



OAKLAND COMMUNITY COLLEGE®

Community is our middle name.

Adjunct Faculty

Handbook

Revised July 2016

OAKLAND COMMUNITY COLLEGE

Mission

OCC is a student-centered institution which provides high quality learning opportunities and services for individuals, communities and organizations in an accessible, affordable basis.

Strategic Priorities

Strategic priorities are performance areas where investments of resources will add the most value to advancing student success and achievement of our vision.

- College Readiness (Developmental Education)
- Employment Readiness (Career and Technical Programs)
- Transfer Readiness
- Financial Accountability

Vision

OCC is a comprehensive institution of higher learning that effectively meets community needs and student interest in a measureable manner, promoting student success.

Student Success

Student success is the exploration, identification, and achievement of personal and academic goals resulting in College readiness, credential/certificate/degree completion, and/or employment.



Oakland Community College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604

Telephone: 800-621-7440. Fax: 312-263-7462

Web: ncahigherlearningcommission.org

Affirmative action/equal opportunity institution.



OAKLAND COMMUNITY COLLEGE®
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Acknowledgment Receipt

I am aware that the Oakland Community College Adjunct Faculty Handbook is available for view or printing on InfoMart:

<https://www.oaklandcc.edu/employment/human-resources/docs/AdjunctFacultyHandbook.pdf>

It is my responsibility to be aware of the contents of the handbook regarding College Policies and Procedures. I further acknowledge my responsibility to attend an Adjunct and Faculty conference.

This receipt will be forwarded to the Human Resources Department to be placed in the adjunct faculty member's personnel file.

This signed Acknowledgment form of the Collegewide Adjunct Faculty Handbook is a **condition of employment** for all OCC adjunct faculty.

Printed Name: _____

Signature: _____

Campus: _____

Date: _____

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WELCOME TO OAKLAND COMMUNITY COLLEGE

The Oakland Community College district was established by the electorate of Oakland County, Michigan, on June 8, 1964. The area served encompasses almost 900 square miles. The College opened in September 1965 with a record community College initial enrollment of 3,860 students on two campuses—Highland Lakes and Auburn Hills.

In September 1967 the award-winning Orchard Ridge Campus opened. The Southeast Campus System was first housed in facilities in Oak Park and expanded to a second site in Royal Oak. Oak Park facilities were replaced by a new campus in Southfield in 1980. The Royal Oak complex opened in fall of 1982.

Oakland Community College is committed to student success and the economic prosperity and well-being of our community. That’s why “community” is our middle name.

Auburn Hills

The Auburn Hills Campus is located on a beautiful 170-acre site near the intersection of I-75 and M-59 in the heart of Oakland County and “Automation Alley,” adjacent to the Oakland Technology Park and Chrysler World Headquarters. The campus serves a prospering and growing corporate and residential community that includes Auburn Hills, Bloomfield Hills, Lake Orion, Pontiac, Rochester, Rochester Hills and Troy and is conveniently accessible to residents of northern and central Oakland County.

As OCC’s largest campus, Auburn Hills serves nearly 9,000 full and part-time students per semester. Two technology-based centers are featured at the Campus – the Advanced Technology Center and the Michigan Technical Education Center (M-TECSM). In these facilities, the Economic and Workforce Development (EWD) program works cooperatively with business and industry to offer programs in Computer-Aided Design and Drafting/Manufacturing (CAD/CAM), Robotics, Advanced Manufacturing Technologies, Information Systems, and a variety of corporate training programs.

The Campus serves as a center for Emergency Services Training Programs including Emergency Medical Services (EMS), Fire, and Police training. The Oakland Police and Fire Academies at the campus offer extensive basic, advanced and command level training. The cutting edge Combined Regional Emergency Services Training (CREST) Center is a state-of-the-art training facility. The center offers uniquely integrated educational experiences and real-life scenarios to meet the training needs of law enforcement, fire, EMS and other emergency first responders throughout the region.

Apprenticeship programs in a variety of areas offer skill-related education and training opportunities to employees in local businesses and industries. The campus works closely with local school districts through various programs in a cooperative effort to provide local industry with highly skilled and qualified workers.

Highland Lakes

The Highland Lakes Campus is located on 160 scenic acres in the heart of the lakes area on Cooley Lake Road between Williams Lake Road and Hospital Road in the southwest corner of Waterford. It is easily accessed from Clarkston, Commerce, Highland, Milford, West Bloomfield and White Lake. The quiet beauty of the campus is best appreciated while walking on the Lou Woughter Nature Trail.

The Highland Lakes Campus was first opened to students in 1965. The Campus serves over 5,600 part-time and full-time students per semester, enrolled in liberal arts, allied health, engineering, and business programs. The accredited Dental Hygiene, Medical Assisting and Nursing programs are ranked among the top in the state.

Orchard Ridge

The Orchard Ridge Campus, opened in 1967, is located on 147 wooded acres in Farmington Hills. Nature and fitness trails, as well as a fully-equipped health building, are available for staff and community use. Orchard Ridge serves over 8,300 students per semester. The campus emphasizes transfer-oriented courses, liberal arts and sciences, and a number of career programs including the award winning Culinary Studies Institute. In addition, Orchard Ridge provides community residents the opportunity to attend non-credit courses, continuing education, and cultural events at the Wallace F. Smith Theatre throughout the year.

Orchard Ridge is known for its “global outreach” because of the international mix of its student population and for its program initiatives. The English as a Second Language (ESL) curriculum offers special language study courses for non-native speakers of English.

Royal Oak

The Royal Oak Campus is a cosmopolitan, city campus located in downtown Royal Oak, an area known throughout metropolitan Detroit for its many unique restaurants, theaters, and galleries. Berkley, Birmingham, Clawson, Ferndale, Hazel Park, Madison Heights and Troy surround the campus. It is on public transportation routes, close to I-696 and Woodward, and has convenient, free covered parking structures for students and staff. The Campus has four buildings grouped around a full-service library, all under one roof with a two-story, windowed center mall. The campus is readily accessible to the physically impaired because of its overall design and single-level floors.

The Campus offers College readiness, traditional degree, and transfer programs.

The Royal Oak Campus reflects its close association with the city's culture with renowned programs in ceramics and photography.

A complete program in English as a Second Language (ESL) is designed for non-native speakers of English. This program includes foreign language credit courses, tutoring, and counseling services. International students at Royal Oak and Southfield Campuses represent over 70 countries, offering local opportunities to learn about diverse cultures.

Student activities are enhanced by the onsite Lila R. Jones-Johnson Theatre which hosts musical, dance, and theatrical performances. The campus and the community plan joint activities such as lectures by renowned authors, photographers, and art and photography exhibits.

Southfield

The Southfield Campus, located west of Providence Hospital on Nine Mile Road, has ample, convenient parking, easy access to the Lodge and Southfield Expressways, and is on public transportation routes. It is central to Berkley, Beverly Hills, Oak Park, Southfield, and the border of Wayne County.

The campus offers College readiness, traditional degree and transfer programs, and serves as a major resource for the primary and continuing education of health professionals. Newly renovated science laboratories support an array of health professions programs, including:

- Diagnostic Medical Sonography
- Nursing
- Radiologic Technology
- Respiratory Therapy Technology
- Surgical Technology

EMPLOYMENT CONDITIONS

Introduction

This handbook is designed to acquaint you, as an adjunct or part-time faculty member with Oakland Community College and provide information about employment conditions and some of the policies affecting your employment status. You should read, understand, and comply with all provisions of this handbook; it describes many of your responsibilities as an adjunct or part-time faculty member.

No handbook can anticipate every circumstance or question about policy. Oakland Community College reserves the right to revise, supplement, or rescind any policies or portion of this handbook as it deems appropriate, at its sole and absolute discretion.

In case of conflict between this document, board policy or master agreements, the board policy or master agreement shall have precedence.

Employment

Definition of Adjunct Faculty

Adjunct or part-time faculty shall include all instructional, non-instructional [clinical instructors, librarians, counselors, and instructors in the Academic Support Center (ASC)] and faculty who are excluded from the definition of full-time faculty as provided in the Faculty Master Agreement.

Employment Status

The employment status of part-time faculty shall be on an at-will basis and as such an individual's employment and compensation may be terminated with or without cause, and with or without notice, at any time at the option of the College or of the individual. Any oral statements or promises to the contrary are not binding upon the College. No employee, officer of the College, or individual member of the Board of Trustees, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

NOTE: If you plan on separating or retiring from the College, please submit a letter of intent (e-mail is acceptable) to your department chair and/or academic dean.

