

**Bard College**  
**The Faculty Handbook**  
**2019-2020**

**July 2019**



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*2017-2020\**

**AGREEMENT BETWEEN**

**BARD COLLEGE**

**AND**

**THE BARD COLLEGE CHAPTER OF**

**THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS (AAUP)**

This agreement is made July 1, *2017* by and between Bard College (hereinafter referred to as "the College") and the Bard College Chapter of the American Association of University Professors (hereinafter referred to as "the Chapter"). The agreement is made expressly subject to all applicable laws of the State of New York, and of the United States.

**I. RECOGNITION**

The College recognizes the Chapter as the collective bargaining agent for the faculty (as defined below, Article II) and as the exclusive agent to negotiate the terms and conditions of faculty employment at the College, provided that this action in no way limits the right of individual faculty members or of the President of Bard College (hereinafter referred to as "the President") to discuss and establish particular arrangements to cover individual faculty employment situations. Such agreements shall not be in conflict with the terms of this agreement.

The Chapter recognizes that the Board of Trustees of Bard College (hereinafter referred to as "the Board") shall retain all management rights and functions as vested in it by law, except as limited by the express terms of this agreement.

**II. FACULTY**

For the purpose of this agreement, the term "faculty" shall include all undergraduate faculty holding teaching contracts for 6/13 or larger fractions.

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\*NOTE: All changes from the *2014-2017* agreement are shown in bold italics.

### **III. NOTICE**

The precise terms and conditions of every academic appointment (for faculty members and for all other teachers) shall be in the possession of both the College and the teacher before the appointment is consummated, (Faculty Handbook [hereinafter referred to as "Handbook"] I.C). The College will normally notify faculty members of the terms and conditions of their renewals by April 1<sup>st</sup>, but in no case will contracts be issued later than April 15.

Notice of non-reappointment of probationary faculty will be given as provided in Handbook I.C.

### **IV. TENURE AND ACADEMIC FREEDOM**

- A. Academic tenure means academic appointment that can be terminated only for specifically stated causes. It is granted by the President only to persons who have demonstrated by passing successfully through a substantial period of probation that they are fully qualified teachers and who the President decides, after receiving the recommendation of appropriate faculty committees, have satisfied the criteria for tenure.
- B. Such tenure has one purpose and justification: to ensure the adherence of the College to its stated policy of academic freedom. It is not justified as or intended to be a compensation for low salaries or a reward for long and faithful service. The benefits of economic security which it confers upon the individual to whom it applies are only incidental to the benefits it confers upon society in guaranteeing to the scholar and teacher the opportunity for the free and unbiased pursuit of truth and understanding.
- C. All teachers (whether faculty or not) will enjoy academic freedom as set forth in the Association of American Colleges - American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure, and in no case will dismissal be used to restrain their exercise of academic freedom or other rights of American citizens.

### **V. REMOVAL OF TENURE AND DISMISSAL OR SUSPENSION FOR CAUSE**

- A. After the expiration of the probationary period, faculty members granted tenure shall be suspended or terminated only for adequate cause, or, under extraordinary circumstances, because of financial exigencies. Adequate cause, as used above, is defined as moral turpitude, conduct seriously detrimental to the welfare of the institution, incompetence, or refusal, failure, or prolonged inability to perform contractual duties in accordance with recognized professional standards. If the President believes there is adequate cause for the suspension or dismissal of a faculty member, the President will consult with the Faculty Senate. Suspension or dismissal proceedings will be initiated only upon a detailed written statement of charges by the President. After receipt of such a statement of charges, the faculty member shall have three weeks to request the Faculty Executive Committee to arrange a hearing.

- B. At the request of the faculty member, the Faculty Executive Committee will arrange a hearing on the charges before an appropriate ad hoc committee of the faculty, which the Faculty Executive Committee will designate in consultation with the Chapter Executive Committee.
- C. The hearing will consider only those charges contained in the President's written statement. The faculty member will be provided an opportunity to make written and oral answer to the charges, to have with him or her an advisor of his or her own choosing who may act as counsel, to call witnesses in his or her behalf, and to have a full record of the hearing. In the hearing of charges of incompetence, the testimony shall include that of other teachers and scholars, either from the College or from other institutions.
- D. The findings and recommendations of the Hearing Committee will be given in writing to the President and to the faculty member. Within five calendar days, the President will communicate in writing to the faculty member whether he or she will withdraw the charges or impose sanctions. However, if a sanction is to be imposed, the faculty member shall have three weeks to request review of the hearing record and of the decision of the President by the Board, which shall make a final decision.
- E. Except as to procedural matters specifically covered in this Article, the procedures to be followed by the Faculty Executive Committee, the Hearing Committee, and the Board shall be determined respectively by each of these bodies. However, in determining such procedures, these bodies shall be guided by the American Association of University Professors 1982 Recommended Institutional Regulations on Academic Freedom and Tenure, insofar as such regulations are reasonably appropriate to the situation and resources of the College.
- F. In the event of the suspension or dismissal of a teacher (in any category) before the expiration of his or her contract, consultation, a written statement of reasons, and the opportunity for a hearing under Article V will be accorded. It is understood that the President bears the burden of proof in procedures governed by Article V.

