



## Faculty Quick Start Guide

The Albert Nerken School of Engineering (“SoE”) welcomes you as a valued member of The Cooper Union community! To help you get off to a strong start, we have created this guide to introduce you to SoE resources and Cooper Union policies that you should be familiar with. Your department will also introduce you to complementary resources. As faculty, you bring real-life experience and knowledge to the classroom. This helps our students connect what they are learning here to what will be expected in the real world. We want you to feel great fulfillment in your role and all you do to help our students succeed. Please keep this guide handy.

### I. First Steps

**Cooper Username and Password:** After you have accepted your offer of faculty employment through both the Dean’s Office and Human Resources, look for an e-mail message with information related to your e-mail account setup. This message will be sent to the email address that you submitted with your job application. This message contains your Cooper username and initial password, which you will need to complete many of the steps below. Your username and password will be needed to access and sign-in to various university resources. Follow the instructions in the e-mail to change the initial password to a password of your choice.

**Orientation:** Before the start of the Fall semester, **new full-time faculty** will receive an e-mail from Lisa A. Shay, Associate Dean, Educational Innovation with details about the orientation date, time, and location on campus. Factor this event into any re-location or other summer arrangements. For **new adjunct faculty and any faculty starting at other times of the year**, online orientation resources and in-person support will be provided by the [Center for Advancement of Faculty Excellence \(“CAFE”\)](#) and announced via e-mail. All new faculty are encouraged to explore the robust resources available on [CAFE’s webpage](#) and our SoE [Forms webpage](#) before beginning employment.

**E-mail, Calendar and Office 365 apps:** Start to use your Cooper e-mail, Outlook calendar, and other Office 365 apps, such as Word, Excel, PowerPoint, OneNote, OneDrive, and more. SoE meetings will often be handled through Outlook calendar invitations, so be in the habit of using your Outlook calendar.

**Navigating Campus:** Bookmark this [page](#) for information on campus locations and take a [virtual tour](#).

**Handbooks:** Please contact [infohr@cooper.edu](mailto:infohr@cooper.edu) for more information on faculty handbooks.

**Cooper Union Policies:** Important policies are highlighted on the [Policies webpage](#) and on the [Academic Standards and Regulations webpage](#).

**Department Onboarding:** Check with your departmental colleagues and school staff. Common questions include:

- What am I teaching? When will I get my exact teaching schedule?
- Where is my office or adjunct office?
- What spaces will I need a badge or keys to access?
- How do I get access to computing equipment and software?
- What meetings or other department/school events can/must I attend?
- Are there standard protocols for grading, handling class when I am sick, etc.?
- Where will I find the most current list of the members of my department?

## II. Prepare for the Semester

**Badge/Keys:** The following [form](#) should be used to request a badge and keys to your office if you are a full-time or part-time faculty member. In order to have your ID ready for pick-up on your first day, you'll need to submit a photo via e-mail to [ids@cooper.edu](mailto:ids@cooper.edu). The photo format should be passport-style and meet the following requirements:

- The photo should be a color, .jpg or .jpeg file.
- This picture is for identification purposes, so it must clearly identify you.
- The background should be uniform and light-colored.
- You must be facing forward, with your head and shoulders clearly visible.
- Photos should not include other people or animals - no group photos
- There can be no red eye or flash reflection on glasses or contact lenses.
- No hats, sunglasses, jewelry, or garments of any sort that obstruct the view of your face.
- The file cannot exceed 100k in size.
- The file should be saved as the following: "firstname-lastname.jpg or .jpeg"

Pick up your badge & keys at Campus Safety and Security in 41CS. Adjunct faculty should obtain key access to the Adjunct Office-Room 214, which contains a printer. To obtain copier access, please stop by the Dean's Office and a staff member will assist you.

**Syllabus:** [CAFE](#) has an accessible syllabus template to save you time which can be accessed [here](#). Please ensure your syllabi contains all pertinent information. Review academic information for the SoE via the [course catalog](#). All CUOP bargaining unit members must submit a syllabus consistent with the applicable curriculum for the class to be taught prior to the start of the semester. Please proceed with uploading your syllabus [here](#).

**Academic Calendars and Course Catalog** can be accessed via the [registrar's webpage](#). Please note add/drop deadlines and the date when final grades are due. SoE class schedules can

be accessed [here](#).

**Learning Management Systems:** SoE faculty have the option of using [Moodle](#) or MS Teams. More information on technology and tools for teaching can be accessed [here](#).

**Class Rosters:** Available via [Student Self-Service](#). More information on Student Self-Service can be accessed [here](#).

**Library Resources:** The Cooper Union Library has print books, databases, e-book collections, and course reserves. One good starting point is the library's [engineering and science resource page](#).

### III. One Week Before the Start of the Semester

#### **Get Ready to Work:**

If requested, please provide the Dean's Office with a biography, photo, and CV for the [faculty and staff directory](#).

Review e-mails from department and school for start-of-the-semester procedures.

Familiarize yourself with classroom technology and [available software](#), such as Office 365.

**Technology Issues:** If you are having technology issues, check the [IT: HelpDesk & Support webpage](#). You can place an IT Help request by e-mailing: [itsupport@cooper.edu](mailto:itsupport@cooper.edu).