Required Employment Forms

As of a condition of employment, the following forms must be completed and returned to the appropriate dean's office or their designee:

1. Employment Application Packet (application, copies of transcripts, and resume).
2. Current Federal Tax form ([W4](#)); State Tax form ([MI-W4](#)), Pontiac Tax form http://www.pontiac.mi.us/document_center/p_w4revised.pdf, (when applicable); Detroit Tax [form](#) (when applicable).
3. Application for Vocational Approval (when applicable).
4. Direct Deposit Authorization form (<http://infomart/Forms/Docs/FS-22.pdf>).
5. Employment Eligibility Verification form ([I-9](#)).
The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States. All employees working in the United States must complete a form.
6. Signed Acknowledgment of Receipt of the Collegewide Adjunct Faculty Handbook.

The completed paperwork and accompanying Employee Action Form (EAF) must be submitted to the Human Resources Department and reviewed prior to the first paycheck being issued to the adjunct faculty member. This process takes approximately two weeks to complete.

Returning Adjunct Faculty

Adjunct faculty who are returning after more than one year away from the College will need to be re-activated and submit new W-4 tax forms and other required forms. If a returning adjunct has previously received an Adjunct Faculty Handbook, he or she must also return a signed Acknowledgment Receipt of the Collegewide Adjunct Faculty Handbook to the department chair and/or academic dean. For clarification or additional information, contact the Human Resources Department.

Minimum Qualifications for Adjunct Faculty

Disciplines are sorted into two categories for the purpose of defining minimum qualifications:

1. The primary standard for employment in a Category One discipline (General Education) shall be a master's degree, or higher degree, or equivalent, in the discipline.
2. The primary standard for employment in a Category Two discipline (Vocational/Technical Education) is a master's degree or higher degree, or equivalent, in the discipline and two years of recent work experience in the academic area.

An alternative to the primary standard for Category Two disciplines (Vocational/Technical Education) will be:

- A bachelor's degree in the discipline and five years of recent work experience in the discipline area; or
- An associate degree in the discipline and eight years of recent work experience in the discipline area.

For some specific classes within a discipline, there are alternate minimum standards for **adjunct instructors only**: <https://www.oaklandcc.edu/employment/docs/altquals.pdf>.

Contractual Work Load

- A. Adjunct teaching faculty members may teach up to a maximum of eight (8) credit hours in a semester (fall, winter and summer).
- B. No adjunct faculty member shall be employed to work in Counseling, Libraries, and Academic Support Centers (ASC) for more than fifteen (15) hours per week.

Combining Credit Hours/Contact Hours

Adjunct teaching faculty working in both A (adjunct teaching faculty) and B, [adjunct faculty member (non-teaching)], shall have their maximum load prorated. Please see table below for combining teaching and non-teaching activities.

The following table applies the formula for combined credit hours and contact hours for adjunct teaching faculty also employed to work in Counseling, Libraries and/or Academic Support Centers (ASC).

Credits	Contact Hours / Week
0	15.000
1	13.125
2	11.250
3	9.375
4	7.500
5	5.625
6	3.750
7	1.875
8	0

Clinical instructors in Nursing and Culinary Arts disciplines may be employed for up to 24 hours per week.

Class Assignments

Full-time faculty members have preference for all class assignments.

Class Meetings and Dates

Adjunct faculty may not alter class schedules or locations.

Final Examinations

Final examinations will be scheduled during the final week of instruction fall, winter, and summer. If no final examinations are required in a given course, adjunct faculty are required to meet their regular class schedule during the final week of instruction.

Grading Policy

Students will be awarded letter grades for all coursework as follows:

GRADE	DESCRIPTION	POINTS
A	Excellent	4.0
A-	3.7
B+	3.3
B	Good	3.0
B-	2.7
C+	2.3
C	Average	2.0
C-	1.7
D+	1.3
D	1.0
F	Failure	0.0

Grade Point Average (GPA)

A student's grade points are determined by multiplying the credit hours of individual courses completed by the grade received in those individual courses and adding up those totals. The grade points are then divided by the total credits hours completed to yield the grade point average. If a class is repeated, the best grade is used in the GPA calculation. Prior to the Summer 2002 Semester, the "most recent grade" was used in the GPA calculation for repeated classes.

Grading Marks

AU - Audit - A student may register for a course without credit. This election must be made at the time of registration or schedule adjustment. Grades of "AU" do not satisfy prerequisites and are not transferable. This grade is not used in the calculation of GPA.

CP - Continuing Progress - A mark designated for selective use for students enrolled in designated courses that have attended class regularly and made reasonable effort toward progress but have not demonstrated a passing level of proficiency. The "CP" will remain on the transcript indefinitely. Upon re-enrollment and completion, the letter grade issued will be used for purposes of figuring the grade point average.

I – Incomplete - This faculty-initiated mark will be used sparingly and only when an emergency prevents a student from completing course work during the regular College session. The student is responsible for completing a written agreement with the instructor detailing the requirements to be met for the completion of the “I” before it is assigned. The student is not to register for a course in which he or she has a current mark of “I”. Without prior faculty-initiated action to change the “I”, this mark will become a “WP” one year subsequent to its original issue. Marks of “I” do not satisfy prerequisites and are not transferable. This mark is not used in the calculation of GPA, but it may affect eligibility for financial aid.

N - Non-Attendant - This mark is awarded to students who, though registered, never attended class, did not officially drop, and (if an online or hybrid class) have no gradable work. Marks of “N” do not satisfy prerequisites and are non-transferable. This mark is not used in the calculation of GPA, but it may affect eligibility for financial aid. Instructors confirm non-attendance by the “N” Mark Report Date (found in Online Services for each section) and then submit their “N” marks to the institution. Students who have received an “N” mark will not be permitted to enter the class, nor will the student be able to drop the class. After the “N” mark has been submitted, a change of grade will not be accepted for the student.

NR – Not-Reported - Grade was not reported or submitted.

W – Student-Initiated Withdrawal - This mark is awarded to students who initiate the process to officially drop the course during the time specified for the academic period. Marks of “W” do not satisfy prerequisites and are not transferable. This mark is not used in the calculation of GPA, but it may affect the eligibility for financial aid.

WS – Withdrawal – Stopped Attending – This faculty-initiated mark is awarded when a student stops attending the class (for online and hybrid classes) or stops submitting work but never officially drops. Marks of “WS” do not satisfy prerequisites and are not transferable. This mark is not used in the calculation of GPA, but it may affect eligibility for financial aid.

Additional information is found in the College catalog at <http://catalog.oaklandcc.edu/>.

Final Grade Reporting

Adjunct faculty members are responsible for entering grades into Colleague no later than 48 hours after final exams.

Adjunct Faculty Responsibilities

- Adjunct faculty shall prepare a course syllabus (see Attachment A). Each syllabus shall be submitted to the adjunct faculty's appropriate academic dean no later than two weeks before the beginning of class. Amendments may be submitted to a course syllabus subject to the approval of the academic dean.
- Adjunct faculty members are responsible to stay informed on the latest developments in their subject area and/or teaching technology.
- Each adjunct faculty shall teach their assigned courses and develop course content and appropriate instructional materials for each class taught.
- Adjunct faculty in the technology area shall prepare and use performance objectives at or above minimum standards designated by the State of Michigan Department of Education.
- Each adjunct faculty shall participate in their respective department/discipline meetings and campus and Collegewide discipline meetings if required by the department chairperson or associate academic dean.
- Adjunct faculty members are encouraged to meet and confer with students outside of their normal hours of instruction to assist students on an as-needed basis.
- Adjunct faculty members are responsible for communicating to his or her department chairperson or academic dean the instructional need(s) of the individual class to assure the proper quality of instruction. Each adjunct faculty shall be responsible for such activities that include, but are not limited to, submitting accurate grade reports (on a timely basis), book orders, and equipment orders with the department chairperson or the academic dean.
- Adjunct faculty must notify the department chair or academic dean in advance of an absence so that arrangements can be made to cover the class assignment. **Under no circumstance may an adjunct faculty member designate his or her own substitute unless approved by the appropriate dean. Adjuncts will not be paid for classes missed.**
- Adjunct faculty cannot commit the College for any expenses without written authorization of a campus administrator.
- FERPA privacy regulations prohibit the improper disclosure of personally identifiable information (PII) derived from education records. Therefore, all College correspondence to students must go to their official OCC e-mail address ending in "student.oakland.edu".

All adjuncts are provided an OCC e-mail address when they are hired. Since this is the College's method of communicating to employees, you are required to access it regularly. In addition, your College e-mail address should be used when communicating to students. When communicating to students, please keep in mind you should only communicate using OCC

student e-mail addresses.

