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THE NEW SCHOOL

2012-2013 New Faculty Survival Guide

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INTRODUCTION

Welcome to The New School

This document is intended to inform new part-time faculty of issues they may encounter while preparing for and teaching their course(s) at the University. Much of this information is general; for more details, faculty should contact their divisional representative. Faculty may also visit the University's website at www.newschool.edu.

The New School: A History

The New School was founded in 1919 by a group of scholars, intellectuals, and civic leaders to offer instruction to educated adults on the pressing social, political, and economic problems of the day. It became America's first University for adults; its founders (which included Charles Beard, James Harvey Robinson and John Dewey) wanted to provide adult students with the ability to seek an unbiased understanding of the existing order, its genesis, growth and present working. The first classes at The New School took the form of lectures followed by discussions, for larger groups, or as smaller conferences, for "those equipped for specific research." In the first semester, 100 courses, mostly in economics and politics, were offered by an ad hoc faculty that included Thomas Sewall Adams, Charles Beard, Horace M. Kallen, Harold Laski, Wesley Clair Mitchell, Thorstein Veblen, James Harvey Robinson, Graham Wallas, Charles B. Davenport, Elsie Clews Parsons, and Roscoe Pound. In 1933, the University in Exile was founded as a graduate division of The New School for Social Research to be a haven for scholars who had been dismissed from teaching positions by totalitarian regimes in Europe.

As we approach the 100th anniversary of the university's founding, The New School's legacy of change remains a source of pride. The New School has been evolving since the day it began offering nondegree courses for working adults, responding to changes in the marketplace of ideas, career opportunities, and human curiosity. Each area of study, degree program, and school within the university has a unique story—from the founding division's focus on nontraditional students to the new approaches to design, management, urban policy, and the performing arts introduced by the divisions that have become part of The New School since the 1970s. Today undergraduate, graduate, and continuing education students still come to The New School expecting a university like no other. For that reason, the story of The New School's seven divisions, themselves the products of continuous reinvention, occupies a special place in the history of higher education.

Eugene Lang College The New School for Liberal Arts

Eugene Lang College is The New School's four-year liberal arts college for traditional-age undergraduates. What began as the experimental Freshman Year Program in 1972 and transitioned into the Seminar College in 1975 finally became a division of the university in 1985. This bold experiment in undergraduate education was named to honor educational philanthropist and New School trustee Eugene M. Lang. Students at Eugene Lang College enjoy small seminar-style classes taught by a faculty of prominent scholars, many of whom are also affiliated with The New School for Social Research. Lang is one of only a few liberal arts colleges in the country situated in the center of a major metropolitan area, a location that offers its students unsurpassed opportunities for civic engagement and internships.

Mannes College The New School for Music

Founded in 1916 by David Mannes and Clara Damrosch, Mannes became part of The New School in 1989. A leading conservatory of classical music, the college provides professional training for some of the most talented student musicians in the world. The comprehensive curriculum, the faculty of world-class artists, and the resources of a progressive university support students in their quest for virtuosity in vocal and instrumental music, conducting, composition, and theory. Like the students they teach, Mannes faculty members come from every corner of the world. They include performers and conductors from prominent orchestras, ensembles, and opera companies and renowned solo performers, composers, and scholars from every field of classical music.

The New School for Drama

The New School has been a center of innovation in theater since Erwin Piscator founded the Dramatic Workshop here in the 1940s. His students included Marlon Brando, Walter Matthau, Harry Belafonte, Elaine Stritch, and Tennessee Williams. Piscator established a tradition of excellence in theater education that continues at The New School today. The graduate program in dramatic arts was introduced in 1994 to prepare talented individuals for careers as actors, playwrights, or directors. The school's New York City setting offers students abundant opportunities to learn through observation as well as professional connections through the broadest career network in the country.

