INTRODUCTION TO THE NEW SCHOOL

Welcome to The New School
This guide is intended to help new employees get started as they start working at the University. Much of this information is general; for more details, employees should contact their supervisors. Employees may also visit the University’s website at newschool.edu

The University’s Mission Statement
The New School prepares students to understand, contribute to, and succeed in a rapidly changing society, and thus make the world a better and more just place. We will ensure that our students develop both the skills a sound liberal arts education provides, and the competencies essential for success and leadership in the emerging creative economy. We will also lead in generating practical and theoretical knowledge that enables people to better understand our world and improve conditions for local and global communities.

The University’s Vision Statement
We are and will be a university where design and social research drive approaches to studying issues of our time, such as democracy, urbanization, technological change, economic empowerment, sustainability, migration, and globalization. We will be the preeminent intellectual and creative center for effective engagement in a world that increasingly demands better-designed objects, communication, systems, and organizations to meet social needs. Our vision aligns with shifts in the global economy, society, and environment, which animate our mission.

The New School was born out of a commitment to academic freedom, tolerance, and experimentation. Our future will be shaped by the core values that have defined our past:

• Creativity, innovation, and a desire to challenge the status quo, both in what and how we teach and in the intellectual ambitions of the School itself
• Social engagement, orienting students' academic experience to help them become critically engaged citizens dedicated to solving problems and contributing to the public good
• Now, as then, The New School must embrace these principles and innovate to address shifts in the global economy, society, and environment. These shifts require that individuals grapple with complex problems, pursue more fluid and flexible career pathways, and collaboratively create change.
The University’s Educational Approach
We will fulfill our mission by extending The New School's legacy as a non-traditional college and community, nimble and responsive to change, that:

- Focuses on and engages with critical contemporary issues
- Prioritizes humanity and culture in designing systems and environments to improve the human condition, an approach that draws on design thinking and the liberal, creative, and performing arts
- Places collaborative, project-based learning at the center of the educational experience
- Takes full advantage of our New York City location and connectivity to global urban centers.

The Basics – Getting Started

Collective Bargaining Agreements
The New School recognizes Academics Come Together/ACT-UAW Local 7902 for all part-time faculty members employed by the University except for part-time classroom faculty teaching at The School of Jazz within the College of Performing Arts, who are represented by Associated Musicians of Greater New York AFM Local 802. The collective bargaining agreements for Local 7902 and Local 802 can be found online at newschool.edu/human-resources/labor-relations.

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

All appointments are currently sent via email and must be accepted/acknowledged electronically.

Concerns or questions about an appointment should be addressed with the faculty member’s department. Human Resources is an additional resource.

Compensation
Part-time faculty members are paid on a monthly basis (at the end of the month). Total pay for teaching is calculated by multiplying the faculty member’s hourly rate by the total number of contact hours for the course he/she is teaching. The collective bargaining agreements set out minimum hourly rates for different types of teaching.

Part-time faculty may receive additional pay for performing additional duties. These are university-requested activities outside their teaching assignment(s). Some duties are
paid as a flat hourly or per term rate (with contracted Annual increases) or payments are calculated using the faculty member’s highest teaching rate. Rates for additional duties can be found in the collective bargaining agreement.

Teaching rates are set by the Schools; additional duties payments are submitted by the School. Questions about either teaching rates or additional duties payments should be directed to School representatives.

Benefits
Information regarding part-time faculty benefits is available at newschool.edu/human-resources/part-time-faculty-benefits.

A Checklist for Part-Time Faculty
You should have the following tasks completed before your first day of class. Below is a short checklist to help you manage your administrative priorities:

- Get your ID# (your New School ID) from the school/program representative with whom you initially completed your new hire paperwork.

- Obtain a university photo ID (“Newcard”) by visiting Card Services located at 72 5th Avenue.

- Go to my.newschool.edu and activate your electronic accounts.

- Access Canvas, MyDay, and email via my.newschool.edu by using the apps locker located in the upper right hand corner. Check your university email and MyDay frequently for important announcements and updates, including your appointment letters and benefits information.

- All new hires are required to complete the following online tutorials:
  - Part-Time Faculty Policies Online Tutorial is designed to provide general university policies and procedures to all part-time faculty members of The New School.
  - Family Educational Rights and Privacy Act Online Tutorial is required when working with students and/or student records; it trains University employees in recognizing what information may be disclosed under this federal law and what must remain confidential. See also the University’s FERPA policy.
  - Sexual Harassment Prevention Online Training (You will receive a notice to your New School email once your electronic accounts are active.)
Beyond the Basics

Safety & Emergency Contact Information
Your safety is important to us. Therefore, the University provides an automated 24-hour campus alert phone number 212-229-7001 and a University advisory website (newschool.edu/campus-safety), 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 (newschool.edu/campus-safety).

New School Alerts
To keep our community safe and informed, The New School has established this emergency notification system for students, faculty, and staff. If a situation arises that could affect safety on campus or in case of school closing caused by extreme weather or any emergency, New School Alerts will contact you via phone, email, and/or text message.

Whether employee or student, the university automatically enters your name, “N” number, and New School email address in New School Alerts.

Please visit the Safety and Preparedness web page 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.

Newcard: Your University ID
The New School's official identification card, gives you access to university buildings and services at various campus facilities, including academic technology labs and libraries. You must present your newcard when you attend events on campus. To obtain your newcard, go to Campus Card Services at 72 Fifth Avenue (Lower Level), as soon as you receive your New School ID (“N”) number. You must show one piece of government-issued identification with a photograph. The card is free. There is, however, a replacement fee if you lose your card.

Faculty and Staff Directory
You can find contact information for faculty and staff at newschool.edu/directory or by using MyDay to search for them by name.

In addition, a few important telephone numbers are:

Security Office (during business hours) 212-229-5101
24-hour Emergency Number 212-229-7001
University Advisory Message 212-229-7008
Medical and Public Safety Emergencies 911
Payslips
You can view and print your payslip on the date you are paid. All of your subsequent paychecks will also be viewable in MyDay on their pay dates. Instructions for viewing and printing your payslips can be found here.

MyDay Profile
View the Part-Time Faculty Guide for detailed information about your MyDay profile.

Payment Elections
We are paperless, and no paper checks will be issued. Therefore, you must either have a direct deposit account in MyDay or complete a Consent Form to request and ADP Pay Card. If you would like to make any changes to your payment elections, you should do so by the close of business on Fridays in order for your update to be captured in the next available payroll or allow up to an additional pay cycle for changes to take effect.

Withholding (Tax) Elections
Employee Self Service allows workers to go in and update their federal, state, and local (city) withholding (tax) elections. Please view this guide for instructions for viewing and managing your withholding elections. If you would like to make any changes to your payment elections, you should do so by the close of business on Fridays in order for your update to be captured in the next available payroll or allow up to an additional pay cycle for changes to take effect.

Faculty Resources
Please find resources (i.e., technology support, library resources and pedagogical materials) listed at newschool.edu/human-resources/part-time-faculty-orientation.