2014 New Faculty Orientation
Today’s Agenda

- Welcome and Overview
- Introduction to Otis College of Art and Design
- Otis’ Mission and History
- Faculty Life: Navigating Academic Affairs—Vice Provost
- The On-Boarding Process: Policies and Procedures
- Your Pay
- Otis Benefits/Programs
- Next Steps/Wrap up
Upon completion of this session, we expect new faculty to:

- Be familiar with Otis’ mission.
- Represent OTIS in a knowledgeable, professional manner to students, internal customers, and “friends” of the College.
- Understand OTIS’ policies and their applicability to various situations.
- Know where to obtain guidance when questions arise.
Overview of Otis College of Art and Design
Otis Leadership Structure

President
Samuel Hoi

Executive Assistant
Linda Johnson

Provost
Kerry Walk

Vice Provost
Randall Lavender

Vice President
Administrative and Financial Services
William Schaeffer

Vice President
Institutional Advancement
Carrie Stewart

Vice President
Human Resources & Development
Dana Lopez
OTIS today...

OTIS is a Visual Arts school with degrees and academic programs:

**Degrees Offered:**
- Architecture/Landscape/Interiors
- Communication Arts
- Digital Media
- Fashion Design
- Fine Arts
- Product Design
- Toy Design

**Academic Programs:**
- Foundation
- Liberal Arts and Sciences
- Artist, Community, and Teaching (A.C.T.)
- Creative Action: An Integrated Learning Program
- Continuing Education

OTIS also offers Graduate Degree programs which include: Fine Arts, Creative Writing, Public Practice and Graphic Design.
The College consist of approximately 223 full time faculty and staff, 512 part-time faculty and staff, and approximately 1200 students.

Otis College of Art and Design main campus is the Elaine and Bram Goldsmith Campus located in Westchester.

We also have four locations:
- Market Center-Fashion Design located in Downtown Los Angeles
- Graduate Studios located in Culver City
- Public Practice Graduate Studios in Santa Monica
- Administrative Offices in El Segundo
Our Mission...
Otis prepares diverse students of art and design to enrich our world through their creativity, their skill, and their vision.
The History of Otis College of Art and Design
Our History

1918: Otis Art Institute is established and classes begin September 1918

1950s: In 1954 the school's academic program is restructured so that BFA and MFA degrees are offered

1970s: In 1978 Otis Art Institute of Los Angeles County merges with Parsons School of Design, a branch of the New School for Social Research in New York

1990s: The merger with Parsons is terminated in 1991. The new school, Otis College of Art and Design, becomes independent and privately funded. In 1997 the school moves to the Elaine and Bram Goldsmith Campus in Westchester. The Toy Design and Digital Media programs are established

Currently: Samuel Hoi is appointed President. The Galef Fine Arts Center is dedicated September 2001
Academic Organization

- President Hoi – Represents the College to external constituencies
- The Provost – Chief Academic Officer, responsible for programs, curricula, faculty, accreditation, & academic staff
- Department Chairs and/or Academic Directors – Responsible for curricular content, department learning goals and objectives, assessment of faculty
- Department Representatives (Manager, Assistant) – assists with departmental business, reports to Chair

- Academic Calendar: available on the Faculty Life-Academic Calendars page of the Otis website
Consult your Department Chair and/or Representative for current:

- Program and Course Learning Goals and Objectives
- Course Description and related information for your course syllabus
- Absence, grading, and other academic policies (as indicated in the Faculty Life-Faculty Handbook)
- Room access, facilities, audio/visual, and related support needs
- Student issues – in coordination with Student Affairs
Student Issues

- Consult your Department Chair and/or Rep., and Student Affairs for help with:
  - Students requesting or having received Accommodations for special needs that may require your attention
  - Student struggles that warrant support beyond the classroom
  - Students who may require physical or emotional support
  - Student behavioral issues, or disruptive conduct
  - Tutoring and/or learning resource support
Otis resides in the four locations discussed earlier.

In the Ahmanson Building:

- Lower Level – Audio/Visual, Print Lab, Letter Press
- 1st floor – Student Affairs
- 2nd floor – Foundation, Registration, Admissions, Provost
- 3rd floor – Liberal Studies, Library, TLC (!)
- 4th floor – Digital Media, Computer Labs
5th floor – Architecture/Landscapes/Interiors, Academic Mentoring
6th floor – Communication Arts, Integrated Learning, Photo Lab
7th floor – Toy Design, Wood Shop (also on ground level)

In the Galef Building:
1st floor – Sculpture/New Genres, Fndt. Form and Space, Lighting Studio, Ben Maltz Gallery
2nd floor – Painting, Junior/Senior Studios, mixed use classrooms

In the North Building:
Product Design
The Otis website includes a Self-Service platform where final course grades are officially recorded.