The New School for Jazz and Contemporary Music

Established in 1986, The New School for Jazz and Contemporary Music offers talented undergraduates an opportunity to train with professional artists from New York's peerless jazz community. The New School employs a teaching model based on the tradition of the artist as mentor: Our students study and perform with some of the world's most accomplished musicians and are immersed in the history, development, and latest incarnations of jazz, blues, pop, and all the ever-evolving genres of contemporary music. Learning takes place in the classroom, ensemble playing, one-on-one tutorial sessions, public performances, and master classes with legendary performers. Students develop their creative talents to meet the high standards of professional musicianship exemplified by the faculty.

The New School for Public Engagement

The New School for Public Engagement embodies the values that motivated the university's founders in 1919. The division was formed in 2011 through the integration of The New School for General Studies, home of the founders' adult and continuing education programs, and Milano The New School for Management and Urban Policy, created in 1975 to offer graduate study in public administration and civic life. The New School for Public Engagement is a unique academic enterprise. Its degree and certificate programs and continuing education courses connect theory to practice, support innovation in culture and communication, and encourage democratic citizenship through lifelong education. The New School for Public Engagement offers undergraduate and graduate degrees and professional certificates as well as hundreds of open-enrollment continuing education courses for adults in Greenwich Village and online.

The New School for Social Research

In 1933, The New School gave a home to the University in Exile, a refuge for German scholars fleeing persecution by the Nazis. In 1934, The New School incorporated this community as a graduate school of political and social science. In recognition of the graduate faculty's unparalleled contribution to social science discourse, the division retains the name of The New School for Social Research. Opportunities abound for graduate students to cross disciplinary boundaries and collaborate with social scientists, humanists, designers, and artists in other divisions of the university. The New School for Social Research addresses the most relevant political, cultural, and economic concerns of the day while fostering the highest standards of scholarly inquiry.

Parsons The New School for Design

Parsons is one of the preeminent colleges of art and design in the world. Founded as the Chase School of Art in 1896 by artist William Merritt Chase and his circle, Parsons was renamed in 1936 for its longtime president, Frank Alvah Parsons, who dedicated his career to integrating visual art and industrial design. Parsons became part of The New School in 1970. The first institution to award university degrees in fashion design, interior design, and lighting design in the United States, Parsons has earned a national reputation as a school at the vanguard of design education. Students in its undergraduate and graduate degree programs hold themselves to exceptional standards of creativity and scholarship, developing their skills and building knowledge in laboratories, workshops, and seminars. Nonmatriculated students of all ages can participate in certificate and general art and design education programs for design professionals and anyone with an interest in art and design.

Our President

David E. Van Zandt became The New School's eighth president on January 1, 2011.

The president of The New School is selected by the Board of Trustees to guide its continued transformation into a fully integrated university with expertise in the humanities and social sciences, art and design, management, and the performing arts. The president is responsible for building academic excellence and ensuring that The New School successfully competes for the best faculty and students in each of its divisions. Working collaboratively with the deans and officers, students, faculty, administrative staff, and the community, the president develops the strategy of The New School, implements that strategy, and articulates the shared vision based on that strategy of The New School both internally and externally.

Our Provost

Tim Marshall became provost and chief academic officer of The New School in March 2009. Tim works with the president, deans, officers, and trustees to set academic priorities and see that they are reflected in all aspects of institutional planning and governance. He provides leadership and facilitation for the deans, the faculty, and the divisions and helps ensure that students' educational interests are well served.

Tim served as dean of Parsons The New School for Design from July 2006 until his appointment as provost. While at Parsons he developed an ambitious and comprehensive academic plan that emphasized a stronger faculty culture and a more integrated and comprehensive suite of undergraduate and graduate design degrees. He led a major restructuring effort by organizing a dozen disparate departments into five thematic schools. Tim was Parsons' associate dean for Academic Affairs from 2004 to 2006 and is a tenured associate professor.

SAFETY & EMERGENCY CONTACT INFORMATION

Your safety is important to us. Therefore, the University provides an automated 24-hour campus alert phone number 212-229-7008 and a University advisory website (http://www.newschool.edu/security), which are kept up-to-date concerning any situation that may cause a disruption or change in the University's normal scheduling (e.g., weather delays, transit interruptions, facility problems, and so forth.) All members of The New School community can receive information from these sources.

