New Employee Orientation
History of SEAS

The Harvard School of Engineering and Applied Sciences (SEAS) was officially launched in 2007 under the leadership of Dean Venkatesh “Venky” Narayanamurti.

During the previous decade, Dean Narayanamurti had developed the Division of Engineering and Applied Sciences (DEAS), then a unit within the Faculty of Arts and Sciences with 43 faculty members, to the size and capacity necessary for it to become a separate school. SEAS now has about 70 faculty full-time equivalents (FTEs) with plans to continue to grow the faculty to about 100 FTEs.
Relationship with FAS Today

SEAS still remains closely associated with FAS in important ways:

• Strong administrative links for the management of critical, shared academic functions such as faculty affairs, undergraduate affairs, and graduate student affairs

• SEAS faculty members are also members of the FAS and teach in the College and Graduate School of Arts and Sciences (GSAS)

• The Dean of SEAS sits along with the FAS Divisional Deans on the FAS Academic Planning Group and along with the other school deans at the Council of Deans
SEAS Quick Facts

Undergraduate Students

837 undergraduate concentrators in 2014-2015, within 6 concentration options:

- Applied Mathematics
- Computer Science
- Biomedical Engineering
- Electrical Engineering
- Mechanical Engineering
- Engineering Sciences (A.B., S.B.)

Graduate Students

439 graduate students in 2014-2015, within 8 degree options:

- Applied Mathematics (Ph.D.)
- Applied Physics (Ph.D.)
- Computational Science and Engineering (S.M., M.E.)
- Computer Science (S.M., M.E., Ph.D.)
- Engineering Sciences, Electrical Engineering (S.M., M.E., Ph.D.)
- Engineering Sciences, Environmental Science and Engineering (S.M., M.E., Ph.D.)
- Engineering Sciences, Mechanical Engineering (S.M., M.E., Ph.D.)
- Engineering Sciences, Bioengineering (S.M., M.E., Ph.D.)
Dean Frank Doyle

- Appointed John A. Paulson Dean of SEAS as of July 1, 2015
- John A. and Elizabeth S. Armstrong Professor of Engineering and Applied Sciences
- Served as Associate Dean for Research at the University of California, Santa Barbara’s College of Engineering
- B.S.E. Princeton, M.S. (C.P.G.S.) Cambridge University, Ph.D. California Institute of Technology
SEAS Vision

To be a nationally prominent and distinct school of engineering and applied sciences that:

• Provides a broad and well-rounded education for undergraduates
• Advances the boundaries and pursuit of knowledge
• Makes significant and positive contributions to the human condition
Academic Leadership: Steering Committee

Dean
Frank Doyle

Executive Dean for Education and Research
Fawwaz Habbal

Executive Dean for Administration
Tim Bowman

Assistant Dean for Academic Affairs
Diane Schneeberger
ex officio

Area Dean for Applied Math
Michael Brenner

Area Dean for Bioengineering
Jennifer Lewis

Area Dean for Applied Physics
Eric Mazur

Area Dean for Computer Science
David Parkes

Area Dean for Electrical Engineering
Vahid Tarokh

Area Dean for Materials Science and Mechanical Engineering
Zhigang Suo

Area Dean for Environmental Science and Engineering
Daniel Schrag
Area Administration

Jill Larson  
Applied Physics  
Environmental Science and Engineering

Arlene Stevens  
Applied Math  
Bioengineering  
Materials Science and Mechanical Engineering

Meg Hastings  
Computer Science  
Electrical Engineering
Quick Facts About SEAS

Faculty
- Total tenured and tenure-track faculty for AY13-14: 90
- Total participating faculty: over 130, including non-ladder faculty and joint appointments from physics, chemistry, business, and biology

Staff
- Approximately 192 staff members
- Includes administrative and professional staff (~63%), support staff (~32%), and custodial staff (~5%)
- 53% female/47% male
- Range in Harvard service up to 43 years; average about 10 years
Major Functions and Contacts

Academic Affairs – Diane Schneeberger
Budget and Financial Planning – Chip Auscavitch
Communications – Paul Karoff
Computing – Gabriele Fariello
Educational Outreach – Kathryn Hollar
Events – Susan Forrest
Facilities – Don Claflin
Finance – Tim Fater
Human Resources – Steve Marley
Payroll – Robert Plosker
Research Administration – Pam Baker-Webber
Space Planning and Design – Pam Choi Redfern
Student Affairs – Kathy Lovell (undergraduate), John Girash (graduate)
Teaching Labs and Lab Safety – Anas Chalah
SEAS Inclement Weather Policy

SEAS follows the same inclement weather policies as the University and the Faculty of Arts and Sciences. In general, SEAS teaching and research activities will continue during inclement weather.

When there is bad weather, all members are expected to make every effort to be at work. When severe weather conditions make travel to work inadvisable or difficult, SEAS asks that you use your own discretion and discuss your plans with your manager or supervisor.

