

SURVIVAL GUIDE FOR NEW FACULTY

Revised 2019

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During Your First Week

HUMAN RESOURCES

New faculty, who have not already contacted Human Resources as described in their appointment letters, should do so upon arrival on campus. Faculty orientation will take place during the week before term starts, at which time additional information will be available. Faculty are requested to have completed all new hire paperwork at least one week prior to the first pay date of the new semester. In addition, employee I.D. cards cannot be issued until pertinent documents are presented to Human Resources.

I.D. CARD

Once Human Resources provides you with your Bard ID number, you may obtain your Bard I.D. card by visiting **Brian Denu** at Bard's Buildings & Grounds (1st floor) x. **7682**. If you wish to upload your photo in advance of visiting B&G you may do so by using: <https://bardcard.edu>. If preferred, you can have your photo taken during your visit to B&G. Please know your Bard I.D. is required to set up your e-mail account, obtain a parking sticker, and check out library books. It is also required in order to receive discounts where applicable.

Library Card

Your Bard I.D. card is also your library card. Before using, please see a librarian to set up your library account.

BARD E-MAIL

To set up your electronic mail account, call the **Help Desk** at the **Henderson Computing Center**, x. **7500**. The Help Desk can also provide you with a BIP password upon request. **BIP (Bard Information Portal)** is an important data system available on Inside Bard, wherein student records and class rosters may be viewed. Registration approval is also conducted through BIP. Your Bard e-mail address and password are required to access many online tools.

EMERGENCY NOTIFICATION SYSTEM (BARD RE-GROUP)

You must register for the campus-wide emergency communication system used for students, faculty & staff. In the event of a campus emergency, registered users will receive text message prompts, e-mails, or both. Once you have your Bard email set up please visit Bard Re-Group to register: <https://bard.regroup.com/>

This system will be used only to communicate information about school closings and emergencies.

MAIL

Standard Mail

To get your mail and a mailbox you will need to go to the post office, which is located in the Bertelsmann Campus Center. Outgoing mail may be brought to the post office. Some programs also provide drop boxes for outgoing mail at the offices of their administrative assistants. Mail should be addressed to:

Professor First Last
Bard College
P.O. Box 5000 (for standard correspondence)

Or

30 Campus Road (for packages only, including FedEx deliveries)
Annandale-on-Hudson, NY 12504

Packages

Drop Boxes

- FedEx – at Office of Publications, by parking lot entrance
- UPS – on north side of Campus Center entrance
- USPS – at Bard Post Office in the Campus Center
- Oversized Packages – may be dropped at Shipping and Receiving at the physical plant

Pick Up

Package Notices are sent via e-mail from PackageNotice@bard.edu. The e-mail notice will indicate package details and instructions for pick up.

OFFICE SET UP

Office Assignment

For your office assignment and to obtain a Key Authorization Form, please see **Associate Dean Emily McLaughlin** in Ludlow 208, x. **7242**, or **Ben Chinsena**, Ludlow 208 (bchinsena@bard.edu). Once received, please bring your key authorization form to **Brian Denu** (x. **7682**) who is located at the ground floor office of the Physical Plant, where your Bard ID card will be updated with all appropriate electronic room/campus access (or a physical key will be issued when required).

Phone

When dialing from most campus phones, the last four digits of Bard telephone numbers may be dialed alone, serving as extensions. For troubleshooting or to report an issue, please submit a work order online through the [B&G Service Request tool](#).

Voicemail

Set up instructions and shortcuts for Voicemail are available at [Telephone Services](#), along with other helpful user guides. Additional voicemail activation instructions may also be found by dialing x. **7600**.

Fax

A facsimile machine is available for your use in the office of most administrative assistants. Please contact your faculty assistant for the corresponding fax number.

Type of Call	Telephone and Fax Instructions
Local	9 + Phone or Fax #
Long Distance	9 + 1 + Phone or Fax #
International	9 + 011 + Country Code + Phone or Fax #

VEHICLE REGISTRATION/PARKING:

You may register your vehicle(s) on line by using: <https://tools.bard.edu/tools/webforms/view.php?id=50807>

(When registering more than one vehicle please note each car requires a separate registration form). A confirmation email will be sent to you when your Bard parking pass is ready for pick up at the Security Office.

Questions - please contact: **Stacey Adams** (saadams@bard.edu, x. 7394)

Please be sure to affix your [Bard Parking](#) decal on your side door window as soon as possible.

If you do not wish to register your vehicle online you may visit Bard's Security Office with the necessary documentation noted below:

- State Vehicle Registration
- Valid Driver's License
- Bard College I.D.

TAKING A CAMPUS TOUR:

We recommend that you take a campus tour when time allows by contacting the **Admission office** at x. 7472.

Campus (walking) tours are usually offered 4 times per day and they span roughly an hour and a half in duration.

General Resources

ADMINISTRATIVE SUPPORT

Each division/program has a dedicated Administrative Assistant or support person who aids faculty with the following:

Copiers & Photocopying

Make copies as needed by faculty in their respective programs; keep the administrative assistant's office copiers serviced; order paper, toner and staples for these machines, etc. *Please remember, a faculty administrative assistant cannot violate copyright guidelines, and will copy at most one chapter or 10% of a book or work, whichever is less.