All employees should review and familiarize themselves with information in the Campus Security Guide, available electronically at http://www.newschool.edu/security/guide/.

New School Alerts

New School Alerts is a notification system designed to provide quick and reliable mass communication to students, faculty, and staff regarding potential or actual emergencies. The New School Alerts system will send message to cell phones (text and voice), landlines, and email addresses during a crisis or urgent situation affecting The New School. The system might be used, for example, to alert The New School community about weather-related school closings or a situation that could affect safety on campus. To register for New School Alerts, sign in to my.newschool.edu and click on the New School Alerts tab.

Please visit the Safety and Preparedness at http://www.newschool.edu/safety for a complete list of procedures regarding emergencies and notification at The New School.

The New School Security Department seeks to ensure that the rights of every member of the campus community are respected and that a safe and secure atmosphere exists in all campus buildings.

Important Phone Numbers

Security Office	212-229-5101
24-hour Emergency Number	212-229-7001
Medical and Public Safety Emergencies	911
Medical & Counseling Services	212-229-1671
After-Hours Nurse Advice	212-229-1671, ext. 1
Student Support and Crisis Management	212-229-5900, ext. 3189

GETTING STARTED

Part-Time Faculty Collective Bargaining Agreement

The New School recognizes Local 7902 Academics Come Together/ACT-UAW for all part-time faculty, employed by the University, with the exception of part-time faculty teaching at The New School for Jazz and Contemporary Music, all of whom are represented through the Associated Musicians of Greater New York, Local 802, American Federation of Musicians, AFL-CIO. Part-time faculty appointments are governed by their respective collective bargaining agreements and are based on curricular needs and seniority.

Offers of appointment to part-time faculty in Local 7902 are done on a semester or annual basis depending on the status of the faculty member. Part-time faculty with probationary status (1-4 semesters) receives appointments by semester on July 1 and December 7. Post-probationary (5-10 semesters) status faculty receives appointments for the following academic year on July 1. Part-time faculty with either annual (11+ semesters), or multi-year status receives annual appointments on June 1 for the following academic year.

Part-time faculty in Local 802 receive appointments on a semester basis, with probationary periods of 1-2 semesters, with appointment received by June 1 and December 1 (Other categories and durations of part-time faculty appointment will not apply to Local 802.)

All appointments are accepted/acknowledged electronically.

Concerns or questions with an appointment letter should be addressed with the faculty member's department. If you have additional questions, please contact Human Resources. A copy of the collective bargaining agreements for Local 7902 and Local 802 can be found online at http://www.newschool.edu/hr/labor-relations.

Checklist

Provided below is a short checklist to help part-time faculty expedite administrative matters. Part-time faculty should have the following tasks completed before the first day of class:

1. Upon hire/appointment
   a. Complete tax paperwork and other new hire paperwork.
   b. Submit to your division, department, or program representative.
2. Upon receipt of "N" number
   a. Contact your division, department, or program regarding obtaining a University photo ID ("newcard")
   b. Go to my.newschool.edu to discover your NetID username
   c. Change your NetID username password
   d. Access BlackBoard, ALVIN and GroupWise WebMail via my.newschool.edu
3. Between receipt of "N" number and start of the semester
   a. Check University email (via my.newschool.edu) frequently for important announcements and updates
   b. Attend new faculty orientation
   c. Take online tutorials (see POLICIES AND TUTORIALS.)
      i. Institutional Policies
      ii. Family Educational Rights and Privacy Act (FERPA)
      iii. Sexual Harassment Prevention
   d. Check with division, department, or program representative regarding questions about classroom, materials, and equipment needs

Newcard/ID Card

Newcard is the official identification card of The New School. With the newcard, the university community can conveniently use one card to utilize on-campus dining services (i.e. balance meal plan) as well as gain entry to buildings and to services at selected campus facilities including Academic Technology Labs, Libraries and events. The newcard must be carried at all times.

