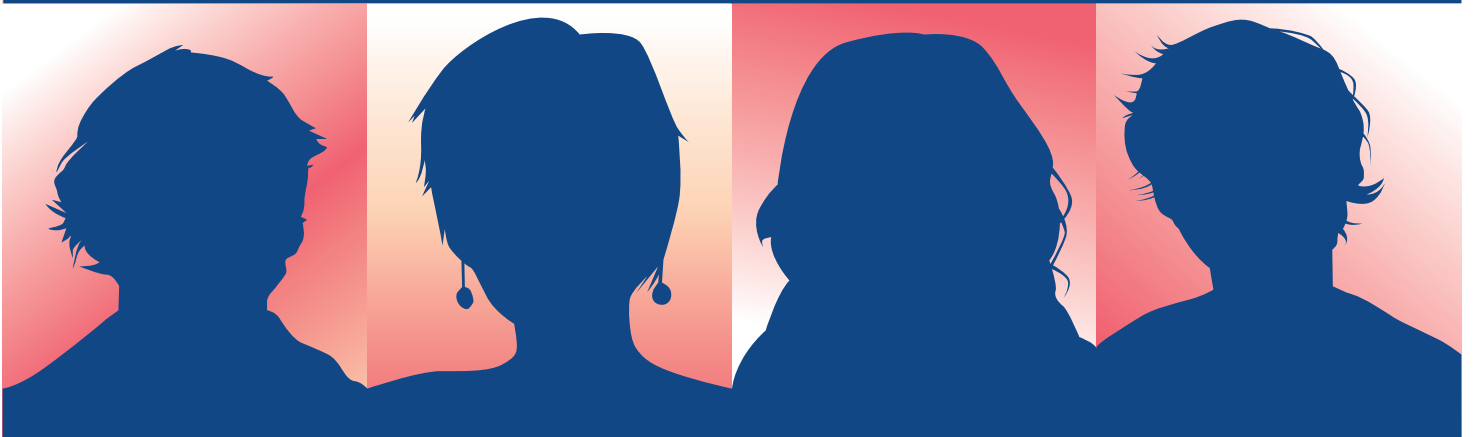
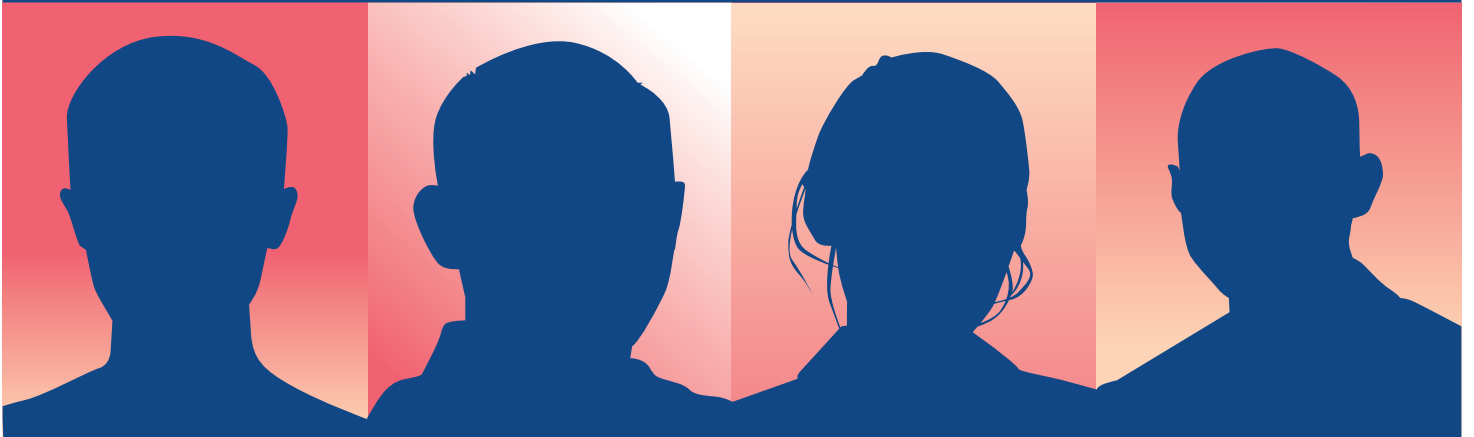
