



# SURVIVAL GUIDE FOR NEW FACULTY

Revised: 2021

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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. All new faculty must complete the safety protocols outlined by Human Resources on the following link prior to arrival to campus: <https://www.bard.edu/humanresources/covid-19/> Please contact HR with any question by emailing [hr@bard.edu](mailto:hr@bard.edu).

### I.D. CARD

Once Human Resources provides you with your Bard I.D. number, you may obtain your Bard I.D. card by visiting **Brian Denu** at Bard's Buildings & Grounds (1<sup>st</sup> floor, x7682) **Monday - Friday between the hours of 1-3pm**. You can have your photo taken during the hours of 1-3pm Monday - Friday at B&G. You can also opt to upload your photo online using the [Bard Photo I.D. Upload Tool](#). 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, x7500**. The Help Desk staff 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, emails, or both. Once you have your Bard email set up please visit [Bard Re-Group](#) to register. This system will be used only to communicate information about school closings and emergencies.

## MAIL

### Standard Mail (USPS)

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.

#### Mail should be addressed to:

Professor's First & Last Name  
Bard College  
P.O. Box 5000 (for standard correspondence)  
Annandale-on-Hudson, NY 12504

### Packages

All shipments (FedEx, UPS, DHL) can be dropped off to Lisa Benincasa (x7653) at Shipping/Receiving.

There are two Fed Express Drop Boxes: One is located outside Shipping & Receiving and also at the entrance of Publications.

#### PLEASE USE:

**30 Campus Road (instead of PO Box)** for UPS, FedEx, and DHL deliveries.

### Pick Up:

Package Notices are sent via e-mail from [bardshippingandreceiving@bard.edu](mailto:bardshippingandreceiving@bard.edu). The e-mail notice will indicate package details and instructions for pick up.

## OFFICE SET UP

### Office Assignment:

Associate Dean of the College Emily McLaughlin, and Dean's Office Program Assistant, Ben Chinsena will provide your office assignment. Once you have secured a Bard I.D., Ben Chinsena will then issue your office key authorization and provide instructions for key pickup. You may contact Ben Chinsena directly with any question at [bchinsena@bard.edu](mailto:bchinsena@bard.edu).

### 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 **x7600**.

### 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: [Bard Security Vehicle Registration Form](#).
- 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](mailto:saadams@bard.edu), x7394)

- 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 **Admissions office** at **x7472**. Campus (walking) tours are usually offered 4 times per day during the academic year (M-F) and they span roughly an hour 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 & Creating Accessible Course Materials**

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. Create accessible course materials for faculty as needed.

**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 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 of the College'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](#) .

## 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

Many of the classrooms are “smart” classrooms. For additional audiovisual equipment assistance or for event assistance please contact the **A/V office**, [av@bard.edu](mailto:av@bard.edu).

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 [E-Mail List Usage Policy](#) for more information on how to circulate announcements, etc.

## Catering Reservations:

To reserve, contact **Parkhurst Dining Services**:

Nick Crocetti (Director of Catering) – [ncrocetti@parkhurstdining.com](mailto:ncrocetti@parkhurstdining.com) (x7346) or Laurie Kelsey (Admin Asst.) (x7345) by providing:

- Date
- Start / End time of event
- Building and room number
- Budget account number
- Number of guests
- 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
- Budget 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 [here](#) to reserve a room for meetings or other events. To login to the system, your User I.D. is your Bard email (without @bard.edu); your password is the same as your Bard email password. Contact [space@bard.edu](mailto:space@bard.edu) for additional assistance.

## Transportation Requests

Several services are available on the [transportation site](#). To hire a Bard driver, submit a transportation request form to [transportation@bard.edu](mailto:transportation@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, x7500**.

## HENDERSON FACULTY COMPUTER LAB

Located on the second floor of the **Henderson Computer Resources Center**, the faculty lab is a space designated for faculty use only.

The lab contains:

PC: 2 Dells  
Mac: 2 Macs  
Printers/Other: 1 b&w laser printer, 1 color laser printer;  
3 flatbed scanners

## 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, approve students for online course registration and get information about your advisees through the online information system.

To use the system:

1. Go to [inside.bard.edu](http://inside.bard.edu).
2. Click the **Quick Links dropdown menu** and select **BIP** (or go directly to <http://bip.bard.edu>).
3. In **username** enter your **Bard email login** (without the @bard.edu).  
This must be entered all in lower case
4. In **password** enter your **Bard email password** and click **login**
5. Click on **Faculty Menu**

6. Choose
  - a. **Class Rosters** for a list of your current courses, tutorials, and senior projects;
  - b. **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
7. Enter your **PIN** (if PIN is unknown, contact Peter Gadsby, x7457)
8. Follow the link for more information

## BRIGHTSPACE OR GOOGLE CLASSROOM

**Bard Brightspace** is the college's online learning management system. You may wish to use Brightspace to create a course-specific discussion forum, administer quizzes, share documents, media files and web links, or to collect student assignments. Use the [Brightspace course request form](#) to request your course sites. Alternatively, you may wish to use **Google Classroom**. Visit [Google Classroom here](#) (**make sure to log in with your *bard.edu* email address or you will not be allowed access**). For more information, see the [Academic Technology website](#), and for further assistance, please be in touch with **Leslie Melvin**, x7496.