To obtain a newcard, please visit Campus Card Services, located at 66 West 12th Street, Room 409. You must bring along government-issued identification. If you are a new instructor, this card is free; however, there is a replacement fee for lost cards.

Your newcard also entitles you to receive discounts at shops, free admission to museums and access to a consortium of libraries, including Bobst Library at NYU. For a listing of these discounts and more, please visit http://my.newschool.edu. After you log in, click on the Employee tab and then under the Human Resources section, click on "Discounts for Employees of The New School."

"N" Number

An "N" number is a series of identifying numbers for faculty, students and staff of the University. Each person has a unique "N" number. It is eight digits preceded by the letter N and is located under your name on your newcard.

New Hire/Appointment Paperwork

Please contact your division, department, or program representative to ensure your information has been properly submitted and entered in a central database system. Completed paperwork, including proof of identification and eligibility to work in the United States, must be finalized a few weeks prior to your hire start date in order for you to receive payment in the first month of the semester.

Direct Deposit

To have your salary deposited directly into your checking account, you must bring a voided check when filling out tax paperwork in your division. You can also obtain the Direct Deposit form from Human Resources.

Name and Address Changes

Please contact Human Resources immediately to make these changes; you may contact HR via email (hrhelp@newschool.edu) or by phone at 212-229-5671, ext. 0.

MY.NEWSCHOOL.EDU*: Single Sign-On Web Portal*

My.newschool.edu is the University's "single sign-on" web portal; it allows access to vital computer applications such as GroupWise webmail, ALVIN/Self-Service, Libraries online, Blackboard, and important University announcements. In addition, reservations for Academic Technology equipment, lab, and audio-visual resources are made within my.newschool.edu.

NetID

A "NET ID" is your key to technology services at The New School. Use your NetID username and password to sign in to my.newSchool.edu, the "single sign-on" online portal which includes University email.

If you do not know your NetID:

1. Go to http://my.newschool.edu
2. Click on Look up your NetID or Reset your Password.
    a. For your convenience, the "Look up your NetID or Reset your Password" link is available at the various NetID login pages: MyNewSchool, Webmail and Wireless.
3. You will be asked to provide your New School ID, Full Name and Department.
4. If that does not work, you may contact Help Desk at 212-229-2828 between 8:30 AM - 5:30 PM during weekdays, or via email at helpdesk@newschool.edu.

NetID Password

If you forget or do not know your password, you can reset it using the "Look up your NetID or Reset Your Password" link available at the sign in screen of my.newschool.edu. You will need to know your ALVIN pin number. You will be prompted to change your password every 180 days. If you need further assistance with your ALVIN pin number, please contact Human Resources at 212-229-5671, ext. 0 between 9:00 AM – 5:00 PM on weekdays or at hrhelp@newschool.edu. (To learn about ALVIN, see "ALVIN/Self-Service".)

University Email

Your division, department/program, and the University at large will communicate with you on a regular basis with important information and announcements through your New School email account; therefore, it is important all faculty members check their University email frequently. The union contract for part-time faculty requires all communication be conducted through the University's email system.

ACADEMIC TECHNOLOGY

Blackboard*: "MyCourses" in my.newschool.edu*

Blackboard is a web-based course management system that is available to all faculty and students for on-site and on-line courses. Blackboard provides secure, private spaces for class discussion boards, posting of files, virtual chat, email and more. Instructions for using Blackboard, as well as an interactive FAQ and tutorial, are located in https://my.newschool.edu under the "Faculty" tab. Inside Blackboard, further instructions and 24/7 support can be found using the Help icon located at the top center of every Blackboard page. To access Blackboard, sign into my.newschool.edu and click the "My Courses/BB" icon located in the upper right corner.

