USEFUL CONTACTS

**Academic Management**

**Acting Associate Chair (Academic)**
Asst Prof Peer M Sathikh
Email: PeerSathikh@ntu.edu.sg
Phone: (+65) 6514 1058

**IT Matters**

Snr Asst Manager
Mr Lau Kheng Hock
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Phone: (+65) 6316 8947

Senior Executive (Email, NTULearn)
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Senior Executive
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Phone: (+65) 6790 6346

**IT Service Hotline**
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Academic Matters (General Office)

Asst Director (Undergraduate Programmes)
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PA to Assoc Chair Academic
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Card Access I Class Room (Foundation) Assistant Manager, Media

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Assistant Manager, Product Design

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Card Access I Class Room

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Art History
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3D
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4D
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Drawing
Asst Prof Ng Woon Lam
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Phone: (+65) 6316 8970
CONTACT LIST

Area Coordinator

The Area Coordinator is the first person that you go to regarding matters to do with admin, infrastructure, etc. Please note that there maybe some changes in the area coordinators. You will be notified in such an event.

Course Coordinator

The course coordinator is the first person that you go to regarding academic matters such as how you are expected to grade your students and what the content of the course is expected to be. For most people the Course and Area Coordinator is the same person. However, in instances where you are teaching a course that is delivered across more than one group they might be different.

OTHER CONTACTS

At no point should you go outside of ADM with any problem or administrative issues. For most issues your first point of contact should be your coordinator. The line management structure for Part Time teaching staff is as follows:

Teaching
Asst Prof Peer M. Sathikh

Students (absences, grading, plagiarism etc)
Ms Julie Lim, Asst Prof Peer M. Sathikh

Exam Papers (Setting, submission etc)
Ms Sheila Kaur, Asst Prof Peer M. Sathikh

Finance (enquiries about payment etc)
Ms Sheila Kaur > Asst Prof Peer M. Sathikh

HR (contract issues etc)
Ms. Sheila Kaur > Asst Prof Peer M. Sathikh

Room Booking
Mr Bharat Singh, Ms Candy Ong

IT / AV (projectors, broken computers, edveNTUre, etc)
Mr Lau Kheng Hock
PAYMENT MATTERS

The payment process is the one thing that causes more trouble for part time faculty and for office staff than any other. Please follow all payment procedures carefully.

Giro or Check

Payment can be through two methods: directly into your bank or through check. Obviously, the former is quicker but a Giro Form must be filled out in advance and presented to the Office of Finance. Please inform them if there is any change in your circumstances.

***PAYMENT SYSTEM***

We have a new payment system in place since 2011. This is how the New System operates:

No manual forms, filling in and submitting to Sheila Kaur.

Make-up classes are still to be conducted within the same month and are to be reported to Sheila and Prof Peer through email.

A spreadsheet of all details on a monthly basis will be prepared by Sheila and will be submitted to Office of Finance.

A GIRO Form will still need to be submitted to Office of Finance in order for your salary to be paid to you.

Please note that whoever is making enquiry for salary claim has to submit full details to Sheila in order for her to check with the Office of Finance on your behalf.

Such details are your full name according to what is stated in your identity card and your passport or IC Number.

Please also provide your contact number just in case.

Preferably, one has to be able to wait for at least 3 working days to be responded in order for staff to check on your behalf.
Claim Form - Examination & Studio Project Critique

Before you are paid you must fill out the 'Claim For Part-Time Teaching' form. Please do so very, very carefully and double-check it before giving it to Sheila. Any mistake will almost certainly delay your payment and inconvenience our staff.

Studio Project Critique Claim will not be automatically paid to you by the end of the semester for those who teaches ‘studio classes’. If one teaches for more than one class that consists of more than 39 hours per semester, you will be paid for an additional $300.

For Examination claims, part-time lecturers will still have to complete the examination claim form and will be paid accordingly.

You may post it snail mail to:

School of Art, Design and Media
Nanyang Technological University
81 Nanyang Drive, Level 3
Singapore 637458

You may also leave it in Sheila's pigeonhole on the Fourth floor by the large lifts.

Use the latest Claim Form for all Claims (Studio Project Critique and Examination Work Claim).

This can be found in the ADM Digital Repository at http://www.adm.ntu.edu.sg/aboutus/Pages/ADM-Digital-Repository.aspx

You will have to sign in as staff/username (user name is the first part of your NTU email address)

PAYMENT MATTERS

Commonly Made Mistakes

Incomplete Forms
The finance office will return any form filled out incompletely to Sheila. Fill in all details required in the form.
Old Forms Used

Use only the latest Claim Form for all Claims (Studio Project Critique and Examination on Work Claim). NTU Finance will reject all others.

Incomplete Details on Forms

Incomplete details in claim form such as: NRIC/FIN No, date and month.

Totaling

Please check the total figure claimed and make sure that it makes mathematical sense.

Signature

No digital signatures allowed on any forms. Please remember to sign your claim form.

