

The background of the cover is a photograph of the New York University campus, featuring the iconic Washington Square Arch and surrounding city buildings. The entire image is overlaid with a semi-transparent purple filter.

2023-2024

Faculty Handbook

New York University

**XE: Experimental Humanities &
Social Engagement**

**Master's Program in
Interdisciplinary Studies**

Welcome to XE, the Master's Program in Experimental Humanities & Social Engagement at NYU. XE welcomes all faculty as full colleagues. We believe it is our responsibility to help you advance your own professional development as much as it is to ensure that you have all you need to lead the best courses you can offer. We hope for your time at XE to be as rewarding for you as it will be for your students.

Beginning in 1976, NYU introduced MALS, its Master of Arts in Liberal Studies program, for students wanting to do preparatory work before a doctorate, as well as for those seeking a flexible terminal degree. At the time we were run by a single faculty member whose job it was to direct students across the University to build their own program. In the 1990s, we became the Draper Program in Humanities and Social Thought, with eight full-time instructors and six dedicated tracks of study. In 2017, we became the Center for Experimental Humanities and began to focus more on interdisciplinary teaching and scholarship. Over the years, we have always leaned on excellent full-time and adjunct instructors to ensure that our students, who currently must take half of their course credits from within XE, have access to key offerings close to their interests.

In this guide, we walk you through some of the basics for setting up your courses and the expectations for your role at XE. Please be sure to read it along with our Student Handbook to get the widest understanding of XE life. We encourage you to reach out to any fellow faculty member, the Program Director, or our administrative staff for additional support.

Please note that this handbook is designed to supplement the more formal regulations of the University as a whole, which maintains its own guide to policies and procedures. An electronic copy can be found online on the University's [Faculty Handbook page](#).

Appointment Letter

Your appointment letter serves as your contract for your time at NYU. The Program Administrator will assist you with your appointment paperwork. If you are a new employee, you will also be required to complete your Employment Eligibility Verification (I-9).

Getting an ID card

Once your appointment paperwork is completed you will receive an email from Payroll with instructions on how to activate your NET ID and obtain your ID card. This card will allow you access to XE offices, to your classroom, to the library, and other resources throughout the University. Your Net ID is how you access NYU's online interface.

NYU Email

To request an NYU email account as a new employee, please go to: start.nyu.edu. Activation is required to be listed in the on-line directory and for receiving NYU emails. The NYU email account requires you to activate it before you can begin to receive or send messages. Details about this will be sent from Payroll.

NYU LMS (Brightspace)

Brightspace is the University's learning management system. This platform integrates a range of tools as well as a variety of guides to support teaching, learning, and scholarship.

At a minimum, we ask that you create a class site using Brightspace (or another of your own design), to make the syllabus and readings available, and for sending out group emails to students. Some faculty may choose to use the full range features to have students post reading responses and more.

XE requires you to post a copy of your course syllabus to your course site no later than two weeks before the beginning of the semester. Faculty who do not use Brightspace must circulate the syllabus to all enrolled students via email no later than two weeks before the beginning of the semester. Electronic copies of all course readings must be posted or made available no later than one week before the start of class.

For training on the NYU LMS, please consult NYU's online [Training for Faculty and Staff tutorials](#).

Bobst Library also offers a variety of tutorials for Classes, online via their [Teaching Support page](#).

Course Scheduling

New faculty work closely with the Director to design their course titles and descriptions. Faculty will be asked to submit their final course titles, descriptions, and preferred teaching times to this [form](#) on a semester-by-semester basis and to submit their final syllabi to XE before the start of each semester.

Syllabus

Each instructor is responsible for the organization and design of the class, but faculty are required to provide students with a printed syllabus, as well as post their syllabus online via the course website and keep it up to date. If there are any changes to the syllabus over the course of the term, students should be provided with an updated printed copy for each iteration. The syllabus represents a contract with the students, enabling them to determine what is expected of them and what they should expect from the instructor.

