



LEVY INSTITUTE

**THE LEVY ECONOMICS INSTITUTE
OF BARD COLLEGE**

**Research Scholars
Supplementary
Handbook**

2008

**Blithewood
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Dear Colleague,

Welcome to the Levy Economics Institute's 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, 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, also give Bard College undergraduates the opportunity to meet prominent figures, such as yourself, who give seminars, attend conferences, and serve on the research staff. Integrated activities of the Levy Institute and Bard College include the annual award of the Levy Economics Institute Prize to a graduating senior with an outstanding academic record in economics, and several annual scholarships for students concentrating in economics or economics and finance.

This supplementary handbook to the Bard College Employee handbook describes pertinent information relating to your work at the Institute. Please review them both. If you find that you need clarification or have questions, please communicate these to the office of Human Resources.

For over two decades the Institute has been the beneficiary of dedicated and idealistic individuals willing to contribute their talents in realizing the Institute's goals. We welcome your initiative, loyalty and support.

Cordially,

A handwritten signature in black ink, appearing to read "Dimitri B. Papadimitriou", with a horizontal line extending to the right.

Dimitri B. Papadimitriou
President

THE LEVY ECONOMICS INSTITUTE OF BARD COLLEGE



This supplementary handbook is designed to acquaint Research Scholars with the Levy Economics Institute and provide you with additional information about procedures, responsibilities, working conditions, benefits, and other relevant policies pertaining to you. You should read, understand, and comply with all provisions of this handbook and the *Bard College Employee Handbook*. **Both handbooks** can be found online at:

<http://www.bard.edu/about/employment/handbook/pdf/handbook.pdf>

GENERAL INFORMATION



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.

The land dates back to a vast tract bought from the Indians in 1680 by Colonel Peter Schuyler. 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 gave it the name Blithewood. He commissioned Andrew Jackson Downing, one of the foremost landscape artists of the day, to design the grounds. In 1853 Blithewood was purchased by John Bard of Hyde Park, who in 1860 gave a corner of the estate for the founding of St. Stephen's College, which became Bard College in 1934.



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 mansion design with the latest turn-of-the-century technology. Captain Zabriskie's son donated the estate to Bard College in 1951. Finally, the College transferred Blithewood to the Levy Economics Institute in 1987.



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

Blithewood Mansion, the Levy Institute's main conference and research facility, is on the campus of Bard College, located 90 miles north of New York City in Annandale-on-Hudson, New York. 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 Airports).

Blithewood Galleries

The pink, blue, piano, and dining rooms of Blithewood hold the Neumann Collection of German and Austrian paintings, part of the Bard Collection. The gallery is open several times a year for public viewing, such as commencement and parents weekend. Other tours have to be arranged through Marcia Acita at CCS (ext. 7576 or acita@bard.edu).

Drill Hall

To accommodate the growing research staff and planned PhD program, planning is underway to convert the historic Drill Hall. Andrew C. Zabriskie used the existing structure for a drill hall for his private military unit. The planned site will offer modern seminar and office spaces, housed in a structure that reflects the historical significance of the original.

Nature of Employment and Expectations

The Levy Economics Institute has several teams of researchers focusing on seven main areas: The State of the U.S. 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.levy.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 review journals, the Levy Institute should be the primary affiliation for the duration of employment. After employment, appropriate citation should be made to the Institute when presenting findings and developments on research undertaken while employed with 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 at the end of this handbook.

Publications: Public Policy Briefs, Policy Notes, Reports, and Working Paper Submissions

Public Policy Briefs, Policy Notes, Reports, and Working Papers should be submitted to the Institute's editors and the director of administration. All such research requires the approval of the Institute's president before publication takes place. Every effort should be made for the presented 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 over 12,000 economics books, journals, and data publications. The Levy Library links into the broader Bard College Library, allowing scholars to borrow books from other libraries throughout the world via inter-library loans. The libraries have extensive access to journals in all fields. Check-out requests for the Levy Institute Library are made to Bill Walker, the Levy Librarian; whereas, checkouts for other materials are made through the Stevenson Library on main-campus. Renewals for both libraries can be made online. The Levy Institute Librarian also regularly updates staff on new books acquired and economic data releases, and provides assistance in locating hard-to-find articles, books, datasets, and trade publications.

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.

During the year the Institute holds Wednesday informal luncheons in the main dining room. This gives scholars and staff the opportunity to converse in a relaxed setting. Scholars and staff are expected to clean up after themselves at the end of the meal. Announcing attendance is not necessary, as it is a regular affair; however, RSVPing expected absences to the director of administration or her designee, is appreciated to help gauge the amount of food needed.

Throughout the year, scholars and job candidates give lectures on topics of interest to the Institute. Attending these lectures, even when 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 lights when you will be gone more than 15 minutes.
- Enable power management features of personal computers, especially computer monitors (visit the BERD (Bard Environmental Resources Department) website to use the power management wizard - <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 Rob Speaker (ext. 7182 or speaker@bard.edu) who can assist you in setting up your server access, email and additional computing needs. For other computer inquiries (i.e. laptop request for a presentation, etc.), contact helpdesk@bard.edu.

For computing materials and software requests, you should contact the director of administration, Susan Howard (ext. 7723 or howard@levy.org) who will walk you through the request process. We have many existing licenses for software programs on campus to 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 must approve all requests in advance.

Benefits

Research employees of the Levy Institute are classified as administrative staff for benefit purposes at Bard College, regardless of academic credentials. The *Faculty Handbook* and 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 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 anytime **after the completion of the first 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/about/employment/.

It is also the 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 timesheet 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 a memorandum from the director of administration 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 have the alarm deactivated before entering at off-hours, by calling security.

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. Exits should never be propped and the door buzzer is only to be used for staff. Scholars may advise staff of expected visitors and either staff or scholar may let them in and out. You are responsible for anyone you let in and you should not let anyone in that you do not know.

Student employees are not allowed to work in the building unsupervised. Hired students must be pre-approved for budget purposes and must be eligible for employment through the campus payroll office. Timesheets 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. Timesheets are due bi-weekly, with both student and supervisor signatures, to the director of administration.

The Institute houses a complete kitchen that is available for preparing your lunch. The kitchen is to remain locked at all times. The key can be found at the administrative assistant's desk in the scholar wing of the second floor.

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 where service and repair work is requested. Prior approval is necessary for all work orders, including changes to your office. These requests should be directed to the direction of administration, before being submitted to the Buildings and Grounds department.

Intellectual Property Policy

The 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 Dean of Programs.

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 Name Signed 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 ideas presented clearly, concisely and in a readable fashion for an international audience. Introductions should refrain from outlining the paper, and rely instead on the organization of the paper to support the line of argument. Acknowledgements are to appear on the cover page (see the sample that follows). All papers should provide an abstract of 150 words or less. Also include keywords and JEL codes.

FORMATTING AND SPECIFICATIONS

The Levy Institute conforms to a modified version of *The Chicago Manual of Style* of citing references. 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, 2001).” When citing two or more authors in the text, please 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 should be made in Microsoft Word format. 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 to ease any necessary formatting alterations. Formats that do not allow editing, such as .pdf, are not acceptable. Paper must be in English, with American spelling and punctuation conventions (i.e. “labor” not “labour”). Endnotes are preferred over footnotes.