Welcome to Occidental! As new faculty member you may have questions about our expectations of you and the support services available to you. This guidebook is designed to provide that information. Should you have additional questions, you should consult your Department Chairperson, Department Services Coordinator, or your Administrative Assistant. This document is a resource guide only. It is not a legal document, nor does it replace the Faculty Handbook.
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Introduction

The mission of Occidental College is to provide a gifted and diverse group of students with a total educational experience of the highest quality – one that prepares them for leadership in an increasingly complex, interdependent and pluralistic world. The distinctive interdisciplinary and multicultural focus of the College’s academic program seeks to foster both the fulfillment of individual aspirations and a deeply-rooted commitment to the public good.

Occidental College is an independent, coeducational college of liberal arts and sciences. Although founded in 1887 by a group of Presbyterian ministers and laymen, Occidental has had no formal religious association since 1910. It is governed by a self-perpetuating Board of Trustees, is accredited by the Accreditation Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, and holds membership in a number of regional and national organizations related to higher education (e.g., the California Delta Chapter of Phi Beta Kappa was established at Occidental in 1926). The first baccalaureate degree was conferred in 1893.

Occidental College seeks to provide an education of high quality in the best tradition of the liberal arts, emphasizing thorough competence in a chosen field of study together with a broad understanding of our historical and cultural heritage and the relationships among fields of knowledge.

Students and faculty at Occidental are engaged in an intellectual partnership in which student initiative and responsibility are encouraged. To an unusual degree, students may participate in the construction of their own educational programs. Independent study and interdepartmental programs are available and many students participate in a distinctive and highly selective summer research program.

Occidental students represent varied intellectual interests, socioeconomic background, racial and ethnic groups, religious beliefs, nationalities, and social and political convictions. This diversity finds its expression not only in the variety of academic programs and options open to the student, but also through the entire range of student organizations and enterprises, and college cultural events, visiting lecturers, and forums, all of which taken together make up the many facets of life in an invigorating academic community.

The College is committed to a philosophy of total education. Intellectual capability is a dominant component, but is conceived of as one dimension in a process, which includes and stresses personal, ethical, social, and political growth toward maturation as well. The high percentage of students in residence at the College works toward the achievement of this objective.
**Oxy Administration**

Jonathan Veitch  
President of the College

Jorge González  
Vice President for Academic Affairs and Dean of the College

Vince Cuseo  
Vice President for Admission and Financial Aid

Amos Himmelstein  
Vice President for Planning and Finance

Shelby Radeliffe  
Vice President for Institutional Advancement

Barbara Avery  
Vice President for Student Affairs and Dean of Students

Amy Lyford (Art History & Visual Arts)  
Associate Dean of the College, Academic Affairs

John Swift (English)  
Associate Dean of the College and Director of Core

Scott Bogue (Geology)  
Associate Dean of the College, Research

James Uhrich  
Associate Vice President, Information Technology

Jaime Hoffman  
Associate Vice President and Director of Athletics

Amy Andrews Muñoz  
Associate Vice President, Hospitality Services

Mitchell Spearman  
Associate Vice President, Development

Tyler Reich  
Assistant Vice President, Alumni and Parent Engagement
# Department Chairpersons 2015-2016

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**Academic Information and Responsibilities**

*Academic information available on myOxy*

The following information is available on the myOxy web portal, [http://my.oxy.edu](http://my.oxy.edu)

- **Course Counts** – Course Counts provides detailed and up-to-date information about all of the courses offered each semester: room, time, enrollments, waitlists, etc.

- **Class Lists** – The online class lists are the best source for roster information as it reflects up-to-date changes as they are made by the student or the Registrar’s Office. If students attending your class do not appear on this list they are not officially registered for the class and need to be sent to the Registrar’s Office. You can download this class list and also download (at one time) all of the students’ email addresses.

- **Wait Lists** – The online wait lists show the students on your waitlist in the order in which they signed up. To add any of these students to the class, you may complete a registration override (see below). It is up to the discretion of the faculty member to enroll these students in any way s/he deems most appropriate: according to major/minor, according to class level, or according to the number on the wait list.

- **Academic Calendar** – The academic calendar has all the important dates you will need to plan your semester: Add deadlines, drop deadlines, final exam dates, grade submission deadlines, etc.

- **Registration Override** – If a student does not meet the pre- or co-requisite, or if your course is already fully enrolled, but you want to grant special permission for a student to enroll in your course, you may do so through Registration Override.

- **SEAN notice** – You should submit a SEAN (Student Early Alert Notice) when a student is performing poorly in class and/or when you sense that a student is having personal difficulties (see the Students who are struggling section below).

- **Grade Submission** – Near the end of every semester, you will receive and email from the Registrar with instructions on how to submit grades through this link on myOxy. You will also receive your pin that is necessary for grade submission, so keep an eye out for that email!

- **Grade Audit** – You may check the grades you submitted to the Registrar’s Office here. Grades for recently ended semesters do not appear until all grades (across campus) have been submitted and recorded. If you think there are any errors or problems, contact the Registrar’s Office.

- **Major and Minor Lists** – Searchable directory of majors and minors.

- **Degree Evaluation** – This program tracks students’ progress toward graduation, showing both Core and major requirements met and not met.

- **Campus & Student Directories** – The student directory is an up-to-date listing of student addresses, emails and phone numbers. The campus directory provides email address and phone number for Oxy faculty, staff, administrators, and campus offices.

- **Faculty Handbook** – Your rights and responsibilities as a faculty member at Oxy.
The syllabus

• You must prepare a carefully designed syllabus for each course you teach and you must make it available to students on the first day of classes. In addition to—or in place of—disseminating hard copies, you may wish to post your syllabus on Moodle for students’ easy access.

• A syllabus represents a professor's contract with the students. It should be your signature document as a professional educator and should clearly communicate important information about the course to your students. It should not be substantially changed after it is distributed and discussed with the students at the first class meeting.

• If your course fulfills a requirement in the Core curriculum, make sure your course content gives adequate attention to that area. Direct questions about Core Requirements to the Core Director, John Swift at swiftj@oxy.edu, x2804.

• Faculty members are encouraged to discuss their course design and syllabi with departmental colleagues, especially your Chairperson. As you are designing your courses, you might also consult the resources available on the Center for Teaching Excellence Moodle site: https://moodle.oxy.edu/course/view.php?id=9480. Finally, you might consult Judith Grunert’s short book, The Course Syllabus: A Learning-Centered Approach.

• What to include in your syllabus (*items marked with an asterisk are explained in greater detail elsewhere in this guidebook):
  - your name, office location, office hours*, telephone number and email address
  - course title, number, and (if relevant) section number
  - department
  - semester and year
  - course description, course goals, and student learning outcomes
  - required materials and text(s)
  - course requirements
  - detailed course schedule
  - assignments and due dates
  - cheating/plagiarism/Academic Dishonesty Policy*
  - policy on late/missed exams and assignments
  - policy on class attendance*
  - method for computing the course grade*
  - add/drop date*
  - information on disabilities and learning accommodations*

• Examples of many of the components below can be found on the Center for Teaching Excellence Moodle site: https://moodle.oxy.edu/course/view.php?id=9480

Class meeting and examination information

• Class times and locations are posted on Course Counts on myOxy under the Acad Info & Advising tab.

• You may NOT change your class meeting times without explicit permission of the Chairperson, Associate Dean, and Registrar.
• You are expected to meet for the entire time, and for every session, the class is scheduled.
• If you must miss a class due to an illness or if an emergency prevents you from attending class, notify your Department Services Coordinator/Administrative Assistant and your Chairperson so that your class can be notified.
• Section VI of the Faculty Handbook addresses issues related to examinations. Please note especially that:
  − Quizzes and examinations should NOT be given outside of regularly scheduled class time (unless they are administered online, e.g., via Moodle).
  − Your final examination is scheduled by the Registrar (it can be found on the Registrar’s webpage: http://www.oxy.edu/registrars-office). Final examination times **may NOT be changed** and **may NOT be administered prior to the designated final exam period.**
  − Students requiring special accommodations (e.g., distraction-free room, extra time on examinations) must provide you with documentation from the Dean of Students’ office. (See Students requiring learning accommodations below)
  − If you cannot be present, ask a faculty colleague to administer your exam. Neither students nor Administrative Assts. may proctor exams.
  − If cheating or plagiarism occurs, the faculty member must contact the Judicial Examiners, who are: Dennis Eggleston (dleggles@oxy.edu; x2811) and Arthur Saint-Aubin (aflansa@oxy.edu; x2834). **Do NOT handle these cases on your own.** (For more information, see the Academic Dishonesty section below).