Searches

Manage electronic search files; make travel arrangements for candidates; set up candidate's itineraries for interviews; reserve rooms for job talks; reserve equipment if needed; arrange overnight accommodations and catering services; etc.

Program External Reviews

Assist in collecting, updating and circulating data; arrange all travel plans for visiting team members; set and confirm all meetings with faculty; etc.

Supplies

Maintain small inventory of supplies including stationary, mailers, large mailing envelopes, labels, staples, paper clips, notepads, etc. Faculty may also place more extensive orders for office supplies.

E-Mail

Disseminate announcements of events, meetings, calendar entries, and forward emails for faculty to divisional lists, etc.

Requisitions

Prepare requisitions for reimbursement of faculty expenses for Faculty Research & Travel, Bard Research Fund, moving expenses, search related expenses, etc.

Miscellany

- Set up meetings; make follow-up reminders and phone calls
- Mailings
- Print out text for professors
- Order desk/review copies
- Instruct faculty in the use of e-mail, computers, copiers and fax
- Order business cards

Names and contact information for Faculty Support Staff can be found on the last page of this guide.

DEAN OF THE COLLEGE WEBSITE

Use the dean's [website](#) to access most faculty resources, such as the schedule of faculty, program and divisional meetings, the faculty handbook, committee and transitions lists, evaluation and sabbatical schedules, and research & travel guidelines.

DISCOUNTS

Discounts are available at some local establishments or through some local companies with Bard I.D. card. Additional discounts are listed on the Human Resources benefits [website](#), including Plum Benefits, Zipcar and Enterprise Rent-A- Car, Verizon Wireless, Key@Work, and the Bronx Zoo and New York Aquarium. All Bard community members are also offered two complimentary tickets to general Bard Conservatory events at the Fisher Center, or a discounted rate for some special events, for more information, restrictions that apply or to make reservations please contact the **Fisher Center Box Office, x. 7900**.

OFFICE SUPPLIES AND REQUESTS

Please see the administrative assistant for your division/department, who will be happy to submit a requisition for necessary office supplies or furnishings; some requests may need prior approval from your program director.

SERVICE REQUESTS

Use the B&G website to electronically place [service requests](#) (A.K.A. work orders). You will receive an e-mail, confirming that your submission was received successfully.

SPECIAL EVENTS

Funding for special events, or for hosting special guests, must be requested and approved by your program director.

Room reservations may be made through your administrative assistant. Reservations & requests should be made well in advance.

Audiovisual

For any audiovisual equipment or event assistance, please contact the **A/V office**, av@bard.edu or **x. 7819**.

Adapters are required for Mac's but not PC's. Faculty and guests are encouraged to provide their own laptops and corresponding adapters as needed, due to limited supplies.

Announcements

Announcements for special events may be placed via the online [form](#). Alternatively, announcements may be made through your administrative assistant by sending the following by e-mail:

- Title of talk or event* Subtitle
- Description Building* Room #* Date(s)* Start time* End time*
- Contact person and e-mail address

- Contact phone #* (must be other than administrative assistant) Web page
- Sponsoring program(s) or department(s)
- Image

Please see the Bard College [email list usage policy](#) for more information on how to circulate announcements, etc.

Catering

Catering Reservations

To reserve, contact **Alan Wolfzahn, x. 7346**, by providing:

- Date
- Building and room number
- Account number
- Number of guests Budget
- Description of services needed (type of food, beverages, linens, tables)
- Advise if you will be ordering tables (see below)

Table Orders

Tables may be ordered via work order request through B&G. Please specify:

- Drop off date and time
- Building and room number
- Account number
- Number of Tables
- Size and shape of tables
- Preferred layout (they will set up) Pick up date and time

Room Reservations

Use the Space Management Tool to electronically reserve a room for special events. It is advisable to first view schedules before reserving a room. **Kristin Betts, x. 7097**, may be contacted for additional assistance.

Transportation

Transportation Requests

Several services are available on the [transportation site](#). To hire a Bard driver, submit a transportation request form to trans@bard.edu.

Technological Resources

COMPUTER SUPPORT

The Bard Information Technology Services (Bard IT) [site](#) is an excellent way to answer many of your computer and networking questions. For additional assistance, please contact the **Help Desk, x.7500**.

SEARCH ENGINE

[Inside Bard](#) is a search engine for Bard Websites. From there, you may access the academic and events calendars, announcements, online tools, program websites, and more.

BARD INFORMATION PORTAL (BIP)

Once you have your Bard email account set up you can check your class rosters online and get information about your advisees through the online information system. To use the system, go to the inside.bard.edu page, click the **Quick Links** dropdown menu and select **BIP** (or go directly to <http://bip.bard.edu>).