- Access Self-Service from the Faculty Life page of the Otis website.
- Please follow all guidelines and deadlines as distributed by the Registrar – Grading Instructions are available online.
- Grading policy is articulated in the Faculty Handbook (p. 100); consult your Department for any particular considerations related to your Department or Course.
Travel and Off-Campus Activity

- Otis encourages student travel when properly planned in accordance with [College Travel Policy](#).

- When assigning or conducting travel with students, please read and follow all Travel Policy guidelines.

- Plan ahead and provide students with Assumption of Risk and General Release Agreements for signature; collect and retain all signed Agreements in your department for safekeeping.

- Consult your department administration when planning student travel.
Please follow NASAD and WASC guidelines:

- Each course credit represents approximately 3 hours’ work, either in or out of class.
- A 3-hour studio course with approx. 3 hours’ homework per week typically provides 2 credits.
- Likewise, a 2½-hour LAS class with approx. 3 hours’ homework provides 2 credits.
- 6-hour studios with approx. 3 hours’ homework per week typically provide 3 credits.
As a member of the Otis Faculty, you are part of the Emergency Response Team:

- Please read and refer to the pink Emergency Response Guide—students will look to you for a calm, organized response.
- Call 911 immediately in the event of an emergency (i.e. a student faints or passes out, seizure, etc.).
- Contact the Otis Security desk at (310) 665-6965 (Goldsmith campus), and your Department Office.
- Contact Human Resources at (310) 846-2597 and file an Incident Report within 24 hours.
- Remember, students need your guidance in emergencies.
Faculty are the College’s greatest resource!

Faculty Governance is conducted through Academic Assembly and Faculty Senate (Part-time faculty are welcome to attend; Adjunct and Full-time faculty are voting members).

Lectures, film screenings, visiting artists, student exhibitions, student affairs events, Integrated Learning Fairs, student sales, shops, labs, and extra-curricular activities are all open to faculty members.
Have a Great Semester!

- The Faculty Ombudsman, David Bremer, is available to you! (see handout).
- We hope you will enjoy teaching at Otis.
- Please feel free to contact the Provost’s Office with any questions or concerns.
- Introductions: Student Affairs, Library & Instructional Technology, Academic Computing.
The On-Boarding Process: OTIS Policies
Policies Overview:

I. FERPA
II. Electronic Communication Policy
III. X-Number Information
IV. Harassment Policy
Family Educational Rights and Privacy Act (FERPA)

- The Family Educational Rights and Privacy Act (FERPA) is a Federal law which provides that colleges and universities will maintain the confidentiality of student records.
- The college is prohibited to share student records without written consent of the student or without a business need within the College.
- **ALL** student information must be treated as confidential even public, or directory information.
- If you have any questions concerning which information you may or may not release, please contact the Office of Registration and Records.
Electronic Communication Policy

- All electronic/telephonic communication systems and all stored information that is transmitted, received, or contained in the College’s Information System are the property of the College.

- The College may monitor the use of such equipment and may print-out and read all E-mail entering, leaving, or stored in these systems, as well as access voice mail when required.

- Violations of this policy are subject to disciplinary action, up to and including discharge from employment.
Every Otis Faculty and Staff is assigned an X-number which will be given by their home department.

The College assigns this unique identifier in order to allow you access to the intra-net, post grades, and identify who is an established member of the Otis Community.

It is your responsibility to know this number and keep it confidential.
Otis College of Art and Design is committed to providing an environment that is free of sexual or other harassment.

Harassment is unwelcome physical or verbal conduct of a sexual nature or conduct that denigrates or shows hostility or aversion towards any individual because of his or her:

- National Origin
- Ancestry
- Disability
- Race
- Religion
- Gender Identity
- Gender Expression
- Age
- Medical Condition
- Veteran Status
- Sexual Orientation
- Marital Status
- Creed
- Color
- Genetic Information
- Pregnancy
- Sex
**Types of Sexual Harassment:**

- **Quid Pro Quo** -- When submission to or rejection of unwelcome sexual advances or conduct is used as the basis for employment decisions.

- **Hostile Work Environment** -- Hostile, intimidating or offensive behavior of a sexual nature. There is no direct link to tangible job benefit or loss. It can be male vs. female, female vs. male, female vs. female or male vs. male.
Expressly forbidden are:

- Unwelcome sexual advances
- Requests for sexual favors
- Other verbal or physical conduct of a sexual nature
- Stereotyped or demeaning remarks or gestures
- Display or circulation of offensive written or electronic materials or pictures
If you experience or witness any form of harassment:

- Report the offending incident promptly including relevant details to the Human Resources Department, or to our Title IX Coordinator, Dr. Carol Branch.

