been expanded in the library to provide a greater availability of slides to instructors. Please discuss your needs with the Visual Resources Librarian, who considers your request for the permanent library collection.

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

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

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

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

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

OTIS CODE OF CONDUCT

As a member of the Otis College community, students are expected to behave responsibly at all times. The College expects and trusts its students to be honest in their studio, classroom, and community endeavors. This honor system is the basis for the College’s operations and activities.

The following Code of Conduct has been established to explain what constitutes unacceptable behavior, the procedures regarding discipline, and your responsibilities as a member of the Otis College community. All
violations should be reported promptly to a member of the Student Conduct Committee, which is comprised of the Dean of Student Affairs, the Provost, and the Vice President for Administrative and Financial Services. An interim suspension may be imposed by the Dean of Student Affairs or a designee pending disciplinary proceedings or medical evaluation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to himself/herself or to others or to the stability and continuance of normal College functions.

Definitions

Student
A student is an individual for whom the College maintains a student record and who is as follows:

- Currently enrolled or registered;
- Has completed the immediately preceding term and is eligible for re-enrollment; or
- Is on an approved leave.

Notice
Notice shall be either in person or mailed to the permanent address of record.

Days
The term days means calendar days.

Campus
The term campus refers to any facility owned or operated by Otis College of Art and Design.

Inherent Authority

The College reserves the right to take any and all appropriate action it deems necessary to protect and insure the safety and well being of the campus community.

Student Conduct Policies

Students are members of the College community and society at large, and as such, are expected to comply with all federal, state, and local laws, and the policies of the College. Students will be accountable to both civil authorities and to the College for acts that constitute violations of law and of this Code. The Code of Conduct applies to all campus activities, and to official College events off campus.

Grounds for Discipline:

Discipline may be imposed for a violation of or an attempt to violate the Code. The lack of intent will not be considered in the determination of whether a violation or attempted violation has occurred. Violations, or attempted violations, include but are not limited to the following:

- All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty;
• Other forms of dishonesty, including but not limited to fabricating information or knowingly furnishing false information to the College or officials acting in the performance of their duties on behalf of the College;

• Alteration, forgery, or misuse of College documents, records, keys, devices, or identifications;

• Theft of, conversion of, damage to, or destruction of any College property or property of others;

• Unauthorized entry to, possession of, receipt of, or use of College property, equipment, or resources;

• Interference with, or willful negligence of, the security of any College facility;

• Physical abuse including but not limited to rape, sexual assault, threats of violence, or causing a reasonable apprehension of such harm, or conduct that threatens the safety of any person;

• Sexual harassment, or harassment or intimidation of a person or group of persons on campus or at a campus activity;

• Disruption, interference, or obstruction of teaching, administration, or any campus activity;

• Lewd, disorderly, disruptive, or abusive conduct;

• Failure to identify oneself to, or comply with, a College security guard, a College official, or any other law enforcement official;

• Unlawful manufacture, distribution, possession, use, consumption, or sale of alcohol;

• Unlawful manufacture, distribution, possession, use, consumption, or sale, of any controlled substance as identified by federal or state law;

• Possession, use, or manufacture of explosives or other incendiary devices or materials;

• Possession, use, or manufacture of any firearm or weapon;

• Exhibitions, installations, art projects, or performances within, on, or about any Otis premises without a valid Exhibition Contract with all required signatures;

• Violation of any condition of a disciplinary action imposed under this Code;

• Theft or abuse of computing facilities, equipment, software, or time;

• Failure to abide by state, federal, or local laws while on campus;

• Any violation of resident contract(s) with the Student Housing Program; and

• Violation of any College policy or directive.

**Procedures**

The following procedures shall be used to investigate and resolve a case of an alleged violation of the Code.
Any member of the Otis College community that knows of an alleged violation, a violation, or a potential violation (collectively, “Violation”) of the Code shall report it promptly to a member of the Student Conduct Committee (“Committee”).

The referral must state sufficient facts including specific name(s), date(s), location(s), and description(s) of the alleged Violation, and it must be signed by the complainant. Complainants may be required to appear before the Dean of Student Affairs and/or the Student Conduct Committee.

The Dean of Student Affairs shall make an initial determination as to whether there is sufficient basis to believe that a violation of the Code of Conduct may have occurred. In the event that the Dean of Student Affairs determines there is sufficient basis for such belief, he or she will notify the student in writing of the violation.

A student who is charged with a violation of the Code of Conduct shall schedule and meet with the Dean of Student Affairs within seven (7) days of the notice. The meeting will attempt to reach an appropriate resolution. At the meeting, the student shall be given the following:

- An explanation of the charges;
- A summary of the fact-finding investigation that has taken place;
- An opportunity to reflect on and respond to the charges on his/her behalf; and
- The applicable disciplinary procedures.

If a resolution is reached at the meeting, the Dean of Student Affairs shall inform the Student Conduct Committee of the outcome and provide the recommendation for sanctions or dismissal of the charges. If the recommendations are accepted by the Committee, the student(s) will be notified by the Dean of Student Affairs, in writing, that the matter has been resolved and what, if any, sanctions have been imposed.

If no resolution occurs during the meeting with the Dean or if the Student Conduct Committee determines that a hearing is necessary, the student will be notified in writing not less than seven (7) days in advance of the date, time, and place of the hearing. The notification shall also include a written statement of the charges, a notice of the student’s right to a representative, and a copy of the Code of Conduct. In the event the student fails to appear for the scheduled hearing, he or she shall be deemed to have committed the violation and will be subject to the sanctions imposed by the Committee.

Prior to any hearing, the Committee may elect, at its sole and exclusive discretion, to temporarily suspend the student pending its decision.

The hearing is a private matter between the College and the student, and is not open to the public. The student may elect to have one representative present during the hearing; however, such representative may not participate in the hearing in any manner. In the event the representative attempts to participate in the hearing, he or she shall be removed and excluded from the remainder of the hearing.

At any time and for any reason, the Committee may elect to continue the hearing to another date, time, and/or place.

The Committee shall elect a Chairperson who shall preside over the hearing.

The Committee and the student(s) may present witnesses and evidence to support their positions with regard to the violation. Witnesses shall affirm that their testimony is truthful and that they may be subject to perjury.
under the Code. Witnesses may be excluded by the Committee during the hearing when they are not testifying.

The standard of proof for the hearing and any determination by the Committee is a preponderance of the evidence.

The formal rules of evidence and discovery are not applicable to the hearing and the Committee shall admit all matters into evidence that reasonable persons would accept as having probative value to the violation, subject to privacy concerns. The Committee may take notice of matters that would be within the general experience of students or when otherwise reasonable to do so.

The student(s) and the Committee shall have a reasonable opportunity to question witnesses.

Within 14 days of the conclusion of the hearing, the Committee shall notify the student in writing of its decision. The writing shall set forth the violation, a brief summary of the facts and evidence presented at the hearing, the decision of the Committee, and the sanctions imposed by the Committee.

The student may appeal the decision of the Committee to the President of the College. Such appeal must be in writing and received by the President no more than seven (7) days after delivery of the decision of the Committee to the student. The President shall notify the student and the Committee of his or her decision within 30 days of receipt of the appeal. The President may affirm, reverse, reduce, or increase the decision or sanctions of the Committee. The student is not entitled to an appellate hearing unless the President determines that such hearing shall be held.

Sanctions:

The following sanctions may be imposed by the Committee:

- Restitution;
- Warning;
- Fine;
- Community Service;
- Probation;
- Loss of Privileges or Exclusion from areas or activities;
- Suspension; and/or
- Dismissal.
CHAPTER SEVEN: OTHER OTIS POLICIES

STUDENT HANDBOOK

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

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.

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 in the College Library.

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

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

COUNSELING SERVICES

If a faculty member feels that a student may be in need of, or would benefit from, professional counseling, he or she should contact the Office of Student Affairs. A campus counseling professional works with students needing immediate support. This is strongly recommended especially in cases where a problem may be affecting the student's schoolwork.

A list of public agencies health and counseling services is maintained by the Office of Student Affairs, and is available for students needing referrals.

DEAN’S LIST

BFA students with a grade point average of 3.5 or above will be placed on the Dean’s List for that semester. The distinction is noted in the student’s transcript and becomes a permanent part of his or her record.

FIELD TRIPS/OFF-CAMPUS ACTIVITIES
Field trips and off-campus tours of galleries, working studios, and other such activities can enrich the education experience of our students. We encourage the appropriate use of these activities. When conducting off-campus activities, please use the following guidelines:

- Notify your students and Department Chair at least two weeks in advance of the trip to avoid conflicts in scheduling.
- Have students complete a Field Trip Waiver Form prior to commencing the field trip. Field Trip Waiver Forms are available through your department.
- Special long-distance travel requires parental permission for underage minors (this is required by law) and must be cleared through the Dean of Student Affairs. When traveling out of town, faculty must also notify the Provost and the Director of Human Resources and Risk Management.
- Faculty should not transport students in their own cars because the College is not insured for this purpose. You may, however, ride in student cars.

**GRADING POLICIES AND PROCEDURES**

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

**EQUITABLE GRADING**

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

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

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

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

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

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

**Official Grades and Their Meanings**

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

**OFFICIAL WITHDRAWAL**

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

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

INCOMPLETE

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

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

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

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

FINAL GRADES AND GRADE SHEETS

Final grades should be turned in to your Departmental Chair at the end of each semester (no later than one week after the date of your last class) on forms provided for this purpose by the Registrar.

Grade sheets must be completed in accordance with College policy, and must be based on the course syllabus and on 15 weeks of work (ten weeks during the summer semester) for the current semester. Grade sheets must be completed in ink, signed, and dated in the appropriate area, and accompanied by the course attendance sheets. Faculty must turn in the original copy issued by the Registrar. Faxed or copied grade sheets will not be accepted.

