

PARSONS THE NEW SCHOOL FOR DESIGN

PART-TIME FACULTY GUIDE

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INTRODUCTION

This guide provides links to online resources found on Parsons' and The New School's websites and information about policies and resources specific to part-time faculty members at Parsons The New School for Design.

ABOUT PARSONS AND ITS SCHOOLS

A pioneer in art and design education since its founding in 1896, Parsons has cultivated outstanding artists, designers, scholars, businesspeople, and community leaders for more than a century. Parsons' degree programs are organized into the following five schools:

Art and Design History and Theory (ADHT)

www.newschool.edu/parsons/art-design-history-theory-school-adht

Art, Media, and Technology (AMT)

www.newschool.edu/parsons/art-media-technology-school-amt

Constructed Environments (SCE)

www.newschool.edu/parsons/constructed-environments-school-sce

Design Strategies (SDS)

www.newschool.edu/parsons/design-strategies-school-sds

Fashion (SOF)

www.newschool.edu/parsons/fashion-school

In addition to the five schools, Parsons' summer, pre-college, and continuing education programs are housed together as Parsons SPACE:

Summer, Pre-College Academy, and Continuing Education (SPACE)

www.newschool.edu/parsons/pre-college-continuing-studies

ONLINE RESOURCES—QUICK REFERENCE LINKS

Parsons Website www.newschool.edu/parsons

Parsons Faculty/Staff Resources www.newschool.edu/parsons/faculty-staff

MyNewSchool my.newschool.edu

Parsons Faculty Affairs www.newschool.edu/parsons/faculty

Parsons Events www.newschool.edu/parsons/events.aspx

New School Website www.newschool.edu

New School Information Technology www.newschool.edu/information-technology

New School Events events.newschool.edu

New School Libraries library.newschool.edu

See the “Reserves” section for information on the course reserve system.

Academic Calendar

Degree Programs:

www.newschool.edu/student-services/registrars/academic-calendar/university

Continuing Education:

www.newschool.edu/student-services/registrars/academic-calendar/parsons-ce

(Please review the university calendar for complete holiday schedules and update your syllabus accordingly.)

Building Hours www.newschool.edu/campus/building_hours.aspx

Audiovisual Services my.newschool.edu

Request AV services through MyNewSchool by referring to the “Academic Technology” section of the “Employee” tab.

YOUR NEW SCHOOL IDENTIFICATION AND ONLINE SERVICES

“N” Number and NetID account.newschool.edu

All students, faculty and staff are issued an identification number, or “N” number, consisting of eight digits preceded by the letter N. Your N number along with your last name will allow you to look up your NetID. Your NetID, a username such as “ParsJ123,” is your key to technology services at The New School. With your NetID you will be able to authenticate your access to a variety of information technology resources at The New School. Use your NetID to log into my.newschool.edu and your New School email account, to print in the Academic Technology labs, and to access the newschoolnet wireless network and other technology services. Staff and faculty also use their NetIDs to log into the office computing network.

New School ID card (newcard) www.newschool.edu/newcard

You will need your faculty ID card, or newcard, to enter all New School buildings and to access New School library services. Once you have been assigned a university N number, you can obtain your newcard by visiting Campus Card Services, located at 66 West 12th Street, room 409, with a valid photo ID (state drivers license, state photo ID, or passport).

Your newcard also entitles you to other benefits such as discounts at shops, admission to museums, and access to a consortium of libraries, including Bobst Library at New York University. For a listing of these benefits, visit my.newschool.edu. After you log in, select the “Employee” tab and then, under the “Human Resources” section, select “Discounts for Employees of The New School.”

MyNewSchool my.newschool.edu

MyNewSchool is the customizable web portal for all students, faculty, and staff. It offers members of the University community a single secure sign-on process to access information and services including Blackboard, personal and campus announcements, events, Self Service, library resources, building hours, academic calendars, class rosters, room assignments, AV services (which need to be requested seven to ten days in advance), class schedules (day and time), and payroll information.

