



Harvard John A. Paulson
School of Engineering
and Applied Sciences

New Employee Orientation



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WHERE
SCIENCE
AND
ENGINEERING
CONVERGE

Welcome to SEAS!

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.

Our name change from “Division” to “School” is a celebration of the renewal and growth engineering and applied sciences has experienced in recent years at Harvard.

The new name also reflected our progenitor, the Lawrence Scientific School. Founded in 1847, the Lawrence School was Harvard's first major effort to provide a formal, advanced education in science and engineering.

In 2015 John A. Paulson made a gift to SEAS of \$400 million, the largest donation in Harvard’s history. In recognition of this generosity, the School’s name was changed to the Harvard John A. Paulson School of Engineering and Applied Sciences.



Relationship with Faculty of Arts & Sciences 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 with the FAS Divisional Deans on the FAS Academic Planning Group, and with the other school deans at the Council of Deans



Mission Statement

Through teaching and collaborative research, SEAS discovers, designs and creates novel technologies and approaches to societal challenges—in service to the world, the nation, and our community. We bridge disciplines, both within engineering and the applied sciences and beyond, to prepare broadly trained leaders, to advance foundational science, and to achieve translational impact.

SEAS is where engineering, foundational science and the liberal arts converge. Through education and research, we address global challenges and serve society.



Vision Statement

In 10 years, SEAS will...

- Have a global reputation as top engineering program
- Be a *hub with buzz* –
 - draw students, faculty from across Harvard
 - engage the community, industry
- Have new, re-invented, better space in Allston and Cambridge
- Be more diverse (faculty, staff, students)
- Host more high-impact industry partnerships, translational research
- Have a critical mass of faculty
- Be a model for cross-university collaboration
- Play a greater role in Gen Ed
- Be an engaged citizen within our communities



SEAS Values

- Respect for all
- Nimbleness, agility
- Serve the greater good
- Institutional citizenship
- Safe to express ideas
- Creativity in pedagogy, research, operations
- Welcoming to individuals from diverse backgrounds, perspectives



SEAS Quick Facts

Undergraduate Students

1,123 undergraduate concentrators in 2021-2022, within six concentration options:

- Applied Mathematics
- Bioengineering
- Computer Science
- Electrical Engineering
- Engineering Sciences (AB, SB)
- Mechanical Engineering