**Office hours**

• Faculty members are required to hold office hours for at least **three hours** per week.
• Schedule office hours with the students’ schedules in mind. For instance, vary the day/time of your office hours so that they are not all offered at one time (making it impossible for a student with a class conflict to meet with you).
• Include your office hours on your syllabus and post them on your office door, department website or bulletin board, and/or in your email signature.
• If you need to cancel your office hours, email your students, post a notice on your door, and/or notify your Department Services Coordinator/Administrative Assistant so that s/he may post a notice on your office door. It is best to offer alternative office hours later that week or the following week.

**Course reserves; Moodle; Ordering textbooks and course readers**

• Materials of various types may be placed on course reserve in the library—either in physical or electronic formats. **Please allow 2-3 days for materials to be processed** before they are ready for use. More information and instructions on course reserve can be found here: http://www.oxy.edu/library/services#course-reserves For assistance, contact Hoda Abdelghani, Circulation and Reserve Manager, at x2814 or at habdelghani@oxy.edu
• You may organize course materials (syllabi, readings, assignments, etc.) on Oxy’s course management system, Moodle (https://moodle.oxy.edu/). A course shell is created in Moodle for all courses and automatically populated with students enrolled in the course.
  o Moodle has the ability to have class discussions, to give quizzes, and it has a gradebook that enables faculty and students to keep track of their grades at all times. For explanations of these features and for instructions on designing your Moodle site, go to: http://cdlrsandbox.org/wordpress/knowledgebase/moodle/.
  o For individualized assistance, email Darren Hall (halld@oxy.edu) or send an email with your problem/request to helpdesk@oxy.edu.
• Yoly Perez from the Bookstore will alert you by email to complete your textbook orders and course materials for the next semester. In the email, she will attach the textbook order form you are to use and note the due date for your order. If you are late in submitting your requests, the Bookstore cannot guarantee the timely arrival of your texts. Direct questions to Yoly Perez: yperez@oxy.edu
• If you plan on constructing a Course Reader, please contact the Bookstore to fill out the Academic Permission Service form and to provide a master copy of your reader. The Bookstore will clear the copyrights, print and bind your course reader. Course Readers must be sold through the Bookstore. Direct questions to Yoly Perez: yperez@oxy.edu

Adding and dropping courses; auditing courses; CR/NC grading
• Only students who appear on your class list (available on myOxy under the Acad Info & Advising tab, Course Info – Class lists) are enrolled. Please be sure to review the list and inform students who are attending but not enrolled that they must complete their registration. Ultimately, it is the students’ responsibility to confirm their own registration.
• The deadlines for adding courses can be found on the Academic Calendar on myOxy. Note that the dates are different for four-, two-, and one-credit courses.
• The deadlines for dropping courses (without a recorded grade) and for withdrawing from a course (with a “W” recorded on the transcript) can be found on the Academic Calendar on myOxy. If a student has not attended the first two hours of class time, the instructor may drop the student from the course by notifying the Registrar.
• With the exception of required courses (including foreign language, Core, and major and minor requirements) and with the consent of the instructor, a student may take a course on a Credit/No Credit basis. To do so, an application describing the work that will be assessed for the C/NC grade must be filed with the Registrar by the deadline. (The application can be found on myOxy or on the Registrar’s webpage, under the Forms link.) Once the application is accepted by the Registrar’s office, the decision may not be changed.
• For Incompletes, see the Incompletes section below.
• Full-time students may register to audit one course a semester. Students must complete a form (available on the Registrar’s webpage, under the Forms link) by the end of the first week of classes. No auditors unaffiliated with the college may attend without prior approval from the Dean of the College and the instructor.
• Students can find Add/Drop forms, Credit/No Credit applications, Withdrawal forms, and Audit forms on the Registrar’s webpage (under the Forms link).
Student enrollment & attendance

- Your class list can be found on myOxy (under the Acad Info & Advising tab). Students add and drop classes during the first few weeks, so check your Class List for up-to-date information.

- Once the student officially registers for the class s/he will appear on your class list. If a student is unsure if s/he is registered for your course or if there is a problem with their registration (e.g., they are not showing up on your class list), instruct the student to contact the Registrar’s Office.

- Policies re: student class attendance are at the discretion of the instructor. Check with your departmental colleagues for suggestions and rationale for attendance policies within your department. Whatever you decide, clearly state your policy in your syllabus and announce your policy on the first day of class.

- During the first week of the semester, some flexibility is needed to get all of our students fully enrolled. However, once the add period is over, please do not allow students to remain in your class if they are not on your official class roster.

- Students participating in athletics or performing arts will sometimes request to miss class when it conflicts with their games/performances or travel schedules to/from games/performances. Within the first week of classes, students are expected to provide you with a schedule of their off-campus activities. It is up to individual faculty members to determine whether reasonable accommodations can be made to make up for missed quizzes, exams, or assignments. If the student’s participation in athletics or performing arts conflicts too much with the course, the student should be advised to either find another course that fits better with his/her schedule or to drop his/her co-curricular activity. You may direct questions about specific teams or student-athletes to Athletic Director Jaime Hoffman at x2699 or jhoffman@oxy.edu

Incompletes

- If a student incurs a significant illness or encounters some other extraordinary circumstance beyond their control, they may petition to take an Incomplete and finish their coursework after the official end of the semester. To do so, they must do all of the following before the last day of the semester:
  - contact the Dean of Students Office
  - procure the permission of the Instructor
  - complete and submit a petition for special consideration form, available on the Registrar’s webpage (http://www.oxy.edu/registrars-office), under the Forms link

- Instructors who give Incompletes must be available to grade work submitted after the end of the semester, even if they are no longer employed by the College.

- Instructors may require that work be completed at any time during the calendar year following the granting of the Incomplete. No Incomplete may remain on a student’s record for more than a year.
• To submit a grade once the coursework is complete, the instructor should contact the Registrar’s office (registrar@oxy.edu). If a grade is not submitted by the deadline, the Incomplete will convert to an “F.”

**Students requiring academic accommodations—learning differences, medical, and psychological disabilities**

The Disability Services Office (within the Dean of Students Office), run by Luci Masredjian, x2801, and the Center of Academic Excellence work with students with documented disabilities who qualify for accommodations. Students need to provide documentation to the Dean of Students Office in order to receive accommodations. Unless accommodations are temporary, the letter is valid for an entire academic year. Students are required to provide their faculty with a copy of their official accommodation letter from the Dean of Students Office.

- It is important for faculty to **comply with the explicit instructions for accommodations** received from the Dean of Students. Faculty should **not offer additional accommodations**.
- If you have any questions about the services provided by the Disability Services Office, if you would like advice on how to work with a particular student, or if you believe an accommodation compromises essential academic requirements, please contact the Disabilities Services Coordinator, Luci Masredjian at x2801 or at masredjian@oxy.edu.
- Accommodations vary widely. In some cases, students will be allowed additional time or distraction-free rooms for exams. In these cases, students will work with Jerilynn Powers (powers@oxy.edu) in the Center for Academic Excellence to make these arrangements. Students are responsible for signing up with the CAE online (at http://oxy.myweonline.com) at least one week in advance of the exam. One week prior to the exam, both faculty and students will receive confirmation emails with instructions on how to drop-off or email the exam.
- You should review the policy at http://www.oxy.edu/disability-services, your rights and responsibilities at http://www.oxy.edu/disability-services/rights-responsibilities, and include in your syllabus one of the suggested statements from this site (or one of the statements available on the CTE Moodle site).

**Students who are struggling academically and personally**

- **Student Early Alert Notice (SEAN)** – This system, available on myOxy under the Acad Info & Advising tab, is used to alert students, advisors and professional staff of a potential problem with a student in your class.
  - You may use the SEAN system to note an **Academic Concern** (e.g., lack of participation, late/missing assignments, low exam/quiz scores, poor class performance), to signal a low mid-semester grade, and to make a formal recommendation for the student’s response (e.g., come to office hours to make a plan for the rest of the semester, etc.). **Students will see the academic concern notice and your suggestions for improvement; a copy will be sent also to their academic advisor. Students will be asked to submit a reply and to follow up on your suggestions.**
  - For behavioral, emotional, or temperament issues you should use the **Personal Concern** portion of SEAN to make professional staff (and the Student Success
Team) aware of students who appear distressed, who exhibit sudden changes in behavior, who are sad, angry or withdrawn, or who are disruptive. It is helpful for you to share this information in a Personal Concern SEAN as soon as the behaviors surface because they may be indicative of more serious problems. The student will not know that you have submitted the SEAN, but the Dean of Students office will follow-up on these concerns. For questions regarding the Personal Concern portion of SEAN, please call the Dean of Students’ Office at x2661.

