

BARD BASICS

SOME NUTS AND BOLTS FOR
NAVIGATING CAMPUS

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On or Before Your Arrival on Campus

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 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 the necessary documents are presented to Human Resources. Please contact HR with any questions by emailing hr@bard.edu.

I.D. CARD

Once Human Resources provides you with your Bard I.D. number and your Bard email is created, you may obtain your Bard I.D. card by visiting **Brian Denu** at Bard's Buildings & Grounds (1st floor, x7682) **Monday - Friday between 11am - 11:45am and 12:30-3pm**. You can have your photo taken and receive your printed Bard ID card during these hours **provided you have your Bard ID number and Bard email address available at the time of your visit**. If preferred, you can upload your **photo online three business days before** you intend to pick up your Bard ID card by using the [Bard Photo I.D. Upload Tool](#).

As a rule, please be aware that your Bard ID number is required to set up your e-mail account and office assignment (if applicable). Also, your Bard ID card is required to obtain a parking sticker, check out library books, and 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. To find helpful information regarding the library in general please use the following link: [faculty information sheet](#)

BARD E-MAIL

Your Bard email address and password are required to access many online tools. To set up your account, forward a copy of your Welcome Letter or a completed Credential Request Form to helpdesk@bard.edu. The Helpdesk staff will contact you once the account has been created. While accounts are typically created the same day a request is received, please allow at least one business day for the request to be processed.

EMERGENCY NOTIFICATION SYSTEM (BARD RE-GROUP)

All community members are registered for the Regroup emergency communication system with their Bard credentials. In the event of a campus emergency, community members will receive information via text messages, emails, or both. If you would like to add or change your contact information, you can do so at <https://bard.app.regroup.com/login>.

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 at Building and Grounds.

There are two FedEx Drop Boxes. One is located outside Shipping & Receiving and another 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. The e-mail notice will indicate package details and instructions for pickup.

OFFICE SET UP

Office Assignment

Assistant to the Dean of the College Sherry Gildersleeve and Dean's Office Program Assistant Ben Chinsena will provide your office assignment. Please email Ben directly at bchinsena@bard.edu with your Bard ID number. Subsequently, Ben will submit a key authorization form on your behalf. Please direct any questions to Ben.

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 [Buildings and Grounds Service Request tool](#).

Voicemail

Set up instructions and shortcuts for voicemail are available at [Telephone Services](#), along with other helpful user guides.

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 # (no area code)
- Long Distance 9 + 1 + Phone or Fax #
- International 9 + 011 + Country Code + Phone or Fax #

VEHICLE REGISTRATION/PARKING

- You may register your vehicle(s) online by using the [Bard Security Vehicle Registration Form](#).
- NO FEE IS ASSESSED FOR FACULTY PERMITS.
- All faculty permits will be ready by the Monday following the day you submit your information. They may be picked up at the Bard Security Office.
- 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, x7394)
- Please be sure to affix your Bard Parking decal on your rear 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 **Office of Admission** at **x7472**. Campus (walking) tours are usually offered twice per day during the academic year (M-F) and are roughly 90 minutes in duration.

General Resources

ADMINISTRATIVE SUPPORT

Each division/program has a dedicated Administrative Assistant or support person who aids faculty with the following:

Copiers and 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 cannot violate copyright guidelines and will copy at most one chapter or 10% of a book or work, whichever is less.

Supplies

Maintain small inventory of supplies including stationery, mailers, large mailing envelopes, labels, staples, paper clips, notepads, etc. Faculty may also place orders for specific office supplies.

E-Mail

Disseminate announcements of events and meetings; make calendar entries; forward emails for faculty to divisional lists, etc.

Requisitions

Prepare requisitions for reimbursement of faculty expenses for faculty research and travel, the Bard Research Fund, moving expenses, search-related expenses, 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.

Searches

Manage electronic search files; make travel arrangements for candidates; set up candidates' itineraries for interviews; reserve rooms for job talks; reserve equipment if needed; arrange overnight accommodations and catering services, etc.

Miscellaneous

- 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, and copiers
- 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 and 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 Buildings & Grounds website to electronically place [service requests](#) (also called 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 and requests should be made well in advance.

Audiovisual

Many Bard classrooms are “smart” classrooms. For additional audiovisual equipment assistance or for event assistance please contact the **A/V office**, av@bard.edu.

Many classrooms are equipped with computers that can be used for slide presentations, videos, and other media. Faculty may also use their own laptops with adapters; some classrooms have these adapters ready for use. Faculty who plan to use technology should check the set-up in the

classrooms in which they teach prior to the first session.