## **VI. FINANCIAL EXIGENCY**

Termination of a continuous appointment because of financial exigency shall be demonstrably bona fide. Where termination is based upon financial exigency or discontinuance of a program or department of instruction, Article III will not apply.

The existence of a financial exigency that may warrant the termination of a continuous appointment shall be determined by the mutual agreement of the President and the Executive Committee of the AAUP based upon a review of the total College budget. In the event that the two parties fail to reach a mutual agreement on the existence of financial exigency, this issue reverts to the Board of Trustees for final determination.

An exigency having been declared, the President will present (1) proposed budget limits (range) for the relevant budget years, (2) a proposal or proposals to bring the total faculty salary budget within this range. He will meet jointly with a committee consisting of the members of the Faculty Executive Committee, the Faculty Senate, and the Executive Committee of the AAUP (non-voting) to discuss his or any other proposals in an attempt to reach a mutual agreement as to the proposed actions. In the event that the two parties (the President on the one hand, and the aforementioned Faculty Committee on the other) fail to reach a mutual agreement,

1. the Board of Trustees shall make a final determination as to the amount of total faculty compensation available for the relevant budgets.
2. the Executive Committee of the AAUP shall determine whether the prescribed budget reductions are to be made by termination of continuous appointments, by some other adjustment in faculty compensation, or by some combination of these.

If the decision to terminate appointments is made, the committee (named above) shall determine the particular individuals affected.

No terminations which will result in the total discontinuance of a program or department shall be made without the concurrence of the Faculty Committee (named above) and the President.

## **VII. GRIEVANCE PROCEDURE**

- A. Purpose. The purpose of this article is to provide a prompt and efficient procedure for the investigation and resolution of grievances as defined herein.
- B. Definitions. A grievance is an allegation by either a faculty member or the AAUP that there has been a breach, misinterpretation, or improper application of the terms of this agreement, or of the Faculty Handbook. All references herein to the AAUP refer to the President of the Bard Chapter. Faculty is defined as set forth in Article II of this agreement. The term College refers to the President of the College or his or her designee. A working day refers to Mondays through Fridays during the fall and spring semesters. Cases of dismissal or suspension for adequate cause are not covered under this article, but shall be processed under Article V. It is understood that the grievant bears the burden of proof in C., D., and E. of this Article.
- C. If a faculty member or the AAUP alleges a violation of the Contract or Faculty Handbook not related to an individual faculty member's status (i.e., not related to reappointment, promotion, or tenure), the faculty member or the AAUP shall notify the President, within 40 working days after the alleged violation. The President and the AAUP Executive Committee shall meet within 10 working days after the receipt of the grievance or complaint to attempt to formally resolve the matter. If this meeting does not resolve the matter, a Hearing Committee made up of one tenured faculty member selected by the President, one tenured faculty member selected by the AAUP, and one tenured faculty member selected jointly by the President and the Executive Committee of the AAUP



shall consider the complaint. This Committee shall be constituted within 10 working days after the meeting described above. The Committee shall meet and deliberate according to its own rules of procedure and issue a decision within 30 working days after its appointment. The decision of the Committee shall be binding on all parties; however, the Committee shall not add to, delete from, or, in any other manner, modify the collective bargaining agreement or Faculty Handbook.

- D. If a faculty member or the AAUP alleges a violation of the Contract or Handbook related to an individual faculty member's status (i.e., reappointment, promotion or tenure) including an assertion that there were procedural irregularities, or that his or her non-reappointment constitutes a violation of academic freedom, or that there has been discrimination with respect to race, sex, religion, national origin, color, age, disability or sexual preference, a grievance under this Article, paragraph D will be accorded on request. If a faculty member alleges that a violation of the Contract or the Handbook significantly affected his or her evaluation, the faculty member shall so notify the President, with a copy to the AAUP Executive Committee, within 40 working days after the alleged violation or complaint, or within 40 days after the faculty member first had knowledge of a decision having been made. This notification should include relevant details and should include a statement concerning the remedy sought. The President shall meet with the faculty member, and a member of the AAUP Executive Committee if the faculty member so requests, within 10 working days after the receipt of the grievance to discuss the grievance. If this meeting does not resolve the matter to the satisfaction of the grievant, a Hearing Committee made up of one tenured faculty member selected by the President, one tenured faculty member selected by the Executive Committee of the AAUP, and one tenured faculty member selected jointly by the President and the Executive Committee of the AAUP shall consider the grievance. This Committee shall be constituted within 10 working days after the meeting described above. The Committee shall conduct a hearing in accordance with its own rules of procedure. The Committee shall meet, conduct the hearing, and issue a finding or a decision within 30 working days after its appointment. The decision of the Committee shall be binding on both parties. However, the Committee shall not add to, delete from, or, in any other manner, modify the collective bargaining agreement or the Handbook. It is understood that procedural irregularities, if proven, require a procedural remedy and that in no event will the Committee have the power to grant employment, tenure, reappointment, promotion, or monetary damages in employment related matters, or to modify, add to, delete from or in any other manner change the collective bargaining agreement. If the Committee finds a violation of procedure that merits reconsideration, the Committee shall specify the nature of the violation and the procedural remedy, which may include reconsideration.