GRADE APPEALS BY STUDENTS

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

- The student requests a verbal explanation of the grade from the faculty member responsible for assigning it.
• If the faculty member agrees to change the grade, the student requests the Change of Grade Form from the Office of Registration and Records, and completes the form at that office. Faculty members are not entitled to dispense Change of Grade forms.

• The form is returned to the Department Chair for final approval of the change.

• If the instructor is unable to resolve the issue with the student, the student has a right to appeal the grade with the Department Chair and, ultimately, with the Provost.

• Grade changes can be filed for one semester following completion of the work. After that semester, all grades recorded in the Office of Registration and Records will become a permanent part of the student’s record, and no changes will be allowed for any reason.

GUEST LECTURERS

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

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

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

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

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.
LATENESS TO CLASS

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

MODELS

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

The model completes a Model Voucher for his or her services and returns it to the Departmental Assistant. The Model Voucher is signed by the Department Chair and submitted to the Business Office for payment.

Prospective models are advised to contact the respective departments currently using them (Fine Arts, Foundation, Communication Arts, and Fashion) for information on hiring policy.

CURRICULAR REVIEW AND GUIDELINES

Curricular Review Criteria

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

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

Review Deadlines

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

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

Curricular Review Guidelines

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

1. Describe the proposed change or addition under one of the following headings: new program or degree; new or eliminated required courses or course sequences; or minor amendment to existing curriculum.
2. Indicate reasons for instituting the change. How is this change consistent with the mission of the College and of your department?

3. Indicate how the change will impact degree requirements or course sequences by attaching a copy of the current curriculum and degree requirements along with the proposed new requirements.

4. Indicate changes in learning outcomes, credit, contact hours, workload, pre- and corequisites, and course level. Include course titles and descriptions.

5. Describe how the proposed change will affect other educational departments or programs in terms of scheduling, sequencing, resources, and so on? Describe how, if so.

6. Report on any additional funds (faculty salaries) and/or facilities (classrooms, studios, library resources, computers, software, shop) that will be needed to support this change.

7. Describe how this change is consistent with WASC and NASAD degree requirements (consult the Provost if necessary).

8. Download and complete approval checklist from Curriculum Committee website.

ROOM ASSIGNMENTS

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

STUDENT ADVISING/OFFICE HOURS

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

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

STUDENT PROBLEMS

The Office of Student Affairs is dedicated to providing students with the support they need in order to achieve their academic and personal goals. If you have any reason to believe that a student in your class is having some type of problem, don't hesitate to discuss it with your Chair or the Dean of Student Affairs. It is desirable that instructors who are aware of attendance delinquencies, emotional difficulties, or other student-related problems should communicate this information to the Dean of Student Affairs.
Sudden changes in behavior or appearance or in work habits or academic progress, as well as consistent lateness, poor class attendance, recurring illness, and so forth, may be signs that a student is having personal, emotional, or physical problems.

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

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STUDENT RECORDS**

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

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

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

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

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

**SYLLABUS**

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

The syllabus will be referred to as a contract in grade appeals disputes.

**THEFT/PROPERTY DAMAGE**

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

We need your constant help in keeping classrooms and studios clean. Faculty need to inform the Department Chair if they enter a classroom where food has been left, desks and tables have been painted on, walls are defaced, or garbage is on the floor.

Faculty should spend the last 15 minutes (30 minutes in a six-hour course) of class time having students clean up the room. Tables should be wiped off with paper towels, paintings should be stored in the drying room, and all refuse should be placed in a garbage can. Desks and tables should be placed back in rows or in their original position, if they were moved during class.

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

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

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

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

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

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

ALCOHOL

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

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

ANIMALS

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

COMMUNICATIONS

The College has various publications, manuals, and catalogs that are appropriate for communications.

My O, the new intranet portal, 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. My O is new, and will grow and change as all members of the Otis community start to use it.
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 *Academic Planner/Student Handbook* provides students with up-to-date information about all Otis College offices and services; places to go or contact for assistance in such areas as health care, banking, housing, and transportation; and a detailed section providing information about local restaurants, retail stores, art supply stores, theaters, museums, and clubs.

**EMERGENCY PREPAREDNESS/DISASTER RESPONSE**

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

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

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

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

When you call the emergency number, the message will provide you with information regarding the status of classes, access to the facilities, and other safety issues.

The number to call is 1 (888) 751-7523.

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

**EMERGENCY/FIRE EVACUATION**

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

Designated employees will assume the responsibility to assure that windows are closed and doors are shut. Employees should remain away from the building entrance to avoid congestion. There will be NO SMOKING during a drill.

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

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

EMPLOYER PROPERTY

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

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

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

E-MAIL, VOICEMAIL, AND OTHER ELECTRONIC COMMUNICATIONS

All electronic and telephonic communications systems, and all communications and stored information (computers, computer programs, files, and data of any kind or nature and all electronic media, voicemail, e-mail, electronic files, web pages, and so on) transmitted, received, or contained in the College’s Information System are the property of the College. The equipment may not be used to solicit other individuals for any purpose or to transmit sexual or other unprofessional messages. Employees using this equipment for personal purposes do so at their own risk. Employees are not authorized to install computer software on office equipment that has been brought in from outside sources without surrendering the license and software to the College. Further, employees shall not use a code, access a file, or retrieve any stored communication, other than where authorized, unless there has been prior clearance by authorized College personnel. All pass codes are the property of the College. No employee may use a pass code that is unknown to the College.

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

COMPUTER NETWORK AND INTERNET ACCESS POLICY DISCLAIMER

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

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

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

If you do not understand any of the following rules, please discuss this with your manager. You will be subject to disciplinary action if you violate the Policy, or abuse or misuse the system. Depending upon the severity of the offense, you may also be subject to summary dismissal. E-mail and Internet use at Otis College of Art and Design is governed by the following policy.

**Permitted Use of Internet and College Computer Network**

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

**Computer Network Use Limitations**

**Prohibited Activities**

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

**Illegal Copying**

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

**Communication of Trade Secrets**

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

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

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

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

**Virus Detection**

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

**No Expectation of Privacy**

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

**Waiver of Privacy Rights**

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

Intellectual Property

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

Ownership

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

Monitoring of Computer and Internet Usage

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

Blocking Sites with Inappropriate Content

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

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

User Access

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

System access times are established by the department manager and MIS, and any deviation from the original established times needs to be requested using the MIS New User Request Form, signed by the department manager, and submitted to the MIS department. (Campus-wide network security is in place and users trying to access the network outside of the established times will be denied and will be unable
Telephone and Voicemail
Telephone equipment and service requests can be made using a Work Request form to add, move, or change service. The department manager must sign off on any changes. Passwords can be reset using a Work Request form.

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

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

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

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

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

Forms
Many of the above-mentioned forms are available online in a Portable Document Format (PDF) at the following address: http://intranet.otis.edu. These forms can be submitted by e-mail to the MIS department at pbinger@otis.edu or turned in via interdepartmental mail.

TELEPHONE ETIQUETTE AND USAGE
Otis is dedicated to providing a world-class, premium educational service in the visual arts. A great deal of our day-to-day contact with prospective customers, including students, their parents, faculty, and other representatives from professional organizations, is by telephone. Our telephone manner sets the first impression of the College to our potential customers. It is important that we communicate a positive and responsive “can do” attitude.
Otis is committed to providing our students, donors, and other potential customers prompt, courteous, and professional service. We want our customers to get the information they requested, and have a pleasant and positive experience with Otis. Employees must be aware of how to use the phones, know the functions of each office of the College and the individual within each department who is responsible for handling a particular job, and follow set guidelines when answering the phone.

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

**TELEPHONE SYSTEM**

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

**FACILITIES USE LIMITATION**

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

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

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

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

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

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

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

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

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

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

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

**GUIDELINES FOR INSTALLATIONS, PERFORMANCES, AND EXHIBITIONS**

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

**Fire Code:**

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

**Fire Corridors**

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

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

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

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

**EXHIBITION AND FACILITIES USE CONTRACT**

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

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

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

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

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

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

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

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

WORK ORDERS

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

Planning

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

General Procedures

A work order may not be required in the event of an emergency situation involving fire hazards, safety hazards, plumbing problems, and so on. Call ext. 6870 or 6872 or find one of the Facilities Technicians during extreme emergency situations.

All other work performed by the facilities staff requires a Work Order Request. Verbal requests made to Facilities Technicians cannot be honored.
Work Order Request Form

A Work Order Request form should be prepared providing all the information needed by the Facilities Department to plan and schedule the requested service. Departments should provide the date of the request, the date work is to be completed, a description of all work to be performed, and the extension where requestor can be reached for additional information.

When submitting more than one Work Order Request form, prioritize them in order of importance. If there is some flexibility in the completion date, please note that information.

Forward the white and yellow copies of the Work Order Request form to the Facilities Department and retain the pink copy in the originating department.

Work Scheduling

The Director of Operations will evaluate and prioritize work orders based on the information provided, and will assign the person(s) to perform the requested work. The staff is dispatched to perform only the tasks and services listed on the Work Order Request; please do not attempt to add additional tasks once the work is in progress.

When the work has been completed, the originating department should check to ensure that the work has been completed satisfactorily. Any problems should be reported to the Director of Operations immediately.

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.

CAMPUS ACCESS POLICY

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

Student Access to Facilities—Goldsmith Campus

In order to meet program needs and accommodate work schedules, degree students may access the Goldsmith Campus facilities 24 hours a day, commencing with the first day of classes and ending on the last scheduled day of class/critique, except during holiday periods. Facilities access is subject to the guidelines and limitations below. Any person who fails to comply with these policies will forfeit the right to 24-hour access and will not be permitted on campus from 1:00 to 7:00 a.m.
Any student intending to access campus after 1:00 a.m. must complete the sign-in procedure at the security desk on the first floor lobby of Ahmanson Hall prior to 1:00 a.m. Students arriving on campus after 1:00 a.m. will be turned away. To sign in, students must present the security guard with the following: (a) a valid Otis ID card, (b) first and last names, (c) anticipated work location(s), and (d) signature in the sign-in book. Once the sign-in procedure has been completed, students are permitted to move around the campus. For security purposes, however, students are required to present a valid Otis ID card upon re-entering the Ahmanson and Galef buildings. A student’s sign-in is valid only on the date on which it occurs.