– SEAN reports may be submitted at any time.

• If a student exhibits aggressive/violent behavior or appears to be in immediate danger, contact Campus Safety at x2599.

• If a student exhibits highly distressed behavior and does not appear able to care for him or herself, contact the Dean of Students Office (x2661) or Emmons Wellness Center (x2657) between 8 a.m. and 5 p.m. After that time, contact the Student Affairs Dean on Duty at (323) 376-9558.

• If a student exhibits mildly concerning behaviors, speak to the student about your concerns and/or submit a SEAN. You might recommend that they seek out support from a counselor at Emmons Wellness Center.

• Emmons Wellness Center offers free counseling services to all students enrolled at Occidental. Students may make an appointment with a counselor by calling x2657 or emailing emmons@oxy.edu. Students experiencing an urgent need to see a counselor can walk in to Emmons without an appointment, and will be accommodated. Students who require after-hours support can call the confidential 24/7 hotline at (323) 341-4141.

**Academic dishonesty—cheating & plagiarism**

• Occidental College operates on the assumption that students and faculty accept and respect the principle of intellectual honesty. Academic misconduct is taken very seriously so you should encourage student to familiarize themselves with the college definitions of plagiarism and cheating here: [http://www.oxy.edu/student-handbook/academic-ethics/academic-ethics](http://www.oxy.edu/student-handbook/academic-ethics/academic-ethics). They should also familiarize themselves with the process by which academic misconduct is investigated and adjudicated here: [http://www.oxy.edu/student-handbook/academic-ethics/academic-misconduct](http://www.oxy.edu/student-handbook/academic-ethics/academic-misconduct).

• You should include a statement about academic dishonesty in your syllabus, preferably with links to the above definitions and protocols. For sample statements, see the Center for Teaching Excellence Moodle site: [https://moodle.oxy.edu/course/view.php?id=9480](https://moodle.oxy.edu/course/view.php?id=9480).

• If you encounter an instance in which you suspect plagiarism or cheating, it is very important for you to make a formal report to the Judicial Examiners, who are: Dennis Eggleston (dleggles@oxy.edu; x2811) and Arthur Saint-Aubin (aflansa@oxy.edu; x2834). **Do NOT handle these cases on your own.**

• A student found responsible for academic dishonesty on any significant assignment—i.e., an assignment that constitutes 15% or more of the course grade—will be given a letter grade of F for the entire course. A student found responsible for academic dishonesty on an assignment constituting less than 15% of the course grade will receive no credit or an F on the assignment.
Classrooms and classroom equipment

- A few months before the start of the semester, the Registrar’s Office will email the faculty to solicit special requests for classrooms. Reply to this email to note your particular needs re: technology set up, classroom configuration, black/whiteboard, etc.
- A few weeks before the start of the semester, your assigned classroom will show up on Course Counts, which you can access on myOxy (under the Acad Info & Advising tab). You may not change classrooms without clearing it with the Registrar’s Office.
- It is the responsibility of each faculty member to learn to use the technology properly. Contact Media Services at mediaservices@oxy.edu or x2854 if you would like training.
- If you are assigned a room that does not have the technology you need, follow the instructions below to request equipment from Media Services.
  - Information about equipment that is available for request or already installed in classrooms, as well as contact information for the Media Services staff, may be found on the media services website at http://www.oxy.edu/its/services/media-services.
  - Faculty and staff can request media equipment to be set up for classes and other academic events on campus using “Academic Support Request Form” linked on the Media Services website. For media requests for events other than your regular class meetings, you must first create an event with the Master Calendar before any media equipment can be reserved. You can do so here: http://www.oxy.edu/master-calendar.
  - At least two working days’ notice is required for requesting classroom equipment.
  - All requests are scheduled on a first-come, first-served basis.
  - All requests depend on the availability of equipment and staff.
  - All requests for evening (after 8pm), weekend, or non-academic event setups will be handled by checkout equipment which is also available on a first-come, first-served basis.
- If you encounter troubles with classroom technology while you are teaching, contact Media Services at x2854
- For other problems with your classroom, contact your Department Services Coordinator or Administrative Assistant or submit a work requests to workorder@oxy.edu.
- Media Services, in conjunction with the Library, also offers a range of equipment, including projectors, laptops, video cameras, still cameras, and sound systems, that can be used for other events. Submit equipment reservation using the Library Equipment Checkout form here: https://apps.oxy.edu/lib/request/ Then pick up the equipment at the Checkout Desk in the Academic Commons. Upon request, training on equipment set-up is also available from Media Services staff.

Accessing Academic Software in the Computer Classrooms & Labs

- A variety of Academic software including statistical packages is available in computer labs in the Academic Commons and Fowler Hall
- Log in with your Oxy credentials
- A windows desktop will appear; choose Start, All Programs, and then look for the applications folder for your discipline
**Requesting installation of lab software or add-ons on the lab or classroom computers**
- Make requests through helpdesk@oxy.edu
- We do our best to get through these requests quickly. It could take up to 2 weeks to sort out any licensing and/or funding issues, and is also dependent on the complexity of the installation & testing processes. Please note that if the application needs to be purchased, that will have to be approved through your department chair or the dean's office.

**Office supplies and copying**
- Office supplies can be ordered through your Department Services Coordinator or Administrative Assistant. Routine items are ordered through Staples and will be delivered within a few days. For unique supplies or particular needs, see your dept. Chairperson about the process for purchase and reimbursement. Original receipts are always required.
- See your department's Department Services Coordinator or Administrative Assistant for instructions on use and location of the copy machine used by your department and for photocopying procedures.
- The Campus Copy Center can also be used. Consult with your Department Services Coordinator or Administrative Assistant about their prices and procedures. They can be reached at x2585 or copycenter@oxy.edu. Photocopies are covered by your departmental budget. When incurring department charges at the Campus Copy Center, do so in consultation with your Dept. Chairperson.
- Make yourself aware of copyright laws and regulations. **New court cases hold the individual as well as the College liable.**
- Posting class materials to Moodle or on Course Reserves eliminates the need for making multiple copies. See above sections on Course reserves, Moodle, and Course Readers for more information.

**Grading policy, grade changes & appeal policy**
- In your syllabus, provide a clear statement of how each student’s final grade will be calculated, including a list of course requirements and assignments with the percentage that each will count toward the final grade. You should also state your grading standards (e.g., students need to know how the quality of participation is evaluated, whether and how group projects and papers result in the same/different grade for everyone in the group, etc.). (With clearly stated policies, your Chairperson will be able to verify that the grade assigned was calculated correctly in the event of a grade appeal.) Do not change your grading policies and standards under pressure from students.
- The Oxy grading scale allows + and – grades, but there are no A+ or D- grades.
- Talk with your department Chairperson concerning typical college and departmental grading standards, methods, and scales. You may find sample blurbs on grading policies and standards the CTE Moodle site. Finally, when you receive your student evaluations back, you will also receive a calculation of where your grades fall within department, division, and college averages, which will also help you calibrate your grades to college standards.
• Whatever form of assessment you use, you should aim to measure student learning according to the learning objectives outlined in your syllabus. Moreover, the design of assignments and examinations must allow you to carefully differentiate various levels of performance. (If every student in your course receives the same grade, it may indicate that you have pitched the course incorrectly or that your assessment instruments are insufficient.) Finally, grading must be consistent across multiple sections of the same course.

• Graded work should be returned to students as quickly as possible. As a general guideline, you should aim to return student work with feedback within one week, but absolutely no later than when the subsequent assignment is due.

• Faculty members are required to retain student work (examinations, papers, etc.) for one year. If you will be leaving the college, or when you are on sabbatical, please give your student examinations, assignments and papers, grade books, and other pertinent student material to your department Chairperson.

• You must submit grades using the secure web server (on myOxy). Approximately two weeks prior to the end of the semester, the Registrar will email instructions for grade submission and to notify you of grade submission deadlines.

• Once submitted to the Registrar, grades may be changed ONLY in the event of a clerical error by the instructor. Under these circumstances, you should obtain a Correction of Grade form, complete it, provide a copy of your grade sheet together with an explanation of the error and the correct calculation of the grade in question and submit it to the Registrar’s Office. (Students may not submit additional work to improve grades after course grades have been submitted.)