Faculty submit their syllabi to the Director for approval before the start of each semester and send their students the final approved syllabus and course website two weeks before the start of class.

Following the New York State Education Department guidelines, among the basics that need to be included in each syllabus are:

Header

- NYU XE: Experimental Humanities & Social Engagement
- Course title, course number, semester and year
- Class day(s) and start and end times, classroom location
- Instructor name, email address, office hours, and office location

Course description

- A paragraph providing an overview of the course material, objectives, and expectations

Course requirements

- A short list of 2-3 objectives.
- Attendance policy. Faculty should be aware of the [University's policy on religious holidays](#) and the [University's policy on missed classes due to weather conditions](#).
- Policy on electronic devices in the classroom.
- A statement about community and respect for diversity in the classroom
- A description about what constitutes participation
- Alert students to the services offered at the [Wellness Exchange](#), [Moses Center for Student Accessibility](#), and the [Writing Center](#)

Assignments and Evaluation

- Writing and other assignments should be listed along with a breakdown of how much each assignment counts toward the final grade (e.g., final paper constitutes 30% of the final grade).

Course materials

- List the title and author of each assigned text and how students can access it (on Brightspace, the Bookstore, the Library).

Student Workload

- **Reading.** While CAS recommends no more than 50 pp. of reading a week, GSAS doctoral seminars go up to approximately 250, so Master's classes should be roughly in the middle, and should consist of no more than 200 pages per week. That said, the amount of reading assigned will depend on the kind of material the course covers, and should be balanced with other assignments. Faculty should always use their best discretion in terms of working with a range of students from different disciplinary backgrounds.
- **Writing.** We recommend assigning around 10 pp. for 2 credits and 20pp. for 4 credits, which can be spread out over the course of the semester in a variety of assignments or culminate in a final research paper. Faculty should compose detailed, clear assignments and offer constructive feedback on all student writing. Please be attentive to the range of students' skills and backgrounds when preparing and evaluating assignments.

Course Websites

The two most frequently used platforms are Brightspace, which is linked to NYU's student information system (and therefore has integrated access to the class roster), and NYU Web Publishing, which allows faculty to build a course website using WordPress. For assistance and resources see [NYU Web Publishing](#).

Faculty who opt to design a public site for course use, and who wish to showcase student work on that site should include the following in the syllabus: "By participating in this course, you agree to allow the instructor to post your work on the course's public website. If you wish to opt out, you must do so in writing to the instructor."

Course Sessions

- Include dates for each class meeting, as well as general topic, reading and writing assignments.
- Include exact pages of each reading assignment, as well as author and title (this also applies to any articles posted on NYU Classes).

Each semester we ask that you submit a record of your syllabus to XE for us to keep on file.

Academic Calendar

Please see [NYU's Academic Calendar](#) for important registration dates, breaks, and holidays and make a note of them in your syllabus as needed.

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 directly. You can do this through NYU Brightspace through a tool called "Follett Discover." Click on "NYU Bookstore" on the navigation menu to begin. Please note that this system will allow you to check on the status of your book orders.

You may also send an email to the [Bookstore](#) at wsq.text@nyu.edu with the following information for each text:

- ISBN
- Book title
- Author
- Publisher
- Edition/Year

In order to assure that your books arrive in time, please place your order as soon as possible after you receive the book order email.

Before the semester begins, instructors may want to visit the NYU Bookstore to make sure that their books are in stock. Books can be found in the rear part of the main floor of the NYU Bookstore.

Desk copies for your own use should be ordered by contacting the publisher directly.

If you are planning to create a course pack, email to the [NYU Bookstore course pack team](#): coursepacks@nyu.edu.

Please remember to email your course number and course name with your citations when you submit your requests.

Required course-related materials can also be placed on [reserve](#) at the NYU Libraries for students to use. XE has photocopy machines that can also be used as printers and scanners available for your use. Please also note [NYU's Policy on photocopying copyrighted materials](#).

Class Roster

Your class roster will be visible on [Albert](#) through NYU home. XE courses are seminars capped at 15 students. Additional students are registered at the discretion of the professors, as are auditors.