Please note that it may take a few days after receiving official correspondence about your hire to gain access to MyNewSchool. If you receive an error message or cannot view the “Faculty” tab, please wait a few days and try again.

Self Service alvin.newschool.edu

Self Service (formerly known as Alvin) is a secure, online service that allows you, as a member of the New School community, to access your personal records. Self Service functions for students, alumni, faculty, and employees can also be accessed via links in MyNewSchool, the university portal described above. You can log into my.newschool.edu using your NetID username and password. Prospective students and alumni must log into Self Service directly.

Self Service is also our faculty point of access for online grading, class lists, and schedule information. See the “Teaching Your Class” section. To gain access, visit alvin.newschool.edu and follow the instructions given.

New School Email (via MyNewSchool)

After logging into MyNewSchool (my.newschool.edu), you will see a link to check your New School email. Faculty must check this email regularly as it is used as the primary means of communication

from your program, the dean's office, and the university as a whole. Please note that you may not be able to immediately access your email until your hiring paperwork has been processed at the university.

Blackboard and CANVAS*

Blackboard:

blackboard.newschool.edu

Blackboard is a Web-based course management system available to faculty and students for on-site and online classes. Blackboard offers secure, private spaces for class discussion boards, file posting, virtual chat, email, and more.

Canvas:

www.newschool.edu/information-technology/online-learning/canvas

Canvas provides secure spaces for posting readings and other documents, holding class discussions, collecting and grading assignments, etc.

* Note: During the 2013/2014 academic year, the university will transition from Blackboard to the Canvas learning management system (LMS).

Student Success Network / Starfish Connect

www.newschool.edu/leadership/provost/faculty/student-success-network

A web-based tool called the Student Success Network is available to faculty. It is intended to enhance communication between and among students and their instructors, advisors, and support services. Via the tool you may:

- Record attendance and automatically alert students when their attendance becomes a matter of concern.
- See personal profiles and academic records for the students you teach and advise, as needed.
- Efficiently refer individual students for advising, tutoring, health or counseling services, etc., and track their follow-up.
- Report student issues at intervals throughout the semester, including at mid-semester.
- Flag individual students for issues other than attendance that may require attention.
- Record meeting notes, milestones, and progress reports for individual students.
- Post your appointment times, including preferences regarding appointment lengths, drop-in hours, etc.

Lynda.com

login.libproxy.newschool.edu/login?url=http://iplogin.lynda.com

Lynda.com, which offers online software instruction and professional development tutorials, is available to New School students, faculty, and staff. The 40,000+ videos on Lynda.com cover subjects including acoustics, desktop apps, logo design, responsive design, and project management. Lynda.com also includes software tutorials for programs such as Adobe Creative Suite, AutoCAD, Blackboard, Microsoft Office, and SolidWorks.

Once you have created a user profile on the site, you can also access Lynda.com through mobile and tablet apps available in Apple's App Store (for iPhones and iPads) and the Google Play Store (for Android devices).

Adobe Creative Cloud

Adobe Creative Cloud is available for on-campus use in all computer labs and in all faculty and staff offices. As a faculty member, you also have the option to download Adobe Creative Cloud onto for at-home use on personal devices.

Download instructions for Adobe Creative Cloud can be found at www.newschool.edu/information-technology/adobe/creative-cloud-download/, which will direct you to log into my.newschool.edu.

For more information, visit the IT website: www.newschool.edu/information-technology/adobe/.

Faculty Profile Page

Parsons' system for maintaining faculty profiles on the Parsons website allows faculty to directly access and update their individual biographical content.

To view your current faculty profile page, visit www.newschool.edu/parsons/faculty.aspx and select your name from the list.

The system automatically pulls your name, title, contact information, photo and current courses from the data that populates the [university directory](#). To update these fields, please refer to and follow the procedures outlined in the [University Directory FAQs](#). You also have the option to hide your photo from your faculty profile page by deselecting "Display Profile/Bio Photo."