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

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

Student Access to Facilities—Other Locations

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

GIFT-IN-KIND DONATIONS

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

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

Gifts-in-Kind Accepted by the College

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

Gifts-in-Kind Not Accepted by the College

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

- Gifts that are not consistent with its program service activities. (Gifts not related to the College's mission may not be accepted for the purpose of selling them to raise money for a department budget.) For example, the College does not accept works of art because it is an educational
institution, not a collecting institution (art museum). The College would never allocate institutional resources to maintain and conserve works in the collection. Given the College’s mission, it always gives priority to allocating its funding to scholarships or other educational activities.

- Gifts that have an unusually large cost of maintenance attached. To test this, think about whether the department would be able to pay the maintenance out of its normal operating budget. If not, the gift is not to be accepted.

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

Procedure for Accepting Gifts-in-Kind:

- Notify the Development Office of the anticipated gift. Development will provide a Gift-in-Kind Registration form.

- Fill out the Gift-in-Kind Registration form as completely as possible.

- If the gift will benefit one Department only, have the Gift-in-Kind Registration form signed by the Department Chair.

- If the gift is to benefit more than one academic department or the College as a whole, the Gift-in-Kind Registration form will be signed by the Vice President for Human Resources and Development; Vice President for Administrative and Financial Services; or the President of the College. Submit it unsigned.

Additional Considerations

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

- If the donor wishes to put any special restrictions on the gift, the Vice President for Human Resources and Development must approve the special arrangements before the gift can be accepted. The Vice President for Human Resources and Development and 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.”

**HONORS AND AWARDS**

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

**IDENTIFICATION CARDS**

All faculty members must obtain an Otis College identification card. ID cards are usually issued during the registration periods in the Student Affairs and other posted hours at the beginning of the semester. Please complete an Employee Identification Request form and turn it in at the Registrar’s Office. The ID contains your “X” number, which allows you to associate it with other systems within the campus, including e-mail and the Library.
The Faculty I.D. should be carried with you at all times when on campus, and must be presented when using the services of the Library or Technical Support Services. A valid driver’s license or state I.D. may also be requested when using the labs or checking out equipment.

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

KEYS

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

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

LOST AND FOUND

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

MAIL PROCEDURES

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

U.S. Mail Processing

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

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

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

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

Express Mail normally arrives in one (1) to two (2) business days, and requires recipients to sign for delivery.
Priority Mail usually arrives in two (2) to three (3) business days.

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

**First Class Mail**

Daily outgoing College mail is processed First Class. Mailings larger than 25 pieces will be issued a Charge Back Notice, charging the cost of mailing back to the department’s budget.

Postcard mailings that cannot be processed by a mail house must be designed with a pencil reflective coating on the address side to ensure proper processing through the mail machine. Any postcard mailing that does not meet this standard will be returned to the department.

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

**Overnight Shipments**

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

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

**UPS Ground Shipping**

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

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

**International Mail**

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

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

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

**Receipt of FedEx, DHL, Airborne Express, and USPS Express Packages**
The Purchasing Department receives and signs for all inbound express packages. On receipt of the package, a notice is placed in the department’s mailbox. The department is responsible for picking up the package from Purchasing and signing for receipt.

**Cash on Delivery or Personal Packages**

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

**Interoffice Mail**

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

Fashion Department interoffice mail is delivered to the Fashion Campus on Fridays only. Mail that cannot wait until the Friday delivery should be sent via U.S. mail or through one of the other express mail services.

**PHOTOCOPYING SERVICES**

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

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

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

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

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

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

**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.

MEDICAL EMERGENCIES

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

FACULTY CANNOT DRIVE STUDENTS FOR MEDICAL SERVICES.

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

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

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

In case of a NON-LIFE-THREATENING EMERGENCY, Student Development and Technical Support Services have taxi vouchers and Accident Claim Forms.

For the Goldsmith Campus, please send injured faculty or students to:

Centinela Hospital Airport Medical Clinic
9601 S. Sepulveda Boulevard, Los Angeles, CA 90045

For Fashion School, the following information applies:

In case of accident (sprains, minor cuts, punctures):
Samaritan Health Center
637 S. Lucas Avenue, Los Angeles
213.977.2131
Hours: Monday–Friday, 8:00 a.m.–12:00 p.m., 1:00 p.m.–4:30 p.m.

In case of Life-Threatening Emergency (severe bleeding, stitches, unconsciousness):
Emergency Room, The Hospital of the Good Samaritan (open 24 hours)
616 S. Witmar Street, Los Angeles
213.977.2420

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

**PARKING**

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

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

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

**Parking Identification Sticker**

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

**Restricted Parking**

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

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

- **Carpool**: Reserved for staff and faculty registered in the Otis Rideshare Program in compliance with Southern California Air Quality Management District (AQMD) regulations. Qualified individuals must display an Otis Staff/Faculty Parking Sticker and a Carpool Parking ID issued by Human Resources. Participants may park in the designated spaces only on the days that they actually carpool. Carpool parking is monitored by the LAPD, and the current fine for parking illegally in a carpool parking space is $65.

- **Visitors**: One hour parking is reserved for visitors to the Goldsmith Campus. Visitors are defined as not current Otis employees or students. Visitors parking is monitored by the LAPD, and the current fine is $65.

**Overnight Parking**

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

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

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

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

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

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

PERSONAL PROPERTY

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

PETTY CASH DISBURSEMENTS

Introduction

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

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

Establishment of Petty Cash Funds

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

Operating Procedures

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

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

Petty Cash Disbursements

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

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

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

Reimbursement of Funds

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

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

Physical Security

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

Change in Custody of Fund

When custody of a Petty Cash Fund is transferred to another custodian, the existing fund should be turned
in to the designated officer and a new check requested for payment to the new custodian. As an
alternative, if campus procedures do not require that a new check be issued, a Petty Cash Change of
Custodian form should be completed at the department level and sent to the Business Office. The purpose
of this form is to document that the Department Head has approved the change of custodian, that the total
of the cash and the receipts equal the specified amount of the fund, and that the new custodian is aware of
his or her specific responsibilities related to custody of the fund.
If the fund consists of cash and unreimbursed receipts, a reimbursement check should be requested as outlined in section entitled Reimbursement of Funds above, so that the full amount may be turned in to the officer. The department head must notify the Business Office in writing that the Petty Cash Fund custodian has been changed.

**Internal Control Procedures**

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

The following procedures must be followed:

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

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

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

**Responsibilities**

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

**PURCHASING PROCEDURES**

**Purchasing Department**

The Purchasing Department is responsible for the following:

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

Generally, purchases should be planned and the purchasing procedure initiated well in advance of the date that the required goods and/or services are actually needed (allow at least three [3] weeks). In order to devote an adequate amount of time for the development of performance criteria and specifications, identification of vendors, pricing, and timely delivery of goods and services, the College must be able to anticipate all purchases of a special or sizable nature. The need for planning is equally important when considering the supply of printed materials needed for all departments, including events and other occasions.

General Procedures

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

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

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

Conflict of Interest

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

Purchase Requisition

A Purchase Requisition should be prepared providing basic information needed by the Purchasing Department to research, shop, initiate bidding, and obtain competitive prices. Departments may provide the name, address, and telephone number of a suggested vendor. Please keep in mind that purchases are made based solely on Performance Criteria, not vendors or brand names. Also include the following:

- A detailed description of the desired items or services;
- A brief explanation of the intended use;
- The date the goods are needed and the department’s budget codes (project and object);
- Approval of the Department Chair or supervisor must be received before forwarding to the Purchasing Department for processing; and
- The goldenrod copy of the Purchase Requisition should be retained by the department for their records; the white and yellow copies are forwarded to the Purchasing Department for processing.
The originating department will be contacted to discuss price, performance criteria, quantity, delivery, and/or various alternatives if necessary.

**Purchase Order**

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

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

**Contractual Agreements**

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

**Receiving, Delivery, and Shipping Services**

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

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

The Purchasing Department distributes Purchase Requisitions as follows:

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

Purchase Orders are distributed as follows:

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

To help expedite purchases, follow these Purchasing Procedures:

- Plan ahead;
• Provide all available information on the Purchase Requisition;

• Be realistic about the required delivery date;

• Call Purchasing if there is a problem; and

• Call Purchasing when in doubt about process or purchase.

**Purchasing Status Communication**

The Purchasing Department will communicate directly with the affected department if it becomes aware of any “severe” problems with a specific order (delivery failure, product no longer available, and so on). The current status of a specific item can be checked by accessing the “Purchase Requisitions/Purchase Order Status Report” on the Otis Wide Area Network (WAN) “O” Drive. Each department has its own folder.

**RESUME UPDATE**

Faculty members should submit an updated résumé on an annual basis to their Department Chair.

**RIDESHARE PROGRAM**

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

• Transit pass subsidy for faculty who commute to work by bus or transit of up to $50 per month;

• Carpool subsidy for faculty who carpool to work 50 percent or more of the workweek of up to $50 per month;

• Smog awareness program, which will educate faculty about smog, how it affects their health, ways to fight it, and ways to protect against unnecessary exposure to smog;

• Carpool match listing service through Commuter Computer Transportation Services and internal faculty search;

• Preferential parking for faculty who carpool to work;

• Personalized assistance with commuting alternatives;

• Coordination of ride home in case of emergency; and

• Points toward time off with pay.

