



LEVY INSTITUTE

LEVY ECONOMICS INSTITUTE OF  
BARD COLLEGE

Research Scholars  
Supplementary  
Handbook

Revised May 2018

Blithewood  
Bard College  
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Dear Colleague,

Welcome to the Levy Economics Institute family. We pride ourselves on cultivating a rich intellectual environment for research and dialogue. The ultimate purpose of the Levy Institute's research and other activities is to serve the wider policymaking community in the United States and the rest of the world by enabling scholars and leaders in business, finance, labor, and government to work together on problems of common interest. To stimulate discussion of economic issues, the Levy Institute disseminates its findings through publications, conferences, workshops, seminars, congressional testimony, and other activities to an international audience of public officials, private sector executives, academics, and the general public.

The Levy Institute's resources include the opportunity for Bard College undergraduates to meet the prominent figures, such as yourself, who conduct seminars, attend conferences, and serve on our research staff. Integrated activities of the Levy Institute and Bard College include the Levy Institute's MA and MS degrees in Economic Theory and Policy, the awarding of the Levy Economics Institute Prize (given annually to a graduating Bard senior with an outstanding academic record in economics), and annual scholarships for students majoring in economics or economics and finance.

This supplement to the Bard College employee handbook provides pertinent information relating to your work at the Institute. Please review them both. If you find that you need clarification or have questions, please contact the Office of Human Resources.

For more than thirty years, the Levy Institute has been the beneficiary of dedicated and idealistic individuals who have contributed their talents in realizing the Institute's goals. We welcome and appreciate your initiative, loyalty, and support.

Cordially,

A handwritten signature in black ink, appearing to read "Dimitri B. Papadimitriou". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dimitri B. Papadimitriou  
President

# LEVY ECONOMICS INSTITUTE OF BARD COLLEGE



This supplemental handbook is designed to acquaint research scholars with the Levy Economics Institute and to provide additional information about procedures, responsibilities, working conditions, benefits, and other relevant policies pertaining to you. You should read, understand, and comply with all of the provisions in this handbook, as well as the Bard College employee handbook. Both handbooks can be found online at [www.bard.edu/employment/handbooks/](http://www.bard.edu/employment/handbooks/).

## GENERAL INFORMATION



### Overview and History

The Levy Economics Institute of Bard College, founded in 1986 through the generous support of Bard College trustee Leon Levy, is a nonprofit, nonpartisan, public policy research organization. The Levy Institute is independent of any political or other affiliation, and encourages diversity of opinion in the examination of economic policy issues while striving to transform ideological arguments into informed debate.

Blithewood Mansion, the Levy Institute's main conference and research facility, is located on the campus of Bard College in Annandale-on-Hudson, New York, 90 miles north of New York City. Blithewood's location offers easy access to and from New York, Albany, Boston, and more distant places by automobile, rail (Amtrak), and air (Stewart International and Albany International Airports).

The land dates back to a vast tract purchased from the Native Americans by Colonel Peter Schuyler in 1680. The grounds began their metamorphosis from untamed woods into a carefully landscaped estate in the 1830s, when Robert Donaldson of North Carolina acquired the property and named it Blithewood. Donaldson commissioned Andrew Jackson Downing, one of the foremost landscape architects of the day, to design the grounds. In 1853, Blithewood was purchased by John Bard of Hyde Park, who in 1860 donated a corner of the estate for the founding of St. Stephen's College. In 1934, the name of the College was changed to Bard in honor of its founder.



In 1899, Captain Andrew C. Zabriskie, a cattle breeder, numismatist, and antiquarian, purchased the estate and retained Francis Hoppin, an alumnus of the architectural firm McKim, Mead & White, to design a manor house and garden. Hoppin produced a house in an eclectic, grand style, blending architectural and decorative elements from centuries of English manor house design with the latest turn-of-the-century technology. In 1951, Captain Zabriskie's son donated the estate to Bard College. Finally, the College transferred Blithewood to the Levy Economics Institute in 1987, and a full-scale restoration of the building was begun.



The restoration of Blithewood was directed by the architectural firm of James Polshek and Partners, noted for its renovation of Carnegie Hall. Marvin D. Schwartz of The Metropolitan Museum of Art supervised the furnishing of the rooms in period style. The formal Italianate garden was also restored. The renovated Blithewood now contains offices for scholars and staff, a library, and several lecture rooms.

### **Blithewood Galleries**

The pink, piano, and dining rooms of Blithewood hold the Neumann Collection of German and Austrian paintings, part of the Bard Collection. The galleries are open several times a year for public viewing, such as commencement and parents' weekend. Other tours can be arranged through Marcia Acita at Bard's Center for Curatorial Studies (ext. 7576 or [acita@bard.edu](mailto:acita@bard.edu)).

## **Nature of Employment and Expectations**

The Levy Economics Institute has several teams of researchers focusing on seven main areas: The State of the US and World Economies; Monetary Policy and Financial Structure; The Distribution of Income and Wealth; Gender Equality and the Economy; Employment Policy and Labor Markets; Immigration, Ethnicity, and Social Structure; and Economic Policy for the 21st Century. Full program details and current scholar listings are available online at [www.levyinstitute.org](http://www.levyinstitute.org).