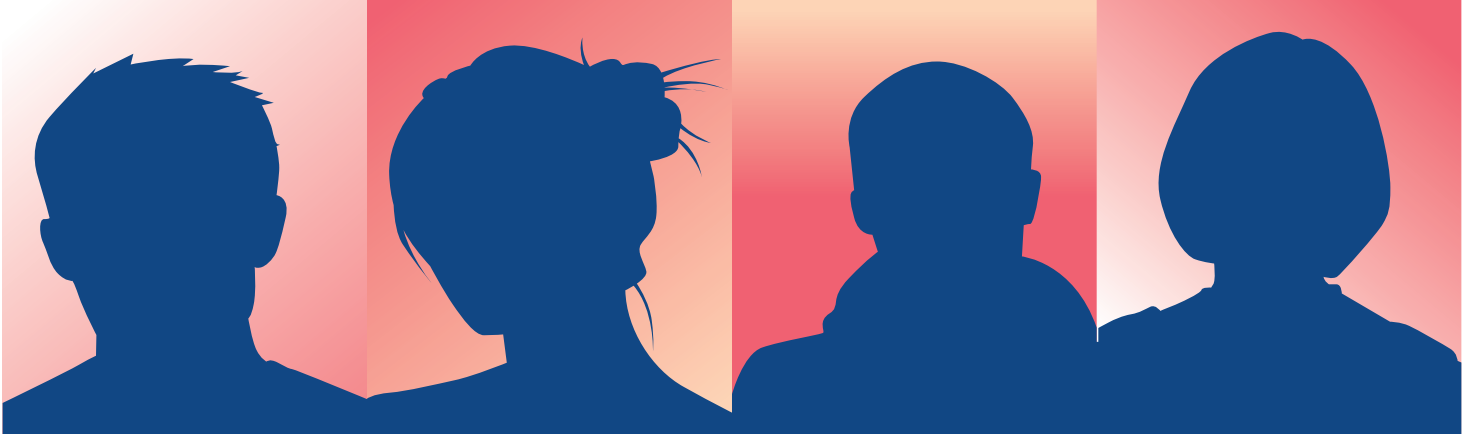
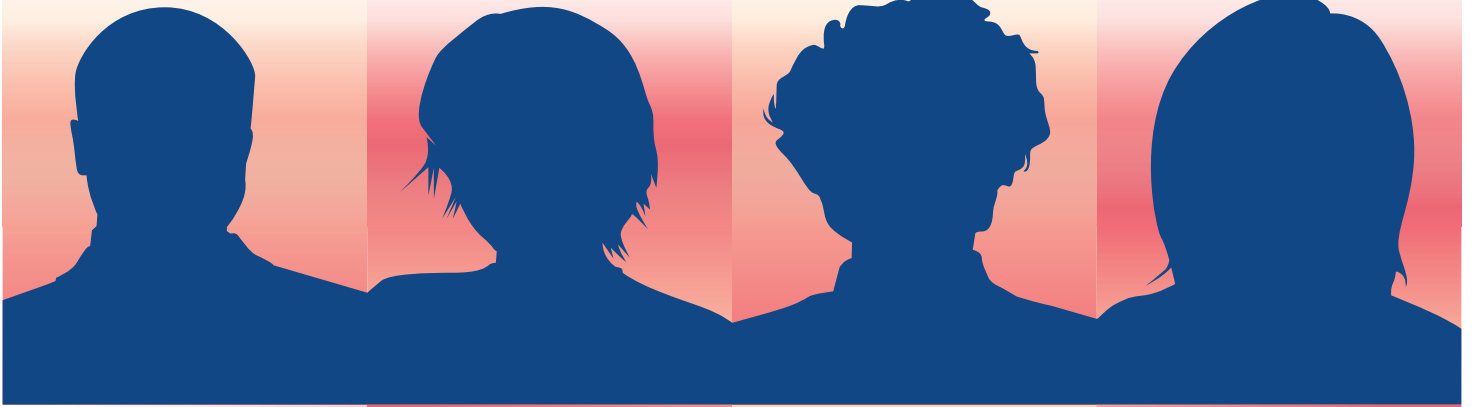