To update your bio and related information, such as research interests and portfolio, visit www.newschool.edu/Banner%20Data/facultyManager.aspx.

Your login credentials consist of your New School email address and your N number.

University Help Desk www.newschool.edu/information-technology/help

The Help Desk offers faculty and staff comprehensive computer-related information and assistance and help with NetID passwords. The Help Desk can be reached by telephone at 212.229.5300 x2828 or by email at helpdesk@newschool.edu.

ON-CAMPUS SUPPORT OFFICES AND FACILITIES FOR PART-TIME FACULTY

Advising and Student Affairs www.newschool.edu/parsons/academic-advising

Undergraduate and Graduate: To help students reach their educational goals and progress in their academic programs, the Parsons advising staff provides clear, consistent information about programs, policies, and procedures. Faculty members should be in contact with Parsons advisors regarding any student issues that may arise.

To contact an individual student's advisor, use the Student Success Network to find their name, email address, and other contact information.

SPACE: SPACE programs advise their students directly. Please encourage students to visit the office at 66 Fifth Avenue, Room 200, or call 212.229.8933 to make an appointment.

Student Disability Services www.newschool.edu/student-services/student-disability-services/

Faculty are strongly encouraged to review the entire Student Disabilities website to get an overview of the services offered by the Student Disability Services staff and related offices. It is important that faculty know their responsibilities and rights with regard to providing students with services.

University Learning Center www.newschool.edu/learning-center

The University Learning Center offers students academic support in areas including writing, math, ESL, and graduate writing. The ULC also holds regular workshops aimed at improving students' writing and other academic skills. Representatives from the Learning Center are available to present an overview of the center and its services to individual classes. Faculty can also request in-class workshops on topics such as fundamentals of the academic essay, developing a strong thesis, oral presentations, and plagiarism and academic citations. (Note: A PDF titled "Preventing Plagiarism: What Faculty Can Do" is available on the University Learning Center Web page, under "Faculty Resources.")

Faculty Resource Center (FRC)

Located on the fourth floor of 2 West 13th Street, the Faculty Resource Center (FRC) is a space where Parsons part-time faculty can check email, print out documents, and copy handouts. Faculty may hold office hours in the FRC. All active part-time faculty can access the center using their newcard. If you are not able to access the FRC with your newcard, contact the Associate Manager of Part-time Faculty for your school.

Academic Resource Center (ARC) arc.parsons.edu

The ARC serves the Parsons community as an advisory asset in relation to hardware, software, and advanced prototyping technologies. The ARC manages a variety of prototyping labs; offers basic technical support to faculty, staff, and students; and maintains a range of technology equipment, available to faculty and staff of Parsons, to facilitate the needs of the university.

Part-Time Faculty Mailboxes

Faculty members in certain Parsons schools are assigned a mailbox each semester. Please check your mailbox regularly for relevant school correspondence. In addition, you may use these mailboxes to exchange papers with students. Please see your school's Associate Manager of Part-time Faculty for mailbox locations. Note: The First Year, AMT, and SDS programs do not provide faculty mailboxes.

PLANNING YOUR CLASS

Classroom Assignments my.newschool.edu

Classes are assigned to rooms according to size and other attributes. Please confirm your room assignment via MyNewSchool just before the start of the term. It is sometimes necessary to move a class during the first few weeks of the term. Your program will notify you of such a change. Please do not change classrooms; although a room may appear free, it is likely to be assigned to another course.

Library E-Reserves ereserves.newschool.edu/eres

This program, administered by The New School Library, provides access to online articles, book chapters, essays, syllabi, and videos for your class. Please allow two weeks for material to be posted at the beginning of the semester and allow four weeks for permissions clearance and processing of video.