It is the responsibility of an adjunct instructor to provide course assessment data in accordance with discipline established assessment plans when requested by the Student Learning Coordinator.

Complaint Procedure

The purpose of this procedure is to secure, at the lowest possible step, an equitable resolution to a complaint.

If an adjunct faculty member has a complaint, the following steps may be taken toward resolution:

1. The adjunct faculty member will discuss the matter with the department chairperson in an attempt to resolve the problem. The department chairperson has five (5) working days in which to respond to the adjunct faculty member.
2. If the complaint is not settled, an adjunct faculty member may appeal to the academic dean on campus within five (5) working days of the response from the department chairperson. The academic dean will have five (5) working days in which to respond to the adjunct faculty member.
3. If the complaint is not settled, the adjunct faculty member may appeal to the associate vice chancellor for academic affairs within five (5) working days of response from the academic dean. The decision of the associate vice chancellor shall be communicated to the adjunct faculty member within ten (10) working days. The decision of the associate vice chancellor shall be final and binding.

Adjunct Teaching Faculty Pay Rates

The pay schedule for adjunct teaching faculty at Oakland Community College provides three pay steps or levels:

Step A = \$615	Step B = \$670	Step C = \$736
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Step Movement for Adjunct Teaching Faculty

In order to advance in step pay, adjunct teaching faculty must have their classroom performance evaluated.

Step movement for adjunct teaching faculty is permitted according to the following:

Step B	12 through 29 credits taught at OCC and MUST have received a satisfactory performance review.
Step C	30 or more credits taught at OCC and MUST have received a second satisfactory performance review.

Note: Initial hiring at step B is allowed if the individual meets the appropriate criteria. [See **Initial Hiring at Step B for Adjunct Teaching Faculty** ([HR-33C](#))] The request for initial hire at step B must be signed by the department chair and/or associate academic

dean.

Adjunct teaching faculty may not advance steps unless all required criteria have been met. Step changes take effect following the term in which the adjunct faculty satisfies the conditions for the step increase.

Adjunct teaching faculty who begin at Step B must receive two satisfactory class reviews as well as have 30 or more credits taught in order to move to Step C. A maximum of one class review will be accepted in a semester. Adjunct teaching faculty will not be compensated for training.

Pay rates for adjunct faculty members in Counseling, Libraries, and Academic Support Centers (ASC) are found on page 10.

Review Process for Adjunct Teaching Faculty

Review of classroom performance is one of the criteria for step movement adjunct faculty pay. A student survey is used to evaluate the performance of adjunct teaching faculty.

Human Resources will initiate the process by providing the appropriate academic dean or associate academic dean a list of adjunct faculty to be evaluated each semester.

The academic dean, department chair or associate academic dean will plan the process for their area(s) of responsibility. In most instances, a full-time faculty member will be the facilitator and monitor the review process. Adjunct faculty will receive notice prior to the review of their class. Questions regarding the review process should be directed to the appropriate department chairperson or academic dean on campus. Classroom visits should be held during the 9th through 13th week of a semester. For 7-1/2 week courses, reviews should be performed during the 4th week.

The facilitator or the department chairperson will review the results with the adjunct faculty member. The adjunct faculty member will receive a copy of the summary of the review at this time. A copy of this summary will also be retained in the official personnel file of the adjunct faculty member.

Adjunct Faculty

[Librarians, Counselors, and Academic Support Center (ASC)] Pay Rates

The pay schedule for adjunct faculty [Librarians, Counselors, and Academic Support Center (ASC)] at OCC provides three pay steps or levels:

Step 1 = \$24.77	Step 2 = \$28.98	Step 3 = \$33.30
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Minimum Qualifications

Step 1	Appropriate Master's degree.
Step 2	Appropriate Master's degree and a minimum of 5 years' professional experience.
Step 3	Appropriate Master's degree and a minimum of 10 years' professional experience.

Definition

450 hours of adjunct librarian, counselor, or Academic Support Center (ASC) work is equal to one years' experience.

Step Movement

Step movement for adjunct non-teaching faculty working as librarians, counselors, or in Academic Support Centers (ASC) after initial hire will be contingent on accumulation of appropriate number of hours employed in these capacities at OCC together with a favorable review and approval of the appropriate academic dean.

Example of Accumulated Experience:

If an adjunct faculty [librarian, counselor, or Academic Support Center (ASC)] member is initially hired at Step 1 with four years' experience, he or she must accumulate one year of experience at OCC in order to qualify for Step 2. If an adjunct non-teaching faculty is hired at Step 2 with eight years' experience, he or she must accumulate two years' experience at OCC in order to qualify for Step 3.

See form Step Movement for Adjunct Non-Teaching Faculty (librarian, counselor, and ASC). ([HR-33E](#)).

Note: Initial hiring at Step 2 is allowed if the individual meets the appropriate criteria. See form **Initial Hire at Step 2 for Adjunct Non-Teaching Faculty** ([HR-33D](#)). Request for initial hire at Step 2 must be approved by the department chair and appropriate associate or academic dean. An individual may not start at Step 3 even if they have ten years' experience prior to beginning at OCC. He or she must accumulate at least one year of experience at OCC in order to move to Step 3.

Nursing Clinical Instructors' Pay Rates

The pay schedule for nursing clinical instructors at Oakland Community College provides three pay levels:

LEVEL	BSN	MSN
Entry	\$42.00	\$45.00
Mid-level	\$45.00	\$48.00
Experienced	\$47.00	\$52.00

- **Entry level** – new to OCC's program
- **Mid-level** – after 4 semesters of teaching at OCC
- **Experienced level** – after 8 semesters of teaching at OCC

Clinical/Technical Instructors' Pay Rates

The pay schedule for clinical/technical instructors at Oakland Community College provides four pay categories:

TITLE	RATE
Dental Hygiene Clinician	\$27.16–\$32.59
Supervising Dentist	\$38.03–\$48.88
Medical Assistant	\$16.95–\$21.24
Emergency Medical Technician	\$19.77–\$21.35

Pay Dates and Pay Checks/Advices

PLEASE READ CAREFULLY

Pay for adjunct faculty will generally be issued by the second pay date within a semester.

The pay dates for each semester are listed on the load document which shows the class or classes that are taught. Pay dates are determined by the start and end dates of each course. A copy of this load document is available through the academic dean's office and online services.

An adjunct may view or print their pay advice through Online Services. Please call the Payroll Assistant at 248.341.2163 for additional information.

Please note: An adjunct will be paid after all paperwork has been processed and forwarded to the payroll department.

Payment for Science Wet Lab Compensation

Adjunct faculty are compensated a sum of \$300 for contact hours in excess of credit hours for each science wet lab.

Direct Deposit

The College encourages direct deposit for Adjunct Faculty. Your OCC pay will be posted to your account at your financial institution ready for your use at the beginning of each pay. Direct Deposit Authorization forms are available online. Please forward a new Direct Deposit to the Payroll Department when your account or financial institution changes.

Travel Allowance

There is no travel allowance for adjunct faculty who are teaching two classes within one semester at two different campuses.

Pay Adjustment for Adjunct Faculty Illness/Absence

Adjunct faculty must notify appropriate academic dean or department chairperson in advance of absence so that arrangements can be made to cover the class.

Adjunct faculty pay will be reduced by an appropriate percentage based on the length of the course for each class missed.

Under no circumstances may an adjunct faculty member designate his or her own substitute unless approved by the academic dean.

Record of Absence from Classroom Form

Adjunct faculty members should complete a **Record of Absence from Classroom** form and return the completed form to the department chairperson. If the adjunct faculty member is aware of an upcoming absence, the form should be completed and turned in at least one week ahead of time. If the absence is an emergency or an unexpected illness, the form should be turned in upon return to work and will be maintained in the department chairperson's files. The forms are available upon request from the office of the department chairperson ([EDU-55](#)).

BENEFITS

Tax Deferred Retirement Plan Program

Adjunct faculty at Oakland Community College is eligible to participate in an IRS authorized 403(b) and 457(b) programs.

What is a Tax Deferred Retirement Plan 403(b) or 457(b)?

These types of plans (which allow pre-tax savings) are regulated by the Federal government under Section 403(b) and 457(b) of the Internal Revenue Code. The 403(b) and 457(b) plans are designed to help people prepare for the future with special emphasis on retirement.

What are my options?

The College offers various 403(b) and 457(b) investment options. A list of current carriers is available on InfoMart at <https://infomart.oaklandcc.edu/HR/RetirementPlans.aspx>.

What are the guidelines?