FACULTY QUICKGUIDE

2019 – 2020





WELCOME

On behalf of the SVA Community, I would like to welcome our faculty to the 2019–2020 school year. We look forward to another year of excellence.

The Faculty Quickguide, is provided as a convenient resource for specific questions and procedures regarding faculty matters.

In addition, The SVA Handbook, which serves as an overview of the College, its resources, academic regulations, policies and procedures, will be distributed to faculty via email.

We trust that you will find these reference materials to be of help. Please feel free to contact the Office of Human Resources or visit MySVA (my.sva.edu) for more detailed information.

David Rhodes, President

CONTRACTS

Contracts are emailed* to faculty members in accordance with the chart below. Revised contracts are sent when appropriate for classes that are added or cancelled.

*Newly hired faculty will receive an email to their personal account indicating their SVA email address and instructions on how to access their SVA email and contract. Please note: this will be the only communication sent to a personal email address.

Level	Semester	Distribution	Length of Contract	Payment
Undergraduate & Graduate	Fall and Spring	July–August	Nine months	September–May, semi-monthly installments
	Fall only	July–August	Four months	September–December, semi-monthly installments
	Spring only	January	Five months	January–May, semi-monthly installments
Continuing Education	Fall only	September	Four months	September–December, semi-monthly installments
	Spring only	January	Five months	January–May, semi-monthly installments
	Summer	May	Varies	semi-monthly installments
	Workshops	Varies	Varies	semi-monthly installments

COMPENSATION

In general, compensation for faculty is determined by course requirements, credits and class hours in conjunction with length of service, professional standing and prior teaching experience. Increases in salary must be recommended by the department chair. Every effort is made to allow for cost-of-living adjustments; however, regular salary increases are not automatic. Final decisions concerning compensation are made by the president in consultation with the finance committee.

DIRECT DEPOSIT

You are encouraged to have your pay deposited directly into the bank(s) of your choice. You have the option of depositing your check in up to four accounts. A direct deposit and electronic pay advice form, can be found by clicking on “HR/Finance Forms” under the “Quicklinks” tab on MySVA.

INDEPENDENT STUDY

Faculty compensation for independent study sessions may be subject to annual adjustments based on tuition. Grades must be submitted in a timely manner at the end of each semester. Payment will be made at that time.

PAID SICK TIME

A faculty member is eligible for paid sick time equal to the number of hours a class is regularly scheduled to meet each week for each class taught per semester from 9/1 to 8/31. The maximum amount of sick time a faculty member may accrue is 56 hours per year. Faculty members who have been employed for 120 days may use their sick time at the beginning of the semester. New faculty must wait 120 days to use sick time. Unused accrued sick time may be carried over to the next year and “banked” to a maximum of 840 hours and will not be paid upon separation. Three or more consecutive absences may require documentation from a doctor or other licensed health provider. The Faculty Sick Time Policy in its entirety can be accessed by going to the Human Resources tab on MySVA, and selecting Benefits. If you need to miss a class because you are utilizing sick time, please contact your department chair as soon as possible so that the department can arrange for a substitute.

UNFORESEEN ABSENCES

Occasions may arise when you will have to miss one or more classes due to unforeseen circumstances such as family emergencies, etc. Please be in touch with your department chair as soon as possible to make appropriate arrangements for a substitute. Such occurrences are limited to three sessions per class in any one semester and are unpaid.