Announcements

Announcements for special events may be placed via this online [form](#). Alternatively, announcements may be made through your administrative assistant by sending the following information via e-mail:

- Title/subtitle of talk or event
- Description
- Building and room number where event is to take place
- Date, start time, and end time
- Contact person and e-mail address
- Contact phone number (must be other than administrative assistant)
- Web page if applicable
- Sponsoring program(s) or department(s)
- Any image(s) you wish to accompany the announcement

Please see the Bard College [E-Mail List Usage Policy](#) for more information on how to circulate announcements. Also, please see the [guidelines for employee use of social media](#) on the Bard communications website.

Catering Reservations

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

Deanna Burger (Director of Catering) – dburger@parkhurstdining.com (x7358) , Kristin Larkin klarkin@parkhurstdining.com and Lauren Nicolato lnicolato@parkhurstdining.com and 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 and chairs (see below)

Table and Chair Orders

Tables and chairs 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/chairs
- Size and shape of tables
- Preferred layout (they will set up)
- Pick up date and time

Kline Meal Tickets

To purchase pre-paid faculty meal tickets, please contact Laurie Kelsey at lkelsey@parkhurstdining.com (Pre-purchased meal tickets are priced at \$8.00 per ticket, meal tickets purchased at the door are priced at \$10.00 per ticket.)

Room Reservations

Use the Space Management Tool [here](#) to reserve a room for meetings or other events outside regular class sessions. To log into 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 for additional assistance.

Transportation Requests

Several services are available on the [transportation site](#). *All events that involve transporting students require the use of a certified Bard driver, not the faculty member's personal vehicle.* To hire a Bard driver, submit a transportation request form to transportation@bard.edu. Such requests should be made as far in advance as possible so that a driver can be secured.

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**, helpdesk@bard.edu, **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. This is the system through which you will also enter student grades and criteria sheets.

To use the system:

1. Go to <http://bip.bard.edu>
2. In the Bard College Self-Service page click **Login with Bard Account** and authenticate using your bard email and password
3. Click **Faculty**
4. Click on one of the menu items: class rosters, advisee lists, faculty grade entry, online registration, etc.

BRIGHTSPACE OR GOOGLE CLASSROOM

Bard Brightspace is the college's primary 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 site. Alternatively, you may wish to use **Bard Google Classroom**. Visit [Google Classroom here](#) (ensure that you log in with your [bard.edu](#) email address). For more information, see the [Academic Technology website](#), and for further assistance, please be in touch with **Leslie Melvin** and **Joanna Baker**, x7496, or email ats@bard.edu.

STUDENT ACCOMMODATIONS AND ACCESSIBLE TECHNOLOGY

Disability Access Services (DAS), led by Dean of Disability Resources and Accessibility Erin Braselmann, is an office that provides support to students who receive accommodations and to faculty in meeting the accommodation needs of their students. More specific information about DAS and accommodations, including faculty responsibilities and support, will be provided at New Faculty Orientation and throughout the academic year.

DAS also has a full-time Accessible Technology Specialist, Andrea Petley, who can assist faculty in making their course materials accessible for all students (providing access to e-books, machine-readable PDFs, SensusAccess audio files, etc.). Faculty should work with the Accessible Technology Specialist in DAS to arrange accessible course materials by emailing accesstech@bard.edu. Faculty can fill out the Faculty [Accessible Material Request Form](#), located on the [Faculty Resource Page](#) to have the Accessible Technology Specialist look over any course materials. Priority will be given to students who are in need of this accommodation and to faculty with those students enrolled in their courses.

Faculty administrative assistants may also be able to help with some scanning needs for making PDF files accessible. Below is a partial list of printers on campus with OCR (optical character recognition) capabilities:

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 st floor, Fairbairn 2 nd floor

For additional questions pertaining to accessibility, please contact Erin Braselmann, Dean of Disability Resources and Accessibility, at x7532, 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 for your courses should be placed on reserve for students to help alleviate the cost of purchasing textbooks and course materials. Book reserves are held at the Reserves Desk on the third floor of the library and can be checked out for three hours at a time.

To request that books from Bard's collection be placed on reserve for a class, email your list to reserves@bard.edu. Include your name, course number, and title as well as each book's AUTHOR, TITLE, and CALL NUMBER to ensure that the correct edition is placed on reserve.

- Please check the [Bard Libraries catalog](#) first to make sure the item belongs to Stevenson (Main), and not Bard Graduate Center or the Center for Curatorial Studies. It can save time to pull books from the shelves yourself and bring them to the Reserves Desk on the third floor to make your request.
- If the library does not own the book at Stevenson, you should request that it be purchased by using the [Book Reserves Purchase Request Form](#). Requests for new books to be placed on reserve should be made as early as possible so that students have access to them in time to complete the required reading.
- You may also place a personal copy of a book on reserve by bringing it to the library with a note indicating your name and course title/number.