Ordering Books & Supplies newschool.bncollege.com

You may order textbooks for your students through The New School's official bookstore, Barnes & Noble College Text Store, located at 105 Fifth Avenue at 18th Street (tel. 212.807.0099). Use the online form at the website listed above. Order textbooks four to six weeks before the beginning of each semester to ensure they arrive before the start of class. You may also give students a list of required books at the first class meeting to order themselves. In this case, make sure that all students are able to obtain materials from an online retailer and that you have material for students to read until their books arrive. Students should spend no more than \$75 on textbooks (some exceptions apply).

Your course coordinator may order required texts before the start of the semester. Please check with your program before ordering books.

Scheduling and Promoting Events www.newschool.edu/parsons/other-resources

The page above provides, among other resources, a PDF explaining how to propose an event; book space, AV services, and catering for it; and promote it through university and external channels.

TEACHING YOUR CLASS

Instructional Resources www.newschool.edu/parsons/instructional-resources

The page above houses important resource documents to support classroom teaching, including materials for the following topics:

- Syllabi FAQ
- Syllabi Requirements
- Start of Term Memo
- Syllabi Optional Template
- Bloom's Taxonomy
- Socratic Questioning
- Grading Memo
- Grading Policies
- Class Session Dates
- Course Evaluations/Course Ratings
- Examples of Evidence of Student Learning
- Rubric Template

Student Attendance www.newschool.edu/parsons/catalog.pdf

Undergraduate and Graduate: For the latest university policy on attendance (including absences related to religious observance), please refer to the "Academic Policies and Procedures" section in the Parsons Catalog.

SPACE: Please refer to the following URLs for attendance policies.

- Summer: www.newschool.edu/parsons/summer-programs/student-resources/
- Pre-College Academy: www.newschool.edu/parsons/precollege-certificate-program/
- Continuing Ed: www.newschool.edu/parsons/continuing-education-program-info/

Academic Integrity www.newschool.edu/student-services/rights

All members of the university community are expected to conduct themselves in accordance with the standards of academic honesty. Students are responsible for knowing and making use of proper procedures for writing papers, presenting and performing their work, taking examinations, and doing research. Instructors are equally responsible for informing students of their policies with respect to the limits within which students may collaborate with or seek help from others on specific assignments. Instructors are expected to educate students about the legal and ethical restrictions placed upon creative work and about the consequences of dishonesty in the professional world.

Plagiarism

Plagiarism is the use of another person's words or ideas in any academic work using books, journals, Internet postings, or other student papers without proper acknowledgment.

For further information on proper acknowledgment and plagiarism, including expectations for paraphrasing source material and proper forms of citation in research and writing, students should consult the *Chicago Manual of Style*, 15th edition, which is available online through the New School Library (see www.chicagomanualofstyle.org/libproxy.newschool.edu).

The New School Writing Center also provides useful online resources to help students understand and avoid plagiarism (see www.newschool.edu/learning-center/virtual-handout-drawer).

Class Breaks

Faculty should allot one 15-minute break per class in a three-hour session. Six-hour classes require longer or multiple breaks. If you have additional questions, please see your Program Director, Coordinator, or Associate Manager of Part-time Faculty for guidance.

Guest Lecturers and Critics

If you wish to invite a guest speaker to your class, please discuss your intentions with your Coordinator or Program Director. Please note that guest speakers are not to be used as substitutes. You are expected to attend and run the class to which a guest has been invited, take attendance, introduce the guest speaker, and moderate any related activities such as Q&As.

Models www.newschool.edu/parsons/subpage.aspx?id=32427

For classes requiring models, refer to the “Requesting Studio Models” page above.

SPACE: Please note that elementary and junior level classes use clothed models only. Senior level classes use nude models.

Excursion Policy www.newschool.edu/excursion-policy

Although faculty should abide by the spirit of the excursion policy even on short trips, please note that “excursions” refer to trips that are taken outside of the five boroughs of New York City. If you want to schedule an excursion, please consult the appropriate program staff when completing the Excursion Request template. Complete policy details relating to trips outside of the five boroughs, including related legal requirements, may be found at the website given above.