- All complaints will be investigated and appropriate action will be taken.

- Otis College of Art and Design prohibits retaliation against employees who have filed complaints in good faith even if there is insufficient evidence to support the claim.
Your Pay
Payroll

Payroll Contacts: Eloa Leme and Connie Lopez at (310) 846-2626 or in person on the 2nd Floor of Ahmanson Building.

Payroll Checks:
- All employees are paid semi-monthly. Pay dates are the 10th and the 25th of each month.
- Manual checks are available for pick-up from the Cashier’s Window on Payday.
- Cashier’s hours are M, T, TH, F from 8:30 am to 4:45 pm and W from 9:00 am to 4:45 pm.
- Manual checks not picked up will be kept at the Cashier’s Window.

Direct Deposit:
- We encourage all employees to elect direct deposit! If you elect direct deposit, it will take into effect within your second check. Direct deposit statements are available at the Cashier’s Window for two payroll cycles.

*All payroll changes (including tax withholding and personal information) must be submitted to Human Resources by 12:00 pm on Payday.
Access and print your earnings statements and W-2 forms at anytime.

Simply register at [https://ipay.adp.com](https://ipay.adp.com) and use password: OTISART-90045

You will be prompted to complete a registration process during which you must enter contact and security information, and create a password. You will then be assigned a system generated User ID.

Any questions or concerns, please contact Eloa Leme at (310) 665-6836.

Quick Reference Guide in your USB.
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<tr>
<td>Dana Lopez</td>
<td>Vice President of Human Resources &amp; Development</td>
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<td>Cathy Ostrom</td>
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<tr>
<td>Pam Sasuga</td>
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<td>Melinda Herbert</td>
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<td>Patricia Vasquez</td>
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Otis Benefits and Programs
Benefits and Programs

403(b) Retirement Plan:
OTIS offers a great retirement plan through Transamerica Retirement Solutions

Employee Assistance Program (EAP):
Aetna provides resources and information on issues that affect work/life balance. It is easy-to-use, confidential, and available 24-hours a day

Carpool Program
Carpool parking is available for employees who carpool to work at the Goldsmith Campus

Credit Unions
Kinecta and University Credit Unions—Full service financial institutions

Great Work Perks
Great discounts on Theme Parks, Services, and Products!
Benefits and Programs

Affordable Care Act
As of 1/1/2014, everyone is required to have medical coverage.

Covered California is our state marketplace.  [https://www.coveredca.com](https://www.coveredca.com) or call (800) 300-1506

It is the only place to see if you are qualified to get a federal tax subsidy.
All faculty and staff are covered by Workers’ Compensation insurance.

Workers’ Compensation Insurance is a state benefit for all employees. You are eligible to use this insurance if you are hurt while working for the College.

This benefit is administered by Chubb Group of Insurance Companies.

For more information on this benefit or to file a claim please contact the Human Resources Department at (310)-846-2597. There is also more information in your new-hire packet.
For Goldsmith Campus

Concentra Medical Center
6033 W. Century Blvd., Ste, 200
Los Angeles, CA 90045
Phone (310) 215-1600

Kaiser Permanente, West Los Angeles
West Los Angeles Medical Center
6041 Cadillac Ave., 1st Floor, Lobby
Los Angeles, CA 90034
Phone: (310) 915-4400

For Fashion Location

Kaiser Permanente, Los Angeles
KOJ Service Center
(Kaiser on the Job)
1526 N. Edgemont St., G 1st Floor
Los Angeles, CA 90027
Phone: (323) 783-6621
Complete an Incident Report if a member of the Otis Community is the victim of injury, illness, theft, or vandalism.

Please be sure to report other types of incidents that endanger the community or otherwise require the attention of the Human Resources Department.

This information is crucial in order to:

- Provide follow-up for the victim
- To document for Otis’ records

Incident Reports are completed online at:

Next Steps

- Complete and turn in all New Faculty Paperwork to the Human Resources Department
- Obtain your X-Number from your Home Department
- Get your picture taken for your Otis ID:

  Photo IDs are taken in the Student Activities Office, Lower Level, Room B02, Monday – Friday from 9:00am - 5:00pm OR by appointment. Please contact them directly at (310) 846-2595 to schedule an appointment if you cannot make that time-frame
Questions and Answers

Thank you for your participation and making time to join us today!