## **VIII. TERMS OF DISMISSAL**

A faculty member on continuous appointment who is dismissed because of financial exigency or for adequate cause shall receive his or her full salary for a year following the date of his or her dismissal except:

1. that no such salary payments shall be made to a faculty member found by a Hearing Committee as appointed in Article V or VII to have willfully failed to meet major contractual responsibilities, and,
2. that payments to faculty members terminated for prolonged inability to perform contractual duties shall cease whenever the faculty member becomes eligible to receive total disability benefits under any policy of insurance upon which the College has paid all or part of the premiums.

## **IX. CONTRACTUAL OBLIGATIONS**

The normal teaching load for full-time tenured and tenure-track members of the faculty is a three-two course schedule over an academic year as described in Attachment B. For all other full-time faculty the normal teaching load is six courses per year. It is the responsibility of all teachers to meet classes, advisees, and major conferences as established by departmental and divisional policies. Classes meet 30 weeks each academic year as scheduled, or for announced make-ups as required. Periodic student evaluations, criteria sheets, grades, Moderation reports, and course lists will be turned in by dates fixed by the Faculty Executive Committee.

Full-time teachers are required to be available on campus for the major part of four days each week. They will distribute their contact hours over these four days, including at least two posted office hours each week. Teaching loads and availability for faculty with less than full-time appointments are described in Attachment B. Faculty members will perform normal committee assignments and attend Divisional and Faculty meetings. Significant exceptions to these contractual obligations must be approved by the Faculty Executive Committee and the President.

External consulting arrangements by full-time faculty members that will enhance the individual's professional competence and/or provide a community service are encouraged, provided such arrangements do not interfere with the contractual responsibilities of the individual to the College. The College recognizes that outside activity, professional or otherwise, may from time to time conflict with teaching schedules. In such instances, the faculty member must notify the dean in advance that he or she will miss one or more classes. Mutually agreed upon arrangements for make-up classes or replacement faculty must be settled ahead of time. Appointments to another institution in an adjunct lecturer or part-time capacity while the individual carries a full-time faculty appointment at Bard must not be undertaken without prior approval of the dean of the College. The dean will report these decisions to the Faculty Executive Committee. Similarly, faculty must gain the assent of the Executive Committee and the dean of the College in advance of making continuing commitments that clearly impinge upon contractual teaching responsibilities and obligations. These guidelines are meant to apply to the work week during the 30 weeks of the academic year, excluding sabbaticals or leaves.

## **X. ACADEMIC POLICY**

Faculty meetings shall be held monthly (unless deferred by the Faculty Executive Committee) and the agenda will be announced a week in advance. Only currently active faculty (as defined in Article II) will vote on academic issues.

Subject, content and conduct, and size and criteria for admission of courses are the responsibility of each teacher, subject to the direction and approval of his or her departmental and divisional colleagues, and the regular elected committees of the faculty, and subject to review by faculty meetings. The faculty has autonomy in academic affairs; e.g., the student-faculty ratio is an academic policy subject to faculty approval.

## **XI. RESEARCH AND TRAVEL**

The College endorses and supports professional development of faculty. An appropriate committee of the faculty will administer funds for research and attendance at professional meetings on announced criteria, making detailed annual reports of allocations. All requests made and all grants of College funds for these purposes must be processed by the Committee.

Eligibility criteria and budgeted amounts are detailed in the memorandum of understanding between the College and the Chapter, which is included in the Handbook, Ref. I.G.1.

## **XII. ADMINISTRATIVE SERVICES**

The College agrees to deduct, from not more than three twice-a-month paychecks, installments of AAUP and Chapter dues of each faculty member who furnishes a written authorization for such deduction on a form acceptable to the College and the Chapter. Each faculty member may cancel such authorization by giving written notice of such cancellation to the College and to the Chapter between September 1 and September 15 of the year in which dues are to be deducted. The amount of monthly installments of dues shall be certified to the College by the Chapter 30 days prior to the beginning of the fiscal year. Deductions shall be remitted to the Chapter at the end of the calendar month in which such deductions are made, together with a list of names of faculty members from whose pay such deductions were made.