• Students may dispute a final course grade. (Grades on individual assignments, exams or projects during the semester may not be appealed.) The student must submit their appeal by the end of the fourth week of the following semester; no grade may be appealed after this time. Regarding appeals:
  − The presumption at Occidental College is that the instructor alone is qualified to evaluate the academic work of students in his or her courses and to assign grades to that work. Consequently, grades are not normally subject to appeal. However, when a student believes that a particular grade was assigned unfairly or in error, students may appeal the assigned grade as follows:
    − The first step in the appeal is for the student to discuss her/his concerns with the instructor.
    − If discussion between the faculty member and the student does not resolve the matter, the student should meet with the Department/Program Chairperson, providing the chair with a written explanation of his/her concern. The chair will attempt to solve the problem. If the instructor is also the chair, the student should meet with the Associate Dean assigned to their division (Prof. Bogue for the Science and Math; Prof. Swift for the Social Sciences; or Prof. Lyford for the Arts and Humanities).
    − If the department/program Chairperson is unable to resolve the situation successfully, the student may present the appeal to the Associate Dean assigned to their division (Prof. Bogue for the Science and Math; Prof. Swift for the Social Sciences; or Prof. Lyford for the Arts and Humanities). The Associate Dean will bring the matter to the Student Progress Committee who will review the appeal and make a recommendation to the Associate Dean. The Associate Dean, who may confer with both the student and the instructor, shall review the appeal and the recommendation by the Student
Progress Committee. The Associate Dean shall determine the final resolution. No further appeals are possible after the Associate Dean has issued a decision.

- Students’ grades must remain confidential.
  - It is a violation of student confidentiality to post grades outside your office, even using student ID numbers with names removed. Please do not place graded work in any public place unless it is sealed to insure student confidentiality.
  - Please store student grades only on Oxy computers and servers to keep them confidential. Do not places student grades in places like Dropbox or Google Drive.
  - You may not speak with students’ parents or guardians about their academic performance unless the student has signed a FERPA release form. You may contact the Registrar’s Office (registrar@oxy.edu) to see if one is on file.

- Department Chairpersons will review grade distribution as a part of the annual review process.

Student course evaluations, peer teaching evaluations, and pedagogical support

- Students complete online course evaluations for each class at the end of each semester.
- Online evaluations will be emailed to students near the end of the semester. They will also be able to access their evaluation invitations through the course Moodle site.
  - You should dedicate 20-30 minutes of in-class time for students to complete the online course evaluations using their mobile phone, tablet, and/or laptops.
  - Faculty may not interfere with the evaluation process by coaching students on how their course evaluations impact tenure, promotion, or salary adjustments.
  - Faculty may not limit the students' time or freedom of expression or influence their responses based on simultaneous return of high or low test scores, other grades, or social activities.
  - It is strongly recommended that various forms of student feedback about each course be given during the semester and that faculty use the feedback to aid in improving the learning outcomes for students. Faculty members are encouraged to develop feedback processes that are meaningful to them.

- After grades have been submitted, the reports, along with a quantitative and qualitative summary, will be reviewed by an Associate Dean and your Department Chairperson. You will also have access to these reports in Evaluation Kit.

- Every faculty member should consider inviting their Chairperson and/or a seasoned faculty member to visit their class to offer feedback on teaching strengths and weaknesses. Tenure-track faculty members are expected to have at least one peer-teaching evaluation in their first year and at least one more before their pre-tenure review. See the Faculty Handbook for additional information on peer teaching evaluations.

- The Center for Teaching Excellence is a resource available to all faculty members. The Center sponsors a range of programs to help instructors of all levels improve and innovate. Consult the CTE website at: http://www.oxy.edu/center-teaching-excellence. And look out for emails from the Director of the CTE, Prof. Kristi Upson-Saia (upsonsaia@oxy.edu), about CTE events.
Field trips

- Provide your Chairperson and Campus Safety with an itinerary, a complete roster of participants, and contact information while on the trip.
- There are staff and resources available to help you with planning, though you need to allow adequate time for this staff support and for processing van requests. You may contact the Center for Community Based Learning at castillo@oxy.edu. To reserve an Oxy van, follow the instructions found on the Facilities website: [http://www.oxy.edu/facilities-management/vehicle-rental-program](http://www.oxy.edu/facilities-management/vehicle-rental-program). Please note:
  - Only authorized drivers can drive campus vehicles. For instructions on how to apply to become an authorized drive, see the Facilities website: [http://www.oxy.edu/facilities-management/authorized-driver-procedures](http://www.oxy.edu/facilities-management/authorized-driver-procedures)
  - Personal vehicles require a separate release form but still require authorized drivers. Whether driving an Oxy van or a personal vehicle, passenger manifests and waivers (available at Facilities and Campus Safety) must be signed.
- As you plan, consult Master Calendar to avoid conflicts with major campus events. You should also make an effort to minimize conflicts with students’ other classes and ensure that students are not penalized for missing work in other classes.

Independent studies

- Independent studies are appropriate when a student’s academic interest is not satisfied in any formal course offering. That said, it is up to each faculty member to decide whether or not they want to teach an independent study. There is no additional compensation for independent studies.
- The student and faculty member need to fill out the Independent Study Contract on the Registrar’s website ([http://www.oxy.edu/registrars-office](http://www.oxy.edu/registrars-office)), under the Forms link, which will be reviewed and accepted or declined by the Registrar’s Office.
- NTT faculty may direct Independent Studies by invitation and approval of the Dean of the College.

Academic advising

- Beginning in their second year, all full-time tenure-track faculty will be assigned a group of undergraduate students to advise. This is a required faculty responsibility and is included in the annual evaluation process. (Some full-time, non-tenure-track faculty will also be asked to advise students.)
- All advisors need to understand the entire curriculum of the College, especially the Core requirements and the various requirements for graduation. Requirements and policies are laid out in the online College Catalog ([http://www.oxy.edu/academics/course-catalog](http://www.oxy.edu/academics/course-catalog)). The Registrar’s office holds occasional advising trainings to help you understand the curriculum and your duties.
- Faculty advisors must meet formally with their advisees three times each year: immediately before the beginning of the Fall Semester (for entering first-year advisees only); in the week before fall pre-registration for spring classes; and in the week before spring pre-registration for fall classes. Advisors should encourage advising appointments
at other times during the academic year to discuss students’ specific academic and co-
curricular plans and problems. Academic advisors should also be available to discuss and
approve all student petitions involving academic policies.

- Faculty who will be on leave should arrange with their department chairs to have their
  advisees temporarily transferred to other department members and notified of these
  changes.

- Faculty members have web access to the records of their advisees on myOxy under the
  Acad Info & Advising tab. Here you will be able to see a list of courses taken by the
  student, their current schedule, and the Core requirements already met and left to meet.
  You also have access to your advisees’ Degree Evaluation so you can track your
  students’ progress toward completing major and core requirements. You should pull up
  this information during your advising meetings with students.

- While advising may focus mostly on ensuring that students have selected appropriate
  courses (and back-up courses) during pre-registration and that they are keeping pace
  fulfilling their Core and/or major requirements and making normal progress toward the
  degree, you should also work with students to plan out a holistic undergraduate program.
  You should talk about their interests and career prospects and direct them to appropriate
  departments, courses, or faculty; you should help them tailor their summer plans to best
  cohere with their interests and career prospects; you should discuss the possibility of
  study abroad and direct them to discuss this further with International Programs Office
  staff; you should discuss the possibility of internships and direct them to discuss this
  further with Career Development Center staff; and you should discuss the possibility of
  participating in the Undergraduate Research program and direct them to discuss this
  further with the Undergraduate Research Center.

- You should also be prepared to deal with issues of transition, extended illness, poor
  performance, and other personal issues. Some students use their advisor more
  extensively than others. Be prepared and share relevant information with your advisees
  about resources available to them, including Emmons Wellness Center and the Dean of
  Students Office.

- During the early registration period, you will need to offer additional office hours to
  accommodate your advisees and the students in your courses. A sign-up sheet for
  appointments is recommended during the busy period (we recommend using a Google.doc).

- Prior to pre-registration, you will receive your advisees’ registration PINs from the
  Registrar’s office. Students can only register once they have met with you and received
  their PIN from you. Do not give them their PIN unless you have met with them.

- If students are having problems with registration that you cannot help with, direct
  students to the Registrar’s Office.

- We recommend that you attempt to stay in touch with former students, who can be
  invaluable contacts when advising current students: they can help current students get
  internships or interviews in their field, advise them about graduate school applications
  and life, etc.
**Academic calendar & planning events**

- Holidays and dates might interfere with or change the way you design your course, so we recommend that you consult the academic calendar before you finalize your syllabi. (The academic calendar can be found on myOxy, under the Acad Info & Advising tab.)