For the latest information about the status of university operations call the University Weather and Special Conditions line at 617-496-NEWS (6397) or visit the Harvard homepage.
Consistent with Harvard University’s policies and the HUCTW Agreement, SEAS encourages its managers to consider flexible work arrangements when appropriate for an individual staff member and the School. A restructured work arrangement should focus on results, with the understanding that many types of work require an employee’s presence on a predictable, and sometimes standard, schedule.

The standard work hours for staff at the School of Engineering and Applied Sciences are seven work hours per day, Monday through Friday, with a one-hour lunch period. Standard business hours for all full-time staff are 9 AM to 5 PM. Recognizing that it is sometimes mutually beneficial for the School and the employee, generally work schedules can be altered within the time period of 8 AM and 6 PM, at the manager’s discretion.

More information can be found on the SEAS HR website.
SEAS Safety and Security

All members of the Harvard community are encouraged to sign up for text message alerts at messageme.harvard.edu. You will be automatically notified in the event of an extreme emergency anywhere at Harvard University. This system will only be utilized during extremely urgent situations that require instant communication.

SEAS requires lab safety training of all staff who will work in labs. Details are available from Anas Chalah, Director of Lab Safety, and on the SEAS Lab Safety website.

Harvard University Police:
5-1212
Sign up to receive monthly tips, news, and events.

[green.harvard.edu/seas](green.harvard.edu/seas)

@GreenHarvard
Green Offices
- Turn off when you take off
- Host Zero Waste events
- Green Office certification

Green Labs
- Target high energy equipment
- Energy efficient equipment purchasing
- Tips and tools [www.green.harvard.edu/labs](http://www.green.harvard.edu/labs)
SEAS Information Security and Confidentiality Policy

Use of Harvard’s technology resources is intended to assist in fulfilling the education, research, and service missions of the University. All users have the responsibility to use these resources in an efficient, ethical, and legal manner.

All technology resources (e-mail, telephone, voicemail, computer hardware and software, internet access, and the campus computer network) are property of the University.

SEAS asks all employees who have access to highly sensitive information to sign a confidentiality agreement stating that they will maintain and safeguard the School’s information resources.
Sexual Harassment Policy

Sexual harassment in the workplace is discriminatory, unlawful, and clearly inconsistent with the nature of an academic community.

The University regards such behavior as a violation of the standard of conduct required of all persons associated with the institution.

Federal and state laws define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Employees who believe they have been harassed should report the incident promptly to their supervisor or to the Director of Human Resources.
Harvard Union of Clerical and Technical Workers

HUCTW is the collective-bargaining representative for all full-time, part-time, and term clerical and technical employees who work at least 17.5 hours per week and whose positions have been appropriately classified in grades 47-56.

HUCTW.org

2012-2015 Agreement

Peter Berry, Organizer for SEAS
Emily Hankle, Organizer for SEAS
Nora McDonald, SEAS Representative
Service Employees International Union

SEIU is the collective bargaining unit for hourly paid employees of the University in job classifications of Custodian and Crew Chief.
BENEFITS
Benefits Overview

Administered through the University’s Benefits Services Group:

• Walk-In Questions: Holyoke Center, Room 664 (M-Th, 11am-4pm)
• Phone: 617-496-4001 (M-F, 8:30am-5pm)
• Website: Compensation & Benefits

Your “Benefits Choices” folder will arrive in the mail during your first 15 days.

• The deadline for enrollment is 30 days from hire. Coverage will be retroactive to your start date.

• You are eligible for coverage on your first day of employment.

The Center for Workplace Development (CWD) offers an orientation seminar for all new Harvard employees. This seminar introduces new employees to Harvard, provides information about benefits, and answers many questions that new employees might have. Human Resources will work with you to register.
Paid Time Off

Harvard’s time-off benefits are designed to help you manage work and personal responsibilities.

- 15-20 days of vacation (depending on job classification)
- University-wide winter recess between Christmas and New Year’s (exact dates determined annually)
- 12 sick days per year
- 11.5 paid holidays
- 3 personal days/year (prorated based on date of hire)
- Up to 4 weeks paid leave for new parents

In addition, SEAS allows staff to participate in a flexible, compressed summer schedule during the summer months. For more information, see the SEAS HR summer flextime page.
University Holidays

Columbus Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day (1/2 day)
Christmas Day
Winter Recess (determined annually)
New Year’s Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Harvard’s Office of Work/Life Resources provides access to referrals, one-on-one consultations, educational programs, support programs and informational materials related to work/life issues. For more information visit: [Work/Life Balance](#)

The Employee Assistance Program (EAP) offers free and confidential help with personal, family, and work-related problems for staff and their household members. Visit [Harvard EAP](#) for more information.