- Please see the library's [Faculty information page](#) or contact Hannah Cremo, Circulation and Reserves Assistant, at 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 related to inclusive pedagogy and curriculum, contact Associate Dean of the College Michael Sadowski at x7122, msadowsk@bard.edu.

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

FACULTY COMMON ROOM AND FACULTY/STAFF DINING ROOM

The Faculty Common Room is a quiet workspace for faculty only, with coffee and tea available. It is located on the second floor of Hegeman Hall in Room 204B. To enter, please use your Faculty I.D. card for swipe access.

Also, Kline Commons includes a room exclusively for faculty and staff in the southeast corner of the building. Faculty and staff can bring lunches purchased in Kline Commons here, and free coffee and pastries are available for most of the day with or without the purchase of a lunch. Lunch tickets can be purchased in bulk for \$8.00 per ticket by emailing Laurie Kelsey at lkelsey@parkhurstdining.com, or tickets may be purchased at the door for \$10.00 per ticket.

CONTACTS

During Your First Week

Topic	Department/Website/Forms	Contact	Telephone
Tax Forms	Human Resources	hr@bard.edu	845-758-7428
I.D. Card	B&G (First Floor)	Brian Denu	845-758-7682
E-mail	Help Desk	helpdesk@bard.edu	845-758-7500
Mail	Post Office	hleantz@bard.edu	845-758-7537
Office Assignment	Assistant to Dean Program Assistant	gildersl@bard.edu bchinsena@bard.edu	845-758-7439
Phone Set-Up	Telephone Services	Dan Parella parrella@bard.edu	845-758-7575
Voicemail		From your office phone	845-758-7600
Parking	Security	Stacey Adams	845-758-7394

Topic	Department/Website/Forms	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	doc@bard.edu	845-758-7421
Course List/Grades	Registrar's office	registrar@bard.edu	845-758-7458
Office Supplies		FAA	
Audiovisual		av@bard.edu	REQUEST BY EMAIL
Announcements		FAA	
Catering	Parkhurst Dining Services	Deanna Burger dburger@parkhurstdining.com Kristin Larkin klarkin@parkhurstdining.com Lauren Nicolato lnicolato@bard.edu	x7358
Room Reservations	Space Management	space@bard.edu	REQUEST BY EMAIL
Transportation	Transportation Request Form	transportation@bard.edu	REQUEST BY EMAIL
Student Help	Center for Student Life and Advising	csla@bard.edu	845-758-7454
Work Orders	Building & Grounds – Work Order	https://fms.bard.edu	

Technical Resources

Topic	Department/Website/Forms	Contact	Telephone
Computer Support / HelpDesk	Bard Information Technology Services	helpdesk@bard.edu	845-758-7500
Search Engine	Bard Website Search	Inside Bard	
Directory	Bard College Directory	Bard Website Search	
Photocopying		FAA	
Printing	Central Services	printjob@bard.edu	845-758-7463

Administrative Support Staff (*FAA)

FACULTY

Division	Program(s)	Contact(s)	Telephone
ARTS	Architecture	Nikita Minin	TBD
	Art History and Visual Cultures, Theology	Erin Koch	845-758-7158
	Dance and Theater	Jennifer Lown	845-758-7970
	Film & Electronic Arts	Julia Sforza	845-758-7253
	Photography	Sara Winston	845-492-9113
	Music	James Mongan	845-758-7250
	Studio Arts	Paige Meade	845-758-7674

L&L	FLCL	Lory Gray & Linnea Marik	845-758-7860 845-758-7594
	Literature	Lory Gray & Linnea Marik	845-758-7860 845-758-7594
	Written Arts	Megan Brien	845-758-7806
SMC	All programs within the division	Megan Karcher	845-752-2340
SST	All programs within the division	Melissa Germano	845-758-7667
Interdivisional Programs and Concentrations	American Studies, Africana Studies, EUS, and Gender & Sexuality Studies	Melissa Germano Brittney James (EUS Executive Admin.)	845-758-7667 845-758-7017

Division	Program(s)	Contact(s)	Telephone
	Asian Studies, Classical Studies, French Studies, German Studies, Italian Studies, Russian & Eurasian Studies, Spanish Studies, Middle Eastern Studies, ASL, LAIS	Lory Gray & Linnea Marik	845-758-7860 845-758-7594
	Jewish Studies	Melissa Germano	845-758-7667
	Globalization & International Studies	Melissa Germano	845-758-7667
	Human Rights	Danielle Riou	845-758-7667
	Experimental Humanities	Anna Hallett Gutierrez	845-758-7103

Division	Program(s)	Contact(s)	Telephone
	Irish/Celtic Studies, Medieval Studies, Victorian Studies and Clemente	Lory Gray & Linnea Marik	845-758-7860 845-758-7594
	Mind, Brain & Behavior and Science, Technology & Society	Megan Karcher	845-752-2340