

MIT Architecture

New and Visiting Instructors – Getting Started

First steps:

<p>Visit MIT’s New Employee Orientation & Onboarding website and obtain MIT electronic credentials</p> <p>benefits, perks, Atlas important start-up activities, MIT app, getting around MIT, Athena account, Kerberos ID, web certificates, MIT email address, Duo Security</p>	<p>★ http://atlas.mit.edu/newhire/welcome.html</p>
<p>View the Registrar’s “What you need to know” webpage</p>	<p>★ https://registrar.mit.edu/classes-grades-evaluations/instructor-resources</p>
<p>Department On-Boarding</p> <p>Schedule an appointment with Lisa Hersh, Headquarters Assistant, to discuss required online and in-person new hire activities, and MIT’s optional resources.</p>	<p>★ Email lhersh@mit.edu or</p> <p>★ Call: 617-253.7387</p>
<p>MIT Faculty Resources</p>	<p>★ http://facultygovernance.mit.edu/faculty-resources</p>
<p>MIT Rules & Regulations of the Faculty/Term Regulations</p>	<p>★ http://facultygovernance.mit.edu/rules-and-regulations</p>
<p>MIT Teaching + Learning Lab</p>	<p>★ https://tll.mit.edu/design/teaching-orientation-new-faculty</p>

Department “Essential Information for Faculty” website

<p>Faculty website homepage</p>	<p>★ http://arch-fac-site.scripts.mit.edu/faculty/</p>
<p>Teaching Assistants + Instructions on Using the Online System</p>	<p>★ http://arch-fac-site.scripts.mit.edu/faculty/tas/</p>
<p>Syllabi</p>	<p>★ http://arch-fac-site.scripts.mit.edu/faculty/subject-tasks/syllabi/</p>
<p>Viewing class lists (webSIS)</p>	<p>★ http://arch-fac-site.scripts.mit.edu/faculty/faculty-groups/all-faculty-2/websis/</p>
<p>Grading</p>	<p>★ Instructions — http://arch-fac-site.scripts.mit.edu/faculty/subject-tasks/grading/grading-instructions/</p> <p>★ Guidelines — http://arch-fac-site.scripts.mit.edu/faculty/subject-tasks/grading/grading-guidelines/</p> <p>★ Department policy on incompletes — http://arch-fac-site.scripts.mit.edu/faculty/wp-content/themes/twentytwelve-child/docs/policies/policy-incompletes.pdf</p>
<p>End-of-Term Final Reviews and Exams Chart</p>	<p>★ http://mit.edu/millert/www/19FA_eot_exam_chart.pdf</p>
<p>Classroom information</p>	<p>★ http://arch-fac-site.scripts.mit.edu/faculty/scheduling/classrooms/</p>
<p>Policies and Regulations</p>	<p>★ http://arch-fac-site.scripts.mit.edu/faculty/policies-regulations/</p>

Deadlines, events and academic calendars

<p>MIT Academic Calendar</p>	<p>★ http://web.mit.edu/registrar/calendar/</p>
<p>Department Deadlines & Events Calendars</p> <p>see calendars in your email program; take note of “class holidays” — the Institute remains open but classes are not held as well as days when a different day’s classes are held, e.g., Friday class schedule occurring on a Monday.</p>	<p>★ http://arch-fac-site.scripts.mit.edu/faculty/deadlines-reviews-and-events-calendar/</p>

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Other helpful information

Registrar's Help & User Guides	<ul style="list-style-type: none"> ★ Online Grade Submission Manual for Instructors: https://registrar.mit.edu/sites/default/files/2018-07/online_grade_submission_manual_for_instructors.pdf ★ Online Registration Advisor Manual: https://registrar.mit.edu/sites/default/files/2018-07/online_registration_application_advisor_guide.pdf ★ Add/Drop Application Help: https://registrar.mit.edu/sites/default/files/2018-07/add_drop_advisor-instructor_guide.pdf
Department website user guide	★ http://mit.edu/miller_t/www/ArchWebProjectsF18-reduced.pdf (you may need to cut and paste this link into a browser if it fails to open in this PDF)
Post your office hours	★ http://architecture.mit.edu/oh
Stellar (platform for course management and communication)	★ http://stellar.mit.edu/
Personal support and wellness for students	★ http://resources.mit.edu/resources/personal-support-and-wellness/all
MIT Academic Integrity/Dishonesty Checklist	★ http://arch-fac-site.scripts.mit.edu/faculty/wp-content/themes/twentytwelve-child/docs/policies/policy-integrity-checklist.pdf
Copyright information for faculty	★ http://arch-fac-site.scripts.mit.edu/faculty/faculty-groups/all-faculty-2/copyright-info-for-faculty/

