



## WELCOME

On behalf of the SVA community, I would like to welcome all faculty to the 2021 – 2022 school year and our return to in-person learning. We have all worked tirelessly to make the reopening of our campus possible and look forward to a safe and rewarding year of academic excellence.

This Faculty Quickguide is being provided as a resource for 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 via email.

For the latest on the College's COVID-19 policies, please visit [sva.edu/reopening](http://sva.edu/reopening). Any significant updates to our operational plans will also be communicated by email, via Academic Affairs or Human Resources.

We trust that you will find these reference materials to be of help. Please feel free to contact Human Resources or visit [myID.sva.edu](http://myID.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 *myID*.

## 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

Sick time is evaluated and calculated prior to the start of each semester, based on total hours taught the prior academic year. If the faculty's teaching hours increase in the current academic year, the available sick time will be adjusted accordingly. All sick time is provided to existing and new faculty members and available for use by faculty members on the first day of each semester. Both new and returning faculty members may begin using their available sick time immediately at the start of each semester. Unused sick time may be carried over from one year to the next to a maximum of 56 hours for any of the absences outlined in the policy. Alternatively, faculty will be permitted to annually “bank” unused sick days (to a maximum of 784 hours) for use in a certified short-term disability leave only. Unused sick time will not be paid to faculty either at the end of the year or upon separation from SVA.

## 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. When possible, the absence must be requested in advance and in writing from 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.

## 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 01/01/21 (subject to change) are outlined in the chart below and are valid until 12/31/21. 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 2020-2021, you will be in the 9+ tier level for academic year 2021-2022. 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.

## 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: Cigna's DMO or Cigna's PPO. Both plans have the same annual cost:  
**Employee:** \$598.68    **Emp. +1:** \$1,116.24    **Family:** \$1,841.88

## 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:** \$92.76    **Emp. + 1:** \$185.76    **Family:** \$289.09

## 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 \$6,500 can be made for the year 2021.

## 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.

## HEALTHEQUITY/WAGeworks

SVA has partnered with the HealthEquity/WageWorks to offer faculty a pre-tax payroll deduction plan used to offset mass transit commuting and parking expenses (TransitChek). 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: \$270/mo, \$3,240/yr for parking and \$270/mo, \$3,240/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 myID, 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.

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

Faculty with 9+ Hours per Week		
	Int OAP	Choice Fund OAP (HDHP)
Single	\$1,584	\$1,066
Emp. & Child	\$11,498	\$7,667
Emp. & Children	\$13,876	\$9,253
Emp. & Spouse	\$18,448	\$12,300
Family	\$37,617	\$25,076
Faculty with 6 - 8 Hours per Week		
	Int OAP	Choice Fund OAP (HDHP)
Single	\$17,161	\$13,196
Emp. & Child	\$20,951	\$13,944
Emp. & Children	\$22,410	\$14,940
Emp. & Spouse	\$24,849	\$16,566
Family	\$43,255	\$29,354
Faculty with 0 - 5 Hours per Week		
	Int OAP	Choice Fund OAP (HDHP)
Single	\$17,611	\$14,534
Emp. & Child	\$22,171	\$14,780
Emp. & Children	\$22,681	\$15,123
Emp. & Spouse	\$28,047	\$18,699
Family	\$43,255	\$29,891



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

## Fall 2021 Semester

### September 2021

Monday, September 6	Labor Day, College closed
Tuesday, September 7	Undergraduate and graduate classes begin
Tuesday through Tuesday, September 7-14	Course adjustment period (for Fall 2021 and Spring 2022 semesters)
Saturday, September 18	Fall Pre-College program begins
Monday, September 20	Fall Continuing Education program begins

### October 2021

Monday, October 11	Columbus Day, Online registration opens for Spring 2022 and Summer 2022
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### November 2021

Saturday, November 20	Fall Pre-College Program Ends
Monday through Wednesday, Nov. 22-24	Course adjustment period for Spring 2022 schedules (departmental advisors' offices)
Wednesday through Sunday, Nov. 24-28	Thanksgiving holiday, no continuing education classes
Thursday through Sunday, Nov. 25-28	Thanksgiving recess, College closed
Tuesday, November 30	Online registration ends for Spring 2022 and Summer 2022

### December 2021

Wednesday, December 1	Spring 2022 Continuing Education program registration begins
Wednesday, December 22	Undergraduate and graduate classes end; last day that the Registrar's Office will accept grade changes for the Spring 2021 and Summer 2021 semesters.
Thursday through Sunday, Dec. 23-Jan 2	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 and video of your work\*
- Links to your professional website and social media

For other changes, including education, employment, exhibition and other biographical information, you must contact [academicaffairs@sva.edu](mailto:academicaffairs@sva.edu) to update the information. Visit [vap.sva.edu/modify-your-faculty-profile](http://vap.sva.edu/modify-your-faculty-profile) to view a tutorial on how to amend your profile. Note: You may be prompted to log into [myid.sva.edu](http://myid.sva.edu).

\*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 *myID* 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 *myID*, please contact the SVA Help Desk at 212.592.2400 and select option 1.

## Spring 2022 Semester

### January 2022

Monday, January 10	Undergraduate and graduate classes begin
Monday through Tuesday, January 10-18	Course adjustment period for Spring 2022 and Summer 2022 schedules (departmental advisors' offices)
Saturday, January 15	Spring Pre-College program begins
Monday, January 17	Martin Luther King, Jr. Day, College closed
Monday, January 24	Spring Continuing Education program begins

### March 2022

Monday through Sunday, February 28-March 6	Spring break, no classes
Friday, March 4	Staff holiday, College closed
Saturday, March 26	Spring Pre-College program ends

### May 2022

Monday, May 2	Undergraduate and graduate classes end; last day that the Registrar's Office will accept grade changes for the Fall 2021 semester.
Tuesday, May 3	Summer semester begins
Thursday, May 12	Tentative Date of Commencement, Class of 2022
Monday, May 30	Memorial Day, College closed

### Summer 2022

#### June 2022

Monday, June 6	Summer Continuing Education program begins
Monday, June 20	Juneteenth holiday; College closed
Tuesday, June 21	Summer English and the Visual Arts program begins

#### July 2022

Saturday through Monday, July 2-4	No Continuing Education classes
Saturday through Monday, July 2-4	Independence Day holiday; College closed
Monday, July 11	Summer Pre-College program begins. Summer Culture, Graphic Design and Fine Arts in New York program begins
Friday, July 29	Summer Pre-College program ends. Summer Culture, Graphic Design and Fine Arts in New York program ends

#### August 2022

Thursday through Friday, August 4-5	Course adjustment period for Fall 2022 and Spring 2023 terms (departmental advisors' offices)
Friday, August 12	Summer English and the Visual Arts program ends
Monday, August 22	Summer semester ends

## HUMAN RESOURCES CONTACTS

### Medical/Dental/Vision/401K/Transitchek

Ryan Olive, Benefits Coordinator – 212.592.2640

### Payroll/Faculty Contracts

Cindy Robles, Associate Director of Payroll – 212.592.2616

Petronella Morrison, Payroll Manager – 212.592.2651

Maribel Guzman, Payroll Supervisor – 212.592.2658

Tristan Roque, Payroll Coordinator – 212.592.2654