Within the limitations of its financial resources, the College will maintain adequate secretarial services for the faculty, to support course preparation, with faculty needs having first priority on the time of the designated secretary.

Subject to final action of the Faculty Executive Committee, the Registrar will assign course times and places with maximum consideration for faculty requests.

## **XIII. HOUSING**

College-owned housing for faculty members shall not be sold or converted to other purposes without prior consultation with the Faculty Campus Facilities Committee, meeting during College session, with ample opportunity for full consideration. In all events the College will observe the terms of its lease with the faculty member and provide him or her first priority for alternative housing.

#### **XIV. SABBATICAL**

Each full and three-quarter-time faculty is entitled to regular sabbatical leave after 10 semesters, as provided in the Handbook (I.E).

Effective in 2002-2003, faculty hired in Category A are eligible to apply for and be granted a junior faculty sabbatical upon granting of the second three-year contract. The sabbatical can be taken in either the fall or spring semester of the fourth year of employment at the College. Second and subsequent regular sabbatical leaves will occur, should tenure be granted, in the 11<sup>th</sup> semester following the *previous* sabbatical.

Under the current three-two teaching load for full-time faculty, a faculty member is entitled to release from five courses over any two consecutive sabbaticals. For a faculty member's first sabbatical, the decision as to whether it will be counted as a three-course semester or a two-course semester will be made in consultation with the faculty member's Program Director and the dean of the College (a faculty member wishing to deviate from his or her regularly scheduled alternations of two- or three-course semesters must receive approval from his or her division and the dean of the College in order to do so).

#### **XV. SALARY INCREMENTS AND FRINGE BENEFITS (SEE ATTACHMENT A)**

1. The salary increases for all three ranks (Assistant, Associate and Full Professor) will be as described under SALARY.
2. Promotional increases as described under PROMOTION.

This policy can be implemented only within the bounds of prudent institutional fiscal responsibility and in the absence of significant financial reversals.

#### **PROMOTION**

The promotional increments for *promotions granted during 2019-2020 (usually taking effect on July 1)* are \$5,358 and \$8,373 for the ranks of Associate Professor and Full Professor respectively. These values will be increased *on July 1 of each subsequent year by the previous year's CPI*.

#### **SALARY**

*The administration and the AAUP Chapter have agreed to bring average College salaries for tenure-track faculty at each of the three ranks to the 1\* level (95<sup>th</sup> percentile) for baccalaureate institutions (published in the March-April issue of Academe). Salaries will be brought to the 1\* level over the next three years, which is the life of the current contract. Fixed raises for the next three years are indicated below.*

*Year 1 (2017-2018)    Year 2 (2018-2019)    Year 3 (2019-2020)*

<i>Full Professor</i>	<i>\$6,504</i>	<i>\$4,878</i>	<i>\$4,878</i>
<i>Associate Professor</i>	<i>\$6,011</i>	<i>\$4,509</i>	<i>\$4,509</i>
<i>Assistant Professor</i>	<i>\$5,417</i>	<i>\$4,062</i>	<i>\$4,062</i>

**Minimum Salary**

Each year, the minimum salary for new, non-visiting full-time positions at the rank of Assistant Professor will increase by one half of the *dollar amount* for the Assistant Professor rank, as calculated above. ***For the 2019-2020 academic year, the minimum salary will be \$79,869.*** Incoming faculty will be informed in writing that their initial paychecks will be available on September 15, but that they may apply for an advance in person.

**XVI. PAST PRACTICES**

The parties agree to continue all practices (as described in the Handbook and any revisions thereof); provided, however, that such practices are not in conflict with the provisions of this agreement. In the event of such a conflict, the terms of this agreement shall be controlling.

**XVII. TERMINATION OR MODIFICATION OF AGREEMENT**

The agreement shall be in full force and effect through June 30, **2020**.

A change in this agreement during the time it is in force can be made by agreement of both parties.

If either party desires to terminate the agreement, it shall give written notice to the other party at least 60 days prior to the termination date. If either party desires to modify one or more provisions of this agreement or desires to add provisions, it shall, at least 60 days prior to the termination date, give written notice to the other party.

The contract areas of modification or areas of additional provisions shall be set forth in the notice. If either party desires to add items to the list of modification areas or additional provisions, it ordinarily may add these by giving notice of the same up to the time of the initial negotiating session, which shall be held at least 60 days prior to the termination date of the agreement unless the agreement is continued as provided below.

If notice as provided above is not given, this contract shall continue in full force and effect from year to year thereafter, subject to notice of termination, modification, or additional provisions as provided above.

**XVIII. CONFLICTS OF INTEREST IN FACULTY EVALUATIONS**

It is the policy of the College that its evaluation procedures not be tainted with actual or perceived conflict of interest. The Faculty Handbook provides that should any member of the Faculty Evaluation Review Committee (FERC) “have a conflict of interest regarding any case, as

decided upon by the FEREC, then she or he should be replaced by an alternate for all discussion and voting on that case.” Similarly, the Handbook provides that should any member of the College Evaluation Committee (CEC) “have a conflict of interest regarding any case, then she or he should step down for all discussion and voting on that case.”