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

**SAFETY AND HEALTH**

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

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

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

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

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

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

**OTIS SECURITY**

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

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

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

**SHOP USE**

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

**SMOKING**

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

**STUDENT GOVERNMENT ASSOCIATION (SGA)**

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

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

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

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

**STUDENT TRAVEL POLICY**

**Preamble**

Otis College of Art and Design recognizes the potential for academic and program enrichment when instructors and students engage in off-campus study opportunities. We acknowledge the importance of “out of the classroom” experiences for our students. These opportunities can expand and reinforce learned theories and concepts, making learning more enriching and relevant for students.

**Purpose**

The purpose of this policy is to provide information and guidelines to administration, faculty, staff, and students to ensure they are aware of their opportunities, liabilities, and responsibilities.

**Scope**

This policy applies to all administration, faculty, staff, and students participating in travel that requires students to go off-campus in order to participate in activities related to their study. Academic activity may or may not be for credit.

**Definitions**

For the purpose of this policy the following terms will be used:

- Field trip, trip, excursion, and travel will be used interchangeably;
- “Accessibility” is not limited to physical access but encompasses access to information and knowledge. Without reasonable accommodations for access to information and knowledge, a student is being denied the same educational experience as others, and places the College out of compliance; and
• “Activities” refers to any College business or academic activities that require student travel. Examples of activities that may be covered by this policy include the following:
  • Course-related field trips;
  • Seminars and research trips organized by a faculty member;
  • Campus recreational programs;
  • Registered or sponsored student organization trips;
  • Conferences and meetings where students are serving as college representatives;
  • Travel for summer camps or college preparatory programs when transportation has been planned and funded by the College;
  • An “appropriate administrator” is a Dean, Department Chair, or Director of an administrative unit or his or her delegate;
  • “Faculty-organized” refers to any trip organized by an instructor(s);
  • Off-campus day trip;
  • Trip that requires overnight accommodations;
  • “Exchange” refers to institutions we have established partnerships with such as Beaux-Arts, Konstfack, and Willem de Kooning; and
  • “Mobility” refers to the Association of Independent Colleges of Art and Design (AICAD) consortium and their mobility program.

Policy

Every off-campus activity that is recognized by Otis College must adhere to this Policy and its procedures.

The aim of this Policy is to provide a system for which off-campus educational opportunities may be accessible to the Otis Community. Student travel sponsored by the College must be undertaken in ways that maximize student safety and ease of access to travel destinations.

The Mobility/Study Abroad and Travel Committee, with approval from the Provost, has determined that the academic departments are in the best position to ensure that maximum safety and suitable travel arrangements for students are arranged by the appropriate administrator and their designees.

Faculty-Organized Travel (Requiring Overnight Accommodation)

The organizing department or instructor shall inform the participating students, in writing, of the requirements and guidelines regarding the activity. The organizing instructor shall do the following:
  • Provide a copy of the Student Travel Policy to the participant;
  • Identify if the travel is part of the curriculum or voluntary;
  • Clarify that voluntary travel will not affect a final grade;
• If curricular, the student shall be given the opportunity to request, in writing, an alternate activity with rationale as to why he/she cannot participate;

• Make available accommodations for students with documented disabilities;

• Make arrangements ahead of time with Students with Disabilities Services if a student needs an interpreter, notetaker, and so on. If a student with a disability is not able to attend a required trip due to accessibility issues, it is the responsibility of the instructor to recommend alternate methods to acquire the information of the trip. The instructor is encouraged to use Students with Disabilities Services for assistance with the planning of trips involving students who have a disability;

• Inform participant of travel costs;

• Notify participant of deposit amount and deadline;

• Notify participant of final payment amount and deadline;

• Supply participating students with a detailed and up-to-date itinerary;

• Itinerary must indicate if travel is domestic or international (for international travel, please refer to the international travel guidelines of this policy);

• Transportation (participants shall use the transportation provided by the College);

• Faculty and staff may not at any time convey students in personal vehicles—this exposes faculty and staff, and the College, to severe liability risk;

• A participant requesting to provide their own transportation must read and sign the Waiver and Release of Liability form before permission is granted;

• In case the College is not providing transportation, the participants must be advised that they are responsible for their own arrangements;

• Arrange accommodations (participants shall use the accommodations organized by the College);

• Participants requesting not to use the accommodations must read and sign the Waiver and Release of Liability form before permission is granted;

• In case the College is not providing accommodations, the participants must be advised that they are responsible for their own arrangements; and

• Participants shall remain with the group for the entire trip (travel to and from destination).

Changes to the schedule require the Waiver and Release of Liability form and must be submitted before permission is granted. The health and safety of all participants need to be addressed, Travel/health insurance must be purchased when applicable; and insurance is required for all international travel.

Non-Otis students may be invited to participate. If so, family members or significant others are not permitted to attend classes (as per the Student Handbook).

Any other material required for the trip must be provided to the student by the organizing department or individual.
A trip may be cancelled due to low participation/enrollment. The student code of conduct applies to all college-sponsored activities, including travel, both on and off campus. The organizing department or individual must provide the student with emergency contacts and telephone numbers (for example, faculty contact, accommodation contacts, and so on).

PARTICIPANT RESPONSIBILITY

The Participant is responsible for the following:

- Adhering to the Student Code of Conduct;
- Attending all mandatory travel meetings;
- Meeting all payment deadlines;
- Submitting all required documentation in a timely manner;
- Arranging personal transportation and accommodation when applicable;
- Payment of additional expenses that are outside the parameters of travel;
- Provide the organizing individual with his or her cell phone number;
- Provide emergency contact information to be on file in the event of an emergency;
- If a participant will not be returning with the group, the participant will make this notation on and sign the Emergency Contact Person List again prior to leaving the group; and
- Any variation to the above agreement of this policy is understood to be the sole responsibility of the individual involved.

International Travel Guidelines

Pretravel Authorization: The College Risk Manager is responsible for assessing any risk and liability associated with travel at the time of the trip on a global basis, based on the route of travel, and based upon the current political environment. All travel outside of the United States and territories, therefore, requires the advance approval of the Risk Manager.

If at any time the risk of travel is determined to be high, previously approved travel may be revoked, the trip may be canceled, and/or the traveler may be required to return to the United States. The determination of risk and the decision to terminate travel rests with the Risk Manager in consultation with the President and the Provost.

Organizing Instructor

International travel requires extensive planning and preparation. Proposals for travel outside of the United States must be submitted to the Office of Risk Management at a minimum of six months prior to travel for review and final approval.

In addition, the organizing instructor is responsible for the following:

- Ensures there are no travel warnings for the country they plan to visit;
- Obtains a copy of each participant’s passport and travel documents (including other instructors and staff);
• Provides participants with appropriate contact information of the United States Embassy for the country they are visiting;
• Assures students have purchased required Health Insurance with Student Affairs; and
• Provides participants with a fact sheet on the country they are visiting (fact sheet should include information on the country’s culture, language, government, and so on).

**Students with United States Citizenship or Permanent Resident Status**

These students are responsible for the following:

• Providing the organizing instructor with his or her cell phone number and emergency contact information;
• Possessing a valid United States Passport or Permanent Resident Card; and
• Possessing a valid home country passport if the student is a Permanent Resident.

**International Students**

These students are responsible for the following:

• Providing the organizing instructor with his or her cell phone number and emergency contact information;
• Possessing properly endorsed travel documents;
• Possessing a valid passport; and
• Possessing a valid Visa and I-94.

Please note that I-20 signatures are only good for one year (6 months if on Optional Practical Training).

**Forms**

It is very important that each participant provides a Waiver and Release of Liability form and an Emergency Contact and Medical Information form.

**TRAVEL POLICY**

**General**

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

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

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

Expense Reimbursement Limitations and Receipt Requirements

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

Nonemployee Travel

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

Transportation and Related Expenses

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

Commercial Transportation

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

Air travel is recommended when the cost of an employee’s time is an important factor or when travel time by other methods would increase the subsistence expense.

Insurance for travel by air or train is not a reimbursable expense.

Purchase and Delivery of Tickets

Unless otherwise approved by the Vice President for Administrative and Financial Services, all transportation arrangements are to be made through the Otis College Purchasing Department. To make reservations, an approved Purchase Requisition Form is to be submitted to the Purchasing Department with all pertinent information listed. The Purchasing Department will obtain the best possible airfare. The College reserves the right to deny reimbursement for any and all unauthorized arrangements made directly with travel agencies. Whenever possible, the College utilizes E-Tickets, which are picked up at the point of departure.

The traveler must retain all transportation ticket receipts for purposes of documenting Travel Expense Report reconciliations.
Travelers are responsible for any costs incurred to replace lost tickets.

Travelers are also responsible for costs associated with changing tickets for personal convenience. With the respective supervisor’s approval, the College may reimburse for this cost if changes are made for business reasons.

**Unused Tickets**

Any ticket or portion of a ticket that is not used must be returned to the Purchasing Department for appropriate credit to the budget account originally charged. If the traveler has already received payment for the ticket in advance of the trip, the traveler must provide reimbursement directly to the College by completing a Travel Expense Report, accompanied by a check.

**Private Automobile**

Individuals are expected to use a personal automobile when traveling within 150 miles (one way) of the individual’s residence. If an individual does not own an automobile and/or chooses to rent a car for this travel, the individual will assume the cost of the car rental. Personal cars may also be used if the travel exceeds the 150 miles one way.

When, primarily for the convenience of the traveler, a private automobile is used for official travel, reimbursement is not to exceed the cost (or the sum of the costs for more than one traveler) of round-trip air travel (to include cost of economy/coach airfare and incidental expenses to and from airports) between the nearest commercial airports serving the cities of origin and destination.