- The following are especially important dates:
  - Faculty meeting – August 24, 9:00am
  - Convocation – August 26
  - First day of Fall classes – August 26 (classes start at 11:45am)
  - Labor Day (no classes) – September 7
  - Faculty meeting – September 17, 11:30-1:00
  - Fall Break (no classes) – October 12-13
  - Faculty meeting – October 22, 11:30-1:00
  - Advising week – November 2-6
  - Registration week – November 9-13
  - Faculty meeting – November 12, 11:30-1:00
  - Thanksgiving Break (no classes) – November 25-27
  - Faculty meeting – December 1, 11:30-1:00
  - Last day of Fall classes – December 2
  - Finals period – December 7-12
  - Fall grades due – December 14
  - Faculty meeting – January 26, 11:30-1:00
  - First day of Spring classes – January 19 (classes start at 11:45am)
  - Presidents Day (no classes) – February 15
  - Faculty meeting – February 23, 11:30-1:00
  - Spring Break (no classes) – March 7-11
  - Faculty meeting – March 24, 11:30-1:00
  - Advising week – March 21-25
  - Registration week – March 28-April 1
  - Faculty meeting – April 7, 11:30-1:00
  - Last day of Spring classes – April 28
  - Finals period – May 2-7
  - Faculty meeting – May 10, 9:00am
  - Senior grades due – May 10
  - Commencement – May 15
  - Non-Senior grades due – May 16

- A schedule of special events on Campus can be found on Master Calendar, which is accessible at: [http://www.oxy.edu/master-calendar](http://www.oxy.edu/master-calendar)

- For instructions on event planning, go to: [http://www.oxy.edu/event-planning-resources](http://www.oxy.edu/event-planning-resources)

- To plan an event:
  - When setting the date of your event, consult Master Calendar to avoid conflicts with major campus events.
  - To reserve a room for an event and add it to Master Calendar, find instructions at: [http://www.oxy.edu/master-calendar](http://www.oxy.edu/master-calendar) (or click on the Master Calendar link on myOxy, under the Employee Services tab).
To place a catering order, to have the room set-up in a particular arrangement, to order additional tables, chairs, linens, etc., go to the “Request Event Services” link on myOxy, under the Employee Services tab.

To publicize your event beyond the campus community, contact Marty Sharkey, the Associate Vice President for Marketing and Communications (msharkey@oxy.edu), and/or Joy Hepp, Social Media Manager (hepp@oxy.edu).

**Faculty Support Services**

**Faculty Council**

- The Faculty Council, made up of six faculty members who are elected by the faculty, are our faculty representatives. The Faculty Council deliberates on matters of general concern and interest to the faculty and serves as an advisory, consultative and supervisory group to faculty committees. It conducts elections to the Advisory Council, Faculty Council, and the Academic Planning Committee. The current Faculty Council President is Anthony Chase: achase@oxy.edu

**Associate Deans**

- Associate Deans are each assigned to represent one Division. If you encounter an issue that cannot be resolved with your Department Chair, you should contact your Associate Dean:
  - Scott Bogue (Sciences) – bogue@oxy.edu
  - John Swift (Social Sciences) – swiftj@oxy.edu
  - Amy Lyford (Arts & Humanities) – alyford@oxy.edu

**Center for Teaching Excellence (CTE)**

- The Center for Teaching Excellence provides support for faculty’s pedagogical development by providing a range of programs. The Director of the CTE, Prof. Kristi Upson-Saia (upsonsaia@oxy.edu, x2855) will send emails throughout the semester to notify you of CTE programs and to solicit RSVPs. [http://www.oxy.edu/center-teaching-excellence](http://www.oxy.edu/center-teaching-excellence)

**Library Services**

- You can borrow materials from the collection using your ID card. To access online resources from off-campus, sign in using your Oxy username and password when prompted.
- OASys is the search engine for our collection: [http://occi.iii.com/search/X](http://occi.iii.com/search/X)
- The Link+ and Camino systems allow you to borrow materials from libraries in our local California network. If, after you conduct an OASys search, you find that we do not have the source you need in our collection, you can click the “Try Link+” button on the search page to see if it is available at a Link+ institution and request the item. For items not available through our local networks, you may place an Interlibrary Loan (ILL) request. To do so, go to: [http://www.oxy.edu/library/services#borrow-resources](http://www.oxy.edu/library/services#borrow-resources)
- You also have reciprocal borrowing privileges at some area libraries; authorization from Oxy’s library may be required. For more information: [http://www.oxy.edu/library/services#borrow-resources](http://www.oxy.edu/library/services#borrow-resources)
To suggest materials for purchase, go to: http://www.oxy.edu/library/services#suggest-purchase

In addition to the collection the Library hosts several offices that may be useful to you, including the Center for Digital Liberal Arts and Special Collections.

Center for Digital Liberal Arts (CDLA), located in the Academic Commons, provides a wide range of educational support services, such as:

- **Digital Tools and Research Resources** (e.g., Moodle, Library Research Guides, Qualtrics, OxyScholar, Dedoose, SPSS, Tableau, ArcGIS, etc.)
- **Media-Rich Learning Spaces** (e.g., the Varelas Innovation Lab (in Johnson Hall), the Brown LearnLab and the oMac lab (in the Academic Commons))
- **Workshops** in support of quantitative, visual, and research literacies, and one-on-one consultation with faculty on assignment design and students on research strategy
- **Peer Research Advisers** are available for drop in hours in the Academic Commons from 7-10pm Su-Th and by appointment.
- **Global Crossroads** is a web-based media environment for students and faculty to create and share scholarly media resources, such as images, video and quotations, and to author and display presentations from these resources on the 8-screen media wall in Johnson Hall.
- **The Critical Making Studio** is a digital media production space equipped with recording and editing tools, 3D scanning, modeling and printing, physical computing kits, and even sewing machines! Equipment is also available for check out M-F 10am-3pm.
- **Special Faculty Programs** such as the Faculty Fellows Program and faculty learning communities on issues related to digital pedagogy and scholarly communication.
  - You can reach them at cdla@oxy.edu and learn more at: http://oxy.edu/center-digital-liberal-arts

Special Collections and College Archives Department, also located in the Academic Commons, holds rare books, visual media, sound recordings and other primary source and rare materials that support the College’s teaching mission. It is also home to the historical records of the College.

- Special Collections staff are available to assist with class sessions using special collections or with research consultations
- You can reach them at specialcollections@oxy.edu and learn more at: http://www.oxy.edu/library/special-collections-college-archives

**Center for Community Based Learning (CCBL)**

- The Center for Community Based Learning provides support for faculty teaching (or interested in teaching) CBL courses or conducting community-based research. Community-based learning is a teaching model, in which students apply what they learn in the classroom to community projects, developed in partnership with community organizations throughout Los Angeles. The Director of CCBL is Celestina Castillo, x1497.
  - http://www.oxy.edu/center-community-based-learning
**Departmental Assistants & Student Assistants**

- Departments are assigned to a Department Services Coordinator and/or an Administrative Assistant. Please use the services of only the person to whom you are assigned.

- Undergraduate student assistance may be available. To obtain such assistance, check with your Department Services Coordinator or Administrative Assistant. If you would like a student assistant for specific tasks, speak to your department Chairperson. A position description covering the work that the student will be expected to do must be filed with the Human Resources Office, who will post the opening. Keep in mind that it is not always easy or even possible to find an appropriately trained student. You may also want to consider asking other professors if their student workers have extra hours available to work for you.