Make Up Class

Example: If it is a national holiday and you have to deliver your teaching via a make-up class, then the claim for that day must be the date of the make-up class delivery

Please send an email to Ms Sheila Kaur to notify her of all the make-up classes for audit purpose. No make-up class is allowed during revision exam period.

Claiming in Exam and Revision Period

Classes are not to be conducted during the Revision& Exam Period. as OHR and Finance will not allow such claims.

Rate

Most teaching within ADM is through Studio Teaching Foundation on classes last five hours. Most other classes last three. The way that they are paid is as follows:

Effective from May 2013

A new procedure for hiring of Part Time Faculty to teach at the School of Art, Design and Media will come to effect from May 2013. This will include the hiring for AY2013-2014, which commences in August 2013.
1. New payment structure

The university has revised the teaching rate for part-time faculty, which comes into effect from August 2013 onwards:

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Lecture</th>
<th>Tutorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>For part time faculty with Masters/PhD and / or with less than 5 years of industrial / teaching experience</td>
<td>S$150 per hour inclusive of CPF</td>
<td>S$120 per hour inclusive of CPF</td>
</tr>
</tbody>
</table>

Part time faculty with a Bachelor’s degree and exceptional industrial / teaching experience will be reviewed and endorsed by the Associate Chair (Academic).

<table>
<thead>
<tr>
<th>Tier 2</th>
<th>Lecture</th>
<th>Tutorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>For part time faculty with a PhD and / or with 5 years of industrial / teaching experience</td>
<td>S$175 per hour inclusive of CPF</td>
<td>S$120 per hour inclusive of CPF</td>
</tr>
</tbody>
</table>

Part time faculty with Masters and more than 5 years’ experience will be reviewed and endorsed by the Associate Chair (Academic).

Note: The rates are inclusive of CPF which means that the university will not be paying CPF for those who are eligible i.e., Singaporeans and Singapore PRs.

Foundation ADM Studio Classes
- Four hours Studio Teaching paid at: 1 hr Lecture Rate + 3 hr Tutorial Rate

Most other ADM Studio Classes
- Three hours Studio Teaching paid at: 1 hr Lecture Rate + 2 hr Tutorial Rate

PAYMENT MATTERS

If you teach art history or a similar lecture based class then you will be paid entirely at Lecture Rate. These classes generally run three hours.

Teaching Staff sometimes get these figures wrong (e.g. Studio Teachers expecting to be paid entirely at lecture rate). Check your contact carefully for details of how much you are to be paid.
Claim Forms Process

Sheila will fill the spreadsheet.

Exams Payments

Exam Question Papers: Setting

If you set an exam question paper you will be paid a flat rate of $300 per paper: You are also required to fill in a 'Payment to Part-Time Teaching Staff for Examination Work' form.

Exam Question Papers: Marking

If you mark exam question papers you will be paid $15 per script marked. You are required to submit the 'Record of Examination Answer Script Form (the pink form) together with the exam papers in order to receive payment. This form indicates the number of scripts that they have marked. You are also required to fill in a 'Payment to Part-Time Teaching Staff for Examination Work' form.

Exam Invigilation:

For Exam Invigilation Duty you will be paid $50 ph. You are required to fill in a 'Payment to Part-Time Teaching Staff for Examination Work' form.

TEACHING ADMIN

Academic Calendar

The Academic Calendar can be found here

http://www.adm.ntu.edu.sg/Programmes/Undergraduate/UndergraduateProgrammes/Pages/Academic-Calendar.aspx

13 Weeks, No Less

The students are required to receive 13 weeks teaching in total. No less.

Grading etc

NONE of these 13 weeks are to be used for the grading of assignments or exams or for the setting of exam paper questions. You will be paid separately for such work (see below in relevant sections)
Make Up Class

If for any reason a class needs to be missed then you are obliged to hold a make-up class. Such classes must be clearly marked as such in your clam form (see Payment / Common Mistakes Made / Make Up Class).

Absences

You are required to keep a register during your class. If the number of absences for any student falls below three in total then you are to inform your Coordinator. They will then ensure that a warning letter is sent to that student through the office of the Associate Chair (Academic).

If Medical Leave is sought by a student then a Medical Certificate (MC) is required.

A student's absence from a class negatively impacts on their grade. The table below describes the degree of this impact. You are obliged to keep track of their absences and enter them in the final grade sheet at the end of the semester. This sheet will calculate the impact due to absences.

Add Drop

In common with the rest of NTU, students within ADM can add or drop a class at any point within the first two weeks. This means that you might be seeing a new bunch of faces on the third week and others suddenly disappearing. Be aware of this when delivering your lessons and structure accordingly.

In the Add Drop period student might 'shop' for course. This might involve them turning up to your course despite not having been registered in order to get a taster of your course. You have a right to turn away such students.

Other Student Issues

If for any reason, the behavior or academic progress of a student is giving you exceptional trouble, please go directly to your coordinator who will deal with it appropriately. As a matter of form you should keep a copy of every communication between you and the students.