In the Classroom

Almost all NYU classrooms are “smart classrooms” and are equipped with a computer with internet access and a projector. You can find information about classrooms on [NYU's Campus Media page](#).

There are approximately 15 minutes between classes. Please begin and end class on time to respect the time of the students and subsequent instructors. If there is another class immediately after your own, both you and your students must vacate the room in order to leave adequate time for the next instructor to set up for their class.

The general rules we have followed in recent years are:

- every syllabus must have a full and clear outline of requirements as of the first day of class. These include readings, assignments, deadlines, and grading structure.
- once distributed at the start of term, the syllabus works as a contract, around which students build work schedules and travel plans. Please be sure that any copy of the syllabus posted online and distributed in class is current. While we want to have all classes be as dynamic and flexible

as possible to respond to changing student interests and even the world events around which study takes place, instructors may not substantially alter reading list or reading schedule without the full assent of all students in the course; if there is hesitation, please consult the Program Director. Assignment schedules do not change after the start of classes.

- aim to respond to all student emails within one day.
- aim to return all written assignments within one week. Final course grades should be submitted within two weeks of the last day of class or final exam.
- if a class session needs to be canceled and rescheduled, be sure to notify the students with as much advance notice as possible. The Program Administrator will work with you to find classroom space to make up the missed class. The Director can also advise as needed on the best ways to either reschedule or otherwise make up for the lost time in a way that will work best for the instructor and students alike.
- while Adjunct Faculty can technically organize incompletes for students whom they very much want to support, we strongly discourage the practice given the positive union rules about protecting adjunct faculty time outside the time frame of the teaching contract.

Course Evaluations

XE conducts course evaluations via online form. In the third month of the term, we will provide you with links to distribute the form to your students. Many instructors find that it increases response rates if they allow fifteen minutes of class time for students to fill out the course evaluations.

Grades

Please make sure that when you set your deadline for students to submit final papers or projects, you allow enough time to evaluate student work and to meet the University's grade posting deadline, which is approximately two weeks after the conclusion of the semester (the University's global policy is technically within three days of the final exam scheduled for any course). If you have not received a student's paper by your submission deadline, please contact the student directly to see if a paper was submitted.

XE courses use the grade ranges listed below.

Letter	Range
A (highest grade)	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C- (minimum passing grade)	70-73

F

0-69

P (Passing)
 W (Withdrawal)
 I (Incomplete)
 NR (No record)

Please make sure your grading rubric is clear on your syllabus as are your criteria for evaluation for each assignment. We encourage you to give students feedback early on and at regular intervals for them to know how best to improve in the course. We also encourage you to meet regularly with students outside of course time, particularly with those that require additional assistance.

You submit student grades via Albert, which you can access through NYU Home. Once grades are “saved and submitted” they will appear on student transcripts within 24 hours, and students receive email notification of the posting. [This](#) page will walk you through the process.

While students learn of their final grades electronically, we encourage you to share extended commentary and notes on the breakdown of the grades on paper only, for student pickup. Please see the section on “Privacy Issues,” below, for considerations in ensuring the best ways to deliver work back to students.

Note that adjuncts have access to Albert for 180 days following the end of their appointment.

Incompletes

Incompletes should be extended only in exceptional circumstances that are clearly beyond a student’s control, such as illness or personal crisis. Should you grant an incomplete, you must provide a specific timetable for completion, normally no later than one month after the end of term. Be as specific as you can about the exact requirements to be met.

Given that adjuncts have union contracts that constrain their legal roles following the end of term, XE especially discourages incomplete grades in adjunct-taught courses. In such cases, please contact the program director in advance if circumstances appear to merit extra time consideration.

Please familiarize yourself with XE’s policy on incompletes:

1. There is no such thing as an “automatic incomplete.” Students who do not complete course work within the schedules announced by their professor risk failing the course or getting a commensurately lower grade.
2. Incompletes are granted at the discretion of the professor **and must be requested, in writing through the [Incomplete Request Form](#)** before the last day of class, and before the missing work is due.
3. If granted, an incomplete must be cleared by the time set by the instructor and noted on the Request Form. New deadlines for submission of all final work are normally within one month of the end of term.