ABSENCES FOR PROFESSIONAL REASONS

Faculty may request an absence for professional reasons. These absences are not paid, unless you are attending a professional meeting and are subject to reimbursement as per the SVA Handbook. The absence must be requested in advance and in writing to your department chair. Any substitute whom you wish to suggest should be of equal professional reputation to yourself, and your suggestion must be approved by the chair. If you are going to be absent for more than three sessions per class because of professional reasons, it is our experience that it may be in the best interests of the students for you to withdraw from teaching that semester.

DISABILITY AND WORKERS' COMPENSATION

As an SVA faculty member, you are entitled to short-term disability for non-work-related injury or illness. This benefit begins on the eighth consecutive day of the disability. It is payable up to 26 weeks at \$170 per week maximum. In the event of work-related injuries, SVA has workers' compensation insurance. Human Resources must be informed, as soon as possible, of a potential claim for either short-term disability or a work-related injury.

SABBATICALS

Faculty members who have been employed at the College for at least seven consecutive fall and spring semesters are eligible to apply for a sabbatical leave of either one semester at full salary or one academic year at half salary. Applications for sabbaticals must include a discussion of the studio work, research, project, travel, etc. to be undertaken during the period, and should be submitted to the chair of the department in which the faculty member is teaching at least six months prior to the beginning of the proposed sabbatical. Chairs will evaluate the applications and pass their rankings to the provost who will evaluate all the applications and make recommendations to the president. Applications for sabbaticals are not automatically approved. There is a finite sabbatical budget for each academic year. Once the year's sabbatical budget is exhausted, requests cannot be considered.

Faculty Quickguide 2019–2020

BENEFITS

SVA faculty have the option to participate in an array of benefits, including medical insurance, 401(k) and TransitChek.

MEDICAL INSURANCE - After completing 90 days of employment, you have the option to enroll in the medical insurance plan. **Enrollment must take place within 31 days of meeting the eligibility requirement or during the annual open enrollment in November (for a January 1 effective date).**

There are two separate plans, all with distinct benefits, out-of-pocket and premium costs. To learn more about the plans, you may stop by HR for plan materials, or go to MySVA for more detailed information. Premiums are collected September through May for September 1 through August 31 coverage. Annual premium rates as of 01/01/19 (subject to change) are outlined in the chart below and are valid until 12/31/19. Premium costs are based on the type of plan you choose, the number of people you wish to cover, and the average number of hours you teach per week. Returning faculty hours are calculated based on your previous year academic contract. **For example:** If you were in the 9+ hour tier level for academic year 2018-2019, you will be in the 9+ tier level for academic year 2019-2020. New faculty hours are calculated based on your current academic contract. **In most cases, summer courses, workshops and one-and two-day classes are not counted for insurance benefit purposes.**

- SVA offers a Health Savings Account, a special, tax-advantaged account that can be used to pay for qualified medical expenses when enrolled in the Choice Fund OAP (HDHP) only.
- To learn more about the Health Savings Account (HSA) contact Human Resources.

Faculty with 9+ Hours per Week		
	Int OAP	Choice Fund OAP (HDHP)
Single	\$1,102	\$735
Emp. & Child	\$8,332	\$5,556
Emp. & Children	\$10,055	\$6,705
Emp. & Spouse	\$13,368	\$8,913
Family	\$27,258	\$18,171
Faculty with 6 - 8 Hours per Week		
	Int OAP	Choice Fund OAP (HDHP)
Single	\$13,744	\$9,164
Emp. & Child	\$15,156	\$10,104
Emp. & Children	\$16,239	\$10,826
Emp. & Spouse	\$18,007	\$12,004
Family	\$31,906	\$21,271
Faculty with 0 - 5 Hours per Week		
	Int OAP	Choice Fund OAP (HDHP)
Single	\$13,870	\$10,093
Emp. & Child	\$16,066	\$10,710
Emp. & Children	\$16,436	\$10,958
Emp. & Spouse	\$20,324	\$13,550
Family	\$32,491	\$21,660

Please visit MySVA for full disclosure of medical insurance and premiums.