Disclosure – If at any time, an employee has an interest related to a faculty member whom they must evaluate which may pose a conflict of interest, he or she shall promptly disclose the facts of that interest in writing to the dean of the College. In most instances, the employee will be required to recuse themselves from the evaluation process.

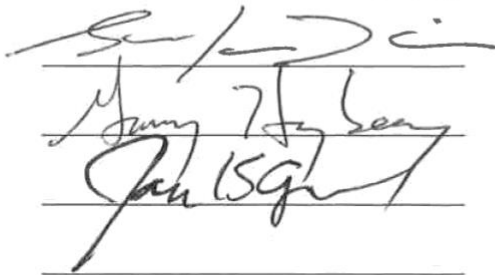
Definition of “interest”- Whether a member of the FEREC, the CEC, or any employee taking any part in the evaluation of a faculty member has an interest in a matter shall be determined by whether that individual or a relative (or a company with which such persons are associated) would have an economic or personal interest, either directly or indirectly, in a decision on the evaluation matter at issue. A “relative” is an immediate family member, which is a mother, father, brother, sister, spouse, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, grandfather, grandmother, grandson, granddaughter, legal dependent or other relative(s) (including step relatives) who resides at home. A person associated with a company if he or she has a 5% or greater ownership interest in the company or is a director, officer, employee or partner of the company.

The College prohibits an individual from participating in activities or decisions (including, but not limited to, evaluations) that may reward or penalize another faculty member with whom he or she has had a romantic or sexual relationship. Such a relationship is considered an interest for purposes of this policy.

## **XIX. NON-DISCRIMINATION**

Neither Bard College nor the Chapter will discriminate because of membership or non-membership in the AAUP, nor on the basis of sex, race, color, age, religion, national origin, disability, or sexual preference.

FOR THE BARD COLLEGE CHAPTER  
OF THE AMERICAN ASSOCIATION  
OF UNIVERSITY PROFESSORS



Three handwritten signatures are written on a set of three horizontal lines. The first signature is at the top, the second in the middle, and the third at the bottom.

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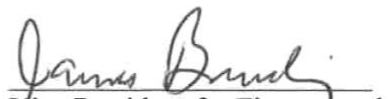
Chapter Executive Committee

FOR BARD COLLEGE



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Dean of the College



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Vice President for Finance and  
Administration and CFO

## **ATTACHMENT A**

### **APPENDIX ON FRINGE BENEFITS**

#### **AS SPECIFIED IN SECTION XV OF THIS AGREEMENT**

##### **Preamble**

This agreement between the College and the AAUP is not coincident with the College's annual renewals of contracts with its various benefit providers. This presents the possibility of alteration of any benefit plan after the date of this agreement. Therefore, it is understood that during the life of this agreement should it be necessary to amend any or all of the below mentioned fringe benefits in order to (1) comply with Federal or State regulations or (2) pursue other benefit plans in response to adverse experience, the College reserves the right to do so. An amendment of any benefit plan shall be done in consultation and negotiation with the AAUP Executive Committee if such an amendment materially and adversely affects the level of benefits to unit members.

##### **SICK LEAVE AND DISABILITY**

In the event of short-term illness or disability, a faculty member in his or her first two years of appointment is paid in full for a period extending to the end of the contract year in which the illness occurs.

Faculty members, after the first year of their appointment, will be paid in full for a period of six months. In most instances, his or her work-load is assumed by other members of the department or division. In addition, the faculty member is covered by a total disability insurance program. This coverage applies when an employee is declared totally disabled, and becomes effective six months after the establishment of total disability. This plan, in conjunction with Social Security benefits, provides for approximately 60 percent of total salary, but not to exceed \$10,000 monthly, for as long as total disability continues. The plan also provides for continuation of retirement premium payments. The entire premium for this protection is paid by the College. Details of these plans can be obtained from the Office of Human Resources.

##### **Maternity Leave Policy\***

Faculty members who give birth will be granted six months leave with full pay and benefits. This six-month period includes the six- or eight-week leave allowed by the Family Medical Leave Act (FMLA). The six-month leave applies regardless of the timing of the birth.

- If the timing of the faculty member's return to academic duties occurs in the middle of a semester, and if at least seven weeks remain before the end of the semester, the faculty member will return to a normal load, with credits adjusted for the number of weeks remaining in the semester. If the timing of the faculty member's return to academic duties occurs less than seven weeks from the end of the semester, the faculty member has the following options:



- a) she can opt not to return to teaching and take a prorated cut in pay, or
  - b) she can opt to return to her duties before the end of the six-month period in order to teach a seven-week two-credit load at full pay.
- The faculty member may elect to begin her six-month leave at or near the time of the birth.