4. Please note that adjunct professors are not in the same position as full-time faculty to grant incompletes, as they cease being employees of the University once the term closes.
5. A grade of Incomplete **turns into an “F” one year after the beginning of the semester in which the course was taken** unless an extension is approved by the Office of Academic and Student Affairs. To apply for an extension, the student must fill out the [Graduate School’s Extension Request Form](#), which require (1) an explanation of why the Incomplete was not cleared within the stipulated one year period), (2) approval signature from the course instructor, (3) approval signature from the student’s Faculty Advisor. This request **must be submitted before the end of one year from the beginning of the semester in which the course was taken**.
6. To be in good standing, GSAS requires that students maintain a minimum GPA of 3.0 and must successfully complete 66% of credits attempted while matriculated in a GSAS program.
7. Students may not audit the course, officially or unofficially, as a means of completing an incomplete grade.
8. A student is not permitted to graduate with an incomplete on their transcript.

We discourage students from taking incompletes whenever possible. As students are graded not only on their work but also on their ability to plan and complete assignments in a given time period, the granting of incompletes hinge on extraordinary circumstances such as illness or personal life events rather than the challenge of balancing a full course load.

GSAS Statement to Students on Academic Integrity

Please familiarize yourself with this policy and alert students to it as well:

In creating new knowledge, scholars in all fields receive, adapt, and build on the ideas and findings of others. Responsible scholarship demands that we study, discuss, and master the work of our intellectual forbearers; it also demands that we fully acknowledge their contributions in our own scholarship.

As a student in the Graduate School of Arts and Science (GSAS) at New York University, you have become part of a longstanding community of significant research and learning. The University understands and expects that you pursue your studies and research in ways that conform to the standards of scholarly practice both at NYU and in the greater academic community.

Plagiarism – representing the work of others as one’s own – is a very serious violation of the intellectual trust that forms the basis of this scholarship. All members of our academic community are expected to cite fully and appropriately in their own work the ideas, findings, and words of others. We are all expected to report truthfully the results of our research. And we are expected to be honest in the preparation and grading of all papers, assignments, and examinations.

GSAS and the Faculty of Arts and Science (FAS) do not tolerate breaches of these and other widely accepted scholarly standards. Should such a breach occur, a student or faculty member with knowledge of the facts is obligated to file a complaint with the relevant department chair or program director. A

meeting with the student will be held in the department or program in which the student is enrolled and, if a violation has occurred, a sanction, ranging from censure to termination, will be issued. Should the student not agree with the determined sanction, the case will then be referred to the FAS Committee on Discipline for consideration. A repeat offense will result in termination from the Graduate School.

The full policy on issues of academic misconduct may be found in Section 8 of the GSAS Policies and Procedures Manual. This manual outlines the rules of conduct with regard to matters of academic integrity and should inform your conduct in all academic work, including your interactions with others in academic settings. The manual does not and cannot cover all possible areas of academic integrity, but is an excellent place to start, online on the [GSAS Policies and Procedures Manual and Forms](#) page.

Should it fall short in answering your questions, you should speak to your research advisor and/or to your department faculty and staff to obtain the information that you need to represent yourself and your work in accordance with the highest standards of academic integrity.

Office Hours

All faculty are required to make themselves available at least one hour per week per course for office hours. You will also be given a mailbox at XE where students may drop off assignments.

Support for Teaching

The University's [Center for Faculty Advancement](#) offers a variety of teaching-focused programs and services.

Bobst Library also offers a variety of services to the faculty, available online via the NYU Libraries [Teaching Support](#) page.