While there are several advantages to 403(b) and 457(b) accounts, there are several IRS restrictions involving withdrawals, age, hardship, disability, etc. There are also restrictions regarding how much you may reduce your salary [contribute to a 403(b) and 457(b) account] and how often you may change your rate of contribution (i.e., two times per calendar year).

Effective January 1, 2015, the maximum contribution allowed to 403(b) and 457(b) accounts is as follows:

Age Restrictions	Maximum Contribution Amount
Employees less than 50 years of age	\$18,000
Employees 50 years of age or older	\$24,000

- You may be able to contribute an additional amount if you have 15 or more years of service at OCC.
- The maximum contribution allowed may change each year; please contact the Human Resources Department for current information.
- Contributions made by you through salary reductions are taxable for Social Security purposes.
- The tax deferred retirement plan benefits that you receive at retirement will not reduce the level of Social Security compensation to which you are entitled.

Where do I start?

It is the responsibility of employees wishing to contribute to a 403(b) or 457(b) plan to contact the vendor representative at the listed toll-free number to establish an account.

Upon establishment of your 403(b) account, submit a salary reduction authorization form. This form may be faxed or sent by mail to:

MidAmerica Administrative and Retirement Solution, Inc.
Attn: 403(b) TPA
211 E. Main Street, Suite 100
Lakeland, FL 33801
Customer Service: 866.873.4240
Fax # 863.688.4466

This form can be found on MidAmerica's website: www.midamerica.biz and InfoMart: [MidAmerica 403\(b\) Retirement Savings plan](#).

Upon establishment of your 457(b) account you must submit a salary reduction authorization form to the Human Resources Department.

Please contact the Human Resources Department if you have any questions.

Is this a good option for me?

OCC does NOT provide legal, tax or accounting advice. It is strongly suggested that you seek the advice of competent legal or tax counselors regarding the applicable laws for participation in 403(b) and 457(b) programs.

Tuition Reimbursement

Adjunct Teaching Faculty

An adjunct faculty member is entitled to receive tuition reimbursement for classes taken at OCC equal to the number of credits taught by the adjunct faculty member. The individual's spouse and/or dependent children are also entitled to tuition reimbursement. Tuition reimbursement will not exceed a family total of 8 credit hours in the fall, winter, or summer, or 24 credit hours per academic year. Class(es) must be taken within one year of the semester hours earned. Tuition reimbursement may be requested after successful completion of the course(es) taught and successful completion of the course(es) taken.

The adjunct faculty, spouse, or dependent children will pay for the class and are reimbursed upon successful completion of class (A, B, C, D, AU, credit by exam). Reimbursement is for tuition only and does not include any fees. If an "I" (incomplete) grade is assigned, the tuition reimbursement may be requested when the "I" grade is made up. After successful completion of the class, adjuncts have 60 days to submit the tuition reimbursement request.

Librarians, Counselors or Academic Support Center (ASC) adjuncts

One credit hour of tuition reimbursement will be granted for every 15 hours worked. Tuition reimbursement will not exceed a family total of eight credit hours in the fall, winter, or summer, or 24 credit hours per academic year. Reimbursement for classes must be requested within one year of the semester hours worked. After successful completion of the class, adjuncts have 60 days to request tuition reimbursement.

Adjunct Clinical Instructors Who are Paid by the College

One credit hour of tuition will be granted for every 15 hours worked. Tuition reimbursement will not exceed a family total of eight credit hours in the fall, winter, or summer, or 24 credit hours per academic year. Reimbursement for classes must be requested within one year of the semester hours worked. After successful completion of the class, adjunct faculty have 60 days to request tuition reimbursement.

To Utilize This Tuition Reimbursement Benefit You Must Provide:

- You must be a current employee to be eligible for reimbursement.
- Appropriate load document to the administrative specialist of your academic dean or designee.
- Receipt of payment for class(es) taken.
- Grade report to verify successful completion of the course.
- Your last tax return to verify the status of any dependents using this benefit.

For additional information regarding tuition reimbursement, please contact the administrative specialist or Business Office at your campus.

Jury Duty

Adjunct faculty summoned for jury duty **prior** to the start of the semester is required to notify their academic dean. If the decision is made by the College that the adjunct faculty member will teach, they will be eligible for full pay less certain jury duty fees for serving on a jury during their teaching hours. An adjunct faculty member summoned for jury duty **after** classes have begun will be eligible for full pay less certain jury duty fees for serving on a jury during their teaching hours.

Michigan Public School Employees Retirement System

Retirement funds are paid by the employer and employee per enabling legislation. Please refer to the following:

Michigan Public School Employees Retirement System
Office of Retirement Services
P.O. Box 30026
Lansing, Michigan, 48909 ph. 517.322.6000 ph. 800.381.5111
<http://www.michigan.gov/orsschools>

If you plan on separating or retiring from the College, please submit a letter of intent (email is acceptable) to your department chair and academic dean.

Full-Time Faculty Vacancy Application Procedure

Qualified adjunct faculty are invited to apply for full-time faculty vacancies.

Faculty vacancies may be viewed in various publications and on the College website <https://oaklandcc.hiretouch.com/>

How to Apply:

All applications must be submitted through the online process along with required documentation.

As an Affirmative Action/Equal Opportunity Employer OCC is seeking candidates who will augment the diversity of its faculty.

Emergency Closing of Campus

When it becomes necessary to close the College on an emergency basis due to inclement weather or mechanical failure, our primary method of notification is through the OCC Emergency Alert. Please update your contact information for this service at <https://www.oaklandcc.edu/ENS/>.

PUBLIC SAFETY

Department of Public Safety

The Department of Public Safety provides services to students, faculty, staff, and College visitors. Information may be found at <https://www.oaklandcc.edu/PublicSafety/>. Review recommended syllabus items at: <http://infomart/PublicSafety/>.

Contacting Public Safety

In an emergency, call Public Safety at **911**. For all other calls, dial **5555** from a hall/office phone, or **248.858.4911** from a non-campus phone. These calls are answered by the Oakland County Sheriff's Office. They provide dispatching services for the Department of Public Safety.

Public Safety Services

• Chemical Spill	• Medical Calls
• Community Policing	• Parking Enforcement
• Criminal Matters (All)	• Patrol Services
• Crime Prevention	• Provide Direction
• Disorderly Complaints	• Publish Crime Statistics
• Emergency Response	• Safety Issues
• Environmental Issues	• Stalking/Assault
• Escorts/Lockouts	• Suspicious Situations
• Jump Starts	• Traffic Accidents

For Public Safety services, call 5555 from any College phone or 248-858-4911 from any other phone. At any time of the day or night, Oakland Community College students may have a Public Safety Officer escort them to their classroom or vehicle.

The Public Safety department provides assistance to the owners of vehicles with the keys locked inside the vehicle. A waiver must be signed, and photo ID, and the vehicle's registration must be presented. The vehicle must be on one of OCC campuses or College sites.

The Department of Public Safety provides assistance for vehicles with dead batteries. A waiver must be signed. There is no charge for this service. The vehicle must be on one of OCC campuses or College sites. Lost and found items are secured in the campus Public Safety Office.

Emergency Response

Your role in an emergency is to cooperate and take direction from the Department of Public Safety and/or your Building Marshal. Special-needs students should advise their instructor on the first day of class regarding any assistance that may be needed.

An emergency response plan should be reviewed with students on the first day of each class of each semester. This is the most opportune time to go over your classroom's response to an emergency. Students will look for you to give direction and leadership.

Please consider the following emergency response steps to ensure the safety of you and your students in the event of an emergency:

- Ensure you and your students have current contact information in the OCC Emergency Alert System.
- Review classroom flyers outlining Public Safety services, etc.
- On the first day of class, review with your students at least two routes of evacuation from the classroom to a designated rally point.
- Tell them how important it is to go to the rally point so all can be accounted for.
- In the event of an emergency, assist students with evacuation to the “rally point” or, in the event of a weather emergency such as a tornado warning, to the nearest designated shelter.
- Be aware of special-needs students. Pre-determine how they can best be assisted in an emergency.
- Do NOT re-enter the facility until the “all clear” has been given.
- Evacuate your classroom and the building if any of the following occur:
 - Public Safety/Building Marshal advises you to evacuate.
 - The tornado siren or fire alarm goes off.
 - Your safety or that of others depends upon it.
 - Adjunct faculty should familiarize themselves with the location of hallway phones.

Refer to the Emergency Response Plan video for additional details and other specific information at <https://www.oaklandcc.edu/PublicSafety/erp.aspx>, including the location of rally points, first aid kits, fire extinguishers and weather shelters.