Mileage will be reimbursed at a rate determined by the College. The Business Office reviews, revises, and publishes the rate in accordance with IRS guidelines. See the published rate on the Travel Reimbursement form located on Otis intranet at https://intranet.otis.edu/Forms/TE_FORM_2010.xls. The mileage allowance covers all operating costs of the vehicle. Repair, damage, or theft costs are not reimbursable, whether they result from the traveler’s acts or the acts of others.

Mileage between an individual’s residence and the place of work is not reimbursable. Only authorized business mileage in excess of the distance between an individual’s residence and his or her regular place of work will be reimbursed.

An accurate daily record of miles traveled is to be maintained. On completion of travel, mileage and expenses are to be submitted on a Travel Expense Report form.

Individuals traveling to the same destination at the same time should arrange transportation together to share expenses.

**Automobile Rental**

The use of rental cars is authorized when their use results in savings of cost or time or when other modes of transportation are not available (subject to the conditions noted above).

The traveler is to make arrangements for the rental through the Purchasing Department, as the department has the information needed to obtain the best possible rate. The Purchasing Department will provide the rental reservation information to the traveler, and the traveler is to charge the rental to his or her credit card. To secure reimbursement following completion of travel, the rental car bill receipt must accompany
a properly completed Travel Expense Report form.

Individuals are required to refuel the rental car before returning it to the rental agency and will be reimbursed based on original receipts. Gasoline refueling charges in excess of market prices charged by rental agencies are the responsibility of the individual.

**Rental Car Insurance**

If involved in an accident while on Otis College business, the primary liability insurance carrier is the driver’s automobile insurance carrier. All deductibles are the responsibility of the driver.

The College maintains its own General Liability Insurance; it is not necessary to purchase additional insurance from the automobile rental agency on the College’s behalf.

Otis College does not reimburse for payment of Collision (CDW) or Loss Damage Waiver (LDW) costs charged on automobile rental agreements.

**Miscellaneous Transportation-Related Expenses**

**Tolls**

Necessary, reasonable tolls are reimbursed.

**Parking**

Individuals traveling on College business should find the least expensive parking available at any hotel, airport, or destination. Valet parking is not permitted unless needed for physical or safety reasons.

Parking for trips originating from LAX will be provided free within the Otis parking structure. Alternative LAX parking is not reimbursable. Parking receipts are necessary for reimbursement.

**Traffic and Parking Violations**

Traffic and parking violations received while driving rental, personal, or College-owned vehicles are not reimbursed.

**Public Transportation**

As the preferred mode of transportation, public transportation is to be used whenever cost effective and practical. Public transportation costs are to be itemized on the Travel Expense Report.

**Shuttle Service**

The cost of shuttle service to and from airports and railroad stations, plus reasonable tips, is reimbursed to the extent that such service is not included in air or rail fares. When traveling from LAX, the traveler may park in the Otis parking structure and take the Custom Hotel Shuttle or taxi. Overnight parking in the Otis parking structure requires a Parking Lot Agreement form available from the Facilities Department.
Taxi Service

Taxi fares, including reasonable tips not exceeding 15 percent, are reimbursed when public transportation or shuttle service is not practical.

Lodging, Meals, and Related Expenses

Travelers are expected to use prudent judgment in the selection of hotels and restaurants while traveling on official College business. Travelers are to use standard accommodations in hotels and motels, and dine in restaurants of equivalent quality. As many hotels commonly give educational discounts, inquiry regarding their availability should always be made. Expenses for lodging and meals are reimbursed, as explained below, on an actual, reasonable expense basis. Personal expenses, such as guest accommodations, travel, and other nonbusiness charges, are the responsibility of the traveler.

Lodging

Overnight lodging approvals and reimbursements are limited to travel points more than 75 miles from the Otis Goldsmith Campus.

The traveler is to make lodging reservations in advance through the Purchasing Department with the appropriate lodging accommodations specifications listed on the Purchase Requisition. Sufficient advance notice to the Purchasing Department will assure the best accommodations at the most reasonable rate. The Purchasing Department will work with the traveler to find the accommodations and will contact the traveler so they may secure the lodging using their personal credit card. Lodging reimbursement is limited to single occupancy, single rooms only, unless more than one authorized traveler shares rental accommodations. The traveler is to use his or her own credit card to pay the lodging bill. On receipt of the bill by the College, the traveler will be reimbursed for the actual expense of his or her lodging. To secure reimbursement following completion of travel, the itemized hotel bill must accompany a properly completed Travel Expense Report form.

Personal extras such as movies, health club fees, laundry, mini bar, or room service are not reimbursable.

Individuals traveling to a conference or business meeting, which has provided a special rate, should utilize that room rate.

Reimbursements are limited to the approved College employee’s expenses only; expenses for spouses or other travelers accompanying an employee are not reimbursable.

Travelers who lodge in a private residence with family or friends while traveling on College business must obtain prior approval from the respective Vice President or Provost in order to receive reimbursement for expenses in lieu of normal hotel costs. Such travelers are reimbursed for the actual and reasonable expenses incurred in extending appreciation for the hospitality of their hosts.

Meals

The traveler will be reimbursed for the actual, reasonable cost, including tax and gratuity not to exceed 15 percent, of his or her meals during the travel period. (Please note: Meal expenses for day trips in the Los Angeles area are not eligible for reimbursement unless approved by the appropriate Vice President or the Provost.)
To secure reimbursement following completion of travel, detailed itemized receipts for all meals must accompany a properly completed Travel Expense Report form. Total meal costs should not exceed $40 to $50 per day, with the exception of specific cities that have been deemed “high cost” by the IRS (Publication 1542), in which case the maximum is $60 per day. If reimbursement is for persons other than the traveler, IRS regulations require that the names, titles, and company affiliations of the individuals involved, as well as the location and specific business purpose of the expense be provided.

Alcohol expenses are not eligible for reimbursement.

**Business Expenses**

Other expenses normally associated with travel that are reimbursable include conference registration fees, official business telephone calls, and miscellaneous expenses clearly related to the purpose of the travel and fully documented as such.

**Registration Fees**

College employees are encouraged to preregister for conferences and workshops. To secure prepayment for registration fees, the registration form and/or conference brochure must accompany a properly completed Purchase Requisition. These forms must be submitted to the Purchasing Department with sufficient lead-time (at least two weeks) to allow for prepayment, processing, and mailing. To secure reimbursement following completion of travel for registration fees that are paid at the conference or workshop, the proper documentation must accompany a completed Travel Expense Report form.

All travelers who attend a conference or seminar must submit a copy of the conference/seminar agenda with the Travel Expense Report.

Auxiliary conference activities such as sightseeing trips, museum tours, golf fees, and local travel costs are not reimbursable.

**Telephone Calls**

Charges for all business-related telephone calls made while on official business are reimbursed. Employees should use the least expensive method to make calls (a personal cell phone is usually considerably less expensive than hotel telephone rates).

**Entertainment Expenses**

Certain entertainment expenses are considered an appropriate expenditure of College funds. The propriety of such expenses is to be determined by the respective Vice President or Provost. Some expenditures for entertainment, including alcohol, are not reimbursable. Examples of nonreimbursable expenses are as follows:

- Costs incurred by unreasonable failure to cancel transportation or lodging reservations;
- Fines for automobile violations;
- Lost or stolen tickets, cash, or property;
- Damage to property;
- Additional travel expenses incurred when an itinerary is altered to accommodate personal affairs
(for example, airline change fee);

- Childcare expenses;

- Other expenses not directly related to the performance of the travel assignment (for example, in-
  room movies and personal items); and

- Alcohol.

**TRAVEL REPORTS AND PAYMENTS**

**Travel Advances**

Advances may be obtained in circumstances in which College travel would impose a financial burden on
the individual(s) involved. Generally, advances will be made to the following individuals or groups for
approved College travel:

- Employees traveling outside the continental United States;

- Temporary employees; and

- Nonexempt employees.

**Procedures for Obtaining a Travel Advance**

A Travel Advance form, signed by the organizational unit head and approved by the Vice President for
Administrative and Financial Services, must be received by the Accounts Payable department two weeks
prior to the date the advance is needed. Typically, travel advances are not issued more than ten (10) days
in advance of departure dates.

Travel advances from Otis College are limited to $100 per day, and up to $500 per trip for domestic
travel, excluding airfare. Advances are not issued to employees who have yet to reconcile previously
issued advances.

A travel advance is a loan. As such, each advance must be settled within thirty (30) days of an employee’s
return from travel. To reconcile an advance, it must be reported on the Travel Expense Report form
before another travel advance is issued. The Travel Expense Report form documents the trip, and any
unused portion of the advance must be deducted from the report’s final balance due.

**Travel Expense Reports**

Travel Expense Reports must be properly completed and submitted to the Accounts Payable department
within ten (10) business days after completion of travel. Original receipts must support expenses claimed
on the reports. A properly completed Travel Expense Report includes the following:

- Name and campus address of the College employee requesting reimbursement;

- Social Security number of the employee;

- Purpose of the activity;

- Travel destination;
• Departure and return dates and times (including a.m. and p.m.);
• Expenses incurred, itemized by day and supported by attached, original itemized receipts;
• Reconciliation of any travel advance;
• Signature of the employee being reimbursed to certify the expenses claimed; and
• Names, titles, and company names of all entertainment expense attendees and the nature of the business purpose.

Each Travel Expense Report must be signed by the traveler as well as the traveler’s direct supervisor (his or her respective Vice President, Dean, or Department Chair). Individuals responsible for certifying Travel Expense Reports are to ensure that expenses are appropriate and that all required original itemized receipts are attached.

Following the submission to the Accounts Payable department of a properly completed Travel Expense Report, the traveler will be reimbursed for expenses. Reports will be processed promptly. All reimbursements are made payable to the traveler and not to others or credit card companies.