### **Paternity Leave\***

Full-time tenure-track fathers on a five-course load will be granted a one-course release subject to eligibility on a five-course load, with the timing of the release determined at the discretion of the father in consultation with the dean and program director.

### **Adoptive Parents Leave\***

Primary caretakers of an adoptive child under the age of five will be granted eight consecutive weeks of paid leave beginning on or near the day the child is adopted.

### **Eligibility**

Tenure-track faculty members who have taught at the College for at least one year in a continuing faculty position of two-thirds time or more are eligible for paid maternity leave. Visiting faculty members who have taught at the College for at least two years in a continuing faculty position of two-thirds time or more are eligible for paid maternity leave. Additional medical leave will be granted if a birth mother is certified by her physician to be medically disabled either before or after a parental leave.

Faculty members who have taught at the College for less than one year or teach less than two-thirds time are not eligible for paid maternity leave. These faculty qualify for six to eight weeks of unpaid maternity or adoption leave as required by law in the FMLA.

### **Benefits**

During a paid maternity leave, the College will continue to make its regular contribution to a faculty member's benefits, which shall remain continuously in effect.

### **Sabbatical**

The six-month maternity leave will not count towards an earned sabbatical.

*\*For additional information, see Appendix A: Human Resources, pages 141-143*

## **Evaluation and Tenure Clock**

The six-month maternity leave will be excluded from the evaluation clock, effectively delaying the tenure decision by one year.

## **Outside Employment**

Paid maternity leave may not be used for the purposes of salaried services elsewhere or within the College.

## **Stipulations**

Released courses will not be replaced except in extraordinary circumstances.

The College complies with all state and federal laws regarding disability leave, including maternity. Any disability coverage requires documentation from a physician to establish and determine the extent of illness or injury. The College further complies with the Family Medical Leave Act (FMLA) and further information can be obtained through the Office of Human Resources.

## **SOCIAL SECURITY**

Bard College participates in the Federal Insurance Contribution Act (FICA), which provides death, disability, and retirement benefits for the employee and his or her family as prescribed by law. For this purpose, the prevailing tax is deducted from the employee's salary and matched by a like contribution from the College.

## **WORKER'S COMPENSATION**

All employees are covered by Worker's Compensation Insurance as prescribed by law. In the event of a job-related injury or death, this plan provides for medical expenses and the payment of a portion of normal earnings as determined by the Worker's Compensation Board. The entire premium for this protection is paid by the College.

## **UNEMPLOYMENT INSURANCE**

All employees are eligible for New York State unemployment insurance protection in the event of involuntary termination of employment. The amount and duration of payments are determined by the State Unemployment Insurance Agency on the basis of individual claims submitted.

## **RETIREMENT**

Tenure-track Faculty: Faculty (6/13 fraction and above) are eligible to participate in the TIAA

plan after one year of service at Bard College and attainment of age 21. The College contributes 12.5% of the base salary while the individual must contribute a minimum of 2.5%.

Other Faculty: Faculty (6/13 fraction and above) who have been teaching in a status other than tenured/tenure-track may participate in the TIAA retirement plan beginning with the third year of service and attainment of age 21. The College contributes 12.5% of the base salary on a semi-monthly basis, while the individual must contribute a minimum of 2.5% on a monthly basis.

If you are a new Regular or Visiting faculty member and are presently enrolled in a TIAA retirement program through a former employer, the waiting period is waived and participation may begin immediately.

## **HEALTH INSURANCE PROGRAM**

All full-time active employees and part-time employees working 338 hours (equivalent of 6/13 time fraction) per year or more are eligible to participate in the Empire Blue Cross/Blue Shield *health insurance plans*. The plans offer both basic and major medical coverage for sickness and accident benefits and are available on an individual or family basis. The individual and family plan employee contributions for faculty and staff are determined by a tiered plan whose details can be obtained from the Office of Human Resources. Any changes in the employee contributions must be discussed with the AAUP Chapter Executive Committee, and any proposed changes that the AAUP Executive Committee considers significant would be a contractual issue that would have to be discussed and voted on by the Chapter. Dependent coverage includes coverage for same *or opposite* sex domestic partners (see Attachment C for “Terms of Domestic Partnership”). All plans include prescription coverage, including mail order for regular maintenance drugs.

## **RESEARCH LEAVE AND HEALTH INSURANCE**

*Health insurance coverage will be continued by the College for a one-semester, unpaid research leave for tenure-track faculty members prior to tenure evaluation. Furthermore, the health insurance contribution tier will be adjusted based on the actual salary paid during the year. For example, if a faculty member’s full year salary is \$80,000, during the year of the unpaid one-semester leave their actual salary, paid out over the entire year, would be \$40,000. Health insurance contributions are then based on the \$40,000 tier rather than the \$80,000 tier.*

## **FLEXIBLE SPENDING ACCOUNT**

Full-time and part-time employees working 338 hours per year are eligible to participate in the flexible spending account. The plan allows employees to pay for health, vision, or dental expenses not covered by insurance with money deducted before taxes. Dependent care expenses and individual insurance plans are also covered under the flexible spending account. Details for this plan can be obtained from the Office of Human Resources.