SEAS Quick Facts

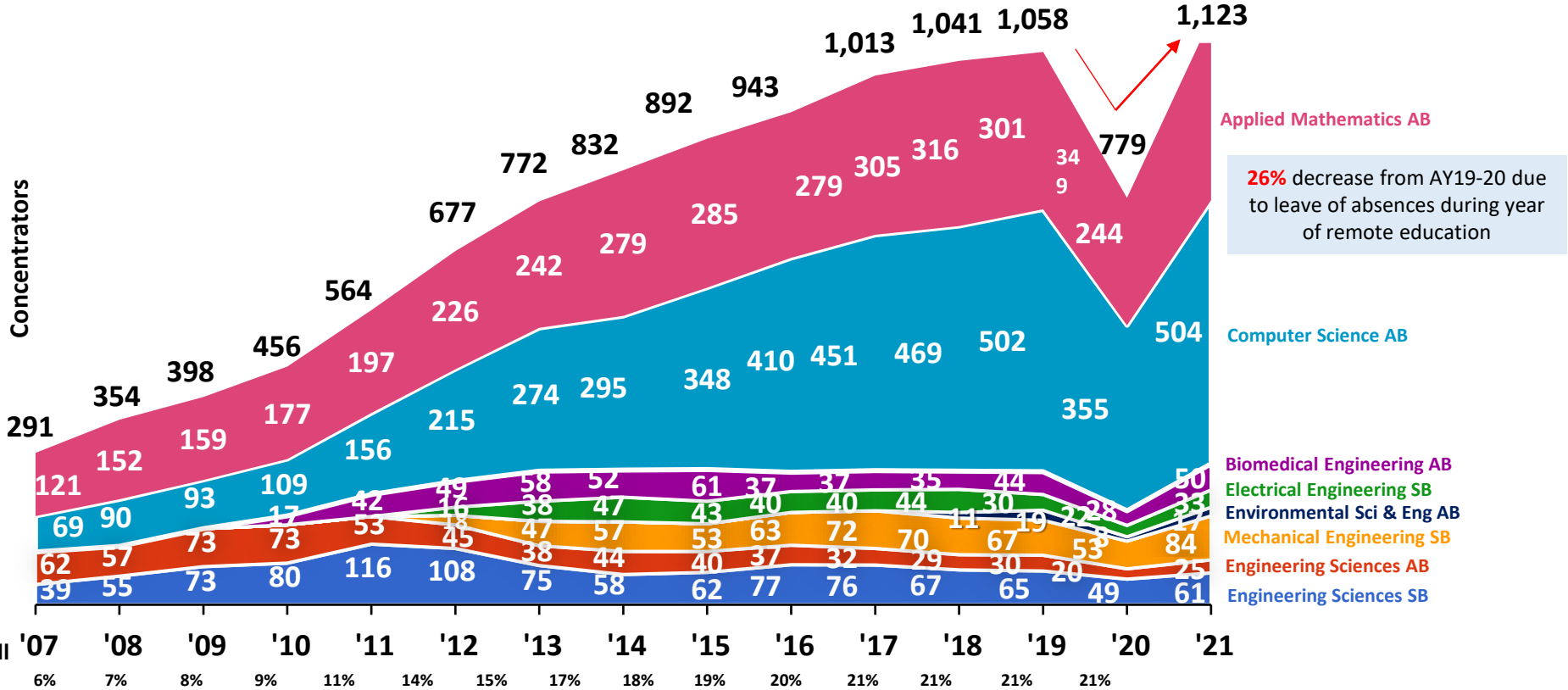
Graduate Students

698 graduate students in 2021-2022, within eight degree options:

- Applied Mathematics (PhD)
- Applied Physics (PhD)
- Business Analytics (online certificate program)
- Computational Science and Engineering (SM, ME)
- Computer Science (SM, ME, PhD)
- Data Science (SM)
- Engineering Sciences
 - Electrical Engineering (SM, ME, PhD)
 - Environmental Science and Engineering (SM, M.E, PhD)
 - Mechanical Engineering (SM, ME, PhD)
 - Bioengineering (SM, ME, PhD)
 - Design Engineering (MDE)
 - MS/MBA (joint program with HBS)