Travel Advances are to be reconciled on the Travel Expense Report form. If the amount of a Travel Advance exceeds travel expenditures, the unused portion of the advance is to be returned to the College with the Travel Expense Report. Such settlements are to be made by personal check, traveler’s check, or registered check, made payable to “Otis College of Art and Design,” and are to be submitted with the Travel Expense Report form.

The Accounts Payable department will make every effort to reconcile outstanding travel advances. If an advance remains outstanding after repeated notices to an employer, the responsible Vice President or Provost will be notified and appropriate, legal collection action taken.

Nonemployee Travel Expenses

The travel expenses of nonemployees (for example, prospective employees, speakers, and consultants) are reimbursed when required by authorized Contractual Agreement or when approved in advance in writing by the responsible organizational unit head. Reimbursement is made in accordance with the Policies and Procedures stated herein.

The College does not reimburse travel expenses incurred by a spouse or significant other. Any employee who travels with a spouse or significant other is expected to pay for all incremental costs associated with additional travel, including transportation costs, additional lodging expenses, meal expenses, and registration fees.

Foreign Travel

Foreign travel expenses are reimbursed. All claims for foreign travel expenses must be converted to United States dollars. The conversion rate and computation, as well as the source used to verify the rate (for example, the Wall Street Journal), must appear on each receipt. Foreign travel expenses charged to credit cards are converted by the card holding company and will be listed in U.S. dollars on the monthly statement. Authorized expenses will be reimbursed as they appear on the credit card bills.
NEW STUDENT ORIENTATION

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

WEAPONS/EXPLOSIVES

The possession or use of any firearm, explosive, firecracker, incendiary materials, or other weapons or the lighting or attempting to light a fire is prohibited.

INTELLECTUAL PROPERTY POLICY

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

Ownership

I. Preamble

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

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

II. Purpose and Scope

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

III. Definitions

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

A. Copyrights

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

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

C. Intellectual Property

Intellectual Property means Copyrights and Patents.

D. License

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

E. Originator(s)

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

F. Patent

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

G. Royalties

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

H. Sponsor

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

I. College Facilities

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

J. College Funds

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

K. College Resources

College Resources are College Funds and Facilities.

L. Work

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

IV. Intellectual Property Ownership by Category of Work

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

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

B. Personal Work

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

C. Student Work

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

Ownership of rights to Student Works shall reside with the originator.

D. Sponsored Work

A Sponsored Work is a Work first produced by or through the College in the performance of a written agreement between the College and a sponsor.

Ownership of rights to Sponsored Works shall be with the College.

E. Commissioned Work

A Commissioned Work is a work produced for College purposes by individuals not employed by the College or by College employees outside the scope of their regular College employment.

When the College commissions for the production of a copyright work, it shall be a work-for-hire and title shall reside with the College. In all commissioned work, ownership shall be specified in a written agreement.

F. Contracted Facilities Work

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

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

G. Institutional Work

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

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

V. Ownership of Joint Works

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

VI. Agreement and Notification

A. Prior to any use of a College facility by non-College personnel or by College personnel outside of College employment and education, a signed agreement shall be required that specifies the disposition of Intellectual Property rights. College employees using College facilities for work outside of College employment are responsible for bringing this to the College’s attention so that an appropriate agreement for use can be negotiated.

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

VII. Licensing and Royalties

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

Net proceeds received by the College,

Less:

• Patenting/Copyrighting and related costs.

Sharing of net remaining proceeds:

33 1/3 percent to the originator(s) for personal use and

66 2/3 percent to the College.

VIII. Copyright Responsibilities and Administration

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

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

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

AUDIOVISUAL EQUIPMENT

Some departments have their own audiovisual equipment. In addition, equipment can be reserved in the Audio/Visual Lab.

All faculty, staff, and students must sign the TSS information card and agreement in the lab before borrowing audiovisual equipment, and must also leave their Otis ID, driver’s license, or California state ID in the lab. The borrower is responsible for the equipment until it is returned to the technician. (Note: It is unacceptable to leave equipment outside the Audio/Visual Lab door).

No lab fees are required for audiovisual equipment. Please note that lighting equipment, tripods, and cameras are not considered audiovisual equipment and lab fees are required for their use. Students and classes have priority for use of the audiovisual equipment.

Equipment Checkout

Weekday

One-Day Checkout: Equipment is always due at 5:00 p.m. the next day following checkout.

Equipment rentals during the weekdays are available on a first-come, first-served basis.

Weekends

Friday from 8:00 a.m. to Monday at 5:00 p.m.

Weekend Rentals can be picked up as early as 8:00 a.m. on Friday mornings (if available) and are due the following Monday by 5:00 p.m.

To reserve equipment for the weekend, you must sign up on the Reservation Sheets that are posted every Monday morning on the outside of the Audio/Visual Lab office. Tip: Sign up for your equipment early, as the best equipment is usually reserved by Monday at noon!

Rules

The following are rules for using audiovisual equipment:

- All persons must present a current/official Student ID to checkout any equipment in the Audio/Visual Lab;
- All persons are financially responsible for any damage, destruction, or loss of all equipment checked out from A/V Lab;
- There is a $10 late fee for every day the equipment is not returned on time. There are absolutely no exceptions.
- Seniors have priority when it comes to renting all advanced equipment (please keep this in mind when making reservations for the weekend); and
- Be nice to your A/V Lab Techs and they will be nice to you.
Equipment rentals may not be loaned out to anyone else for use without sole permission of an Audio/Visual Lab Technician. Doing so will result in immediate dismissal of all privileges in the Audio/Visual Lab. This also means that if you check it out, you bring it back.

It is vital that students strive to do as follows:

- Treat all equipment as though it was your own; the equipment is extremely expensive to repair and any damage or loss may result in equipment being down for the rest of the school year;
- Be aware and respectful of your fellow students and faculty by being efficient with your equipment usage (plan your use, scout your locations, pickup equipment, do your thing, and return the equipment as soon as possible); and
- Do not cry or whine about policies. Doing so could result in immediate demotion back to Beginner Checkout Access.

**Equipment Access Levels**

**Beginner:**

A Beginner Member is defined as a student (sophomore/junior/senior), graduate, or faculty/staff with the following:

- No previous experience with audiovisual equipment;
- Has not taken “Video One” class;
- No knowledge of the Audio/Visual Lab policies; or
- Has shown disregard for equipment, persons, and policies of the Audio/Visual Lab and TSS Department.

**CAMPUS TOURS**

Campus Tours are available for prospective students and applicants through the Admissions Office. Campus Tours are scheduled by calling (310) 665-6820 during regular office hours. In addition, tours are organized as part of the overall orientation during Open House events.

Throughout the year, the Admissions Office is responsible for BFA applications and admittance, coordinating early registration of incoming Freshmen and Transfer students, preparing college and high school events, making college and high school presentations, Open House, National Portfolio Day Association events, and Orientation of incoming BFA students. The dates of these events are available through the Admissions Office.

**COMPUTER CENTER**

The Computer Center is run by the Office of Academic Computing Services and is supported by a technical support staff and work-study students. The Computer Center consists of the Open-Access Lab, printing and scanning facilities, and computer classrooms. The facilities are maintained with the latest Macintosh and IBM computer systems, flatbed oversized scanners, digital projector, color laser and poster printers, tabloid laser computer labs on campus; and supported software. Technical assistance is available during the Open-Access Lab hours. The computer classrooms are designated as scheduled labs.
for instruction and are not available for open-access computing. In addition to graphics workstations, there are also computers designated for word processing and Internet access in the Library and Student Lounge.

Open-Access Hours (Academic Year)

Monday–Thursday 8:00 a.m.–12:00 a.m.
Friday 8:00 a.m.–10:30 p.m.
Saturday–Sunday 9:00 a.m.–7:00 p.m.

During the summer and college breaks, the Computer Center operates with reduced access hours. Please refer to the posted hours outside the lab during these periods.

Software Usage Policy

Otis supports a variety of software for instruction, production, and demonstration purposes. The Office of Academic Computing Services maintains all software licenses for academic use. Students, faculty, and staff are free to use any of the supported software including fonts and utilities on any of the open-access computers. All of the available software is either installed locally on the computer’s hard drive or obtained via the network off the lab software server. Copying Otis software or installing personal copies of software on any of the campus computers is not permitted and may result in the loss of computer lab access privileges and disciplinary action.

Manuals and Reference Materials

The Office of Academic Computing Services maintains all documentation for supported software and hardware. Students are allowed to check out manuals and other documentation for use in the Computer Lab with a valid student ID. Due to the limited number of manuals on hand, students may not remove them from the computer lab or check them out overnight. At the end of the semester, all manuals and documentation must be returned to the Office of Academic Computing Services. Students are responsible for the replacement of any materials that are lost or stolen.

OTIS GALLERY

The exhibition program of the Otis Gallery is guided by an interest in the art and ideas of our time. The Otis Gallery highlights work by important Los Angeles’ artists; at the same time, it opens a dialogue with challenging art produced outside Southern California. In the past few years, the Otis Gallery has exhibited works by Nayland Blake, Roy Dowell, Jimmie Durham, Terry Fox, Guillermo Gómez-Peña, Gary Simmons, Lorna Simpson, Kiki Smith, Megan Williams, Liz Young, and many more. Considered to be one of the most important cultural resources in Los Angeles, the Otis Gallery welcomes students to exhibitions and openings throughout the year.

BOLSKY GALLERY

The Bolsky Gallery presents the work of Otis students in exhibitions organized, curated, and installed by the students themselves. Named in honor of the late benefactor Abe Bolsky and his wife, Helen, the Bolsky Gallery provides an opportunity for students to show work in a professional gallery space and to develop the skills necessary to facilitate an exhibition. The shows are scheduled at the beginning of the fall semester, and are coordinated by a Graduate student representative who is responsible for the overall administration of the gallery.
LIBRARY

Millard Sheets Library
3rd Floor, Goldsmith Campus

The Millard Sheets Library contains over 40,000 volumes focused on fine arts, fashion, architecture design, photography, film, art history, and critical studies. The collection provides support for all the academic disciplines in the Otis curriculum.

