

## **INFORMATION FOR FULL TIME FACULTY AT TANDON SCHOOL OF ENGINEERING**

Welcome to the NYU Tandon School of Engineering! The information below is intended to help you get started and to answer some questions you may have. Also please see the Tandon Faculty web page at: <http://www.poly.edu/information-faculty> and the NYU Faculty web page at: <http://www.nyu.edu/faculty.html> for more information.

**School Overview.** To learn more about the history of the Tandon School of Engineering and its programs, please go to: <http://catalog.poly.edu/content.php?catoid=9&navoid=854>

**University Calendar.** The Official University Academic Calendar can be viewed at <http://www.nyu.edu/registrar/calendars/university-academic-calendar.html> . Please refer to the calendar for information on holidays and classes that are rescheduled due to holidays.

**NYU email:** Please activate your NYU email at: start.nyu.edu. Activation is needed to be listed in the NYU on-line directory and for receiving NYU emails, etc. The NYU email account is not active until you activate it. The NYU email is the primary way that your colleagues and students will contact you.

**NYU ID:** The HR Analyst in your department can request your ID number (N#) and Net ID once you sign the appointment letter. He or she will forward the NET ID and N # to you along with steps to activate your ID. Once activated you can go to the Brooklyn NYUCard Center at 2 MetroTech Center on the ground floor and have a photo taken for a NYU Picture ID. (The N# and NET ID# are printed on the back of the card.)

**Ordering Textbooks:** The NYU Bookstore will contact all instructors of record for courses to request your book order. If you are the instructor of record for a course and you are not contacted by the NYU Bookstore regarding your order for textbooks, please contact the bookstore at: [2015txt@follett.com](mailto:2015txt@follett.com). Desk copies for your own use should be ordered by contacting the publisher directly.

**NYU Classes Course Management system.** NYU uses the NYU Classes course management system. According to the policies established in your Department, you are required to make course postings using the NYU Classes for your courses. You are also required to post a copy of your course syllabus to your NYU Classes site no later than two weeks before the beginning of the semester. For training on the NYU Classes course management system, see the schedule of workshops at the Center for Faculty Innovations in Teaching and Learning:  
<http://www.poly.edu/academics/support-services/faculty-innovation-fitl/training>

**Course Syllabus.** All course syllabi for the School of Engineering should follow the School of Engineering syllabus template (please see the syllabus template at <http://engineering.nyu.edu/faculty>). Syllabi should include information on class meeting times, how to contact the professor, course description, course learning objectives, readings, course requirements including due dates and percentage of grade for each, information on the Moses Center for students with disabilities, and an outline of topics with readings and assignments.

**Grades.** All instructors are required to submit grades electronically within 72 hours of the final exam or presentation. Information on submitting grades will be mailed separately from the Registrar's office during the semester. Incomplete grades may only be assigned in exceptional circumstances, which are typically medical or other emergencies. Final grades may only be changed in the case of Instructor error in calculating the grade. Final grades may not be changed based upon re-taking an examination or completing additional work for consideration. For information on the grading policy, please see: <http://catalog.poly.edu/index.php>.

**Course Evaluations.** You can review students' course evaluations of your course after the completion of the course by checking Albert, NYU's course registration system. Log into NYU Home (<https://globalhome.nyu.edu/>) /Academics/Albert.

**Academic Misconduct.** The Tandon School of Engineering Student Code of Conduct can be found at: <http://archive.engineering.nyu.edu/files/SACCoFC2-2-16.pdf> .

**School Faculty Meetings.** Schoolwide meetings of Tandon faculty are from 12:30-2 p.m. on the following dates. Location will be announced. Meetings for fall semester are:

September 5, 2018  
October 3, 2018  
November 7, 2018  
December 5, 2018