Course Numbers and New Course Proposals

Faculty teaching a new course for the first time and/or with no plans to repeat the course in the future will often have a temporary course number assigned to them. Whenever advance notice permits, however, all faculty are strongly encouraged to submit new course proposals for review by the Committee on Graduate Curriculum and Financial Aid, or GCC. Teaching a course under a dedicated course number greatly increases its visibility on Albert; this facilitates enrollments, as well as avoids clerical snafus for our staff and students alike.

To launch a new course proposal, begin by sending a Word copy of your intended syllabus to the Associate Director, who serves as the program's Director of Graduate Studies, or DGS. The syllabus must include a clear grading breakdown on the first page, followed by 15 weeks of meetings. Provide full citations for all readings with the page numbers clearly indicated for articles or book chapters.

GSAS reviews proposals over the school year only. Syllabi are sent in with an explanatory cover sheet; they are then voted on by the GCC; they are then voted on in a meeting of FAS Faculty; and the recommended course is then sent on to the Registrar to posting. From start to finish, the process takes approximately six months.

For deadlines and more information on the approval process, please consult the [Committee on Graduate Curriculum and Financial Aid Dates and Deadlines](#) page.

Faculty Advising

All full-time XE faculty serve as Faculty Advisors. As a student's Faculty Advisor, you are their primary point of contact in the program. Faculty introduce themselves to their advisees via email at the start of each semester and schedule meetings with them at least twice a year, mid-way through each of the fall and spring semesters, to discuss their course selection and registration. Each student is asked to prepare a list of courses and send an unofficial copy of their transcript in advance of that meeting. As their advisor, you take notes on each student, so that you have a sense of their interests and progress toward degree and be sure to bring a thorough knowledge of the curriculum to each advising session. Some considerations for these meetings include:

- Students' timelines toward completion
- Ideas for thesis topics and advisors
- Troubleshoot any problems they are having with courses or registration
- Make a note of their scholarship and number of course points they plan to take for the purposes of financial aid
- Make a note of other responsibilities they have: jobs, internships, family responsibilities, outside projects, that might affect their schoolwork or time to degree.
- Be a point person for any concerns about a student's mental health or wellbeing.

Beyond the commonsense issues that arise, please review each student's transcript carefully in advance to assess credit balance and any issues arising from a low GPA or student performance.

For example:

- the lowest passing grade in GSAS is not D or D+ but C-;
- students whose GPA falls below 3.0 in a given semester must be put on probation. Contact the Program Director to initiate this process.

Students nearing graduation should complete the [Graduation Checklist](#) at the start of their final semester and submit this form along with a copy of their transcript to their Faculty Advisor for approval. Once you have approved their graduation credentials, please pass the form along to XE.

In addition to course advising sessions, you are the point person to sign off on internships for students, to discuss their academic trajectory, their academic and professional goals, and to guide them toward opportunities throughout the University.

At any time, the Program Director or fellow faculty are excellent resources for recommending coursework outside the program for a specific student, as needed.

The XE Student Handbook can serve as a resource for the program requirements, but feel free to approach the Program Administrator with any additional questions that arise.

To Access Student Transcripts

Having immediate access to a student transcript outside of advising is often a timely requirement. The steps are many but become more familiar with practice:

- sign in to albert.nyu.edu;
- if you have been properly registered for access, you can scroll down to “Faculty/Advisor Links” and click on “View Data for Other Students.” (If you do not see this option, please contact the Program Administrator);
- in the pop-up box, “Advisee’s Student Center,” complete the last two fields, with the student’s last name and first name;
- on the student page that comes up, open the pull-down menu at left and set “Transcript—Unofficial”; click on the arrow at right;
- in the next menu, for “Report Type,” select “Undergraduate/Graduate Internal” and click on “View Report”;
- transcript should then come up and appear for printing or downloading;
- note that each step may require extra seconds for pages to load and reset information before proceeding.