SEAS Undergraduate Concentrators: AY07-08 to AY21-22



Fall '07 '08 '09 '10 '11 '12 '13 '14 '15 '16 '17 '18 '19 '20 '21

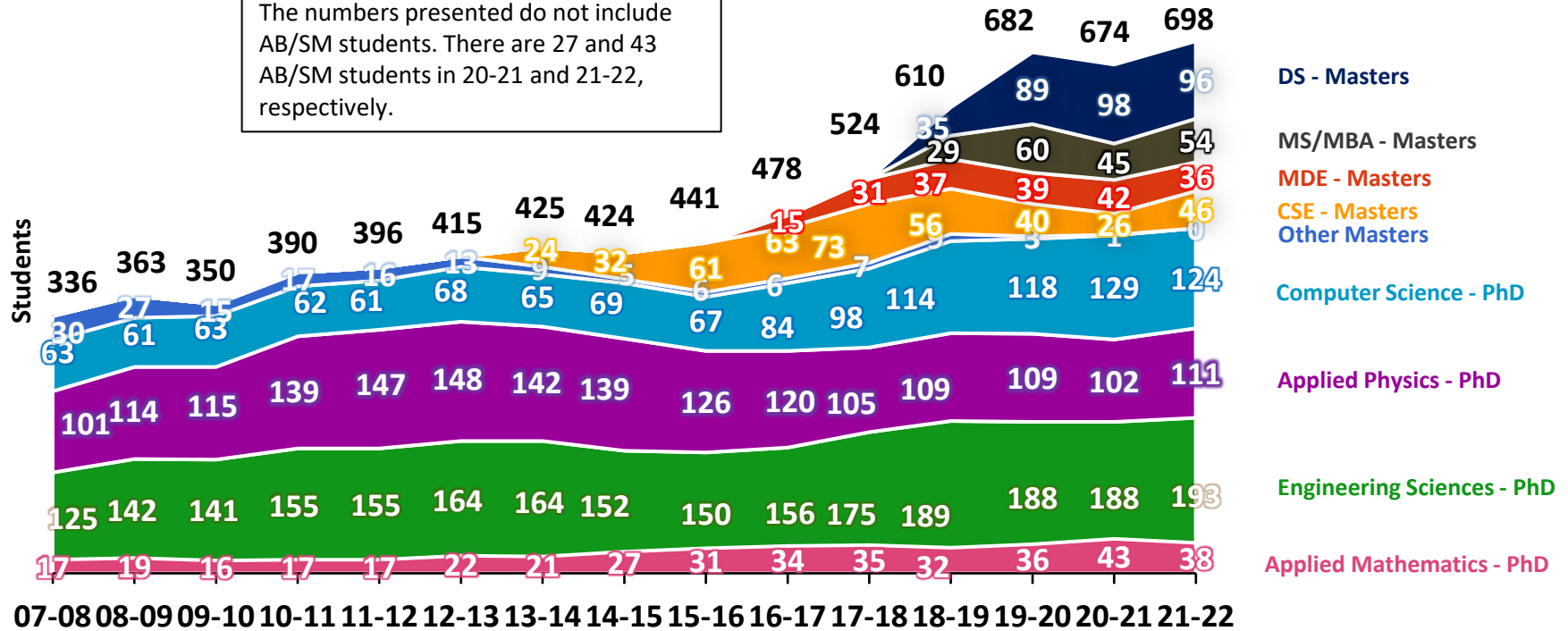
6% 7% 8% 9% 11% 14% 15% 17% 18% 19% 20% 21% 21% 21% 21%

% of All HCOL Concentrators



SEAS Graduate Students: AY07-08 to AY21-22

The numbers presented do not include AB/SM students. There are 27 and 43 AB/SM students in 20-21 and 21-22, respectively.



% Ph.D. 91% 93% 96% 96% 96% 97% 92% 91% 85% 82% 79% 73% 66% 69% 67%

% Masters 9% 7% 4% 4% 4% 3% 8% 9% 15% 18% 21% 27% 34% 31% 33%



Dean Frank Doyle


- Appointed Dean of SEAS on 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
- BSE Princeton, MS (C.P.G.S.) Cambridge University, PhD California Institute of Technology
- The Doyle Group researches biomedical control and systems biology.




Administrative Leadership: Executive Team




Dean
Frank Doyle




Dean for
Academic
Programs
Rebecca
Nesson




Dean for
Research
David
Hwang




Dean for
Administration
& Finance
Tim
Bowman




Asst. Dean for
Faculty Affairs
Diane
Schneeberger




Assoc. Dean for
Communications
& Strategic
Initiatives
Paul Karoff




Asst. Dean for
Teaching &
Learning
Anas Chalah




Asst. Dean for
Professional
Programs & Exec.
Director IACS
Cathy Chute




Professor of
Practice of
Computer Science
Jim Waldo




Associate Dean
for Finance
Leslie Schaffer



Assistant Dean for
Campus Planning &
Design
Pam Choi-Redfern



Assistant Dean for
Human Resources
Kim Harris



Asst. Dean for
Diversity, Inclusion
& Belonging
Paula Boone



Academic Leadership: Steering Committee



Chair
Frank Doyle



Area Chair for
Materials Science &
Mechanical
Engineering
Michael Aziz



Academic Dean
Eric Mazur



Academic Dean
Hanspeter Pfister



Area Co-Chair for
Environmental
Science &
Engineering
Frank Keustch



Area Chair for
Applied Math
Petros
Koumoustakos



Area Chair for
Applied Physics
Lene Hau



Area Chair for
Computer Science
Eddie Kohler



Area Chair for
Electrical
Engineering
Marko Loncar



Area Chair for
Bioengineering
Jennifer Lewis



Area Administration



Jill Larson

- Applied Physics
- Environmental Science and Engineering
- Applied Math
- Bioengineering
- Materials Science and Mechanical Engineering