**Student Support Services—academic and personal**

**Center for Academic Excellence (CAE)**

- The Center for Academic Excellence (CAE) provides educational support to students to maximize their academic potential. Students may meet with faculty specialists in writing and mathematics, and may meet with student peer advisors in writing and a variety of subject fields. The CAE is located on the ground floor of the Academic Commons (library). Please contact Prof. Tom Burkdall (tlburk@oxy.edu; x2667), CAE Director, for more information on how the CAE may support your courses and your students. [http://www.oxy.edu/center-academic-excellence](http://www.oxy.edu/center-academic-excellence)

**Emmons Wellness Center**

- Open for services M-F 9:00am-4:30pm, Emmons Wellness Center provides low cost, confidential medical and counseling services. Medical services includes diagnosis and treatment of minor illnesses and injuries, well person exams, women’s health services - including gynecological services, pregnancy testing, birth control and counseling - free STI testing, and specialty referral. Emmons counseling provides short-term individual, couple, family and group counseling in addition to limited medication services and specialty referral. Intake plus the first six counseling sessions are offered free of charge. After hours support for emotional distress is available through the confidential 24/7 hotline at (323) 341-4141. To make an appointment, students may walk in during open hours, call x2657 or email emmons@oxy.edu, [www.oxy.edu/emmons-wellness-center](http://www.oxy.edu/emmons-wellness-center)

**Intercultural Community Center (ICC)**

- The Intercultural Community Center serves as the College’s primary co-curricular resource for diversity education and social justice programming. The ICC has a kitchen and is available if you would like to host a small meeting or after hours class session. Contact the center for booking details. The ICC is located at 1501 Campus Road, x2522. [http://www.oxy.edu/intercultural-community-center](http://www.oxy.edu/intercultural-community-center)
Center for Gender Equity (CGE)
• The Center for Gender Equity addresses the needs of women, men, and transgender members on campus by providing support, advocacy and programming to promote awareness, personal empowerment, mutual respect and equity. The CGE provides a gathering space for all students at Occidental College to study, relax, plan activities, and receive resources on issues regarding gender, sexuality, identity, and the diverse community of Occidental. Contact the CGE at x4749.  http://www.oxy.edu/center-gender-equity

Project SAFE
• Project S.A.F.E. (Sexual Assault Free Environment) is a prevention and intervention support program dedicated to ending sexual violence on Occidental's campus. Project S.A.F.E. provides resources, advocacy, and educational programming related to issues of sexual assault, dating violence and stalking. Karla Aguilar (x1359), the Manager and Survivor Advocate of Project S.A.F.E. provides highly confidential crisis support and resource options to students who experience sexual violence of any kind. This support includes, but is not limited to advising, case management and accompanying survivors to rape treatment centers or medical services 24 hours a day. Accompaniment services can be accessed via the confidential 24/7 hotline: (323) 341-4141. Project S.A.F.E. is located in Stewart-Cleland Lower Lounge. www.oxy.edu/project-safe

Academic Mastery Program (AMP)
• Academic Mastery Programs (AMP) in the health sciences and mathematics organizes challenging workshops for students enrolled in introductory physics, an introductory biology course, general and organic chemistry, and basic calculus. These workshops foster the development of an intellectual community dedicated to mathematical and scientific excellence. Please contact Prof. Linda Lasater-Munson for information (x2973, (lasater@oxy.edu), or visit http://www.oxy.edu/academic-mastery-program.

Scientific Scholars Achievement Program (SSAP)
• The Scientific Scholars Achievement Program (SSAP) is a student-initiated, student-led academic support program. Its mission is to advance the fields of science, mathematics and health by creating leaders who can meet the demands of a culturally diverse society. SSAP empowers students to develop study skills and benefit from learning from each other. http://www.oxy.edu/ssap

International Programs Office (IPO)
• The International Programs Office (IPO) collaborates with the International Programs Committee of Faculty Council to advance the strategic goals of the College related to international education. IPO consults with faculty who seek to involve students in travel abroad of any kind including faculty-led courses, grant-funded research, department-sponsored projects, supervised or independent research, travel to conferences, or referral to internships/research hosts abroad. College statements of Location Safety and Student Travel are posted on the Faculty Forms list on myOxy and http://www.oxy.edu/ipo. IPO provides and coordinates international student services for a growing international student population, up to ten percent of each entering class, and to visiting exchange students. IPO coordinates academic experiences abroad for over two-thirds of the student body --from study abroad programs to internships and research abroad. Information for
faculty supporting students in these endeavors is posted at http://www.oxy.edu/international-programs-office/faculty-resources. You can reach the staff at ipo@oxy.edu, x2533. http://www.oxy.edu/ipo

**Undergraduate Research Center (URC)**
- The Undergraduate Research Center provides information for students on research opportunities with faculty mentors, support for student projects, and a forum for the dissemination of student accomplishments. You can reach the URC at x1414.
  http://www.oxy.edu/undergraduate-research-center

**Career Development Center (CDC)**
- The staff in the Career Development Center help students explore their career and professional/graduate school options through individualized consultations, alum networks, job shadowing, internships, and employer programs. The department offers a vast number of programs and events annually, both independently and in partnership with faculty, alumni, employers and student groups. You may reach the Director of the CDC, Valerie Savior at x1468. For recruitment and programs, contact Courtney Stricklin at x2935. For internships, contact Liselda Fabian at x2928. For counseling, contact Dominic Alletto at x1441. For marketing or general questions, contact Ananda Dillon at x2623. You may reach us by email at careers@oxy.edu and our general website is: http://www.oxy.edu/career-development-center. Faculty can find Faculty Resources at: http://www.oxy.edu/career-development-center/faculty-resources. Contact us if you would like to partner on a program in your department or to invite a member of the CDC to your class.

**Office of Fellowships and National Awards**
- This office connects current students and alumni to prestigious nationally competitive fellowship and scholarship opportunities through intensive one-on-one advising, information sessions, and other varied outreach activities. Applicants also receive application support from the office through workshops, Moodle resources, individualized feedback on application materials, and mock interviewing. The director works with faculty to identify potential applicants, connect students and alumni to opportunities, and to provide feedback support during the application process. Through its website, Moodle, and individual/group meetings, the office offers support to faculty who advise award candidates. Kim Babon, the Director of National Awards, can be reached at x2742. http://www.oxy.edu/national-awards

**Office of Community Engagement**
- The Office of Community Engagement supports students’ development as responsible members of communities through events and social justice projects on and off campus. It offers opportunities where students can connect with community partners through short and long term community engagement projects and community immersion experiences. The OCE is also able to work with faculty on a variety of co-curricular initiatives. Ella Turenne, the Asst. Dean for Community Engagement, can be reached at x4692. The OCE is located on the first floor of the Johnson Student Center. http://www.oxy.edu/face
**Religious and Spiritual Life**

- The mission of the Office for Religious and Spiritual Life is to support Occidental students, faculty and staff in their pursuit of a vibrant and meaningful religious and spiritual life while engaging religious pluralism with a commitment to mutual respect, awareness and dialogue. We encourage students to consider how their spiritual development intersects with their intellectual growth and to engage life’s big questions concerning truth, morality, religious belief and social justice. The Director for Religious and Spiritual Life is the Rev. Dr. Susan Young, young@oxy.edu, x2621. The office is located on the ground floor of the Herrick Interfaith Center and Chapel.  

  http://www.oxy.edu/office-religious-and-spiritual-life

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**College Policies for Faculty**

*For links to many College Policies, see: [http://www.oxy.edu/college-policies](http://www.oxy.edu/college-policies)*  
*Links to the Faculty Handbook, Policies, and Forms can be found on myOxy, Faculty tab*

**Sexual Misconduct policy**

- Occidental College is committed to providing a non-discriminatory and harassment-free educational, living and working environment for all members of the Occidental community. The Occidental Sexual Misconduct policy, which applies to student, faculty, administrators, staff and visitors, addresses all forms of sexual discrimination, including sexual harassment, sexual violence and intimate partner violence.  
- Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a grievance procedure is also a violation of College policy. The College will take prompt and effective action in response to complaints of discrimination.  
- Faculty members have a legal right at any time to raise the issue of discrimination.  
- The sexual misconduct policy can be found at: [http://www.oxy.edu/sexual-assault-resources-support/policies-procedures](http://www.oxy.edu/sexual-assault-resources-support/policies-procedures)*  
- To report a possible policy violation or if you have any questions about the policy, contact Ruth Jones, Title IX Coordinator at ruthjones@oxy.edu x1338.

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**Expense Reimbursements**

- All employees must familiarize themselves with the types of expenses that are/are not eligible for reimbursement prior to incurring such expenses. You can find the full Expense Reimbursement Policy and the Employee Expense Reimbursement Form on myOxy under the Faculty tab or on the Business Office website (click on the Accounts Payable link): [http://www.oxy.edu/business-office](http://www.oxy.edu/business-office)*  
- A properly completed, signed, and approved Expense Reimbursement Form (revised as of July 2012) must be submitted to Accounts Payable in the Business Office **within 60 days after the expense has been incurred.**  
- Requests for reimbursement must be accompanied by original documentation to support the expenditure (e.g., invoice, original receipt, e-ticket, or e-mail receipt). Each receipt must be individually listed on the reimbursement request. Multiple original receipts must

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be attached to an 8.5 x 11” paper, in the order listed on the Expense Reimbursement Form. Notations should be made on receipts and other documentation to substantiate the expense and indicate the business purpose.