## LIFE INSURANCE BENEFIT

All tenured and tenure-track faculty are eligible for the College's life insurance plan (effective 7/1/2013):

Life Insurance Benefit: \$12,000 Flat Insurance Benefit

Age Reduction: Benefit reduces *by* 35% at age 65 and 50% at age 70

Accidental Death and Dismemberment (AD&D) Benefit

Accidental Death Benefit: If death is as a result of an accident, the Beneficiary will receive an additional amount equal to your Life Insurance in force. If the employee is dismembered (such as loss of sight in an eye, loss of a hand, foot, limb, hearing, speech, etc.), benefits will be paid to the employee as a percentage of the basic life amount.

## EDUCATION

- A. Children of College employees may attend the Abigail Lundquist Botstein Nursery School without charge. The employee must be eligible for benefits under the terms of their employment.
- B. Regular tenure-track faculty of the College may take one or two courses per semester at Bard without charge.
- C. Dependents of regular tenure-track faculty may enroll in courses offered under the regular undergraduate program at Bard and Simon's Rock, excluding off-campus programs, without payment of tuition. In the case of death of a tenured faculty member during service, children of such faculty member may enroll without payment of tuition.
- D. In such cases where the dependent is eligible for state, federal, and/or private grants or scholarships restricted to tuition only, these funds will be paid to the College and the faculty member and/or the dependent is expected to complete all financial aid forms necessary to secure these funds.
- E. Dependents of full-time employees may attend a college, which is a member of the Tuition Exchange Program without payment of tuition, subject to the certification requirements of the Tuition Exchange Governing Board. The College has been able in the past, with varying degree of success, to arrange for bilateral tuition agreements between institutions that are unable to certify students through this program. However, there is no guarantee that such agreements can be made in the future. Further information can be obtained from the Office of Human Resources.
- F. Dependents of regular non-visiting full-time tenure-track faculty will be eligible to receive a tuition benefit payment if they choose to attend a college or university other than Bard, Simon's Rock or a college or university which is a member of the Tuition Exchange Program. The benefit for fiscal year **2019-2020 is \$11,368**. This benefit will be increased according to the annual increases in Bard's tuition charges. This benefit is

limited to undergraduate studies and shall not exceed the maximum of four years for the same dependent. In the case of non-visiting part time faculty covered by this agreement, this benefit will be prorated accordingly.

## **DISCOUNT PURCHASES**

Employees are entitled to a 20 percent discount on all purchases made at the Barnes & Noble College Bookstore, except for special orders, foodstuffs, sale items and College rings. Special order single copy books purchased from the College Bookstore will be eligible for a 20 percent reimbursement, except for the sales tax and shipping amounts charged, upon submission of receipts to the Controller's office up to an aggregate maximum amount reimbursed of \$1,500 for all faculty.

Arrangements may be made to secure fuel, gas, appliances, and other supplies through the Physical Plant Department at College discount rates.

## **PROFESSIONAL DEVELOPMENT FELLOWSHIPS**

Professional development fellowships will be awarded by the College to faculty members who have specific projects (in such areas as Industry, Government, the Arts, Research, and Curricular Development) which will contribute to their professional development. Application for such fellowships will be made in a detailed written prospectus. The fellowships will carry an award of \$2,000, and will be for one semester. The recipients of these fellowships will, contractually, be regarded as on a leave of absence. It is not expected that replacements for them will be hired. Exceptional arrangements (such as half-time leave at \$1,000 or leaves for less than full-time faculty with prorated awards) may be made. All such fellowships must be approved by the faculty member's Division, the Research and Travel Committee, and the President of the College. Part-time faculty will be given special consideration for such fellowships.

One-half to three-quarter-time faculty who are not eligible for sabbaticals may, with the approval of the Division, Senate, and President, be awarded professional development grants of \$3,500 for a semester's leave after five years of teaching. The procedure will be for the department concerned to present a plan which details a strategy for handling additional conferences, advising, committee work, and changes in curriculum by March 1 of the prior academic year.

## **BENEFITS FOR RETIRED FACULTY**

Retired faculty will use the financial benefits of their participation in the College's TIAA plan in addition to Social Security benefits and other financial investments and savings. The College also offers Empire Blue Cross/Blue Shield *health insurance* as a supplement to Medicare. Eligibility requirements for this plan are 10 years of service at half time or better. The College pays 50 percent of the premium for the faculty member. The spouse of the retired faculty member may participate in the plan at the full Medicare supplement rate.

