



LEVY INSTITUTE

LEVY ECONOMICS INSTITUTE OF
BARD COLLEGE

Research Scholars
Supplementary
Handbook

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Blithewood
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Dear Colleague,

Welcome to the Levy Economics Institute. 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. Levy Institute scholars also serve as faculty and advisers for the Institute's MA and MS degrees in Economic Theory and Policy.

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 40 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 and support.

Cordially,

A handwritten signature in cursive script, reading "Pavlina R. Tcherneva", followed by a horizontal line.

Pavlina R. Tcherneva
President

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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 and understand 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/.

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.

Nature of Employment and Expectations

The Levy Economics Institute has several teams of researchers focusing on six 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; and Economic Policy for the 21st Century. Full program details and current scholar listings are available online at 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. All of your research and writing must directly advance Levy Research Programs, appearing first as Levy Institute publications, before submission to journals or book volumes. You are strongly encouraged to seek and bring grant opportunities to the Institute. Any other invited writing, lectures, or participation in external grants require prior approval from the President.

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.

Submissions for Publication

Public policy briefs, policy notes, reports, and working papers should be submitted to the Institute's editors. 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. All working papers should provide an abstract and should also include keywords and JEL codes.

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.)

Figures and/or graphs should 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.

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. Teaching responsibilities and course load are specified in your appointment letter

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.

Community Participation and Expectations

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. Blithewood, while picturesque, is far from energy efficient.

Please take the following 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 when you leave for the day.
- Refrain from using personal heaters.
- Learn more about Bard Sustainability initiatives: <https://bos.bard.edu/>

Computer Support

All computing questions should be directed to the Bard Helpdesk (ext. 7500 or helpdesk@bard.edu), which can assist you in setting up your e-mail account as well as any additional computing needs.

For computing materials and software requests, contact Katy Garfield (ext. 7710 or kgarfield@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 may reimburse your travel costs. The president or managing 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.

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. It is your responsibility to keep accurate records of time taken, in line with the requirements of the Bard College employee handbook. For any questions related to recording time off, contact Human Resources: hr@bard.edu

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. 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. Time sheets are due biweekly, with both student and supervisor signatures.

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

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 Katy Garfield before being submitted to the Buildings and Grounds department.