Privacy Issues

To access transcripts and other materials, you may be required to complete NYU’s online tutorial on privacy rules and access to information. The general guidelines are:

1. A student’s personally identifiable information is not to be disclosed or displayed publicly, nor to be posted on University electronic information or data systems.
2. Personally identifiable information includes, but is not limited to:
 - University identification (UID) numbers
 - Email addresses
 - Contact information (telephone and address)
3. The following documents which you might acquire contain personally identifiable information:
 - Class lists
 - University/School forms
 - Other University documents

In more specific terms, these policies mean:

1. As a course instructor, you are not entitled to access your student’s academic records (transcript, degree progress, etc.). This information may be accessed by the student’s advisor, but not by instructors;
2. You should not pass around a single sheet of paper in class where all the students have written their contact information (phone, email address, etc.); collect the contact information on individual sheets or cards; students should share their personal information with each other *only voluntarily* and on their own;
3. You may discuss a student’s personal information only with (a) the student, or (b) University officials who have a legitimate educational interest in having that information; do *not* discuss the student’s performance or other information with parents or other outsiders, unless the student has given you express permission;

4. Don't leave papers, tests, or other assignments in a pile to be picked up. Instead, they must be put in individual envelopes or in a secure place where an administrator can retrieve the specific paper for a student (who, if not known, should show an ID);
5. When sending a mass email to all students in your class, use the blind copy (bcc) function rather than the carbon copy (cc) function, since student emails are directory information for limited purposes only; NYU Classes does this automatically.
6. If using an anti-plagiarism service, you must remove the student's name, ID number, or any other personally identifiable information before submitting the paper.
7. Don't post grades by name, social security number, or University ID number;
8. When you are no longer a student's instructor, you should destroy the personal information you have about any and all students.
9. Official business with students or with other University faculty, administrators or staff about students should be conducted only through an NYU email account. If conducted through a personal email account, it will also be subject to FERPA review by students.

For the complete FERPA guidelines, please visit [New York University Guidelines for Compliance with the Family Educational Rights and Privacy Act \(FERPA\)](#).

For the complete Policy on Personal Identification Numbers, please see NYU's [Policy on Personal Identification Numbers](#).

Master's Project Advising

Master's projects can be advised by any full-time faculty member at NYU, including faculty from XE. Adjunct faculty do not normally supervise MA projects, but approval from the Director may be sought in exceptional cases. The program encourages students to cast widely to find the right Master's Project Advisor (MPA), normally from among professors with whom they have already taken a course in their first year. Near the beginning of the semester in which the student will submit their project, the student must prepare a Master's Project proposal (a 300-500 word abstract of the project) to be approved by their Master's Project Advisor. The advisor and advisee then devise a research and writing schedule, which includes a schedule for the advisor to provide feedback. The advisor and advisee will then both sign a GSAS mentor-mentee agreement form affirming the terms of their joint work. Due to the intensive nature of this work, it is recommended that faculty should serve as advisors for no more than five students per semester.

The student submits a final draft of the project to the advisor for final approval two weeks before the final submission deadlines. During those two weeks, advisors can request any final edits. Upon approval, the student will circulate a reader's sheet and the cover sheet of the thesis for the advisor's signature and optional comments. The Master's Project is read and graded (Pass/Fail) by the Master's Project Advisor and a Second Reader, usually an XE faculty member, assigned by XE, who each submit a [Reader Evaluation Form](#) to XE after reading the final version of the project.

For more details, deadlines, and forms see the [Master's Project Guidelines](#) on our website.

Working with Human Subjects

Each year a number of our students do sustained fieldwork with communities of different kinds. When their research leads to publication or becomes part of a program of public outreach, in which they offer conclusions about the lives of others, they enter a key ethical terrain where it is their responsibility to protect those with whom they are working. Fortunately, NYU has UCAIHS, the University Committee on Activities Involving Human Subjects, sometimes also known as the IRB, or Institutional Review Board, for short. If your student's project requires approval, please note that permission must be obtained in advance and that you, as their Faculty Advisor or MA Thesis Advisor, are also required to take a training course in working with human subjects.

IRB approval, when needed, must be obtained before research can commence. Permission normally takes up to 8 weeks to obtain and requires the participation of a Faculty Advisor or MA Thesis Advisor to sign on as a Principal Investigator. The faculty member joins the student in registering the project on NYU's submission portal, Cayuse IRB, and also completes the online human subjects training.