For additional help on Blackboard, please contact:

Jim O'Connor	James Acevedo
Director of Online Learning	Associate Director
oconnorj@newschool.edu	acevedoj@newschool.edu
212.229.5300 x2771	212.229.5300 x4159

ALVIN/Self-Service

ALVIN/Self-Service can be accessed via https://my.newschool.edu. ALVIN provides easy access to the information you need for many aspects of your teaching, including your **class roster, grading for your class**, and your payroll tracking. Please access ALVIN within a week of the beginning of the semester to verify information. ALVIN online help is available at https://alvin.newschool.edu/help.htm. If you do not know your ALVIN pin number, please contact Human Resources at 212-229-5671, ext. 0 between 9:00 AM – 5:00 PM on weekdays or at hrhelp@newschool.edu.

Technical difficulties related to class rosters and room assignments should be directed to your department or division for assistance. When two instructors are registered in ALVIN to teach a class, only the primary instructor has access. Be sure your room assignments are correct in ALVIN, and

you should confirm where your class is meeting to avoid confusion should there be any last-minute room reassignments.

It is recommended to periodically check in ALVIN that all credit-seeking students appear on your grade roster. If the name of a credit student does not appear on your grade roster, that student is not properly registered. Advise the student to immediately contact his or her divisional advisor to resolve the matter.

Academic Technology Help Resources

The Help and Access Directory at http://www.newschool.edu/at/ will show you what your NetID gives you access to, and who to contact for help on a specific topic. For general questions, email AT@newschool.edu. The Help Desk provides detailed staff computing information and assistance and is online at www.newschool.edu/at/support/helpdesk. They also provide assistance with NetID password and staff/office computer issues. The Help Desk can be reached at 212-229-5300, ext. 2828 between 8:30 AM – 5:30 PM on weekdays or at helpdesk@newschool.edu.

RESOURCES

Library Resources

Faculty must show a University ID card to borrow materials or use other Consortium library materials. For a complete list of The New School libraries and library affiliations, including services such as placing documents on reserve or scanning materials, please visit http://library.newschool.edu.

University Media Services

Note: The following information can be found in http://my.newschool.edu, under the "Faculty" or "Employee" tabs. In the "Academic Technology section, under "Equipment Reservations", click on the "Schedule AV Delivery or University Event Support" link.

The Media Services Department provides equipment and technical assistance to faculty and administrators in presenting media in classrooms, conferences, and meetings. If you need audio-visual services, you can contact Media Services directly by completing their online form; information about audio/visual services and forms are available at my.newschool.edu. You must have a GroupWise email account to request media services.

Please note: Media services require online requests are submitted at least one week in advance of the event or class. Large events held in the University's halls and auditoriums require a minimum of two weeks' notice. You will be notified of the status of your request by email. Availability of equipment items or services is not guaranteed; therefore, it is recommended you contact them as early as possible.

Some technical services available include: video and audio playback and recording; film, slide and overhead projection; and LCD projectors. All events in Tishman Auditorium will require a technician for the duration of the event. Labor fees may apply. Please book in advance.

Media Services Hours
(also available at my.newschool.edu and at
http://www.newschool.edu/at/agreements/fe_avdeliveryevent_agreement.html)

Monday – Friday:	8:00 AM – 10:00 PM
Saturday:	9:00 AM – 5:00 PM
Sunday:	CLOSED

All classes and events held beyond normal hours of operation require two weeks advance notice, and labor fees will be charged to your department.

FACULTY-SPECIFIC RESOURCES

Pedagogical Materials

Supporting the continual development of our faculty as teachers is a fundamental mission of the Provost's Office. A modest library of books and journals regarding faculty roles and responsibilities is available on a non-circulating basis. Resources include: guidelines for creating a course syllabus, developing grading rubrics, promoting classroom discussion and more.

In addition, the Provost's Office is offering online resources for teaching at http://www.newschool.edu/teachingresources. The resources provided here will be particularly helpful for those who are newer to teaching, but even experienced teachers could benefit from reviewing these materials and refining successful methods or trying something new. These pages will be regularly updated and new materials will be added.

Please check the websites of the following organizations for extensive information about Teaching and Learning:

- American Council on Education
- Association of American Colleges and Universities
- The Carnegie Foundation for the Advancement of Teaching
- POD Network

For more information, please visit http://www.newschool.edu/teachingresources, or, you may contact Carolyn Comiskey, Director of Assessment and Curricular Support at ComiskeC@newschool.edu or 212-229-8947, ext. 2758.