- If you do not have a receipt showing your foreign currency conversion (credit card statement, bureau de change receipt), then foreign currency should be converted to USD using the website: [www.oanda.com](http://www.oanda.com)
- All Expense Reimbursement Forms must be signed by the individual making the request and approved by his/her supervisor and must include the appropriate Banner Account Number (FOAPAL) to be charged. (Please check with your Departmental Services Coordinator/Administrative Assistant or Chairperson to determine which additional signatures are required BEFORE the form is submitted to the Business Office.)

**Travel policy**

- The Faculty Travel Guidelines and Application for tenured and tenure-track faculty can be found on MyOxy under the Faculty tab or at: [http://www.oxy.edu/faculty/](http://www.oxy.edu/faculty/) under Forms for Faculty. Non tenure-track faculty should consult the NTT policy, also found under the Faculty tab on myOxy, for information on travel funds available to them.
- Faculty are encouraged to present their research and scholarly work at professional meetings.
- Faculty should forecast their expected travel and need for travel funds early in the academic year. Be sure to fill out the Faculty Travel Fund Application by the deadline. The request needs the approval of your department Chairperson who will be notified electronically of your travel request immediately after you submit the application. (The Dean expects Chairpersons to be aware of faculty travel schedules and to approve arrangements to cover missed classes or advising commitments.)
- Travel funds are always a scarce resource. Cost-saving techniques are encouraged and sometimes required. Early registration discounts and special airfares should be used.
- Original receipts are *always* required for reimbursement (see Expense Reimbursement policy above).
- Upon completion of your travel, complete an Expense Reimbursement form and submit it to Susan Molik in the Associate Dean’s Office within 30 days of your return to campus. (For more information, see the Expense Reimbursements section above).

**Faculty Meetings and Commencement (graduation)**

- Regular meetings of the faculty are scheduled from August to May and special meetings can be called by the Dean of the College or upon written request of ten percent of the regular faculty.
- **Attendance at these meetings is expected of all faculty members on regular appointment.**
- At the beginning of the semester, the Dean’s office will email the dates for the faculty meetings during that academic year. A few days in advance, the Dean will email the agenda for the upcoming meeting and any materials pertaining to the agenda items.
• **All faculty members are also expected to attend commencement.** The ceremony is on Sunday morning in mid-May each year.
• Should you need appropriate academic regalia, please contact the Bookstore.
• Attendance at the Baccalaureate Service is strongly encouraged whatever your religious affiliation.

**Faculty Research**

**Office of Sponsored Research**

• All proposals, contracts, and requests for external funding to support faculty research or creative activities must be approved by the Sponsored Research Office using the Request for Proposal Approval and Submission (RPAS) form available here: [http://www.oxy.edu/sro/proposals/rpas](http://www.oxy.edu/sro/proposals/rpas). The Sponsored Research Office also offers pre-award services to help you prepare your proposal (see online information at [http://www.oxy.edu/sro](http://www.oxy.edu/sro)) and submit it through grants.gov or other electronic systems, and provides other services in support of your award. You can contact the SRO at x1433.
• The Business Office has a Grants and Contracts Office that can also help you with your project budget and all post-award matters. This office is located in the Administration Building, room 117, x2528.
• For information on research involving human subjects and the Institutional Review Board process, see: [http://www.oxy.edu/institutional-review-boards/human-subjects](http://www.oxy.edu/institutional-review-boards/human-subjects)

**Facilities for faculty**

**Faculty Commons**

• The Dumke Commons is located in the Swan Academic Building, facing the fountain. Coffee, tea, and cookies are available (in Dumke East) starting at 8am when classes are in session.

**Campus Dining**

• Dining areas on campus are:
  - The Marketplace in the Johnson Student Center
  - The Tiger Cooler in the Samuelson Pavilion
  - The Berkus Hall Coffee Cart (evenings)
  - The Green Bean Café (southwest corner of Branca Patio)

• Dining facilities accept cash or Oxy ID debit plans only. The staff debit plan, Tiger Plus, saves you 5% on purchases. See: [http://www.oxy.edu/campus-dining/meal-plans/flex-tiger-plus-plans](http://www.oxy.edu/campus-dining/meal-plans/flex-tiger-plus-plans)

• To order food for an event you are hosting on campus, seek assistance from your Department Services Coordinator/Administrative Assistant or contact Robert Torres (rtorres@oxy.edu) or see: [http://www.oxy.edu/campus-dining/catering](http://www.oxy.edu/campus-dining/catering)
• To order food for an event you are hosting on campus, seek assistance from your Department Services Coordinator/Administrative Assistant to complete an Event Plan (see section on planning an event). The in-house catering menu is located at http://www.oxy.edu/campus-dining/catering
• To order food for class field trips (charged to student meal plans), contact Robert Torres (rtorres@oxy.edu) or see: http://www.oxy.edu/campus-dining/meal-plans/student-events-meal-plans
• For special needs contact Amy Muñoz, Assoc. VP of Hospitality Services (munoz@oxy.edu)
• For more information, including hours, see: http://www.oxy.edu/campus-dining

Athletic Facilities, Fitness Classes, and Wellness Program
• Alumni Gym Fitness Center offers state-of-the-art cardio and strength training equipment for a total body workout. There is also a lighted athletic field with synthetic track, four outdoor tennis courts, a 6-lane outdoor swimming pool, an outdoor (card access) basketball court, and indoor dance studio.
• To use these facilities, you must present your ID card.
• For hours of operation, visit http://www.oxyathletics.com/facilities/facility_hours
• Faculty, staff and administrators can enjoy fitness classes under certified instructors for a fee. Among the classes offered are: Spin, Yoga, Zumba, and group training sessions. Look for campus-wide emails at the start of each semester with current class offerings and instructions on signing up. For more information on the Wellness Program, contact Will Morris at wmorris@oxy.edu.

Bookstore
• The Bookstore is located on the lower floor of the Johnson Student Center and is where textbooks and other books are sold, as well as OxyWear, greeting cards, gifts, supplies, medicine, cold drinks and Oxy gifts. The extension is 2630.
• The Bookstore discount for departments is 20% off the listed price on most items, but only when charged to the Department. Do not pay cash. Ask your Department Services Coordinator/Administrative Assistant for instructions before making any such purchases the first time.
• Faculty receive a 10% discount when purchasing items at the Bookstore for their own use when they show their Oxy ID card.
• The Bookstore can special order General Books and some supplies. They can also assist in special bulk ordering of merchandise.
• For more information: http://www.oxy.edu/bookstore

Child Development Center
• Oxy’s Child Development Center is located on the Occidental campus at 1824 Campus Road. The center serves the Occidental College and neighboring communities as a
progressive preschool and provides a laboratory setting for the Oxy students enrolled in social science and psychology classes.

- The center accepts children ages two to five years and has the capacity to care for up to 42 children per day in its preschool program.
- For additional information, contact Tamara Woolery, Director of the Child Development Center, at (323) 259-2510 or see: http://www.oxy.edu/child-development-center

**Human Resources: benefits, payroll, and getting set up**

**Human Resources**

- The Human Resources staff is here to answer your HR questions about your benefits, employment, personnel records and/or training and development.
- HR is located in the AGC Administration building, first floor, Suite 114, x2613. For more information: http://www.oxy.edu/human-resources

**Payroll**

- You will receive your contract, a W-4 form, an I-9 form, and a New Employee Information form upon hiring. Be sure to fill out each form and return it to the Human Resources office. Due to the large amount of processing for which Payroll is responsible, you need to return these forms by the first week of August for the Fall semester and the first week in December for the Spring semester so that your paychecks won’t be delayed.
- You will be paid on a semi-monthly basis, scheduled for the 1st and 16th of each month.
- You are encouraged to have your paychecks directly deposited into your bank account and will need to complete a Direct Deposit Form in Human Resources. Alternatively, you may request that your paychecks be mailed to your home address.
- You may view your pay stubs on-line on myOxy under the Employee Services tab.

