



Otis College of Art and Design

# FACULTY OMBUDSPERSON

The Faculty Ombudsperson is available to talk informally and confidentially with any Otis faculty member—part-time, adjunct, or full-time—about any Otis workplace issue, concern, problem or dispute.

Talking with the Faculty Ombudsperson may be a first step, a middle step, or even a last resort. The Ombudsperson will listen to you, discuss your concerns, and explain policies and options. As a neutral party and without taking sides, the Ombudsperson will help you develop strategies for solving problems and conflicts.

The Faculty Ombudsperson is not a decision maker and does not have the power to establish, change, or set aside College rules or policies. The Ombudsperson does track trends and challenges, and makes recommendations to the College concerning improvements in policies or practices.

## When You Should Contact the Faculty Ombudsperson:

- When you need to talk through a challenging workplace situation
- When you are not sure which policy or procedure applies in your circumstance
- When you feel that you have been treated unfairly by anyone in the College
- When you are not sure whether your concerns are appropriate (just ask)

## What the Faculty Ombudsperson Does:



- *Does:* Listen to you, which may be all you want
- *Does:* Act as a sounding board for your concerns
- *Does:* Explain institutional procedures and policies and how they affect you
- *Does:* Help you develop strategies and resources for solving problems or conflicts
- *Does:* Facilitate conversations when appropriate, freeing you to focus on your concerns

## What the Faculty Ombudsperson Does Not Do:

- *Does Not:* Make decisions for anyone
- *Does Not:* Offer psychological counseling
- *Does Not:* Serve as an advocate for anyone
- *Does Not:* Testify in formal or legal actions or offer legal advice
- *Does Not:* Keep records concerning you or your specific concerns
- *Does Not:* Act as an agent or office of notice to the College

## Meetings With the Faculty Ombudsperson Are:

- *Confidential:* The Faculty Ombudsperson will not identify you or discuss your concerns with anyone without your permission. All communications with the Ombudsperson are privileged and others cannot waive this privilege. The only exceptions are when such disclosure is necessary given an imminent risk of serious harm, or if required by law.
- *Neutral:* The Faculty Ombudsperson advocates not for any individual, but for fairness, equity, and the mission of the College.
- *Informal:* All meetings with the Faculty Ombudsperson are voluntary. They are also separate and apart from the formal processes of the College. The Ombudsperson does not make decisions on behalf of the College. Speaking to the Ombudsperson does not constitute legal notice to the College that a problem exists. The Ombudsperson will not participate as a witness nor agree to be subpoenaed in any formal institutional or legal proceeding. The Ombudsperson does not keep any records.
- *Independent:* The Faculty Ombudsperson is not part of the Administration of the College, nor responsible to any department in his role as Ombudsperson. The Ombudsperson reports solely and directly to the Provost. These reports are statistical in nature. The Ombudsperson subscribes to the Code of Ethics and the Standards of Practice of the International Ombudsman Association. [www.ombudsassociation.org](http://www.ombudsassociation.org)

## Contacting the Faculty Ombudsperson:

The Faculty Ombudsperson is David Bremer. A graduate of the Harvard Divinity School and Wittenberg University, David has worked with Otis College of Art and Design for fifteen years in a variety of both classroom and project situations. He was a founding member of the Otis Academic Assembly and recently directed the Otis FIPSE project for faculty development. In addition to serving as the Faculty Ombudsperson, David is an Associate Professor in the Department of Liberal Arts and Sciences. He can be reached at **310-665-6861**.

The Faculty Ombudsperson will arrange a confidential meeting at a time and place convenient for you. The Ombudsperson believes that it is most effective to meet with you, but will also work with you over the telephone. The Ombudsperson does not work through e-mail, although he can be reached at [ombuds@otis.edu](mailto:ombuds@otis.edu). You are reminded that e-mail is not a secure communication and are discouraged from sending any confidential information through e-mail.