Field Trips (throughout New York City’s five boroughs)

Undergraduate and Graduate: You may arrange for a class to go on a field trip if you feel that it would enrich the classroom experience. When teaching class in a location other than the assigned classroom, faculty members are required to provide the date, time, and location or destination of the class. Please inform students of this information at least one week in advance and indicate any additional entry fees or travel expenses. Be sure to communicate with your department so that they can post a sign on your door the day of your trip. Include the date of visits/workshops on your syllabus as additional reminders for your students. Field trips outside of classroom time cannot be made mandatory, as students may have other class obligations.

SPACE: Please note, a Field Trip Information Form must be filed with the SPACE office for any field trip. The form can be found at goo.gl/WfDGT4.

- Pre-College Academy: A notice should be sent home to the parents prior to the field trip indicating the location of the field trip, contact information, travel plans, and fees. The students have signed a general field trip liability waiver for the program. Keep in mind that many students are not familiar with New York City and may need a bit more direction than anticipated.
- Summer Intensive Studies: Notice should be given to students by email or in writing prior to the trip, as listed above.
- Continuing Education and Summer Intensive Studies adult classes: Submit Field Trip Information Form to the SPACE office and inform your students in writing or by email of details of your trip.

Homework Policies for SPACE Programs

Summer Intensive Studies: Students are advised that they will have 1–3 hours of homework each evening and more on the weekends during the program. Please give assignments in writing or use Blackboard or email to post work.

Continuing Education and Pre-College Academy: Students in classes which meet once a week may have 1–3 hours of homework per class meeting.

Additional Resources www.newschool.edu/parsons/other-resources

The page above provides links to additional policies, forms, and guides including the following:

- Guidelines for Scheduling and Promoting Parsons Events
- Business Expense Policy
- Employee and Student Expense Report
- Travel Authorization Form
- Safety and Preparedness
- Student Services and Policies
- Fostering Student Health

GRADING AND EVALUATION

www.newschool.edu/parsons/instructional-resources

Mid-Semester Evaluations

Each semester, Parsons faculty members conduct mid-semester evaluations of their students. The evaluations allow faculty to reflect on their students' performance as measured against the learning outcomes outlined in the syllabus and to share these observations with students to make them aware of their standing in the course. Mid-semester evaluations are also an opportunity for students to reflect on their performance and seek support or resources where necessary. It is important that each student receive an overview of his or her standing in each course. Faculty may choose the method to communicate this information to students. Faculty may elect to

- Meet with students in person;
- Post students' standing privately in Blackboard or Canvas;
- Use the Student Success Network to alert students and advisors;
- Email students directly using University email accounts; or
- Complete written evaluations using a mid-semester evaluation template.

If faculty members elect to meet with students in person, it is recommended that any reports of unsatisfactory performance be documented in writing and shared with the student's advisor using the Student Success Network.

Final Grades

Faculty members determine the grades that each student will receive for work done under their instruction. Grades are submitted through MyNewSchool and must be posted within one week from the end of each course. Faculty must assign a grade to every student appearing on his or her roster. Faculty must submit grades on time even if coursework is incomplete. Grades for undergraduate students not posted within one week from the end of your course will be converted to WF. Please note that for courses with multiple instructors, only the primary instructor can post grades.

Information on SPACE Certificate Program grading can be found here:

www.newschool.edu/parsons/certificate-programs-general-requirements

Please refer to the "Instructional Resources" page on the Parsons website (www.newschool.edu/parsons/instructional-resources) for more information on grading.

Student Evaluation of Courses www.newschool.edu/leadership/provost/students/course-ratings

Each semester, students complete an online evaluation of their courses. Student course ratings are a critical part of The New School's commitment to providing a high-quality education. Course ratings are an opportunity for students to share candid feedback with their teachers, who use the feedback to improve their course content, formats, and approaches. For more information, visit the page above.