1. In **username** enter your **Bard email login** – this must be entered all in lower case
2. In **password** enter your **Bard email password** and click **login**
3. Click on **Faculty Menu**
4. Choose either **Class Rosters** for a list of your current courses, tutorials, and senior projects; **Advisee List** for a list of current advisees; or **Program Schedule and Enrollment** for a list of all courses in any program in which you are teaching this semester
5. Enter your **PIN** (if PIN is unknown, contact **Peter Gadsby, x. 7457**)
6. Follow the link for more information

MOODLE OR GOOGLE CLASSROOM

Moodle is the college's online learning management system. You may wish to use Moodle to create a course-specific discussion forum, administer quizzes, share documents, media files and web links, or to collect student assignments. Use the [request form](#) on the Bard Moodle homepage (under LINKS in the lower left corner) to request your course sites. Alternatively, you may wish to use **Google Classroom**. Visit Classroom [here](#) (make sure to log in with your bard.edu email address or you will not be allowed access). For further assistance, please be in touch with **Leslie Melvin, x. 7496**.

PHOTOCOPYING

Guidelines and Assistance

Small Jobs

Most programs provide photocopying/scanning services through their faculty administrative assistants. Request forms must be completed and submitted in advance. Those who choose to make their own photocopies at faculty assistant offices must use the appropriate program code, posted by each photocopier. Students are prohibited from use of these copiers.

Large Jobs

Please submit all large printing jobs to Central Services. Central Services will not copy from a book; you will need to go to your administrative assistant for this type of copying. All copying must adhere to copyright guidelines.

Additional Equipment

There are multiple areas throughout campus that include computing lab space, for a complete list visit the [Facilities](#) page of the Bard IT website.

LIBRARY COURSE RESERVES

Placing Reserves

The Reserves section of the library houses the [Reserve Book Collection](#) (books pulled from the circulating collection each semester at the request of faculty for use by students in their current courses), Special Collections, music and spoken word CDs and cassettes, videos and DVDs.

For additional reserves assistance, please send e-mails to reserves@bard.edu. For general questions about library resources and services, please contact the **Reference Desk, x. 7281** or visit the Bard Library [website](#).

Contacts

C O N T A C T S			
During Your First Week			
Topic	Department/Website/Forms	Contact	Telephone
Tax Forms	Human Resources	Betty Rodriguez	845-758-7668
I.D. Card	Central Services		845-758-7463
E-mail	Help Desk		845-758-7500
Mail	Post Office		845-758-7537
Office Assignment	Associate Dean of the College	Emily McLaughlin	845-758-7242
Phone Set Up	Telephone Services		845-758-7465
Voicemail		From your office phone	845-758-7600
Parking	Safety & Security		845-758-7460
General Resources			
Faculty Resources	Dean of the College		845-758-7421
Course List/Grades	Registrar's office		845-758-7458
Office Supplies		FAA	
Audiovisual		av@bard.edu - request by e-mail	
Announcements		FAA	
Catering	Chartwell's Dining Services		845-758-7346
Room Reservations	Space Management		845-758-7097
Transportation	Transportation Request Form	trans@bard.edu - request by e-mail	
Student Help	Center for Student Life and Advising		845-758-7454
Work Orders	Building & Grounds – Work Order		
Technical Resources			
Computer Support	Bard Information Technology Services		845-758-7500
Search Engine	Bard Website Search		
Directory	Bard College Directory		
Photocopying		FAA	
Printing	Central Services	printjob@bard.edu	845-758-7463
Emergency			
Emergency Contact	Bard Emergency Line	845-758-7777	
	Red Hook Police	845-758-0060	
	New York State Police	845-876-4194	
	Dutchess County Sheriff	845-486-3800	

Division	Program(s)	Contact	Telephone
Administrative Support Staff (*FAA)			
Faculty			
ARTS	Art History and Photography	Jeanette McDonald	845-758-7158
	Dance and Theater	Jennifer Lown	845-758-7970
	Film & Electronic Arts	Ruthie Turk	845-758-7253
	Music	James Mongan	845-758-7250
	Studio Arts	Melody Conway	845-758-7674
L&L	FLCL	Linnea Iannazzone	845-758-7594
	Literature	Lory Gray (Program Coordinator)	845-758-7860
	Written Arts	Corinna Cape	845-758-7054
SMC	All programs within the division	Megan Karcher	845-758-2340
SST	All programs within the division	Melissa Germano , (Program Coordinator)	845-758-7667
Interdivisional programs and concentrations	American Studies , Africana Studies , EUS and Gender & Sexuality Studies	Melissa Germano , Dxina Manello , (EUS Executive Administrator)	845-758-7667 845-758-7017
	Asian Studies , Classical Studies , French Studies , German Studies , Italian Studies , Russian & Eurasian Studies , Spanish Studies , Jewish Studies , Middle Eastern Studies , and LAIS	Linnea Iannazzone	845-758-7594
	Globalization & International	Lisa Whalen	845-758-7816
	Human Rights	Danielle Riou	845-758-7127
	Experimental Humanities , Irish/Celtic Studies , Medieval Studies , Theology , Victorian Studies and Clemente	Lory Gray	845-758-7860
	Mind, Brain & Behavior and Science, Technology & Society	Megan Karcher	845-758-2340