Otis Special Collections include thousands of rare art books and fine press editions. The collection of artists’ books is outstanding and includes original works by John Baldessari, Jim Dine, Ed Ruscha, and David Hockney.

Subscriptions for more than 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 by Proxy server.

The Otis Library website operates as an educational space. There, faculty and students can find a wealth of information, tutorials, and links to Otis subscription database.

An information competency program has been created by librarians and is a requirement for graduation. That program is described on the library website. Faculty members are encouraged to consult with the Librarian when they wish to incorporate research assignments into a course, so that good research and evaluation skills are fostered in students.

The James Irvine Foundation Visual Resources Center (VRC) is housed within the Millard Sheets Library. The VRC has more than 95,000 slides representing the works of contemporary artists, and the history of art, architecture, and design. (Fashion slides are held at the Richard Martin Library at the California Mart campus of the School of Fashion Design.) The VRC has a collection of 2,000 videos, holdings of which include videos by and about contemporary artists, animation, poetry readings, history of art, and significant feature films.

In addition to materials available in the Millard Sheets Library, patrons have nearby access to the L.A. Public Library, the Beverly Hills Public Library, the Getty Research Library, and the University of California at Los Angeles. The library staff will gladly recommend an appropriate library if what you need cannot be found at Otis. Through the Library’s consortial membership in the Statewide California Electronic Library Consortium (SCELC), faculty may receive reciprocal borrowing privileges at several other private college libraries. If interested, ask the Library Director.

Library Hours

Fall and Spring Sessions

Monday–Thursday  8:00 a.m.–10:00 p.m.
Friday           8:00 a.m.–5:00 p.m.
Saturday–Sunday  10:00 a.m.–3:00 p.m.

During the summer, the day before national holidays, and on national holidays and other college breaks, the Library operates on reduced hours. Please check posted hours on the Library door for current information.

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Circulation Policies

- Current faculty with active Otis Library barcode and proof of employment are eligible to borrow books. Please obtain an Otis ID and a library barcode before requesting circulation activity.

- Visit the Student Affairs Department for an Otis I.D. card.

- Visit the Library to fill out and sign a Library Card Agreement.

- Present the completed Library Card Agreement to the Circulation staff for entry into the computer system.

- Faculty may have a total of 15 items checked out at any one time.

- Staff may have a total of 10 items checked out at any one time.

- Books circulate for 3 weeks at a time. You may renew a book twice, each time for three additional weeks, provided that another patron has not requested it.

- Items must be present at the time of renewal unless you choose to renew online (which is recommended). Register your online password at the circulation desk.

- Faculty may check out videos for one week and may renew videos once for one additional week. Please rewind videos before returning them.

- Staff may check out videos for two days and may renew videos once for two additional days. Please rewind videos before returning them.

- All materials inside the Visual Resource Center are available only between 9:00 a.m. and 5:00 p.m., Monday through Friday.

- The Library maintains an ongoing collection of magazines; we do not throw them away. Bound volumes of back issues can be found in the periodical stacks.

- Allow 24 hours when requesting Bound Periodicals that are located in the Library Annex. Request forms are available at the circulation desk.

- Magazines, reference books, special collections, and artist’s books do NOT circulate. A copier and a large format, flatbed scanner are both available for your use. There is a 15-minute time limit for these machines while other patrons are waiting.

- Special collections and artist’s books are only accessible between 9:00 a.m. and 4:30 p.m., Monday through Friday.

- You may request an appointment to show artist’s books to your class while in the Library.

- Exceptions to the general circulation policy are available at the discretion of the Director of the Library, Visual Resources Librarian, and Circulation Manager.

- All materials are due no later than the end of the semester. Although faculty members are not fined for late books, we encourage your cooperation in returning materials on time. It is time-consuming to keep track of overdue materials and to send out numerous overdue notices. Faculty will be held responsible for damage or loss of materials.
If you intend to allow a Teaching Assistant to check out books for you on your account, you must first register that TA with the Circulation Manager. Only registered TAs may present your library card for check out.

**Course Reserves**

Library Staff will be happy to assist faculty members in keeping books and other materials on reserve for courses. Please fill out a Reserve Materials Form at the beginning of each semester and with the addition of each new reserve request. All materials will be automatically removed from reserve at the end of each semester, unless advance arrangements have been made. Personal items left on reserve at that time will be delivered to your department.

The following is included in the process for placing something on reserve:

- You are responsible for bringing your reserve materials to the circulation desk yourself. With advance notice, the library staff will be happy to assist you in identifying and gathering appropriate reserve books and articles; however, this can only be done as time permits. A reference librarian can also assist you by compiling bibliographies on specific subjects. Please make an appointment and do not wait until the last minute to take advantage of this courtesy.

- Provide the Library with a copy of your syllabus for each class.

- Fill out a Course Reserve Form completely and neatly. Your students are asked to present the circulation staff with the following information: Teacher’s name, class name, title of item, author of item, nature of material (book, photocopy, reader, and so on). Please provide your students with this information. This will assist us in locating materials for students who are often unclear about what they need.

- Reserves will be placed back into circulation at the end of the semester unless you arrange otherwise. Personal materials and photocopies should be picked up on the last day of class. If they are not picked up, these materials will be sent to your department.

- Reserves may be held from fall to spring by prior arrangement, but will not be held from spring to fall, unless you are teaching the same class in summer school. Should you arrange to rollover your reserve materials, we request that you personally visit the library, check your materials, and update your list for completeness and accuracy.

- You may leave personal copies of books on reserve. We will take every reasonable precaution to protect books (including the use of tattle tape), but we cannot be held liable for lost books. The library will be happy to purchase needed books with appropriate lead-time (two months). (A percentage of the budget is set aside specifically for faculty requests).

- For textbooks that you wish to place on reserve, we request that you ask the publisher for the donation of a copy for the library. The library does not purchase textbooks.

- It is no problem to add and remove materials throughout the semester. All we ask is that you keep your Course Reserve Form up to date.

- Reserve videos and DVDs may be viewed in the library. The library DVD player, VCR, and monitor may not leave the library.
Library Support For Faculty

Our new automated system makes it is easy to prepare bibliographies of both books and magazine articles. If you require instruction on the use of the online resources, you may make an appointment and we would be glad to help. Again, please make an appointment. Online resources are also available from your home computer.

Proxy Server

All Otis Subscription Databases can be accessed from off campus 24 hours a day, seven days a week, via the library's proxy server. You will be asked for a user name and password. These are available from the Circulation Manager. Passwords will be changed regularly. You will be required to get a new one every year. Most of our subscriptions are available through IP address recognition. A proxy server is a method of providing an IP address that the database vendor recognizes in order to allow access only to those who are authorized.

Database use is restricted to currently enrolled students and faculty. It is a violation of our licensing agreement to give access to nonstudents or faculty; therefore, it is a violation of the Otis Code of Conduct for you to give anyone else your password.

Recommendations for Purchases

The Library Director requests your support to insure that the Otis Library has enough of the appropriate resources to support the curriculum. Please let the librarian know if there are specific books or general subject areas that you may require to support your course. Allow two to three months for purchasing and processing books. A Recommendation for Purchase form is available at the Circulation Desk.

Visual Resources Center

Hours: Monday–Friday 9:00 a.m.–5:00 p.m.

Appointments may be made by calling ahead.

Privileges

- All faculty and full-time students may check out materials.
- First-time users must complete an orientation conducted by the Visual Resources Librarian.
- Admittance is restricted to those times when a VRC staff member is present.
- Keys to the VRC are issued only to Library staff.
- No materials checked out from the VRC may be reproduced.
- Faculty may borrow up to 60 slides at any time for one week; students may borrow up to 20 slides for one day.
- Up to two slide carousels may be checked out to any patron at any time.
Procedures

Slides:

• Select slides from the collection. Please do not select more than one copy of an image, and please do not select all of the slides representing an artist.

• Original slides from the Women’s Building Archive do not circulate; plan early for duplicates to be made for checkout.

• There is no copy stand available for use; please contact the Photo Lab at ext. 6971. Reserve your time at the copy stand and bring your own slide film.

• VRC staff members will handle slide checkout procedures. Hand your selected slides to the VRC staff member, who will copy them and put them into bar-coded boxes. Fill out and sign the Check Out Form.

• Slide boxes and carousels are checked out onto your library account by VRC staff while you are still in the Visual Resources Center.

• Return the bar-coded slide boxes and carousels to the Library Circulation Desk. Please ensure that all the slides you checked out are in the box and that the slide carousel is complete with locking ring. Please do not return the carousel loaded with slides.

• Faculty: if you cannot return the slides yourself, please make arrangements through your departmental office.

Holds and Reserves:

• Videos to be used in class may be put on Hold. Please see Heather Cleary in the VRC.

• Videos to be held for use by students (viewed only in the library) may be put on Reserve. Please see Shelley Forbes at the Circulation Desk.

• Reserves and Holds are held at the Circulation Desk, along with the corresponding forms.

• Submit Reserve requests before the semester starts; submit Hold requests at least ten days in advance of your need.

Fines:

• Lost and damaged slides: $10 replacement fee per slide

• Lost videos and DVDs: $15 processing fee plus the replacement cost of the item.

Recommendations for Purchase:

Please contact the Visual Resources Libraries concerning slides needed for the support of your courses. Please note that all requests may not be filled. Allow two to three months for purchasing and processing.

Fill out completely the Purchase Request for Video/DVD, available in the VRC. When a film is available in both formats, preference is given to the DVD version. Allow two to three months for purchasing and processing.
Digital Image Database (DID)

The VRC supports the use of digital images in classroom instruction. We are in the process of building our Digital Image Database (DID) by focusing on the images needed for the survey and introductory courses. We strive to provide images of high quality in high resolution. We are continually expanding the database in order to support more specialized topics, periods, and cultures, to be used in future courses. The DID is available on the Web, thus allowing 24 hours a day, seven days a week access to the images by both faculty and students.