Michaela Kapp

- Computer Science
- Electrical Engineering



Jenny Mileski

- Computer Science
- Electrical Engineering



Quick Facts About SEAS

Faculty

- Approximately 147

Staff

- Approximately 230 staff members
- Approximately 60% administrative and professional staff and 40% support staff
- 57% female; 43% male
- Range in Harvard service up to 40 years; average about 10 years



SEAS Staff Events & Recognition

Annual Events

- Pi Day
- Staff Appreciation Lunch
- “Giving Thanks” event
- Holiday Party

Ongoing Events

- All Hands Staff Meeting
- Dean’s Coffee
- Faculty Chalk Talks

Staff Recognition

- Harvard Heroes
- Venky Award for Mentoring and Community Building
- SEAS Dean’s Distinction
- Harvard Service Milestone Recognition Program
- Spot Rewards



POLICIES



SEAS Inclement Weather Policy

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

When severe weather conditions make travel to work inadvisable or difficult, use your own discretion and discuss your plans with your manager or supervisor.



For the latest information on the status of university operations call the University Weather and Special Conditions line at **617-496-NEWS** (6397) or visit the Harvard homepage.



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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 on the [SEAS Lab Safety website](#).



Harvard University Police: 5-1212



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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.

All employees who have access to highly sensitive information must sign a confidentiality agreement stating that they will maintain and safeguard the School's information resources.



Sexual and Gender Based Harassment

Sexual and gender-based harassment is unwelcome conduct of a sexual nature that is:

- not requested or invited, AND
- regarded as undesirable or offensive

The policy applies to students, faculty, staff, and 3rd parties for conduct that occurs:

- on Harvard property
- off Harvard property, if: the conduct was in connection with a University program or activity, or the conduct may have the effect of creating a hostile environment for a member of the University community.
- As a University staff member, you are a “Responsible Employee.”

More information at the Office for Gender Equity: <https://oge.harvard.edu/>



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Role of Title IX Resource Coordinator

- Receive information about allegations of unwelcome conduct of a sexual nature and gender-based harassment.
- Provide options for possible interim measures.
- Serve as a resource for questions about sexual and gender-based harassment.
- Provide information on University Policy and Procedures.
- Provide information on resources available to the community.
- Protect privacy and share information only on a need-to-know basis. Title IX Coordinators are not a confidential resource. However, they can direct employees to confidential resources, if requested.

SEAS Staff Title IX Resource Coordinator:

- Heidi Shea, HR Consultant (hshea@seas.harvard.edu; (617) 496-8445)



Diversity, Inclusion, and Belonging at SEAS

SEAS is committed to fostering a culture of openness and inclusion, and to ensuring that all individuals have the opportunity to benefit from, and contribute to, the mission of SEAS.

Resources at SEAS and Harvard:

- SEAS Committee on Diversity, Inclusion, and Belonging
- Harvard Association of Black Faculty, Administrators, and Fellows
- Association of Harvard Latinx Faculty and Staff
- Harvard University Native American Program
- Association of Harvard Asian and Asian American Faculty and Staff
- Committee on the Concerns of Women
- LGBTQ Faculty and Staff Association

SEAS DIB Contacts:

- Dr. Paula Booke, Assistant Dean for DIB



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 classified in grades 47-56.



2021-2022 [Agreement](#)

[Emily Hankle](#), Organizer for SEAS

2018-2021 [Personnel Manual](#)

[Emily Vides](#), Organizer for SEAS

HUCTW.org



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BENEFITS



Benefits Overview

Administered through the University's Benefits Services Group:

- **Location:** 114 Mt. Auburn Street, 4th Floor
- **Phone:** (617) 496-4001
- **Website:** [Compensation & Benefits](#)

Your “*Benefits Choices*” folder will arrive at your home 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 a New Employee Orientation for all new Harvard employees. This orientation introduces new employees to Harvard, provides benefits information, and answers many questions that new employees might have.



