

# Survival Guide

## For New Faculty

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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 in person at Central Services, x. 7463. Your Bard I.D. card 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.

## 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](mailto: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, see Associate Dean Deirdre d'Albertis in Ludlow 208, x. 7242. Take the form to the ground floor office of Physical Plant, where your key will be issued.

### Phone

When dialing from most campus phones, the last 4 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 on [inside.bard.edu](http://inside.bard.edu).

### Voicemail

Set up instructions and shortcuts for Voicemail are available on the Telephone Services [website](#), 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 #

## Parking

To receive your Bard Parking decal for your car window, go to the Security Office with the necessary documentation. The following is required for issuance of a sticker:

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

## General Resources

### Administrative Support

Each division/program has a dedicated Administrative Assistant 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 can not 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 Administrative Assistants 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 assistance, please submit an [A-V Request Form](#) online. If a service is required that is not listed, or if the request is for a guest speaker, please provide details.

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 College [e-mail 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](mailto:trans@bard.edu).

# Technological Resources

## Computer Support

The [Bard Information Technology Services](#) (BITS) 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.

## Moodle

Moodle is the college's online course collaboration tool (or Learning Management System, LMS). You may wish to use Moodle to create a course-specific discussion forum, administrator quizzes, share documents, media files and web links, or to collect student assignments. For further questions or 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 BITS website.

## Library Course Reserves

### Placing Reserves

The library offers two access points for course reserves readings, Reserves Direct and Book Reserves.

- 1) [Reserves Direct](#) offers online access to the full text of assigned course readings, searchable by course, instructor and keywords.

- 2) [Book Reserves](#) is the tool through which books from the library's collection may be reserved.

### Additional Assistance

For additional reserves assistance, please send e-mails to [reserves@bard.edu](mailto:reserves@bard.edu).

For general questions about library resources and services, please contact the Reference Desk, x. 7281 or visit the Bard Libraries [website](#).

### Wiki Server

For instruction and support in utilizing Bard's locally-hosted Wiki server, contact [Leslie Melvin](#), x. 7496.

<b>Contacts At a Glance</b>				
	<b>Topic</b>	<b>Department/Website/Forms</b>	<b>Contact</b>	<b>Extensions</b>
During Your First Week	Tax Forms	<a href="#">Human Resources</a>	<a href="#">Betty Rodriguez</a>	x 7668
	I.D. Card	Central Services		x 7463
	E-mail	Help Desk		x 7500
	Mail	Post Office		x 7537
	Office Assignment	Office of the Dean of the College	Deirdre d'Albertis	x 7242
	Phone Set Up	<a href="#">Telephone Services</a>		x 7465
	Voicemail		From your office phone	x 7600
	Parking	Safety & Security		x 7460
General Resources	Faculty Resources	<a href="#">Dean of the College</a>		x 7421
	Office Supplies		FAA	
	Audiovisual	<a href="#">A-V Request Form</a>	<a href="mailto:av@bard.edu">av@bard.edu</a> - request by e-mail	
	Announcements		FAA	
	Catering	Chartwell's Dining Services		x 7346
	Room Reservations	<a href="#">Space Management</a>		x 7097
	Transportation	<a href="#">Transportation Request Form</a>	<a href="mailto:trans@bard.edu">trans@bard.edu</a> - request by e-mail	
	Student Help	<a href="#">Center for Student Life and Advising</a>		x 7454
	Work Orders	<a href="#">Building &amp; Grounds – Work Order</a>		
Technical Resources	Computer Support	<a href="#">Bard Information Technology Services</a>		x 7500
	Search Engine	<a href="#">Inside Bard</a>		
	Directory	<a href="#">Bard College Directory</a>		
	Photocopying		FAA	
	Printing	Central Services	<a href="mailto:printjob@bard.edu">printjob@bard.edu</a>	x 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

Faculty Divisional/Departmental Administrative Assistants and staff members (*FAA)	Division	Program(s)	Contact	Extension
	ARTS	Art History and Photography	<a href="#">Jeanette McDonald</a>	x 7158
		Dance and Theater	<a href="#">Jennifer Lown</a>	x 7970
		Film & Electronic Arts	<a href="#">Ruthie Turk</a>	x 7253
		Music	<a href="#">James Mongan</a>	x 7250
		Studio Arts		x 7674
	L&L	FLCL	<a href="#">Dxina Mannello</a>	x 7017
		Literature	<a href="#">Lory Gray</a>	x 7860
		Written Arts	<a href="#">Micaela Morrissette</a>	x 7054
	SMC	All programs within the division	<a href="#">Megan Karcher</a>	x 2340
	SST	Anthropology, History and Sociology	<a href="#">Melissa Germano</a>	x 7667
		Economics, Philosophy, Political Studies and Religion	<a href="#">Leslie Clockel</a>	x 7832
	Interdivisional programs and concentrations	American Studies, Africana Studies, Gender & Sexuality Studies and Middle Eastern Studies	<a href="#">Melissa Germano</a>	x 7667
		American Studies and Gender & Sexuality Studies	<a href="#">Leslie Clockel</a>	x 7832
		Asian Studies, Classical Studies, French Studies, German Studies, Italian Studies, Russian & Eurasian Studies, Spanish Studies, Africana Studies, Jewish Studies and LAIS	<a href="#">Dxina Mannello</a>	x 7017
		Globalization & International Studies	<a href="#">Lisa Whalen</a>	x 7816
		Environmental & Urban Studies	<a href="#">Thomas O'Dowd</a>	x 4852
		Human Rights	<a href="#">Danielle Riou</a>	x 7127
		Experimental Humanities, Irish/Celtic Studies, Medieval Studies, Theology and Victorian Studies	<a href="#">Lory Gray</a>	x 7860
		Mind, Brain & Behavior and Science, Technology & Society	<a href="#">Megan Karcher</a>	x 2340