The primary purpose of all hires is to promote the research aims of the Institute. Scholars are expected to routinely produce research papers, individually and/or jointly, for the team they are primarily assigned to. To this end, the Institute publishes papers through various distribution channels, including the Social Science Research Network (SSRN). All scholars are required to enter their profiles with the SSRN and list the Levy Economics Institute as their primary research affiliation. Furthermore, when presenting research at conferences and to peer-reviewed journals, the Levy Institute should be the primary affiliation for the duration of employment. In post-Institute employment, appropriate citation should be made to the Institute when presenting findings and developments on research undertaken while employed by the Institute. To ensure control and proper attribution of research, the Levy Institute has an intellectual property policy that all researchers are required to observe, a sample of which is appended to the end of this handbook.

## **Submissions for Publication**

Public policy briefs, policy notes, reports, and working papers should be submitted to the Institute's editors and the director of research. All such research requires the approval of the Institute's president before publication takes place. Every effort should be made for the submitted paper to be a polished, final draft. Often, papers are returned to authors for edits before publication. The acceptable formatting of text and graphs appears as an appendix to this handbook.

## **The Library**

The Institute maintains a closed collection of more than 15,000 economics books, journals, and data publications. The Levy Institute library is the home of the Minsky Archive, digitized and available to scholars through the Institute's website. The library links into the broader network of Bard College libraries, allowing scholars to borrow books from other libraries throughout the world via interlibrary loan. The libraries have extensive access to journals in all fields. Checkout requests for the Levy Institute library are made to Bill Walker, the Institute's librarian, whereas checkouts for other materials are made through the Stevenson Library on the main campus. Renewals for both libraries can be made online. The Levy Institute librarian also regularly updates staff on new book acquisitions and economic data releases, and provides assistance in locating hard-to-find articles, books, datasets, and trade publications.

## **The Levy Institute Graduate Programs in Economic Theory and Policy**

The Institute offers a one-year Master of Arts (MA) and a two-year Master of Science (MS) in Economic Theory and Policy. The programs were created to offer students an alternative to mainstream economics and finance theories and represent an effort to extend the work of Distinguished Scholars Hyman P. Minsky and Wynne Godley. Classes take place in the main conference room and classrooms on the second floor.

Institute resident and research scholars may be called upon by the program director to become part of the faculty of the Levy graduate programs and offer course instruction in and/or provide research supervision for enrolled students preparing MA research papers or MS theses.

## **Community Participation and Expectations**

During business hours or when representing the Levy Institute and/or Bard College, you are expected to present a clean, neat, and tasteful professional appearance. The Institute is largely a “smart casual” environment, except during conferences, at which more formal attire is encouraged.

Throughout the year, scholars and job candidates give lectures on topics of interest to the Institute. Attending these lectures, even if they are only loosely related to your field, is strongly encouraged.

## **Energy Policy**

The Institute and Bard are committed to a policy of energy efficiency and conservation, particularly during this time of rising utility costs. Blithewood, while picturesque, is far from energy efficient. Please take the following specific measures to promote energy conservation:

- Close windows and doors in air-conditioned spaces.
- Turn off computers, office equipment, and other electronic devices when not in use.
- Turn off the lights in your office if you will be gone for more than 15 minutes.
- Enable power management features of personal computers, especially computer monitors (visit the website of the Bard Environmental Resources Department, or BERD, to use the power management wizard: [inside.bard.edu/berd/](http://inside.bard.edu/berd/)).
- Detach cell-phone chargers and other electronic devices from the wall when not in use.
- Refrain from using personal heaters.

## **Computer Support**

The Levy Institute has two electronic areas to store data: the “p-drive” for internal data storage and a secure SFTP server named “smith.levy.org” that allows for off-campus access of your data. All computing questions should be directed to the Bard Helpdesk (ext. 7500 or [helpdesk@bard.edu](mailto:helpdesk@bard.edu)), which can assist you in setting up your server access and e-mail account as well as any additional computing needs.

For computing materials and software requests, contact Kathleen Mullaly (ext. 7710 or [mullaly@levy.org](mailto:mullaly@levy.org)), who will walk you through the request process. We have many existing software licenses to help meet your research needs. New acquisitions of software require prior approval from senior management. Other requests (for books, equipment, etc.) follow the same approval process.

## **Reimbursement Requests**

When presenting research at conferences with attribution to the Levy Institute, the Institute reimburses your transportation OR accommodation costs (whichever is higher). The president or research director must approve all requests in advance.

## **Benefits**

Research employees of the Levy Institute are classified as Bard College administrative staff for benefit purposes, regardless of academic credentials. The faculty handbook and the benefits therein are not applicable. Full-time resident senior scholars and research scholars are eligible for all benefits afforded to regular full-time employees of Bard College, including access to the Stevenson Gymnasium on the main campus. The one notable exception to the benefits eligibility is that scholars are granted four weeks of vacation after one year of service to the Institute. These four weeks can be used at any time following completion of the first full calendar year of work, subject to approval by senior management. Details of other benefit programs available to eligible research employees can be found online at [www.bard.edu/employment/benefits](http://www.bard.edu/employment/benefits).