There are many advantages to using the DID, including the following:

- Faculty can prepare their lecture on any computer connected to the Web, including home computers;
- Faculty may zoom in on a digital image, thus reducing the need for separate images of details;
- The same image can be used in lectures presented simultaneously by different faculty;
- Students may have continuous access (24 hours a day, 7 days a week) to the lectures generated in DID via the Web; and
- Instead of placing slides on reserve for their students, faculty may create study guides of images in DID.

For an orientation to the DID, please schedule an appointment with the Visual Resources Librarian.

Recommendations for Purchase

- To make a Recommendation for Purchase, first search the DID for existing images necessary for your courses;
- Give the Visual Resources Librarian the list of additional images needed for the support of your courses. Allow two to three months for purchasing and processing; and
- If you loan the VRC your personal slides to be digitized, allow one month for processing.

LOCKERS

As an accommodation and aid for the faculty, the College makes available lockers for use by the faculty to store classroom supplies.

In an effort to prevent theft and any other unauthorized possession of College, employee, student, or third party property, and to prevent possession of controlled substances, alcohol, weapons, or explosive or incendiary materials on the College premises, please take notice that the College reserves the right to open and inspect the interior of each locker and its contents at any time, and without prior notice to the faculty member using the locker. This means, among other things, that all bags, purses, parcels, lunch boxes, toolboxes, closed containers, and other containers of any kind inside the locker and their contents, are subject to inspection at the sole and immediate discretion of the College.

The locker assigned to a faculty member is the property of the College and will always remain College property. All lockers are issued randomly by the College on a first-come, first-served basis. Lockers must be secured with a padlock within two weeks after sign-up. Lockers not secured by a padlock will be
forfeited. Locks placed on lockers without sign-up will be removed by College personnel and any belongings will be confiscated by the College and discarded, without prior notice to the faculty member.

Lockers must be emptied no later than the first Friday following the last day of classes of the spring semester. After such date, all locks will be removed and any belongings left will be confiscated by the College and discarded.

The College assumes no risk associated with or liability for personal possessions that are stored in the locker.

**JANITORIAL SERVICES**

The custodial functions are handled by an outside contractor under the oversight of the Director of Operations.

The custodial contractor assumes responsibility for all cleaning, emptying of trash, cleaning and restocking restrooms, and so on. We have a good relationship with our contractor, who in turn is able to offer us the flexibility to meet our requirements.

**MAINTENANCE AND FACILITIES**

The Facilities Department is responsible for the maintenance, safety, housekeeping, groundskeeping, and general setup of special events for the entire campus.

The full-time staff is responsible for all air conditioning, plumbing, electrical, lighting, locksmithing, painting, furniture repair, and overall upkeep in both the administrative and academic buildings on campus. The Facilities Department is also responsible for the maintenance and upkeep of all the grounds and the parking structure. If you need to request service on any part of the campus covered by the Facilities Department, please follow the outlined procedure:

Make your request in writing on a Work Request form and leave it in the Facilities Department mailbox (Purchasing Office). Please be certain to write down the date and the extension or office phone number where you can be reached for additional information. (Additional Work Request forms can be obtained from the Facilities Department.)

Allow adequate lead-time for the job to be completed. Most jobs of a general nature can be completed within two weeks.

Indicate the desired completion date on all Work Requests and rank them if you submit several at a time. If there is some flexibility in the date, please also note that information.

Nonemergency work requests must be submitted in writing by completing the Work Request forms. Verbal requests made to maintenance technicians cannot be honored.

Do not add additional work to the existing work request in progress when the Facilities staff has already scheduled your assignment.

When the work you requested has been completed, please check the work to assure that it has been completed to your satisfaction.

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

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

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

PHOTOGRAPHY CRIB AND LAB

Hours of operation:

- Monday–Thursday: 8:30 a.m.–10:00 p.m.
- Friday: 8:30 a.m.–5:00 p.m.
- Saturday: 9:00 a.m.–5:00 p.m.

General Policies and Procedures

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

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

For students, payment of lab fees are required to obtain access to equipment and facilities with the exception of audiovisual equipment. Note: cameras, tripods, and lights are not considered audiovisual equipment. A current Drivers License or State ID is required to check out equipment.

Access to the darkrooms, studio, and mural room are given to lab users qualified through course work or approved tutorials and workshops. See the technician for details of these prerequisites. The technicians are there to help you. If you are unfamiliar with the operation of a piece of equipment, please ask the technician for advice.

Lab and Crib Hours vary each semester and are posted in the photo area. All photo areas, including the studio lab and work area, close at the same time. Classes have priority for lab space and during the school year, BFA and MFA students have priority during the day; however, Continuing Education (CE) students may also have daytime access with prior approval from the lab technician.

During the summer, CE and Summer of Art students have priority; lab hours are reduced since no regular weekday classes are in session. BFA and MFA students have no access during the summer.

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

For access to the darkroom facility, all students and staff must adhere to the following:

• Demonstrate competence with the equipment or be enrolled in a photography class;
• Provide proof of lab fee payment;
• Leave a Driver’s License or California State Identification Card in the Photo Crib; and
• Read and sign the agreement at the bottom of the TSS information card.

Chemistry is provided for all black-and-white film processing and printing, as well as for the RA color processor. Classes have priority for use of all facilities. Access may be limited during class time. All equipment should be returned clean and dry. Lab user will be billed to repair or replace any damaged equipment.

LIGHTING STUDIO

For access to the studio, the following is required of all students, faculty, and staff:

• Demonstrate competency with the equipment or be enrolled in a studio class;
• Provide proof of payment of lab fees; and
• Leave a driver’s license or California State ID Card in the Photo Crib during lab use.

Studio users must clean up after themselves and return equipment.

FOR OVERNIGHT CHECKOUTS ONLY. EQUIPMENT IS AVAILABLE FOR TWO DAY CHECKOUT ONLY. ALL EQUIPMENT MUST BE RETURNED BY NOON ON THE DAY IT IS DUE.

Workstations are available for reservation at the Photo Crib. Because these areas are under heavy demand by numerous students, it is important to cancel unneeded reservations. Future reservations will not be given to students who book and do not use the space. Black-and-white chemistry is provided; however, it must be set up by the lab user.

SHOP AND LAB FACILITIES

Hours of Operation:

Monday–Thursday  8:30 a.m.–10:00 p.m.
Friday           8:30 a.m.–5:00 p.m.
Saturday        9:00 a.m.– 5:00 p.m.

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

The Otis Shop Facilities house the following:

- A complete metal working, metal machining, and welding shop;
- An outdoor foundry where aluminum and bronze are cast in the ceramic shell, lost wax process;
- A complete wood shop for cutting, machining, and shaping lumber and panel products; and
- The Tool Crib for available checkout from a complete selection of hand and portable power tools.

All lab and shop hours are posted prominently in their respective locations.

**AUDIO/VISUAL LAB HOURS**

- Monday–Thursday 8:00 a.m.–10:00 p.m. (during academic sessions)
- Friday 8:00 a.m.–7:00 p.m.
- Saturday and Sunday 10:00 a.m.–5:00 p.m.

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

**ACADEMIC COMPUTING HOURS**

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

- Open-Access Hours
  - Monday 8:00 a.m.–12:00 a.m.
  - Tuesday 8:00 a.m.–12:00 a.m.
  - Wednesday 8:00 a.m.–12:00 a.m.
  - Thursday 8:00 a.m.–12:00 a.m.
  - Friday 8:00 a.m.–10:30 p.m.
  - Saturday 9:00 a.m.–7:00 p.m.
  - Sunday 9:00 a.m.–7:00 p.m.

During the summer and College breaks, the Computer Center operates with reduced or limited-access hours. Please refer to the posted hours outside the lab doors during these periods.

**ADMINISTRATIVE OFFICES**

All administrative offices are open year round during the following hours:

- Monday–Friday 8:30 a.m.–5:00 p.m.
ADMISSIONS OFFICE HOURS
The Admissions Office is open year round during these hours:

Monday–Friday 8:30 a.m.–5:00 p.m.

In addition, the Admissions Office is open, by appointment only, for Saturday appointments. These may be scheduled by calling the reception desk at (310) 665-6820 during regular office hours.

OTIS GALLERY HOURS
Otis Gallery Hours while school is in session:

Tuesday–Saturday 10:00 a.m.–5:00 p.m.

The Gallery is closed Sundays and Mondays. Admission is free. The Otis Gallery is closed during the summer months and re-opens in September.

LIBRARY HOURS
Library hours are as follows when classes are in session:

Monday–Thursday 7:45 a.m.–10:15 p.m.
Friday 7:40 a.m.–5:30 p.m.
Saturday 10:00 a.m.–3:00 p.m.
Sunday 12:00 p.m.–5:00 p.m.

The Library maintains a large volume of electronic resource available 24 hours a day, seven (7) days a week. Access is through MY O.

During the summer and other College breaks, the Library operates on reduced hours, and is closed in the evenings and on weekends. Check posted hours on the Library door for current information.

PHOTOGRAPHY CRIB AND LAB HOURS

Monday–Thursday 9:00 a.m.–10:00 p.m.
Friday 9:00 a.m.–7:00 p.m.
Saturday 9:00 a.m.–5:00 p.m.
Sunday 12:00–6:00 p.m.

REGISTRARS OFFICE HOURS

Monday–Friday 7:30 a.m.–5:00 p.m.

SHOP AND LAB FACILITIES HOURS

Monday–Thursday 8:30 a.m.–10:00 p.m.
Friday 8:30 a.m.–5:00 p.m.
Saturday 9:00 a.m.–5:00 p.m.