Safety Tips

- Report suspicious/criminal activity to Public Safety
- Do not leave personal belongings unattended i.e., books, purse, etc.
- Remember where you parked. Walk confidently to your vehicle. Have keys readily

available. Request an escort to your car or classroom if you feel unsafe.

- Park legally, in well-lit Oakland Community College lots.
- If you or your student has a PPO, file it with Public Safety.
- Become familiar with the College's Behavioral Assessment Review process as outlined on the Public Safety website: https://www.youtube.com/watch?v=gT_xx45OJAY&feature=youtu.be

Schedule of Classes

All adjunct faculty members are listed as “Staff” in the Schedule of Classes in recognition that class assignments may be adjusted.

Classroom Standards and Policies

The Instructor: As an Individual

You are not at liberty to create a set of rules or “policies” or standards for your class that are significantly different from those of the College. The further you stray from the norm, the weaker your legal position. However, having no written rules or standards puts you in an even weaker position.

BE EXPLICIT ABOUT:

- your expectations of the student
- what may be expected of you
- what successful students should gain from your course(s)
- safety and other issues unique to your course(s)

BE CONSISTENT ABOUT:

- grading criteria
- enforcement of due dates and other class rules
- standards of behavior, performance and attendance compared with other members of the department or College
- disciplinary actions - “punishment should fit the crime” not the mood or personality

BE CAREFUL ABOUT:

- extracurricular activities
- social interactions on or off campus
- offering business/legal/psychological advice to individuals vs. classroom generalities
- editorializing about the College, administration or colleagues

**GOOD ACADEMIC PRACTICES ARE ALMOST
ALWAYS LEGALLY DEFENSIBLE**

From Instructional Issues: A Legal Perspective (Dr. Conway A. Jeffress, Vice President of Instruction, Schoolcraft College)

Appropriate Use of Information Technology Resources

Information technology resources (computers, voice and data networks, electronic data and information) are provided by Oakland Community College adjunct faculty in support of the College mission. Adjunct faculty members who use the information technology resources will abide by applicable Federal and State laws and the College's regulations governing the use of these resources, and will use them in support of activities directly related to duties and assignments.

For the full policy, please refer to Technology Appropriate Use Regulations (TAUR) located at: <http://www.oaklandcc.edu/taur>

Ethics

Statement on Ethics from The American Association of University Professors Policy Documents & Reports (1990 Edition)

- I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

- II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

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- III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their College or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Opportunity/Sexual Misconduct Prohibition

Oakland Community College, pursuant to the requirements of applicable law and these policies, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, citizenship, veteran status, sex, age, height, weight, marital status, sexual orientation, gender identity and expression, disability or handicap nor will sexual harassment or harassment based on the classifications mentioned herein, be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact:

Equal Opportunity Compliance Officer
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304-2266
248.341.2035

Equal Opportunity Regulations

The following procedures have been adopted in order to implement the board of trustees' Policy

regarding Equal Opportunity for students, employees, and applicants for admission and employment at Oakland Community College.

- I. All College publications used to recruit students or employees and all admission and employment application forms shall include a statement of the Board's Equal Opportunity Policy.
- II. All administrators and supervisors of the College shall be responsible for reporting any possible violation of this Board Policy to the College's Equal Opportunity Compliance Officer. This shall include possible violations of which the administrator or supervisor has personal knowledge as well as those which may be reported to him/her.
- III. All administrators, faculty, staff, and students are expected to conform to Board Policy and any regulations, statements, and procedures issued in order to implement Board Policy. Any member of the administration, faculty, staff, or student who violates Board Policy shall be subject to disciplinary action as appropriate, up to and including discharge from employment or dismissal from the College. Formal action against any employee covered by a collective bargaining agreement shall be taken in accord with the provisions of the applicable collective bargaining agreement. Formal action against any employee not covered by a collective bargaining agreement shall be taken in accordance with Board Policy.
- IV. The College's Human Resources Department shall be charged with the responsibility to process all complaints made against administrators, faculty and staff. If a complaint is made against any member of the Human Resources Department, the chancellor shall be informed immediately, in writing, and the complaint may be referred to outside counsel for processing.

A member of the Human Resources Department shall be officially designated as the College's Equal Opportunity Compliance Officer and shall function as the Title IX Coordinator and Section 504 (Handicap) Compliance Coordinator. Other departmental staff or outside counsel may be utilized to assist in the processing or investigation of complaints as necessary.

Sexual Misconduct Prohibition

Sexual misconduct will not be tolerated by Oakland Community College. The term "sexual misconduct" as used in this policy, applies to any of the following acts: sexual assault as defined by Michigan law (including rape and acquaintance rape), stalking, dating violence, and domestic violence. The term also applies to retaliation taken in response to allegations made by a complainant or a reporter under this policy. Sexual misconduct violates OCC policy and federal and state law; it may also be subject to criminal prosecution. OCC is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. Creating a safe environment is the responsibility of all members of the College community; accordingly, the Title IX coordinator shall publish guidance to the College community consistent with this policy and as required by law.

The following notification is being provided to you as required by the Violence Against Women

Act (federal law) and as required by the Sexual Assault Victim’s Access to Justice Act (state law).

I. REPORTING

If you feel you have been victimized by an incident of sexual conduct, immediately notify the Department of Public Safety (“DPS”) at extension 5555 from any College phone, 248 858-4911 from any other phone, or dial 911. DPS will assist you in notifying the proper authorities. If the offense occurs when the campus is closed, notify the local police department who will notify College officials. An incident of sexual misconduct should also be reported to the College Title IX Coordinator:

Mr. Jasen Witt, Title IX Coordinator
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304-2266
Phone: 248 341-2026

The Title IX coordinator will investigate the report and take necessary measures to ensure your safety and the safety of the community. The Title IX coordinator will forward the report to an investigator. The investigator(s) will conduct an adequate, reliable, impartial and prompt investigation of those reports assigned by the Title IX coordinator.

You have the right to refuse to report an incident of sexual misconduct. Nevertheless, the College strongly encourages you to promptly report instances of sexual misconduct so that the College can take appropriate steps to support your well-being and enhance the safety and security of the community.

II. CONFIDENTIALITY

If you request that your name not be disclosed to the alleged perpetrator, or ask that the report of sexual misconduct not be pursued, the Title IX Coordinator will inform you that honoring the request may limit the College’s ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. If you insist that your name not be disclosed to alleged perpetrator or that the College not investigate or seek action against the alleged perpetrator, the Title IX Coordinator shall determine whether the College can honor your

request while still providing a safe and nondiscriminatory environment for all students, including yourself. In considering your request for confidentiality that could preclude a meaningful investigation or potential discipline of the alleged perpetrator, the Title IX Coordinator should consider all relevant factors. If consideration of such factors results in a determination that the report must be investigated in order to provide a safe and nondiscriminatory environment for all students, the College may conduct an investigation and pursue disciplinary action, if appropriate, in a manner that discloses your identity to the alleged perpetrator.

In accordance with federal law, OCC has designated certain employees, including student employees, who are responsible for student welfare as campus security authorities (“CSAs”). CSAs are required to share any report of rape, sexual assault, or sexual misconduct of which they become aware that involves any member of the College community—regardless of whether the person who committed the sexual misconduct was also a member of the OCC community—to the Title IX coordinator. Therefore, a report to a CSA cannot, as a matter of law, be kept confidential.

III. SEEKING MEDICAL ATTENTION AND PRESERVING EVIDENCE

The College encourages individuals who have experienced an incident of sexual misconduct to seek assistance from a medical provider as soon as possible after the incident. If an incident of sexual misconduct occurs, it is important to preserve evidence so that successful criminal prosecution remains an option. You should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If you have removed the clothing you were wearing during the incident of sexual misconduct prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If you are still wearing the clothes that you were wearing during an incident of sexual misconduct, you should bring a change of clothes with you to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime. Evidence of violence following an incident of sexual misconduct should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

You are entitled to have a sexual assault evidence kit administered to you free of charge.¹ You may have a sexual assault evidence kit administered whether or not you choose to participate in the criminal justice system or cooperate with law enforcement.

The College will go through Haven for obtaining Sexual Assault Nurse Examiner (SANE) testing.

¹ A “sexual assault evidence kit” is a “standardized set of equipment and written procedures approved by the department of state police that have been designed to be administered to an individual principally for the purpose of gathering evidence of sexual conduct, which evidence is of the type offered in court by the forensic science division of the department of state police for prosecuting a case of criminal sexual conduct [.]” MCL §333.21527(2).