For more FAQs on the IRB requirements and process see NYU's [IRB FAQs](#) page.

If you are unsure whether your student's project requires IRB review, start with NYU's [IRB Decision Tree](#).

Every project invites its own consideration, but some rules to bear in mind are:

- Is the work intended for publication or presentation outside of a class? Work undertaken exclusively for a class is often not subject to IRB review;
- Is the work a "systematic investigation...designed to develop or contribute to generalizable knowledge?" Projects that are not systematic investigations or are not designed to develop or contribute to generalizable knowledge are not subject IRB review;
- Is the student writing *about* people, their work, or their lives?

For more information about the NYU IRB and how to submit an IRB protocol, see NYU's [Research with Human Subjects](#) page.

Reporting Wellness or Academic Issues

According to the NYU's Student Health Center, wellness issues are broadly defined as anything related to day-to-day challenges, but might also include medical issues, academic stress, depression, sexual assault, suicidal thoughts, anxiety, alcohol and other drug dependence, sexually transmitted infections, and eating disorders.

One of the best ways to share your concern for a student is to reach out to the XE Program Director, who may then often place a call to the Office of Academic and Student Affairs at GSAS:

Tiffany Simon, Assistant Dean for Students
6 Washington Square North, Second Floor
ts4255@nyu.edu
(212) 998-8027

The Office of Academic and Student Affairs can assist students with a broad spectrum of wellness issues, as well as with leaves of absence, academic performance, school/life balance, housing issues, semester withdrawals, stress management, adjusting to University and personal conflicts. Professional staff members are available to listen and to provide limited counseling to help students identify what may be troubling them and to develop strategies to cope. Student Affairs also connects students with NYU's Counseling and Wellness Services for more extensive individual counseling, and to provide information on low-cost referrals.

The Wellness Exchange is NYU's extensive network of health and mental health resources. If a student is in distress and needs immediate assistance, he or she should contact the Wellness Exchange Hotline, available 24 hours a day, 7 days a week. Additionally, students can email the Wellness Exchange or visit a counselor during walk-in hours (no appointment necessary).

Wellness Exchange
726 Broadway, 4th floor
wellness.exchange@nyu.edu
Hotline: (212) 443-9999 (available 24/7)

If an immediate assessment of a student is necessary, please know that by calling the hotline, a counselor can be dispatched to your classroom to assist you. In addition, the Student Health Center has an excellent on-line resource—[Helping Someone in Trouble](#)—to assist faculty members in dealing with an NYU student who may be having mental health issues or is in crisis. You can also access this website by logging into NYUHome, and clicking on the “NYU Life” tab.

Equal Opportunity and Discrimination Issues

The Office of Equal Opportunity is available to students, faculty and staff with respect to any questions and concerns about sexual harassment, sexual violence, or other forms of discrimination on the basis of sex. New York University is committed to complying with Title IX and enforcing University policies prohibiting discrimination on the basis of sex.

Mary Signor, Executive Director
mary.signor@nyu.edu
(212) 998-2370

Student victims and complainants in situations involving sexual assault are afforded certain rights specified in the Policy on Sexual Assault, Harassment and Other forms of Sexual Misconduct. Where immediate assistance is required, emergency help is available. In addition to using the complaint procedures under University policies, a victim of sexual misconduct has the option to report the incident to the appropriate local authorities and the University will assist victims in doing so.

Professional Development

Through excellent union support, adjunct faculty can access annual funding to support research and teaching. More information can be found at the Professional Development Fund [link](#).

Full-time faculty may apply for research support from NYU through the following faculty development funds:

- [NYU's Center for the Humanities](#)
- [NYU's Global Research Initiative](#)
- [Teaching Innovation Series](#)
- [Green Grant](#)

Research and Reference Support

- [Library](#)
- [Library Collections](#)
- [Library Hours](#)
- [Library Services for Faculty](#)