### IV. First Weeks/Months of the Semester

**Safety First!** Make sure you are familiar with important safety information via the [Campus Safety and Security webpage](#). Additional information to address and promote personal safety on and off-campus can be access via the [CUSafe-Cooper Union Campus Access Application webpage](#).

**Campus Notices:** Look out for campus notices in case of emergency, inclement weather, or campus closures. Check with the [Information Technology Department](#) to ensure you will receive campus notices.

**Questions?** Talk with your department chair, a colleague or school staff.

**Training:** Attend to e-mail prompts to complete training on topics such as anti-harassment.

**Common Student Issues:** Familiarize yourself with the [Office of Student Affairs webpage](#) to learn more about services for students and be prepared to follow the Cooper [Code of Conduct](#), and support accommodations procedures for students with disabilities.

**Attendance verification and grades:** Look for e-mails from [Ruben Savizky](#), Associate Dean of Academic Affairs and the Dean's Office containing dates during which you need to report issues related to student attendance, performance, and grades.

**Textbook orders for Spring/Fall:** Look for an e-mail prompt with a link to the [textbook request form](#) used to place textbooks orders for spring and fall semesters. Submit requests by early-November for spring and mid-April for fall.

**Campus Events:** Look out for campus notices, Dean's Office e-mails and Outlook meeting notices regarding Faculty/Staff/Student events and updates on cultural, and other campus events.

**Doing Research:** Familiarize yourself with the [Human Subject Research Policy](#) and the [Institutional Review Board](#). Research posters can be printed via the [IT Media Lab](#). For more

information on SoE Research activities, please check out our research brochure here.

**Payroll:** If you have questions concerning deductions or need assistance with accessing pay and tax statements, please contact the Payroll Department by e-mailing: [payroll@cooper.edu](mailto:payroll@cooper.edu).

**Submitting final grades:**

- Grade Guidelines: For a more thorough explanation, please consult the [Academic Standards and Regulations webpage](#).
- In [Student Self Service](#), please enter the final grade in the appropriate space on the grade roster. You can find detailed instructions for grade entry in Student Self Service [here](#). Please note you may see plus (+) or minus (-) designations. These are valid only in courses in Art, Architecture, and courses offered by the Faculty of Humanities and Social Sciences. The Engineering School does not use + or – in its grade scheme.
- Once you have your final grades submitted, please e-mail [Associate Dean Ruben Savizky](#) so they can be verified. Please make sure you send the course name and course code (including the right section and if it is cross listed as another course). Also, please inform [Associate Dean Ruben Savizky](#) if there are any issues, i.e., incompletes, students not on the roster, extra students on the roster, etc.

**V. [Settling in During Your First Year](#)**

**Reserving Rooms:** If you need to reserve space on campus, use the [25 Live Scheduler](#) to review rooms, check availability, and request to reserve a space. Additional information can be accessed via the [Room & Event Scheduling webpage](#). Use the posted contact information and complete 25 Live training to make a reservation.

**SoE Structure:** This [organizational chart](#) will help you understand the school structure.

**Your mentor network:** Invite a colleague out for coffee and build your mentoring network.

**Suggestions for this quick start guide:** Let us know by contacting [Nori Perez](#), Administrative Manager.

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<b>For Help With...</b>	<b>Contact</b>	<b>And Talk To...</b>
<b>Appointment Letters</b>	353-4285	Your Dean's Office
<b>Class Rosters</b>	353-4124	Registrar's Office
<b>Classroom Service Request (i.e., A/C not working or lightbulb out)</b>	<a href="mailto:facilities@cooper.edu">facilities@cooper.edu</a>	Facilities Department
<b>Classroom Technology</b>	<a href="mailto:itsupport@cooper.edu">itsupport@cooper.edu</a>	Information Technology Help Desk
<b>Course Content</b>		Your department chair
<b>Faculty Mailbox</b>		Your departmental administrative associate
<b>ID Cards for Faculty</b>	353-4270	Campus Safety and Security
<b>Informing the school that you will miss a class</b>	353-4285	Your Dean's Office & department chair
<b>Library: hours, reserves, etc.</b>	<a href="mailto:library@cooper.edu">library@cooper.edu</a>	Library Desk
<b>Locked out of classroom or other campus space</b>	353-4270	Campus Safety and Security
<b>Paycheck not received or incorrect</b>	<a href="mailto:payroll@cooper.edu">payroll@cooper.edu</a>	Tashay Gilbert, Payroll Manager
<b>Public Safety</b>	353-4270	Campus Safety and Security
<b>Reporting a Code of Conduct Violation</b>		Associate Dean Ruben Savizky, Academic Affairs
<b>Requesting a room change</b>		Class scheduler and Registrar's Office
<b>Requesting media equipment</b>	<a href="mailto:avstaff@cooper.edu">avstaff@cooper.edu</a>	A/V Department
<b>Struggling student(s)</b>		Associate Dean Ruben Savizky, Academic Affairs
<b>Submitting grades (final grades, incompletes, etc.)</b>		Associate Dean Ruben Savizky, Academic Affairs and Registrar's Office
<b>Syllabus Content</b>		Your department chair
<b>Teaching Questions</b>		Center for the Advancement of Faculty Excellence