Studio Final Project Critique Claim

ADM pays all teaching staff who conduct studio classes a payment of $300. This is to cover grading of final assignments, final studio critique etc. Please fill the form 'payment to part-time teaching staff studio final project critique' at the end of the semester and submit it to Sheila.
Student Handbook

The online student handbook has a lot of very useful information. It can be found at:

http://www.adm.ntu.edu.sg/aboutus/Pages/Downloads.aspx

The handbook covers up to date and complete information is covered on such things as the plagiarism and attendance policies of ADM.

TEACHING PRACTICE

Course Content

Course content follows two sets of expectations:

The course description: this is a higher-level document that is submitted to the University as part of the process of curriculum approval. It lays down in general terms all the things that the course is expected to deliver.

The syllabus: this is the faculty member's implementation of the course description and expands upon it with details that might cover exercises, specific topics, software etc. In ADM we respect and encourage the academic freedom of all faculty to design their own syllabi. Your Course Coordinator might advise you on its content and how it relates to the course description but only you have the right to decide exactly what and how you should teach.

Grading Practice

We all tend to grade according to the way that we were graded when we went to university. The way that English schools grade is very different to the way that American and Asian schools grade. It is VERY important that we have common grading practice within ADM.

This is especially so with courses which are taught across many groups (e.g. Foundation).

Please discuss with the co-ordinator in-charge of your area should you need any clarification on the grading practice.
Final Grade Submission

After the end of the semester during the Exam Period, you will be giving grades to your students. The Coordinator and the Chair Academic must review these in a special sitting. The timetable covering this will be posted online prior to the Exam Period in the Grading section of the ADM Digital Repository. Full instructions for how to proceed in the Grading process will be delivered to you prior to the Exam Period. You will need to have ready all course work marks given during the semester and the attendance data for your students.

Exams Question Paper Submission

Please note the confidentiality of exam question papers submission -they are to be sealed in an envelope, mark confidential and submit it by hand to Sheila or Prof Peer (NOT left on their desks). No email submission is allowed. If these conditions are not met then you will have to re-submit a modified exam question paper. More instruction will be given through email during the exam period.

TEACHING PRACTICE

Plagiarism

ADM has a zero tolerance policy towards plagiarism. If you suspect a student of committing an act of plagiarism NO MATTER HOW TRIVIAL you are obliged to report them. Fill out the Plagiarism Report Form and send it to Julie. There is a copy of this form in the ADM Digital Repository. CC your Coordinator and the Chair Academic (martin) on this mail. The full ADM Plagiarism Policy is in the student handbook (see Teaching Admin / Student Handbook).

RESOURCES

Staff Lounge

There is a Staff Lounge located on the third floor: ART 3-7. It has a fridge with freezer, hot water and a microwave.

Printing

There is a common printing resource for all faculty on the fourth floor: ART 4-24

Email Station

There is a common email station on the third floor: Staff Lounge-ART-3-7 and ART 3-23. You may also photocopy from there.
**Email Account**

An email account is automatically created for you upon your appointment to the faculty. Please use the NTU email account for all correspondence with ADM staff and faculty. It is HIGHLY recommended that you use a desktop client to access your NTU mail. This would ensure that you will be keeping local copies of all correspondence and that it will not be lost when the ADM mail server is cleared.

**Library**

ADM has its own Library that is located on the 1st floor: To obtain a Library Card you need to present your letter of appointment at the library desk and a recent photograph of yourself.

**edveNTUre**

NTU has its own implementation of the Blackboard e-learning portal. It is called edveNTUre and can be accessed from the pull down 'Quick Links' menu on the right at NTU's home page. EdveNTUre is an ideal place to store online resources and teaching materials and has numerous other useful tools such as 'Visual Acuity' developed with ADM to serve the grading of art students. An account is automatically created for you when you accept the contact. However, it can take as long as three weeks from the day that we receive the contract

Should you have troubles with this go to Mr Lau Kheng Hock (see list of Contacts) or seek advice from your coordinator.

**Wi-Fi**

The Wi-Fi username and password is the same as your email user name and password

Connection to the login page is automatic.

**Lockers**

In the Staff Lounge there are a limited number of lockers available for PT faculty use. Contact Bharat or Sheila for information on how to reserve their use.

**Parking**

Parking in ADM is not free. Nearest free parking area is near faculty housing. All full staff of NTU are also made to pay for parking.
OTHER INFORMATION

Access Card

You are given access to your classroom, main entrance, staff lounge and the 4th level printing room. You are encouraged to print materials using the printer at that level. Please note the NTU regulation that you are required to return your access card once you are no longer teaching for the next semester with NTU.

Duty Share

If, for any reason, you need to temporarily pass on your teaching duties to someone else it is your responsibility to make sure that that person is adequately briefed. They must be aware of the course content and at what stage the students are at in their development. They must also know who all the necessary points of contact are and where everything is. Such passing off of duties should only be done after discussions with your coordinator.
A School of the College of Humanities, Arts and Social Sciences

www.adm.ntu.edu.sg