Paid Time Off

Harvard's time-off benefits are designed to help you manage work and personal responsibilities. They include:

- 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
- 12.5 paid holidays
- 3 personal days/year (prorated based on date of hire)
- Up to 12 weeks paid leave for new parents
- Up to 20 weeks of paid maternity leave
- Paid Family and Medical Leave for yourself or to care for dependents



University Holidays

New Year's Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day (1/2 day)
Christmas Day
Winter Recess (determined annually)



Work/Life Resources

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.

For more information visit: [Harvard EAP](#)

The **University Ombudsman Office** is available to the Harvard community for work-related problem-solving assistance.

For more information visit: [Solving Workplace Problems](#)



Career Growth and Development Resources

Tuition Assistance Program

- Subsidies for undergraduate and graduate level courses, taken at Harvard and other institutions.
- Classes at the Harvard Extension School are only \$40 per class.
- Website: 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.
- Website: harvie.harvard.edu/Career_Professional_Development

Professional Development Fund

- SEAS covers the costs associated with certain career development and/or job-related courses offered by the CWD. Staff may also be reimbursed for costs associated with attending conferences.
- An application can be found at: <https://www.seas.harvard.edu/office-human-resources/staff-development-and-training/professional-development-policy-application>



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 massages, and non-traditional health services.

For more information: <https://wellness.huhs.harvard.edu/>



Harvard University Employees Credit Union (HUECU)

As a Harvard Employee, you are eligible to become a member of the Harvard University Employees Credit Union (HUECU). As an employee, your family members also qualify to be members. HUECU membership is for life; even if you move or change employers, your membership remains open until you choose to close your account.

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

Main branch: 104 Mt. Auburn Street

Visit huecu.org for more information



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Discounts and Conveniences

Outings + Innings

Discounts to cultural and leisure activities: outingsandinings.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 all of Harvard's public museums for free by showing their ID card: harvard.edu/on-campus/museums





HARVARD

Office for Sustainability

Sign up to receive monthly tips, news, and events.

green.harvard.edu/seas

@GreenHarvard



GETTING STARTED AT SEAS



Time Keeping In PeopleSoft

Overtime-Eligible Support Staff Employees (Non-Exempt)

- Must enter weekly hours into the PeopleSoft by 5 pm each Thursday
- Absences must be entered by this time as well

Administrative/Professional employees (Exempt)

Do not enter time worked, only enter absence requests, which should be entered prior to absence.

Resources

- [Time and Absence Reporting Guide for Employees](#)
- [Time & Labor Guide for Managers](#)
- [Absence Management Guide for Managers](#)

For help with time reporting, contact Human Resources.



Paychecks and Direct Deposit

- Staff are paid every other Friday.
- Employees are strongly encouraged to sign up for direct deposit:
 - Go to harvie.harvard.edu and select “PeopleSoft” in the upper right corner
 - Log in with HarvardKey, and click on the “My Pay” tile, or navigate to 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](#), Manager of Payroll Operations, with questions regarding your paycheck (617) 495-0418)



Orientation and Review Period

Most employees' first 90 days 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 during this time.

During this O&R Period, vacation and personal time off is accrued but cannot be used until after the first 90 days. 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.



Performance Management

The goal for the performance management process is to provide a framework for ongoing performance conversations throughout the year. It is important for managers and staff to meet regularly to discuss expectations and performance.

The due date for completion of performance management is late spring each year.



SEAS Human Resources

Office Location: 114 Western Avenue

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



SEAS Website

<https://www.seas.harvard.edu/office-human-resources>

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.





Kim Harris
Assistant Dean for
Human Resources



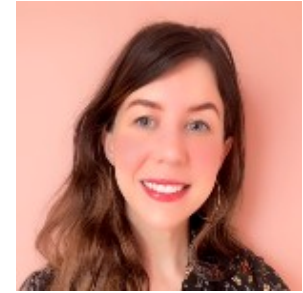
Marybeth Wilcox
Assistant Director of
Human Resources



Heidi Shea
Assistant Director
of Human
Resources



LaToia Burkley
Talent Acquisition
Partner



Rowen Gray
Human Resources
Coordinator

Welcome!



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