FACULTY RESPONSIBILITIES AND POLICIES

This section outlines your responsibilities as a part-time faculty member of the Parsons and New School community.

Appointment Letters

Appointment letters will be emailed to a part-time faculty member's New School Google email address. They will no longer be sent via mail, as in past years. The letters will be emailed in accord with the calendar outlined in the Collective Bargaining Agreement and Memorandum of Agreement between the University and Local 7902. Part-time faculty members must accept (or decline) their appointment electronically; instructions will be included in the letter.

Contact Information, Email, and Mail my.newschoold.edu

Faculty members are required to provide up-to-date contact information and may do so at my.newschoold.edu by selecting the "Employee" tab and then "Personal Information" under the "Self Service/ALVIN" section. University policy requires that you use your issued New School account for all New School-related email. Please also check your mailbox for university correspondence that may be sent to you there (see the "Part-Time Faculty Mailboxes" section under "On-Campus Support Offices and Facilities for Part-Time Faculty").

CVs and Résumés

Faculty members are required by the university to submit their most up-to-date CV or résumé annually. All CVs and résumés may be emailed to parsonsfacultyaffairs@newschoold.edu.

Required Tutorials

Faculty are required to take all of the tutorials described below. Tutorials are available online and may be completed on or off campus. For those who lack access to a computer, a terminal is available in the Office of Human Resources, at 79 Fifth Avenue, 18th floor. Please call 212.229.5671 to schedule a time to use the terminal.

- **Institutional Policies** www.newschoold.edu/hr/tutorial/ipt-pt
The "Institutional Policies Tutorial for Part-Time Faculty" covers issues policies and procedures related to your employment with the University, including but not limited to, safety and security.
- **FERPA** www.newschoold.edu/ferpa
The Family Educational Rights and Privacy Act of 1974, with which The New School complies, was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading statements.
- **Sexual Harassment** training.newmedialearning.com/psh/newschooldu
The university provides a comprehensive and user-friendly online sexual harassment training tutorial called "Preventing Sexual Harassment."
- **Code of Conduct** www.newschoold.edu/student-services/rights-and-responsibilities

Grading Policies www.newschool.edu/parsons/instructional-resources

Faculty members must comply with policies set forth in the “Grading and Evaluation” section of this document, including conducting mid-semester evaluations to inform students of their standing in courses and documenting unsatisfactory student performance and sharing it with the student’s advisor.

A grade for each student appearing on a faculty member’s roster must be posted within one week from the end of the course. Faculty must submit grades on time even if coursework is incomplete.

School and Program Meetings

Faculty members are requested to attend faculty meetings for their program and school, which typically are scheduled close to the start of each semester.

Lateness

All faculty members are expected to arrive on time, as scheduled by the university, to begin teaching their classes. A faculty member who will be late for a class must inform the designated person from the division, department, or program as soon as possible before the start time of the class that he or she will be late and when he or she is expected to arrive to class.

Faculty Absence Policy

Part-time faculty members are expected to attend all classes they are assigned to teach, as scheduled by the university, unless the faculty member’s supervisor or the supervisor’s designee approve an absence in advance.

Emergency Absence

Faculty members are entitled to one absence per course per semester due to an emergency.

Pay When Absent

Faculty will be paid for one emergency absence per course per semester. Any absences in addition to that one will result in salary deduction and, if appropriate, disciplinary action.

Call-Out Procedure for Emergency Absence

Faculty members who will be absent must inform the designated person from the division, department, or program as far in advance as possible.

Substitutes and Make-up Classes

The options for scheduling a substitute or a make-up class must be discussed with the designated person from the division, department, or program prior to making any arrangements. Please note that because of students’ schedules and space restrictions, it may not be possible to schedule a make-up section of a class.

Academic Integrity and Plagiarism

Part-time faculty members must inform students of their own policies regarding student collaboration and outside assistance. They are also expected to instruct students regarding the legal and ethical restrictions related to creative work and about the consequences of dishonesty in the professional world. Faculty members should direct students’ attention to the university policy regarding academic responsibility (see the Parsons Catalog: newschool.edu/parsons/catalog.pdf).