## ACCESSIBLE FILE CONVERSION:

### Universal Design

<https://www.bard.edu/it/universal-design/>

### Bard SensusAccess

Bard SensusAccess is the college's on-demand file conversion service that helps Bard students, staff, and faculty convert digital materials into alternate formats, such as audio books, e-books, digital large-print and Braille. This service improves the accessibility and readability of your digital documents. Please reach out to your Faculty administrative assistant with any scanning needs.

Below is a partial listing of printers with OCR capabilities available on campus:

Avery (3rd Floor)	Library 2nd floor
Bito Conservatory	Library 3rd floor
Blum	New Henderson (2 printers)
CCS (1st Floor)	Olin Language Lab (2nd floor)
Campus center (2nd Floor)	RKC
Henderson Computer Resource Center (1st floor)	Sawkill House
Library 1st floor (4 printers)	Hopson 1 <sup>st</sup> floor, Fairbairn 2 <sup>nd</sup> floor

For questions pertaining to accessibility please contact:

Erin Braselmann, *Director of Disability Resources and Accessibility*: x7532,  
[ebaselmann@bard.edu](mailto:ebaselmann@bard.edu), <https://www.bard.edu/accessibility/students/>

## 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

Required and supplemental reading may be placed on reserve for students to help alleviate the cost of purchasing textbooks and course material. Book reserves are held at the Reserves Desk on the third floor of the library and can be checked out for 3 hours at a time.

To request that books from our collection be placed on reserve for a class, email your list to [reserves@bard.edu](mailto:reserves@bard.edu). Include your name, course number/title as well as each book's AUTHOR, TITLE, and CALL NUMBER so that we will be sure to use the correct edition.

- Please check the [Bard Library's catalog](#) first to make sure the item belongs to Stevenson (Main), and not BGC or CCS. If you want to save time, you can pull books from the shelves yourself and bring them to the reserves desk on the third floor with your name and course number/title.
- If we do not own the book at Stevenson, you may request the item be purchased by using the [Book Reserves Purchase Request Form](#).

- If you'd like to place a personal copy of a book on reserves, bring it to the library with a note with your name and course title/number. Though we do all we can to ensure the proper treatment of these items, the library cannot take responsibility for loss or damage to them.

Please see our [Faculty information page](#) or contact Carl Hoyt, x7359, for more information.

## **BARD CFCD**

The Center for Faculty and Curricular Development (CFCD) offers programs and support for faculty at all stages in their teaching and professional development. They can help with questions about course and syllabus design as well. For questions around inclusive pedagogy and curriculum, contact Michael Sadowski, x7122, [msadowsk@bard.edu](mailto:msadowsk@bard.edu).

For additional information please visit <https://cfcd.bard.edu>

## **FACULTY COMMON ROOM**

Located in: Hegeman 204B - 2nd Floor

A quiet work space for faculty only, with coffee and tea available. To enter, please use your Faculty I.D. card for swipe access.

# CONTACTS

## During Your First Week

Topic	Department/Website/Forms	Contact	Telephone
Tax Forms	Human Resources	<a href="mailto:hr@bard.edu">hr@bard.edu</a>	845-758-7428
I.D. Card	B&G (First Floor)	Brian Denu	845-758-7682
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	Dan Parella <a href="mailto:parrella@bard.edu">parrella@bard.edu</a>	845-758-7575
Voicemail		From your office phone	845-758-7600
Parking	Security	Stacey Adams	845-758-7394

## Emergency

Topic	Department/Website/Forms	Contact	Telephone
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



### General Resources

Topic	Department/Website/Forms	Contact	Telephone
Faculty Resources	Dean of the College		845-758-7421
Course List/Grades	Registrar's office		845-758-7458
Office Supplies		FAA	
Audiovisual		<a href="mailto:av@bard.edu">av@bard.edu</a>	REQUEST BY EMAIL
Announcements		FAA	
Catering	Parkhurst Dining Services	Nick Crocetti <a href="mailto:ncrocetti@parkhurstdining.com">ncrocetti@parkhurstdining.com</a>	x7346 or x7345
Room Reservations	Space Management	<a href="mailto:space@bard.edu">space@bard.edu</a>	REQUEST BY EMAIL
Transportation	Transportation Request Form	<a href="mailto:transportation@bard.edu">transportation@bard.edu</a>	REQUEST BY EMAIL
Student Help	Center for Student Life and Advising	<a href="mailto:csla@bard.edu">csla@bard.edu</a>	845-758-7454
Work Orders	Building & Grounds – Work Order		

### Technical Resources

Topic	Department/Website/Forms	Contact	Telephone
Computer Support	Bard Information Technology Services		845-758-7500
Search Engine	Bard Website Search		
Directory	Bard College Directory		
Photocopying		FAA	
Printing	Central Services	<a href="mailto:printjob@bard.edu">printjob@bard.edu</a>	845-758-7463

**Administrative Support Staff (\*FAA)**

<b>FACULTY</b>			
<b>Division</b>	<b>Program(s)</b>	<b>Contact(s)</b>	<b>Telephone</b>
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	Melinda Solis	845-758-7674
L&L	FLCL	Linnea Iannazzone	845-758-7594
	Literature	Lory Gray (Program Coordinator)	845-758-7860
	Written Arts	Megan Brien	845-758-4454
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

Division	Program(s)	Contact(s)	Telephone
	Globalization & International	RaeAnn M. Moore	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