You cannot be billed for the cost of administering the sexual assault evidence kit. If you receive a bill for these services, contact the Michigan Crime Victim Services Commission at 517-373-7373.

IV. OCC'S RESPONSIBILITIES

If you feel you are the victim sexual misconduct, OCC will:

- A. Not release your name to the public or press.
- B. Not pre-judge you and not blame you for what occurred, nor will it be suggested that you were contributively negligent or assumed the risk of being sexually assaulted.
- C. Treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- D. Make appropriate accommodations and protective measures to protect your safety, if possible.
- E. Assist you in arranging for any hospital treatment or other medical needs.
- F. Assist you in privately contacting counseling, public safety, advising and other available resources, including any options provided you under state and federal law regarding mandatory testing of sexual assault suspects for communicable diseases and notifying you of the results of the testing.
- G. Fully investigate your case, and help you achieve the best possible outcome. This may involve the arrest and full prosecution of the perpetrator. You will be kept up-to-date on the progress of the investigation and/or prosecution.
- H. Continue to be available for you to answer questions, to explain the systems and processes involved (prosecutor, courts, etc.) and to be a listening ear if you wish.
- I. Consider your case seriously regardless of your gender or the gender of the suspect.
- J. Upon request, and regardless of whether a student or employee reports an incident of sexual misconduct, OCC will make any reasonably necessary change to a student's academic, living, transportation and working situation.
- K. Maintain as confidential any accommodations or protective measures we provide you with.
- L. Provide you with written notice about existing health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims.
- M. Provide you with a written explanation of your rights and options.

V. INTERIM MEASURES

Upon receipt of a report, the College will provide interim support and reasonable protective measures to prevent further acts of misconduct, and to provide you with a safe educational and work environment to the best of its ability. The College will determine the necessity and scope of any interim measures. Interim measures may include:

1. No Contact Order: Any party involved in a Title IX investigation (complainant, respondent or witness) may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in person, telephone, electronic or third party communications. In some cases, you may wish to consider a Personal Protection Order from the local courts. This is a civil proceeding independent of the College. If a court order is issued the College will, to the extent possible, assist you in benefiting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The College may also limit an individual or organization's access to certain College facilities or activities as part of the no contact order.

2. Academic, Employment or Residence Modifications: Any party involved in a Title IX investigation (complainant or respondent or witness) may request an academic or employment accommodation after a report of sexual misconduct. An individual who requests assistance in changing their academic or living situation after an incident of sexual misconduct will receive appropriate and reasonably available accommodations. These may include:

i. Academic accommodations, including a change in class schedule, taking an incomplete, dropping a course without penalty, attending a class via Skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;

ii. Change in work assignment or schedule;

iii. Providing an escort to ensure safe movement between classes and activities.

3. Emotional Support: The College will assist any member of the OCC community by providing a referral to off campus mental health providers.

VI. COMMUNITY RESOURCES

Community Resources for victims of sexual misconduct include:

Common Ground - 800 231-1127

www.commongroundhelps.org

H.A.V.E.N.

P.O. Box 431045

Pontiac, MI 48343

877 922-1274

TTY 248-334-1290

www.haven-oakland.org

SANE contact 248-323-4700

Victim Assistance Services

Oakland County Prosecutor's Office – 248 858-0707

https://www.oakgov.com/prosatty/Pages/division_section/victim_services_section.aspx

VII. YOUR RIGHT TO REQUEST INFORMATION

You have the right to request the following information from the law enforcement agency with the primary responsibility for investigating your case if the information is available and as long as the disclosure does not impede or compromise an ongoing investigation:

1. The contact information for the officer investigating the case.
2. The current status of the case.
3. Whether the case has been submitted to the office of the prosecuting attorney for review.
4. If the case has been closed and the documented reason for its closure.
5. Information about DNA testing, which includes: (i) when the sexual assault evidence kit was submitted to the forensic laboratory; (ii) whether a DNA profile of a suspect was obtained from the processing of evidence in your sexual assault case; (iii) whether a DNA profile of a suspect has been entered into any data bank designed or intended to be used for the retention or comparison of case evidence; (iv) whether there is a match between the DNA profile of a suspect obtained in your sexual assault case to any DNA profile contained in any data bank designed or intended to be used for the retention or comparison of case evidence.

VIII. SANCTIONS

If the findings conclude that the respondent engaged in sexual misconduct or retaliation as defined in this policy, the College may initiate a process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting the College's educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior. Some behavior is so harmful to the complainant and/or the College community, or so deleterious to the educational process, that it may require more serious sanctions or interventions including, but not limited to, removal from specific courses or activities, suspension or expulsion from the College, or a prohibition from being present on College property.

The Board of Trustees has adopted Board Policy 2.6.4 and Board Procedure 2.6.4 to address sexual misconduct. Additionally, OCC has issued a guideline addressing sexual misconduct. The full sexual misconduct administrative guideline, including investigation and disciplinary proceedings, can be found on OCC's website, in the student handbook and in the College's ASR Report.

Health and Safety

Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. OCC supports these endeavors as long as employees are able to meet acceptable performance standards in accordance with ADA (Americans with Disabilities Act).

Medical information on individual employees is treated confidentially. OCC will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

CPR Classes

Masks are available in all campus bookstores for students to use while practicing CPR in a laboratory setting. This is optional but should be encouraged.

Health and Safety

The College is committed to provide a healthy and safe work and study environment. To this end, the College has developed a series of environmental, health, and safety (EHS) programs that outline the roles, responsibilities, and procedures for affected employees. All employees (full-time, part-time, and adjunct) are expected to comply with these programs.

Environmental, Health, and Safety programs include:

- Bloodborne Pathogens
- Confined Space
- Emergency Response (with Public Safety)
- Fall Protection
- Fire Prevention and Response
- Hazard Communication/ Chemical Hygiene Plan
- Hazardous Energy Control
- Industrial Hygiene and Indoor Environmental Quality
- Ladder Safety
- Lasers
- Lead
- Personal Protective Equipment
- Powered Groundskeeping Equipment
- Powered Industrial Truck
- Regulated Waste Management
- Respiratory Protection
- Spill Response
- Tractors

Which programs apply to a specific discipline depends upon the nature of the work performed. Laboratory settings are typically more hazardous than classroom settings, and therefore require more stringent control and training. Each program identifies the employee groups and/or disciplines affected. The programs can be accessed at www.oaklandcc.edu/EHS. If an employee is unsure as to which program applies, he or she should contact the Manager of Environmental Health and Safety.

Smoking in College Facilities

Smoking will be prohibited on College-owned or leased properties. This policy applies to all employees, vendors, contractors, students and the public. OCC's No-Smoking Policy has been expanded to prohibit the use of e-cigarettes (or vaping), providing a healthier learning environment for all students

All employees share in the responsibility for adhering to and enforcing this policy. Any problems should be brought to the attention of the appropriate supervisor and handled through normal administrative procedures. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other College rules.

Here is the link on the web for our reference: <https://www.oaklandcc.edu/student-services/college-policies/default.aspx>

Behavioral Assessment Program

The goal of this program is to keep the College community as safe as possible by supporting the Board of Trustees' Policy on Workplace Violence. The Behavioral Assessment Program at Oakland Community College is designed to provide a mechanism for these behaviors to be identified, assessed, and resolved.

What is a Behavioral Assessment Program?

- It is a comprehensive threat assessment program that reviews all concerns brought forward that involve actions of students, potential students, or other College visitors.
- The utilization of a multi-disciplinary team approach emphasizing cross-departmental expertise and consistency in results.
- A procedure for communication and processing concerns and complaints.
- A program that seeks information and uses resources to manage a potential threat and bring it to an appropriate conclusion with safety and individual rights considered.

Examples of how Behavioral Assessment can be used:

- College personnel are made aware of a student in an OCC course who posts threatening inappropriate remarks/pictures.
- A student threatens a fellow student/faculty member in class.
- A student complains to an instructor that another student has threatened them at the College.
- A person considering enrolling makes threatening comments to an employee at Enrollment Services, to a counselor, etc.

Behavioral Assessment Review Team (BART)

- BART is the team of trained personnel at each campus who are responsible for implementing this program.
- BART team members include a campus dean (or back-up BART dean on the campus), public safety, counseling, and an ACCESS coordinator (if determined to be needed).

Although not exhaustive, the following is representative of breaches in the Student Code of Conduct that could initiate the BART process:

- Disruption in the classroom or College environment.
- Aggressive behavior.
- Inappropriate or strange behaviors that negatively impact relationships in the classroom or on campus.
- Written, oral, video or electronic endorsements of violence or evidence of preoccupation with violence.
- Anger management problems.
- Direct or indirect threats to others.
- Illegal activities.