The University Ombudsman Office is available to all members of the Harvard community for work-related problem solving assistance. For more information visit: [Solving Workplace Problems](#)
Career Growth and Development Resources

Tuition Assistance Program
• Harvard offers subsidies for undergraduate and graduate level courses, taken at Harvard and other institutions.
• Classes at the Harvard Extension School are only $40 per class. harvie.harvard.edu/Compensation_Benefits/Tuition_Assistance

Center for Workplace Development
CWD offers a wide range of career development and computer courses to help you keep your skills up-to-date. It also offers career planning resources and events. For more information visit: harvie.harvard.edu/Career_Professional_Development
Wellness Benefits

Employees can purchase low-cost access for themselves and their families to Harvard’s athletic facilities including:

- Malkin Athletic Center (MAC)
- Hemenway Gymnasium
- Blodgett Pool
- Murr Center

For more information, visit gocrimson.com or call the Murr Ticket Office at 617.495.2211

Additionally, the Harvard Wellness Center offers courses and workshops in stress management, nutrition, and meditation, as well as non-traditional health services. For more information: cw.uhs.harvard.edu
Crimson Cash

Crimson Cash enables you to use your Harvard ID card like a debit card in on-campus cafes and many off-campus restaurants and shops as well.

This is a convenient way to pay for your personal purchases on campus or in Harvard Square.

To sign up, go to cash.harvard.edu, where you will be prompted to enter your credit card information and select the amount of cash you would like to place on your card.
As a Harvard Employee, you are eligible to become a member of the Harvard University Employees Credit Union (HUECU).

HUECU provides financial services ranging from standard checking and savings accounts to retirement planning to home and auto loans.

While ATMs are not as numerous as Bank of America or other big corporate banks, you may find more personal customer service from HUECU.

Main branch: 16 Dunster St. in Harvard Sq.

Visit [huecu.org](http://huecu.org) for more information.
Discounts and Conveniences

Outings + Innings
Discounts to cultural and leisure activities: outingsandinnings.harvard.edu

Transportation
Discounts on public transit passes and parking: CommuterChoice
Note there can be a month+ delay in obtaining your first MBTA pass.

Harvard Museums
Employees and a guest may access many of Harvard’s 17 museums for free by showing their ID card: harvardartmuseums.org

Harvard Housing Office
Locate housing and roommates through the Harvard Housing Office: huhousing.harvard.edu
Harvard Neighbors

Join Harvard Neighbors!

Meet interesting people!

Creating community since 1894

Art Tours
- A volunteer organization with over 100 years of history.
- A wide variety of cultural and educational programs and events for the Harvard Community such as foreign language discussions, art groups, book clubs, guest speakers, wine tastings, tours and much more.
- Membership open to faculty, staff, postdocs and their spouses.

For more information visit our website at www.neighbors.harvard.edu
GETTING STARTED AT SEAS
Time Keeping In PeopleSoft

Overtime-Eligible Support Staff Employees
  • Must enter weekly hours into the PeopleSoft system by 5 pm each Thursday
  • Absences must be entered by this time as well

Administrative/Professional (A/P) employees
  Do not record time worked; only leave taken, which should be recorded monthly.

Resources
  • [Time and Absence Reporting Guide for Employees](#)
  • [Time & Labor Guide for Managers](#)
  • [Absence Management Guide for Managers](#)
Paychecks and Direct Deposit

• Admin/Prof and Support Staff are paid every other Friday. SEIU employees are paid weekly.

• Employees are strongly encouraged to sign up for direct deposit:
  • Go to harvie.harvard.edu and select “PeopleSoft” to the left of the drop down menu (upper right corner)
  • Log in with Harvard ID and PIN, and click through Main Menu > Self Service > Payroll and Compensation > Direct Deposit
  • Click “Add Account”, fill in the information, and click Save.
  • Your first check after completing this process may still be a paper check to ensure there is time to validate your account number and bank code.

• Contact Rob Plosker, SEAS Payroll Manager, with questions regarding your paycheck (5-0418)
Orientation and Review Period

Most employees’ first three months on the job are an Orientation and Review Period.

This is time for you and your supervisor to assess if a good job match has been made. Either the employee or SEAS can end the working relationship for any reason during this time.

During this O&R Period, vacation and personal time off is accrued, but cannot be used until after the first three months. Sick time is accrued and can be used as needed. Additionally, the TAP benefit cannot be used until the end of your O&R Period.
e-Performance: Harvard’s new online performance management system

Starting in FY14, Harvard began moving from a paper-based performance appraisal process to a common University-wide online performance management system—e-Performance.

Schools and departments throughout Harvard have different timelines for implementing the new system. At SEAS, a pilot group of senior managers tested the new system in the spring of 2014. The rest of the SEAS staff began their ePerformance cycle in July, 2014.
SEAS Human Resources

Office Location: 20 University Road, 6th Floor
Main Number: 617-384-7828

Primary Services
• Staff recruitment and retention questions
• Employee/labor relations issues
• Compensation
• Performance management
• Staff training and development
• EEO, AA, or sexual harassment policy clarification
• Employee benefits inquiries
For your reference, this presentation will be posted on the HR section of the SEAS website, along with many other useful internal SEAS documents and policies.
Welcome!