Syllabi www.newschool.edu/parsons/instructional-resources

You are required to submit syllabi to students at the first class session as well as to submit a digital copy to your program by the end of the first week of classes. Syllabi should be saved as either a Microsoft Word document or an Adobe Acrobat PDF. (A Syllabi FAQ and template can also be found on the

website listed above.) Each syllabus should conform to the established format and be saved using the following naming convention: SUBJ_CRSE_SEC_FACULTY_SEM [e.g. PUDM_1100_A_SMITH_F12].

Observations and Evaluations

Part-time faculty members are to be observed during class time at regular intervals by a full-time faculty member in their School. The Associate Manager of Part-Time Faculty will contact faculty members to be observed via university email in order to arrange a date and time for the observation. After the classroom observation is completed, the faculty member will receive a copy of the observation report within two weeks and have the opportunity to discuss the report.

Payroll www.newschool.edu/payroll-schedule

Part-time faculty are paid on a monthly basis. The pay schedule may be viewed at the link shown above. All employees are strongly encouraged to use direct deposit. Faculty members who do not opt for direct deposit will have their paychecks mailed to them at the home address on file with HR.

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. Part-time faculty appointments are governed by their respective collective bargaining agreements and are based on curricular needs and seniority.

A copy of the collective bargaining agreements for Local 7902 and Local 802 can be found online at www.newschool.edu/labor-agreements.

Multi-Year Appointments www.newschool.edu/pt-multi-yr-appt

Process related to multi-year appointment made be found at the website given above.

Benefits www.newschool.edu/hr/benefits/pt-faculty

Faculty members may be eligible for university benefits. For more information and to inquire about eligibility, visit the website listed above and/or email benefitshelp@newschool.edu.

Leaves

Faculty members may be eligible to apply for a leave of absence during the course of the school year. For more information and to inquire about eligibility, visit the following sites and/or contact benefitshelp@newschool.edu:

- Paid www.newschool.edu/ptf-paid-leave
- Unpaid www.newschool.edu/ptf-unpaid-leave
- Medical www.newschool.edu/ptf-med-leave

Part-Time Faculty Professional Development Funds

sites.google.com/a/newschool.edu/part-time-faculty-professional-development-fund

Parsons encourages the professional development of part-time faculty and has established a Part-Time Faculty Professional Development Fund to cushion the economic burden of professional development. For examples of appropriate requests, more information about the funds, and to apply, visit the site listed above.

SAFETY AND SECURITY

New School Alerts (Emergency Alert System) www.newschool.edu/safety/ns-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 and other time-sensitive matters. The New School Alerts system will send message to cell phones (text and voice), landlines, and email addresses during an urgent or time-sensitive situation affecting The New School. All faculty members, staff, and students must register to receive New School Alerts. To enroll, log in to my.newschool.edu and select the New School Alerts tab.

Student Health Services

80 Fifth Avenue, 3rd floor
212.229.1671, option 2 – medical services

Student Health Services provides medical care, psychological services, and preventive education for students across The New School. To aid faculty and staff, Student Health Services has created a helpful guide, “Fostering Student Health and Well-Being,” which can be a helpful resource to faculty in the classroom. It is available for download under the “Related Links” tab at www.newschool.edu/student-services/health-services.

On-Campus Public Safety

The university offers the support services listed below. In the case of medical and public safety emergencies, call 911.

Medical and Counseling Services: 212.229.1671

After-Hours Nurse Advice Line (24 hours): 212.229.1671 x1

Student Support and Crisis Management: 212.229.5900 x3189

Call for nonmedical advice and support.

Campus Security (24 hours): 212.229.7001

Please refer to the Student Services guide “Fostering Student Health and Well-Being,” referenced above. It is available for download under the “Related Links” tab at www.newschool.edu/student-services/health-services.

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