POLICIES AND TUTORIALS (REQUIRED)

Faculty are required to take the following tutorials. A brief description of each is provided below. They are available online and can be completed on or off campus.

Institutional Policies Tutorial

This tutorial familiarizes faculty members to important University policies, including but not limited to: Affirmative Action and Equal Opportunity; Free Exchange of Ideas; Freedom of Artistic Expression, Sexual Harassment and Discrimination; Family and Medical Leave Act of 1993; and, the Employee Code of Conduct.

All faculty must take the Institutional Policies online tutorial.

The tutorial for part-time faculty is available at http://www.newschool.edu/hr/labor-relations/pt-faculty/online-tutorial.

FERPA Tutorial

Administered by the Registrar's Office, the FERPA tutorial refers to The Family Educational Rights and Privacy Act of 1974 as amended in 1995 and 1996. It trains University employees in recognizing what information may be disclosed under this federal law and what must remain confidential. It is accessed at http://www.newschool.edu/studentservices/registrar/ferpa.aspx?s=7.

Online Sexual Harassment Prevention Training

The University has implemented online sexual harassment prevention training software by New Media Learning to supplement its current training practices on sexual and discriminatory harassment. It is accessed at http://training.newmedialearning.com/psh/newschoolu.

DIRECTORY

The following is an abbreviated list of important contact information. A full directory is available online at http://www.newschool.edu/directory/dirname.html.

Division	Division Representative	Title	Phone	Email
Parsons the New School for Design	Meredith Mullane	Assistant Dean of Part-Time Faculty Affairs	212-229-8951, x2889	mullanme@newschool.edu
Eugene Lang College The New School for Liberal Arts	Laura Copland	Director of Faculty Affairs	212-229-5100, x2228	coplandl@newschool.edu
	Verna dela Mothe	Assistant Director of Administration	212-229-5100, x2254	lamothev@newschool.edu
The New School for Public Engagement (The New School for General Studies, and, Milano The New School for Management and Urban Policy)	Emily Martin	Assistant Dean of Academic Operations	212-229-5700, x3042	martine@newschool.edu
	Cecilia Ponte	Director of Faculty Affairs	212-229-5700, x2448	pontec@newschool.edu
	Suk Mei Man	Director of Academic Systems	212-229-5615, x2102	mans@newschool.edu
Mannes College The New School for Music	Valerie Feuer	Associate Dean for Administration	212-580-0210, x4880	feuerv@newschool.edu
	Michael Seabrook	Business Office Manager	212-580-0210, x4810	seabroom@newschool.edu
The New School for Social Research	John Vanderlippe	Associate Dean of Faculty and Curriculum	212-229-5700, x3042	vanderlj@newschool.edu
	David McNamara	Director of Faculty Affairs and Communication	212-229-5700, x3019	mcnamard@newschool.edu
The New School for Drama	Robert McAlpin	Director of Budget & Administration	212-229-5859, x2623	mcalpinr@newschool.edu
The New School for Jazz and Contemporary Music	Pamela Sabrin	Director of Administration	212-229-5896, x4583	sabrinp@newschool.edu
Human Resources	Stephanie Basta	Director, Labor Relations	212-229-5671, x3841	bastas@newschool.edu
	Shawn Ogiba	Associate Director, Compensation & Classification	212-229-5671, x4966	ogibas@newschool.edu
	Annie Wong	Assistant Director, Labor Relations	212-229-5671, x4224	wonga@newschool.edu
	Beverly Chee-Hayes	Compensation Specialist	212-229-5671, x3845	hayesb@newschool.edu
	Emma Donnelly	Benefits Associate	212-229-5671, x3848	donnelea@newschool.edu
	David Arenas	HR Information Systems Analyst	212-229-5671, x3968	arenasd@newschool.edu
Payroll	Payroll Help	Payroll Coordinators	212-229-5674	PayrollHelp@newschool.edu