Department Staff – how we can help you

MAIN OFFICE – Room 7-337 & 7-344A

Darren Bennett — 617-253-3615, darrenb@mit.edu

Webmaster, Graduate Admissions Coordinator: Department website including creating instructor profiles, introduction to website resources specific to instructors

Renée Caso — 617-253-7792, yammie@mit.edu

Academic Programs Manager: Undergraduate and PhD academic administrator: registration, grades, required class scheduling & catalog, department and Institute academic policies, staff to the Committee on Graduate Students and the Undergraduate Curriculum Committee

Irina Chernyakova — Room 7-344A, 617-324-4416, ich@mit.edu (Room 7-344A)

Publications, exhibits, student work archiving, lecture series

Patricia Driscoll — 617-324-7474, padrisco@mit.edu

Assistant to the Department Head: Questions about faculty affairs, departmental meetings or initiatives, promotion and tenure, mentoring

Lisa Hersh — 617-253-7387, lhersh@mit.edu

Headquarters Assistant: Initial departmental on-boarding, visa processing, general inquiries, scheduling meetings for the Department Head and Administrative Officer

Doug Le Vie — 617-253-9824, dougl@mit.edu

Fiscal Officer: Appointment/Payroll related issues

Tonya Miller — 617-253-7386, miller_t@mit.edu (Room 7-344A)

Student Services Assistant: Class scheduling, final exam scheduling, syllabi, subject descriptions, course evaluations, faculty website

Andreea O'Connell — 617-253-7908, andreeao@mit.edu

Administrative Officer: Budget management, operations management, accounting, sponsored research, human resources, space, visa and appointments review and approvals, appointments, TA approvals, studio travel proposals/approvals, workshop proposals/approvals

Bryan O'Keefe — 617-715-2351, b_okeefe@mit.edu

Senior Financial Associate: Faculty research funding

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(Main office staff continued)

Paul Pettigrew — 617-715-5778, paulpett@mit.edu

Coordinator of Undergraduate Initiatives & Manager of Special Projects: Undergraduate Architecture Majors, Undergraduate Design Minors, IAP/Winter Internships, Career Fairs, Alumni Coordination, NAAB Accreditation Monitoring/Coordination & Architecture School Rating Agencies Monitoring/Coordination

Cynthia Stewart — 617-253-4408, stewart@mit.edu

Graduate Administrator: MArch, SMArchS, SMBT, SMACT student administrator, department and Institute academic policies, registration, graduate student personal support, thesis reviews, design studio allocation process, design studio space requests, graduate admissions information

AREA STAFF

Design & Urbanism

Christopher Jenkins — Room 10-491M, 617-253-4412, jenkinsc@mit.edu

Administrative Assistant: Design studio travel arrangements, faculty reimbursements, travel reports, supply orders

Jesi Nishibun — Room 10-491M, 617-253-7494, nishibun@mit.edu

Administrative Assistant: Managing design studio budgets, processing guest critic honoraria, issuing studio expense reimbursements, managing visiting faculty travel budgets and providing reimbursements

Art, Culture & Technology (ACT)

Marion Cunningham — Room E15-211, 617-324-6076, marionoc@mit.edu

Administrator Officer, Program in Art, Culture & Technology: Administrative, financial, and HR-related questions pertaining to the Program in Art, Culture and Technology

Sable Aragon — Room E15-209, 617-324-6289, aragons@mit.edu

Academic Assistant: HASS minors & concentrations, cross-registration, TA's, booking rooms, ACT student/faculty website, travel

Building Technology (BT)

Kathleen Ross — Room 5-418, 617-253-1876, kross@mit.edu

Administrative Assistant: Class and final exam scheduling, syllabi, subject descriptions, course evaluations, student registration and email lists, pin up space and office access.

Computation

Inala Locke — Room 7-301, 617-258-0931, ilocke@mit.edu

Administrative Assistant: Procurement card charges, reimbursements, office supply orders, lecture scheduling, TA payroll assistance, travel report submission

HTC / AKPIA

Kathleen Brearley — Room 3-305, 617-253-8439, brearley@mit.edu

Administrative Assistant: HTC Subject coordination from planning through grades. Local Orientation

Jose Luis Arguello — Room 10-390, 617-253-1400, jlal@mit.edu

AKPIA Program Assistant: Orientation for arriving AKPIA scholars, announcement of academic research to the interested community at MIT