**The Oxy ID card and Card Access Services**

- One of the first items you will need is an Oxy ID card. This card serves as your faculty identification and is necessary for gaining access to the library and other campus facilities. The ID card can be used to:
  - gain access to the Academic Commons and check out books
  - gain access to the athletic facilities, Dumke Commons, and some academic/residential buildings
  - buy food or drinks throughout the campus (if you have set up an Oxy debit account – see Campus Dining, above)
- To obtain your ID card, contact the Card Office at x4885 to confirm that your information is in the ID production database. You should then visit the Card Office, located on the second floor south of the Johnson Student Center, off Branca Patio. Your photograph will be taken and you should receive your card immediately. If you lose your Oxy ID card, contact the Card Office (cardoffice@oxy.edu) to obtain a replacement card (for a fee).
To request access to specific card access buildings/spaces for students or for yourself, or for more information about Card Office services: http://www.oxy.edu/card-office

**Your Oxy Network (Oxynet) Account and Oxy email account (Oxyconnect)**

- The Oxy email is the main means of communication used by administrative offices on campus and must be checked on regularly.
- You will have a computer for your use. Faculty may also prefer to use their personal laptop. If so, the Technology Helpdesk can help you set up your computer to work with Oxy services. Bring your laptop to the Technology Helpdesk in the Academic Commons or contact x2880 or helpdesk@oxy.edu.
- The username and password is the same for both your Oxynet and oxyconnect accounts; in fact, the majority of Oxy services are accessed with this same username and password.
- Your email account is created after your paperwork is processed by Human Resources. The Technology Helpdesk provides the password to the contact person HR specifies (usually the Departmental Services Coordinator, Administrative Assistant, or Chairperson).
- We recommend setting up your security questions by logging in to myOxy and clicking on “My Account” (left side, near the top of the page)—this will allow you to reset your password should you forget it or should your account get compromised. You can also reset your password within this menu.
- If you prefer to use another email account, you may set up email forwarding by following these instructions: http://support.google.com/mail/bin/answer.py?hl=en&answer=10957. If you have any questions, contact the Technology Helpdesk at x2880 or helpdesk@oxy.edu.
- Please do not share your password with anyone, especially your students. Anyone who has access to your password will also have access to all manner of things they shouldn't, including for instance your bank account routing information which can be found via myOxy. (If you need to work with students on an assignment or project and you're not sure how to accomplish it, please contact the Technology Helpdesk at helpdesk@oxy.edu or x2880 / 323-259-2880, and we will help you figure out the best solution for you.)

**Software for your Oxy-provided computer**

- Oxy is happy to provide many software programs for your Oxy-provided computer. Those below are the most requested; please inquire about other software at helpdesk@oxy.edu. If we do not own the software we will get a quote for you. Note that the purchase will have to be approved through your department chair if you are using your department funds or the Dean's office if you are using your faculty development or start-up funds.
  - **Sophos Anti-virus** will be installed on your computer automatically
  - **Oxy printers** can be installed from http://www.oxy.edu/its/services/printing/printing-oxy-computer
  - **Mathematica & ArcGIS**—site licenses, allowed for personal or campus computers; for Mathematica we need to know whether you are installing on a
Mac or PC so that we can activate the license for you. **ArcGIS desktop version is only available for PCs - they do not have a Mac desktop client.**

- **Matlab** - we are licensed for instructional use but you will need to purchase a separate license for research.
- **SPSS** - concurrent licenses, on campus use for college machines only.

- For information on software available for your **personal computer**, see: [http://oxy.edu/its/services/software](http://oxy.edu/its/services/software)

**Data storage on the network and connecting your personal devices to the network**

- We recommend you store your data on a network or web-based system rather than your local computer drive (or alternately back up the local drive to an external hard drive). Oxy provides the G: (personal) and H: (departmental) drives for your use. These network drives are backed up and you can also back up your files through Oxyconnect Google Drive or Dropbox if you prefer.
  - The back-ups for the network are "snapshots" of everything that is in your drive at the time the snapshot is taken, and older snapshots are overwritten. If you discover that you have accidentally deleted or written over a file, please email the Technology Helpdesk right away ([helpdesk@oxy.edu](mailto:helpdesk@oxy.edu)) so we can try to recover the file for you - we generally have a few days for recovering your file from backups.

- Other options include Google docs (Oxyconnect), email attachments (Oxyconnect) or non-Oxy options like Dropbox, but be aware that **grades and student data (such as sensitive/personal data or conduct issues) should be limited to Oxy services and not put on outside services.**

- For instructions on connecting your personal computer to the network follow the instructions below or bring your computer to the Technology Helpdesk, located near the main entrance of the Academic Commons.
  - **Network drives on Windows**: [https://goo.gl/OE5I9d](https://goo.gl/OE5I9d)
  - **Network drives on Mac**: [https://goo.gl/dW2yxw](https://goo.gl/dW2yxw)
  - **Oxy printers**: [http://www.oxy.edu/its/services/printing/printing-personal-computer](http://www.oxy.edu/its/services/printing/printing-personal-computer)

- For instructions on connecting your email client on your phone: [http://www.oxy.edu/its/help/AddOxyconnectToMyPhone](http://www.oxy.edu/its/help/AddOxyconnectToMyPhone)

**Remote access to data stored on the network**

- We have software called 2x that allows you to access data on your network drives remotely; install the appropriate software for your PC or Mac from [http://www.oxy.edu/its/services/software/oxyaccess](http://www.oxy.edu/its/services/software/oxyaccess). The 2x software allows access via a windows server so you'll see a Windows Explorer view which will allow you to navigate to your files.

- Windows PCs can be set up so that you can access your computer from off-campus (For example, if you have software installed on that machine that cannot be installed on your computer at home or cannot connect to Oxy services from off-campus). Contact [helpdesk@oxy.edu](mailto:helpdesk@oxy.edu) and ask to be set up so that you can access your files remotely (the
service is called OxyAccess; the software itself is called 2x). You'll be notified as soon as you're set up for access, and you'll receive a link to download the software for your personal computer if you have not already done so.

**Telephone and voicemail**
- You will need to set up the voice mail system on your office telephone so that you receive voice messages. For instructions on how to set up and use the voice mail system, go here: [http://www.oxy.edu/its/services/telecommunications](http://www.oxy.edu/its/services/telecommunications) or contact your Department Services Coordinator or Administrative Assistant for assistance.
- Remember that if you are dialing off campus, you first must dial “9” for an outside line, but if you are calling someone on campus, you only need to dial the extension number. For instance, if you are calling the Technology Helpdesk, you can dial 2880, rather than 323-259-2880; in fact the latter won’t work on campus.

**On- and off-campus mail**
- Mail that is to be delivered to on-campus locations can be sent through an inter-departmental mailer; see your Department Services Coordinator/Administrative Assistant.
- If you need to mail something that requires postage, ask your Department Services Coordinator/Administrative Assistant for assistance.
- For all of your postal needs you will find a mailroom on the first floor of the Johnson Student Center, open M-F 10am-4pm. [http://www.oxy.edu/postal-operations](http://www.oxy.edu/postal-operations)

**Parking & parking permit**
- All faculty need an Oxy parking permit to use campus parking areas. The parking permit is free, but you must register your vehicle(s) with the department of Campus Safety through whom the permits are distributed.
- Special considerations are available for the driver of a carpool. Carpool parking areas will be identified when acquiring the permit.
- You may park in any campus parking area designated Faculty/Staff or General.

**Campus Safety**
- Campus Safety is located next to Facilities Management on Baer Road near the Campus Road/Westdale intersection. You may contact Campus Safety at x2599 or you may email the department at campussafety@oxy.edu and Admin. Sgt. Claudia Conde econde@oxy.edu.
- For on campus emergencies, dial: 323-259-2511 or dial 5 from any campus phone.
After-hours access to campus

- The campus may be accessed via six entrances: Alumni Avenue, Baer Road, Bird Road, AGC Road, American Way and Rangeview Avenue. Baer Road and Bird Road are open 24 hours. Rangeview is closed unless there is a need to open for traffic control after large events or emergencies. AGC Road is closed unless there is a request to open it for an event or performance. American Way is closed at 6 p.m. on weeknights and remains closed throughout the weekend and on holidays. Alumni Avenue is closed at the connector point of Weller Road (behind the Academic Commons) at 11 p.m. nightly.
- During summer and winter breaks other closure times will be posted.

Directories

- The Campus and Student directories can be found on the myOxy portal under the Directories tab.

Leaving Oxy

- When faculty are on sabbatical, a leave of absence, or terminate employment at Oxy, it is essential that their grades and past student materials be made available to their department Chairperson for any possible grade disputes.
- When terminating employment at Oxy, you should also plan to leave your new address with your department Chairperson should students challenge grades.
- If you are no longer employed by Oxy, your email and Oxynet accounts will be closed. Please make sure you back up any data you want to keep before you go. The Technology Helpdesk and ITS staff will be happy to assist you. Contact x2880 or helpdesk@oxy.edu for assistance. We recommend starting this process a week or two in advance to make sure that you have time to download your email and anything you need to save.

Emergency contacts

- If you should encounter an emergency, dial x2511 or 5 from a campus phone
- If you have concerns about personal safety issues, or would like to receive an escort to a campus location, contact Campus Safety at x2599 (or 323-259-2599).