DENTAL - You are eligible to enroll in the dental plan after one year of service. Enrollment must take place within 31 days of meeting the eligibility condition or during our annual open enrollment period in November (for a January 1 effective date). Individual and family coverage is available in either of the two plan options: Aetna's DMO or Aetna's Passive PPO. Both plans have the same annual cost:

Employee: \$676.68 Emp. +1: \$1,264.32 Family: \$2,077.56

VISION - You are eligible to enroll in the vision plan after one year of service. Enrollment must take place within 31 days of meeting the eligibility condition or during our annual open enrollment period in November (for a January 1 effective date). Individual and family coverage is available. Annual cost:

Employee: \$87.84 Emp. + 1: \$175.80 Family: \$282.96

401(K) - You can put up to 75% of pre-tax and/or post-tax (Roth) salary into the 401(k) plan. Budgets permitting, SVA may contribute an amount equal to the sum of 100% of the amount of your salary reductions (contributions) that are not in excess of 6% of your compensation. You may choose to invest your account among a variety of carefully selected publicly traded funds. You are eligible to enroll during one of the four enrollment periods throughout the year. For employees 50 years or older catch-up contributions of up to \$6,000 can be made for the year 2019.

HOME COMPUTER PAYROLL DEDUCTION PLAN - Our computer purchase program enables faculty with at least one year of service to purchase a home computer through payroll deductions without interest charges. Payments are made in equal installments over the length of the existing faculty contract. Systems and pricing are available at the SVA Campus Store, 212.592.2900, campusstore@sva.edu. **Please note:** Faculty may apply for this loan/payroll deduction plan only during a semester in which they are actually teaching.

TRANSITCHEK - SVA has partnered with the TransitCenter/WageWorks to offer faculty a pre-tax payroll deduction plan used to offset mass transit commuting and parking expenses. By using your pre-tax monthly salary to pay for part or all of your commute and/or parking, you are guaranteed to save money. Limit: \$265/mo, \$3,180/yr for parking and \$265/mo, \$3,180/yr for commuting benefits. **Please note:** Faculty may apply for this benefit only during a semester in which they are actually teaching. Limits are subject to change.

TUITION WAIVER BENEFITS FOR FACULTY - Faculty who have completed one year of service and who are teaching full semester courses are eligible to enroll in two SVA Continuing Education courses per semester, tuition free. This benefit may be applied to a faculty member's immediate family (spouse, domestic partner, or child); however, under no circumstances may the maximum number of courses in any given semester exceed two per employee/immediate family member. In addition, if you have completed two years of service and are teaching full semester courses, you may be eligible for full or partial tuition waivers toward completion of a degree at SVA. Faculty doing thesis advising and/or independent study will receive three credits towards their SVA tuition benefit for every five students, if they are currently teaching at least one regular course in the same semester they are doing thesis advising or independent study. Detailed information on the Tuition Waiver Benefit for Faculty can be accessed by going to the Human Resources tab on MySVA, and selecting Forms.

SCHOLARSHIPS FOR FACULTY MEMBERS' CHILDREN AND SPOUSES - SVA's commitment to education extends to benefits for faculty members' children and spouses. Actual remission amounts are determined by the faculty member's length of service and teaching schedule.



View electronic versions of both the Faculty Quickguide and SVA Handbook by going to the Quick Links section on the MySVA homepage, and choosing Faculty Quickguide or SVA Handbook.