When College employees become aware of inappropriate or threatening communication, they should contact the appropriate person/department.

- For a classroom/student situation the Campus Dean (or back up BART dean) is the appropriate contact. A BART Concern Form – EDU230 can be found on InfoMart under Forms, should be completed and submitted to the Campus Dean (or back-up).
- For staff-employee situation, the supervisor of the employee is the appropriate contact.
- Public Safety should always be immediately notified for a criminal act or disorderly conduct.

Why is a Behavioral Assessment Program necessary?

- Promotion of campus safety.
- Supports the Board of Trustee’s Workplace Violence Policy and the OCC Student Code of Conduct as published in the Student Handbook.
- Consistent College-wide approach to addressing behavioral issues.
- Faculty and staff have a defined process to address inappropriate behavior.
- Earlier administrative involvement results in swift intervention, reduction and elimination of subsequent breaches of inappropriate behavior.

BART does not handle concerns about any employee issue.

Substance Abuse and Other Personal Problems

DRUG FREE WORKPLACE

Policy

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on all College-owned or operated property.

The Human Resources Department is hereby charged with responsibility for promulgating regulations to implement requirements of the **Drug Free Workplace Act** and for insuring compliance with this policy.

Regulation

- A. Any employee or student found to be in violation of the above prohibition shall be subject to:
- 1) disciplinary action, up to and including discharge or dismissal; and/or
 - 2) mandatory participation in drug abuse assistance or rehabilitation program as a condition of continued employment or student status.
- B. As a condition of continued employment, any employee who is convicted for a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance, which was committed in the workplace, shall notify the Director of Employee Relations of the conviction no later than (5) days after such

conviction. Failure to timely report such conviction shall subject an employee to disciplinary action, up to and including discharge.

C. Any employee who is convicted as described above may be subject to: disciplinary action, up to and including discharge; and/or may be required to participate in a drug abuse assistance or rehabilitation program as a condition of continued employment.

Employee Assistance Programs (EAP)

The College shall offer through its Employee Assistance Program educational and referral services to employees aimed at preventing substance abuse and assisting in rehabilitation. Interested employees should contact the Employee Assistance Program at 248.844.6234. All inquiries are confidential.

Workers' Compensation

State of Michigan Workers' Compensation Act

A work related injury or illness is defined as a personal injury or illness arising out of and in the course of employment. An injury incurred in pursuit of a social or recreational activity is not covered.

Summary of Compensation

Compensation is a weekly wage benefit provided upon establishment of disability and within the terms of the Act. Compensation shall consist of a percentage of average weekly earnings and shall be fixed at the time of injury. No compensation shall be paid for any injury which does not incapacitate the employee from earning full wages for a period of at least one week, but if incapacity extends beyond the period of one week, compensation shall begin on the eighth day after the injury. If incapacity continues for two weeks or longer, compensation shall be computed from the date of the injury.

Summary of Medical Services

If the employee wants to have the initial medical services paid for by the employer, the employee must accept the doctor and medical services provided by the employer at the time of the injury and up to 28 days from the inception of such medical care. However, after 28 days of such medical care, the employee may treat with a physician of his/her own choice by providing to the employer the name and address of the physician and his/her intention to treat with that physician. The employee must have authorization from the Human Resources Department or the College Workers' Compensation Carrier to guarantee payment for a physician other than approved clinics.

NOTE: If you become injured or ill on the job as a result of a work related injury, an Illness/Injury Report (OCC62) must be completed by Public Safety or your supervisor. The injury report and instructions for completing the form can be found on InfoMart.

<http://infomart/Forms/Docs/OCC-62.pdf>

Approved Medical Facility	Auburn Hills	District Office	Highland Lakes	Orchard Ridge	Royal Oak / Southfield
Concentra Medical Centers 1915 N. Perry Street Pontiac, MI 48340 Phone: (248)276-3999 Fax: (248)276-3998 7:30-am-10:00pm (Mon-Fri) 8:00-am-4:00pm (Sat)	X	X			
Concentra Medical Centers 26185 Greenfield Rd Southfield, MI 48075 Phone: (248)569-2040 Fax: (248)569-2048 7:30-am-10:00pm (Mon-Fri) 8:00-am-4:00pm (Sat)				X	X
Concentra Medical Centers 42875 Grand River Ave Suite 101 Novi, MI 48375 Phone: (248)478-1616 Fax: (248)478-9450 8:00am-8:00pm (Mon-Fri) 8:00-am-4:00pm (Sat)				X	X
Doctor's Hospital of Michigan Waterford Ambulatory Care Center 1305 N. Oakland Blvd Waterford, MI 48327 Phone: (248)666-9000 7:00am-10:00pm (7 days)	X		X		
St. Joseph Mercy-Oakland Urgent Care Centers 1375 S. Lapeer Road, Ste 106 (Bald Mountain Medical Bldg) Phone: (248)693-9040 7:00am-12:00am (7 days)	X	X			
St. Joseph Mercy-Oakland Urgent Care Centers 5800 Highland Road Waterford, MI 48327 Phone: (248)673-2474 8:00am-10:00pm (7 days)	X	X	X		

Workers' Compensation-Campus Locations and Approved Medical Facilities

CLASSWORK

Philosophy of General Education Approved by the College Senate

General Education is the foundation of every student's program, regardless of his or her area of emphasis, and is intended to impart common knowledge, intellectual concepts and attitudes.

General Education for Oakland Community College students exists to expand their abilities and skills and to develop ideas and values to prepare them to address the issues, problems and technology across the fields of studies.

General education will introduce educational experiences that will encourage students:

- To communicate effectively
- To think critically and creatively
- To solve problems analytically, systematically and insightfully
- To develop an aesthetic awareness
- To acquire interpersonal and personal development skills
- To learn independently and collaboratively
- To be technologically and scientifically literate
- To appreciate diversity and commonality
- To develop a strong commitment to social responsibility
- To understand the global environment

Syllabus

The basic principle in constructing a syllabus is to give each student an equal chance to succeed and to make each student aware of the consequences of behaviors that can reasonably be expected to occur in your classroom.

The following guidelines should be considered in developing a comprehensive syllabus. Please give special attention in your syllabus to how you describe your grading criteria and process in order to minimize misunderstandings and grade disputes.

SYLLABUS COMPONENTS

Approved by the Academic Senate

April 23, 2015

Essential Elements

Course Number and Title

Section Number

Course Catalog Description

Classroom Location

Meeting Day(s) and Times

Term and Year

Instructor Name

Instructor Office Location and Office Hours

Instructor Contact Information

Instructor Emphasis and Strategies

Course General Education Outcomes

Common Course Outcomes

Assessment Policies and Procedures

College N Mark Policy

Student Support Information (e.g., department secretary, lab, Parapro, ASC, ACCESS, Counseling, library, computer resources, tutoring, etc.)

Information on Textbook(s), Supplies, and Necessary Materials

Safety Instructions (<http://www.oaklandcc.edu/PublicSafety/FacultyStaff.aspx>)

Technology Appropriate Use Regulations (<https://www.oaklandcc.edu/TAUR/>)

Subject-to-Change Notification (i.e., a disclaimer allowing for reasonable revisions to the class schedule by the instructor as circumstances require)

Late Instructor Policy

Mandated by Federal Law

FERPA Statement (the version of the statement recommended by the College is below)

Per the Family Educational Rights and Privacy Act (FERPA), College personnel are not allowed to release a student's personal information to anyone, including other students. If you have any questions regarding FERPA, please refer to the current College Catalog.

ADA Notification (the version of the statement recommended by the College is below)

Students requiring special assistance (including those affected by the *Americans with Disabilities Act*) should contact the ACCESS office, which will inform the instructor of any special conditions pertaining to their learning.

Mandated by the Faculty Master Agreement (17.4)

Faculty members shall have the responsibility to provide each student, in writing by the second class meeting of each semester or session, a course syllabus that includes but is not limited to:

- Intended Course Goals
- Grading Standards and Practices (e.g., System of Grading, which may include a policy on incompletes, withdrawals, and extra credit; Testing Policy, with policy on make-ups or substitutions; Assignment Criteria, with policy on make-ups or tardiness penalties; Class Attendance, with policy on how tardiness and absences affect grade)
- Tentative Schedule of Assignments and Tests (i.e., a list of activities, labs, homework, quizzes, exams, papers, etc.; a sample of what such a schedule might look like is below)

DATE	CLASS ACTIVITY	ASSIGNMENTS	TESTS
Class 1	Introduction to Course and Expectations	Reading: Writing:	
Class 2	Topic of the Week	Reading: Writing:	
Class 3	Topic of the Week	Reading:	Quiz 1
Etc.			