It is also a requirement of Bard College that all employees record benefit time taken, for medical appointments, sick leave, vacation time, bereavement, or otherwise. Twice a month, a benefit time sheet will be distributed to you. It is your responsibility to keep accurate records of time taken, in line with the requirements of the Bard College employee handbook.

### **Our Building**

Blithewood uses an electronic key-card system for entry. You will need to complete paperwork authorizing you to obtain your key card and office key from the Physical Plant (ext. 7465), located due north of Central Services. The building has an alarm system that requires activation and deactivation by security officers only. The last employee to leave each night notifies security (ext. 7460) to secure the building. You must also call security to deactivate the alarm before entering during off-hours.

The Institute is not open to the public, as it contains valuable art, furniture, equipment, and books. Guests must contact the person with whom they have an appointment via the intercom system and then must be physically let in and out of the building. Exit doors should never be propped open, and the door buzzer is only to be used for staff. Scholars may advise staff of expected visitors, and either staff or scholars may let them in and out. You are responsible for anyone you let in, and you should not let in anyone who you do not know.

Student employees are not allowed to work in the building unsupervised. Hired students must be preapproved for budget purposes and eligible for employment through the campus payroll office. Time sheets are to be signed by the supervisor to verify all hours worked. It is the policy of Bard College that students cannot work more than a combined 10 hours per week. Time sheets are due biweekly, with both student and supervisor signatures.

The Institute houses a complete kitchen that is available for preparing your lunch.

### **Workspace Repairs and Requests**

Often new hires wish to change the layout of his/her office (installing bookshelves, new counter space, etc.). There are also occasions when service or repair work is requested. Prior approval is necessary for all work orders, including changes to your office. These requests should be directed to Kathleen Mullaly before being submitted to the Buildings and Grounds department.

## Intellectual Property Policy

### Levy Economics Institute of Bard College

#### Policy Statement on Intellectual Property

The Levy Economics Institute is committed to encouraging its resident scholars and other employees to develop new works of authorship and inventions that are eligible for protection as intellectual property. Intellectual property includes, but is not limited to, works of authorship in any medium, including without limitation: software, including both source and object code, related documentation, and computer screen presentations; databases; computer models; books; scholarly papers; and ideas, innovations, and materials that are protectable under patent, trade secret, trademark, or copyright law, whether or not completed or reduced to practice.

Intellectual property prepared in the course of or during the term of and related to employment by the Levy Economics Institute shall be owned by the Levy Economics Institute and, in the case of works of authorship, shall be deemed *works made for hire* within the meaning of the applicable United States copyright laws in effect. The Levy Institute holds all rights to all intellectual property so prepared, without limitation, and for copyright purposes the Levy Institute is considered the author. Permission must be obtained for any work to appear in non-Levy Institute publications. When permission is granted, proper acknowledgment of the Institute's affiliation and support shall be required.

Funding sought from non-Levy Institute sources for any research activity must comply with Bard College's guidelines and be reviewed and approved by the Office of the Institutional Support

If an author plans to submit any previously published work for inclusion in a Levy Institute publication in any medium, the author is obligated to arrange with the original publisher to grant appropriate permission.

I have read and agree to the terms stated above.

<<Employee Signature Here>>



## **APPENDIX: SUBMISSION AND STYLE GUIDELINES**

### **General**

Policy briefs, policy notes, reports, and working papers vary in length and technicality. Despite this, every effort should be made to frame the ideas presented clearly, concisely, and in a readable fashion for an international audience. Introductions should refrain from outlining the paper's contents, and rely instead on the organization of the paper to support the line of argument. Acknowledgments are to appear on the cover page. All papers should provide an abstract of 150 words or less, and should also include keywords and JEL codes.

### **Formatting and Specifications**

The Levy Institute conforms to a variation on the 17th edition of the *Chicago Manual of Style* guide to citations (Chapter 15, Author-Date System). This system uses in-text citation of the author name and date of publication as a reference for full bibliographical details. For example, "Moreover, most foreign capital was in the form of loans, channeled through the government' (Amsden 1989)." When citing two or more authors in the text, use chronological order; e.g., "Low-cost exports were produced primarily by women, who face job segregation in export industries' (Seguino 1997; Cheng and Hsiung 1998)." (Please note: "et al." is only to be used when citing four or more authors.)

All submissions must be made in Microsoft Word format, with a page size of 8.5" x 11" (US letter). Tables, spreadsheets, figures, and/or graphs may be in Microsoft Excel format. If tables, spreadsheets, figures, and/or graphs are linked to files outside of a Word document, those files must be provided in order to facilitate any necessary formatting changes. Papers should not include embedded formatting for headings, table numbers, etc. and must be in English, following American spelling and punctuation conventions (e.g., "labor," not "labour"). Endnotes are preferred over footnotes.