Faculty Quickguide 2019–2020

Fall 2019 Semester

September 2019

Monday, September 2	Labor Day, College closed
Tuesday, September 3	Undergraduate and graduate classes begin
Tuesday through Tuesday, Sept. 3–10	Course adjustment period (departmental advisors' offices)
Wednesday, September 18	Fall Continuing Education program begins
Saturday, September 21	Fall Pre-College program begins

October 2019

Tuesday and Wednesday, Oct. 8–9	No Continuing Education classes
Monday, October 14	Columbus Day, no Continuing Education classes

November 2019

Saturday, November 23	Fall Pre-College Program Ends
Monday through Wednesday, Nov. 25–27	Course adjustment period for Spring 2020 schedules
Wednesday through Sunday, Nov. 27–Dec. 1	No Continuing Education classes
Thursday through Sunday, Nov. 28–Dec. 1	Thanksgiving recess, College closed

December 2019

Sunday, December 1	Continuing Education program registration begins
Wednesday, December 18	Undergraduate and graduate classes end; last day that the Registrar's Office will accept grade changes for the Spring 2019 and Summer 2019 semesters.
Thursday through Wednesday, Dec. 19–Jan 1	Winter Recess, College closed

Enhance Your Faculty Profile on SVA.edu

SVA has introduced expanded faculty profiles on SVA.edu that can help you build your network and increase your visibility.

Now you can include:

- A recent photo
- Images or video of your work
- Links to your professional website or social media pages

Visit vap.sva.edu/training/your-faculty-profile to view an online tutorial and add to your profile now.

Submissions will be processed on an ongoing basis.

Note: You must hold the rights to any images you provide.

You Have Mail! All faculty members receive an SVA email account and have access to MySVA upon hire. You should check your SVA email regularly, as important employee information is very often communicated through this account. If you don't know your SVA email address or need help logging onto MySVA, please contact the SVA Help Desk at 212.592.2400 and select option 1.

SVA is an equal opportunity employer and complies with applicable federal, state and local laws so as to ensure a rewarding and productive work environment. All employees must be eligible to work in the United States and are expected to comply with the policies and procedures set forth on MySVA and in the SVA Handbook.

Spring 2020 Semester

January 2020

Monday, January 13	Undergraduate and graduate classes begin
Monday through Tuesday, January 13–21	Course adjustment period for Spring 2020 and Summer 2020 schedules (departmental advisors' offices)
Saturday, January 18	Spring Pre-College program begins
Monday, January 20	Martin Luther King, Jr. Day, College closed
Monday, January 27	Winter/Spring Continuing Education program begins

March 2020

Monday through Sunday, March 2–8	Spring break, no classes
Friday, March 6	Staff holiday, College closed
Saturday, March 28	Spring Pre-College program ends

May 2020

Monday, May 4	Undergraduate and graduate classes end; last day that the Registrar's Office will accept grade changes for the Fall 2019 semester.
Tuesday, May 5	Summer semester begins
Wednesday, May 13	Tentative Date of Commencement, Class of 2020
Monday, May 25	Memorial Day, College closed

Summer 2020

June 2020

Monday, June 1	Summer Continuing Education program begins
Monday, June 22	Summer English and the Visual Arts program begins

July 2020

Friday through Sunday, July 3–5	No Continuing Education classes
Friday through Sunday, July 3–5	Independence Day holiday; College closed
Monday, July 13	Summer Pre-College program begins. Summer Culture, Graphic Design and Fine Arts in New York program begins
Friday, July 31	Summer Pre-College program ends. Summer Culture, Graphic Design and Fine Arts in New York program ends

August 2020

Thursday through Friday, August 6–7	Course adjustment period for Fall 2020 and Spring 2021 terms (departmental advisors' offices)
Friday, August 14	Summer English and the Visual Arts program ends
Monday, August 24	Summer semester ends

HUMAN RESOURCES CONTACTS

MEDICAL/DENTAL/VISION/401K/TRANSITCHECK

Nicole Wendorff, Benefits Manager – 212.592.2691

FACULTY CONTRACTS

Petronella Morrison – 212.592.2651

Cindy Robles – 212.592.2616

PAYROLL

Cindy Robles, Associate Director of Payroll – 212.592.2616

Petronella Morrison, Payroll Manager – 212.592.2651

Mariel Guzman, Payroll Supervisor – 212.592.2658

Tristan Roque, Payroll Coordinator – 212.592.2654