Field Trips

All students enrolled in a course of instruction which requires participation in any off-site field trips, class activities, experiences or exercises which are located on a site outside of OCC's campuses must sign an Assumption of Risk Agreement (<http://infomart/Forms/Docs/EDU-133.pdf>) and Release form (<http://infomart/forms/docs/OCC-108>).

Field Trip Guidelines

1. **Philosophy:** Field trips and out-of-classroom activities can be important aspects of instruction within the community College. Established guidelines will permit students to profit more fully from field trip experiences, encourage instructors to make advance arrangements to alert students concerning plans, and provide academic administrators with prior knowledge of all changes in class time, date or location.
2. **“Field Trip” Definition:** Any class experience in which the instructor and students attend an off-campus site (activity or event) together as part of the organized, formal requirements for a course. (Examples: Class with instructor attends geologic site in northern Michigan; a single play performance in Detroit; or an auto assembly plant together.)
3. **Exceptions:** Not included within the “field trip” definition are optional activities or activities in which students may engage individually or in small groups without the direct involvement or supervision of the instructor. (Examples: Small groups of students from class visit diverse offices at different times and hold interviews; individual students go to a play sometime during the semester on their own; small groups of students visit District Court and observe session; class is encouraged to visit the Detroit Zoo on their own for extra credit.)
4. **Normal Expectations:** Instructors are expected to observe the following conventions in assigning and requiring field trips for their students:
 - a) Course syllabus indicates specific times and places of required attendance outside of scheduled class time.
 - b) Students are advised, either via syllabus or Schedule of Classes, of significant costs for experience which individual student is expected to underwrite.
 - c) Learning objectives for experience provided to students in advance.
 - d) Performance feedback provided to the students as follow up to the experience.
 - e) Relationship between experience and course grade is carefully delineated and explained to student in advance.
 - f) Instructor joins students on site for the experience.
 - g) Supervising Dean or designee is formally advised of trip prior to two weeks before the scheduled event, on the accompanying form.

Raider One Card

The Raider One Card is the official College identification card. It is available for students and staff. It provides access to the following campus services with one card:

Library Services – access to check out materials from OCC’s libraries

Copy/Print Services – ability to print/copy with green stripe*

Raiders Store and Café purchases – ability to make purchases on campus with funds on green stripe (iROC Cash account).

*The Raider One Card is used with the current Print/Copy Management System on OCC’s campuses. If you do not have a Raider One Card, you will not be able to copy or print.

There are two Raider One Cards: the Basic Raider One Card and the Enhanced Raider One Card. Although the two cards look differently, they both provide access to the same campus services.

Two ways to receive the Raider One Card

Raider One Cards photos can be taken in any OCC Raiders Store (bookstore). Having a photo taken there, is one way to begin the ID card production.

Or, staff/students can go to the Raider One Card webpage and login to upload a picture of themselves to be used on the ID card. The picture must meet the published criteria to be accepted.

<https://www.oaklandcc.edu/RaiderOneCardPhoto>

The card will be produced and mailed to the staff/student, or sent to a campus of their choice for pick-up at the Business Office (Cashier’s window).

If needed, replacement cards are available for \$10, payable at the Business Office.

Graphics and Duplicating Services

Graphics and Duplicating Services are available for all of your designing, printing and copying needs. We offer variety of options such as syllabi, posters, flyers, color brochures, booklets, business cards and much more! We urge you to contact us early and often for information and assistance. Please feel free to contact us if you have any questions!

Duplicating 248.232.4248

duplicatingservices@oaklandcc.edu

<http://infomart/GraphicsDuplicating/>

Graphics Michele Kersten-Hart, Manager of Multimedia and Web Services

248.232.4423

mrkerste@oaklandcc.edu

<http://infomart/GraphicServices/>

Information Sources

<https://www.oaklandcc.edu/Employment/> - postings for vacant positions

<http://catalog.oaklandcc.edu/> - Academic Support Center

<https://www.oaklandcc.edu/ACCESS/> - Accessibility Compliance Center and Educational Support Services

<https://www.oaklandcc.edu/library/default.aspx> - Library

<https://www.oaklandcc.edu/PublicSafety/> - Public Safety

<https://www.oaklandcc.edu/TAUR/> - Technology Appropriate Usage Regulations

http://infomart/Minutes/documents/docs_board/board_policies.pdf - Board Policy

<http://catalog.oaklandcc.edu/> - College Catalog

<https://occ.thecampushub.com/occah/> - Bookstore

<https://www.oaklandcc.edu/academics/grading-policy/default.aspx> - Grading Policies

<http://infomart/> - College Employee Directory

<http://infomart/forms/docs/HR-30.pdf> - change of information request

<http://infomart/forms/docs/EDU-55.pdf> - record of adjunct faculty absence

<http://infomart/forms/docs/HR-33C.pdf> - initial hire at step B for adjunct faculty

<http://infomart/forms/docs/HR-33D.pdf> - initial hire at step 2 for adjunct non-teaching faculty

<http://infomart/forms/docs/HR-33E.pdf> - step movement for non-teaching adjuncts

<http://infomart/Forms/Docs/EDU-133.pdf> - field trip

<http://infomart/forms/docs/OCC-108.pdf> - trip liability waiver

http://www.detroitmi.gov/Portals/0/docs/finance/incometax/2007_taxforms/DW4.pdf - city of Detroit tax

<http://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3> – Federal withholding tax form

http://www.pontiac.mi.us/document_center/p_w4revised.pdf - city of Pontiac tax

http://www.michigan.gov/documents/mw4f_76761_7.pdf - state of Michigan tax

SYLLABUS



OAKLAND COMMUNITY COLLEGE
Community is our middle name.®

Course Number and Title: [Click here to enter text.](#)

Section Number: [Click here to enter text.](#)

Meeting Days and Times: [Click here to enter text.](#)

Classroom Location: [Click here to enter text.](#)

Term and Year: [Click here to enter text.](#)

Instructor Name: [Click here to enter text.](#)

Instructor Contact: [Click here to enter text.](#)

Instructor Office: [Click here to enter text.](#)

Textbook: [Click here to enter text.](#)

Other needed supplies: [Click here to enter text.](#)

Course Description: [Click here to enter text.](#)

Course General Education Outcomes: [Click here to enter text.](#)

Common Course Outcomes: [Click here to enter text.](#)

Course Goals: [Click here to enter text.](#)

Grading Standards: system of grading, which may include a policy on incompletes, withdrawals, and extra credit; testing policy, with policy on make-ups or substitutions; assignment criteria, with policy on make-ups or tardiness, class attendance.

N Mark (Grade) Non-Attendant Policy: This mark is awarded to students who, though registered, never attended class, did not officially drop, and (if an online or hybrid class) have no gradable work. Marks of "N" do not satisfy prerequisites and are non-transferable. This mark is not used in the calculation of GPA, but it may affect eligibility for financial aid. Instructors confirm non-attendance by the "N" Mark Report Date (found in Online Services for each section) and then submit their "N" marks to the institution. Students who have received an "N" mark will not be permitted to enter the class, nor will the student be able to drop the class. After the "N" mark has been submitted, a change of grade will not be accepted for the student.

Late instructor policy if applicable: [Click here to enter text.](#)

Tentative Course Schedule:

Date	Class Activity	Assignments	Tests/ Assessments
Class #1	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #2	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #3	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #4	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #5	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #6	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #7	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #8	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #9	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #10	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #11	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #12	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #13	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #14	Click here to enter text.	Click here to enter text.	Click here to enter text.
Class #15	Click here to enter text.	Click here to enter text.	Click here to enter text.

FERPA Statement: Per the Family Educational Rights and Privacy Act (FERPA), College personnel are not allowed to release a student's personal information to anyone, including other students. For a full description of Oakland Community College's FERPA policy, please refer to: <https://www.oaklandcc.edu/student-services/College-policies/default.aspx>

Americans with Disabilities Act (ADA): Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the ACCESS office, which will inform the instructor of any special accommodations pertaining to their learning.

Technology Appropriate Use Regulations: To access the Oakland Community College's policy on technology, please visit: <https://www.oaklandcc.edu/taur/>

Public Safety: Oakland Community College has uniformed police officers at all academic locations. Please visit <https://www.oaklandcc.edu/publicsafety/default.aspx>

This syllabus is subject to revision as deemed necessary by the instructor. Appropriate notice shall be given to the students.

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