

MIT Architecture

New and Visiting Instructors – Getting Started

First steps:

- ★ Visit MIT's **New Employee Orientation & Onboarding** website and obtain MIT electronic credentials <http://atlas.mit.edu/newhire/welcome.html>
- covers: [benefits](#), perks, Atlas important start-up activities, MIT app, [getting around MIT](#), Athena account, Kerberos ID, web certificates, MIT email address, [Duo Security](#)
- ★ **Department On-Boarding**
Schedule an appointment with Lisa Hersh (lhersh@mit.edu), 617-253-7387, Headquarters Assistant, to discuss the required online and in-person new hire activities, as well as MIT's optional resources.
- ★ **MIT Faculty Resources** — <http://facultygovernance.mit.edu/faculty-resources>
- ★ **MIT Rules & Regulations of the Faculty/Term Regulations** — <http://facultygovernance.mit.edu/rules-and-regulations>
- ★ **MIT Teaching + Learning Lab** — <https://tll.mit.edu/design/teaching-orientation-new-faculty>

Department “Essential Information for Faculty” website

<http://arch-fac-site.scripts.mit.edu/faculty/>

- ★ **Teaching Assistants + Instructions on Using the Online System** — <http://arch-fac-site.scripts.mit.edu/faculty/tas/>
- ★ **Syllabi** — <http://arch-fac-site.scripts.mit.edu/faculty/subject-tasks/syllabi/>
- ★ **Viewing class lists** (webSIS) — <http://arch-fac-site.scripts.mit.edu/faculty/faculty-groups/all-faculty-2/websis/>
- ★ **Grading**
 - Instructions — <http://arch-fac-site.scripts.mit.edu/faculty/subject-tasks/grading/grading-instructions/>
 - Guidelines — <http://arch-fac-site.scripts.mit.edu/faculty/subject-tasks/grading/grading-guidelines/>
 - Department policy on incompletes — <http://arch-fac-site.scripts.mit.edu/faculty/wp-content/themes/twentytwelve-child/docs/policies/policy-incompletes.pdf>
- ★ **End-of-Term Final Reviews and Exams Chart** — http://mit.edu/miller_t/www/18FA_eot_exam_chart.pdf
- ★ **Classroom information** — <http://arch-fac-site.scripts.mit.edu/faculty/scheduling/classrooms/>
- ★ **Policies and Regulations** — <http://arch-fac-site.scripts.mit.edu/faculty/policies-regulations/>

Deadlines, events and academic calendars

- ★ **MIT Academic Calendar** — <http://web.mit.edu/registrar/calendar/>
- ★ **Department Deadlines & Events Calendars** — <http://arch-fac-site.scripts.mit.edu/faculty/deadlines-reviews-and-events-calendar/> (includes options for **seeing calendars in your email program and gmail**)
Be sure to take note of “class holidays” — days where 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.

Other helpful information

- ★ **Department website user guide** — http://mit.edu/miller_t/www/ArchWebProjects.pptx (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/>

("Other helpful information", cont'd)

- ★ **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

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

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

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

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

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

Appointment/Payroll related issues

Patricia Driscoll, Assistant to the Department Head, 617-324-7474, padrisco@mit.edu

Questions about faculty affairs, departmental meetings or initiatives, promotion and tenure, mentoring

Renée Caso, Academic Programs Manager, 617-253-7792, yammie@mit.edu

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

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

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

Bryan O'Keefe, Senior Financial Associate, 617-715-2351, b_okeefe@mit.edu

Faculty research funding

Darren Bennett, Webmaster, Graduate Admissions Coordinator, 617-253-3615, darrenb@mit.edu

Department website including creating instructor profiles, introduction to website resources specific to instructors

Paul Pettigrew, Coordinator of Undergraduate Initiatives & Manager of Special Projects, 617-715-5778, paulpett@mit.edu

Undergraduate Architecture Majors, Undergraduate Design Minors, IAP/Winter Internships, Career Fairs, Alumni Coordination, NAAB Accreditation Monitoring/Coordination & Architecture School Rating Agencies Monitoring/Coordination

Irina Chernyakova, Publications & Exhibitions, Room 7-344A, 617-324-4416, ich@mit.edu

Publications, exhibits, student work archiving, lecture series

Tonya Miller, Student Services Assistant, Room 7-344A, 617-253-7386, miller_t@mit.edu

Class scheduling, final exam scheduling, syllabi, subject descriptions, course evaluations, faculty website

("Department Staff", continued)

AREA STAFF

Design & Urbanism

Maria Moran, Administrative Assistant, Room 10-491M, 617-253-4412, mcmoran@mit.edu
Design studio travel arrangements, faculty reimbursements, travel reports, supply orders

Jesi Nishibun, Administrative Assistant, Room 10-491M, 617-253-7494, nishibun@mit.edu
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, Administrative Officer — Program in Art, Culture and Technology, Room E15-211, 617-324-6076, marionoc@mit.edu

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

Hana Omiya, Academic Assistant, Room E15-209, 617-324-6289, homiya@mit.edu
HASS minors & concentrations, cross-registration, TA's, booking rooms, ACT student/faculty website, travel

Building Technology (BT)

Kathleen Ross, Administrative Assistant, Room 5-418, 617-253-1876, kross@mit.edu
Class and final exam scheduling, syllabi, subject descriptions, course evaluations, student registration and email lists, pin up space and office access.

Computation

Inala Locke, Administrative Assistant, Room 7-301, 617-258-0931, ilocke@mit.edu
Procurement card charges, reimbursements, office supply orders, lecture scheduling, TA payroll assistance, travel report submission

HTC / AKPIA

Kathaleen Brearley, Administrative Assistant, Room 3-305, 617-253-8439, brearley@mit.edu
HTC Subject coordination from planning through grades. Local Orientation

Anne Deveau, Administrative Assistant, Room 3-305, 617-258-8438, adeveau@mit.edu
HTC Office space and other Facilities

Jose Luis Arguello, AKPIA Program Assistant, Room 10-390, 617-253-1400, jlar@mit.edu
Orientation for arriving AKPIA scholars, announcement of academic research to the interested community at MIT