Dependents of retired faculty may enroll in courses offered under the regular undergraduate

program at Bard and Simon's Rock, excluding off-campus programs, without payment of tuition.

Retired faculty members have access to all Bard facilities, including computer facilities and e-mail, and are welcome at all events. Academic facilities may be used by arrangement. Bard College mailboxes are also available. The retired faculty member should maintain a valid Bard I.D. card.

Discount programs such as heating fuel are available through the Physical Plant office. This program can be used only for one's primary residence. Rental and other properties are excluded. Information concerning the use of the Bard College Cemetery, an organization legally distinct from the College, can be obtained by contacting *Randy Clum*, Director of *Buildings and Grounds*.

## **CHILDCARE**

Childcare will be available to non-visiting Bard faculty members while attending to official College business under the following conditions:

- A. Childcare must be provided by a current Bard student.
- B. Maximum rate of reimbursement is the current wage rate for student employment.
- C. Children eligible for enrollment at the Bard Nursery School are not covered during the times that the nursery school is open and space is available, except in cases of illness.
- D. Support is not available for children enrolled in first or higher grade.
- E. The maximum claim will be 10 hours per week.
- F. To obtain reimbursement, faculty should submit receipts signed by the student along with timings to the Payroll Office. The sum paid out will be reported as income on Form W-2.

Faculty members who obtain childcare services under the foregoing plan waive all claims against the College that arise out of the performance of such services and shall defend, indemnify, and hold the College harmless from and against all claims, causes of action, damages, liabilities, losses, costs and fees, arising out of the hiring and performance of such services.

## **CAPS AND GOWNS**

The College will provide caps and gowns for all faculty members to encourage attendance at baccalaureate and commencement.

## **ATTACHMENT B**

### **APPENDIX ON CONTRACTUAL OBLIGATIONS**

#### **AS SPECIFIED IN SECTION IX OF THIS AGREEMENT**

##### **FACULTY TEACHING SCHEDULE**

The course load for full-time tenured and tenure-track faculty in the divisions of Languages and Literature, Arts, Social Studies, and non-laboratory faculty in Science, Mathematics and Computing is three-two. That is, three courses one semester and two the other, as dictated by program and division needs and determined in concert with the sabbatical schedule. An initial, and continuing updated two-year plan based on known factors should be developed by each program within the College. In addition, a teaching schedule includes the supervision of Senior Projects and tutorials, general academic advising of assigned students, and participation in Moderations and senior reviews.

The normal teaching load for Natural and Computer Science laboratory faculty is 10 units over a two-year period. A minimum of two units must be offered each semester. For the purpose of calculating faculty teaching loads, a laboratory science course at Bard is a course that has a weekly laboratory component in the physical sciences, the life sciences or computing, and for which substantial faculty preparation, set-up and grading is required for the laboratory component that is separate from the preparation and grading for the lecture component of the course. Laboratory science courses at Bard will receive teaching credit as follows:

- Category 1: 1.25 teaching credits  
The course meets twice per week for a total of at least four hours, with a lecture/lab format, and with at least one hour of laboratory work per week on average.
- Category 2: 1.5 teaching credits  
Either of the following situations applies:
  1. The course meets twice per week for a total of at least five hours, with a lecture/lab format, and with at least two hours of laboratory work per week on average; or
  2. the course meets for two lectures per week for a total of at least two hours and 40 minutes, and one separate lab per week for at least two hours.
- Category 3: 2 teaching credits  
The course meets for two lectures per week for a total of at least two hours and 40 minutes, and there are two or more alternative lab sections per week for at least two hours per lab.

- Category 4: 0.5 teaching credits  
This category is for teaching a single lab section once per week for at least two hours.

If a course is to receive anything other than one teaching credit, the instructor of the course must indicate the proposed number of teaching credits when the course is submitted to the Registrar's Office for inclusion in the course list. The proposed number of teaching credits will be reviewed by the Curriculum Committee as part of its review of the course list.

The schedule for part-time faculty with respect to courses and days per week on campus is shown below:

<b>Time Fraction</b>	<b>Courses</b>	<b>Days on Campus</b>
3/4*	5 in one year, four the next	3
2/3*	4 in one year, three the next	2
1/2	3 per year	2
1/3	2 per year	2
1/4	2 per year	1

\*Tenured or tenure-track only. Visitors in these categories are not eligible for a course reduction during the first two years of their appointment. Visiting faculty, upon renewal, beyond the initial period of two years, will be given the same course load as tenured and tenure-track faculty.

Any variation from the above teaching load with respect to either or both the number of courses and days on campus must be approved by the President upon recommendation of the Faculty Executive Committee.

It is understood that the only routine course remissions allowed will be a two courses per year reduction for Divisional Chairs and a one course per year reduction for the Director or Co-Directors of the First-Year Seminar Program.

Corollaries:

- Full-time and part-time faculty members are expected to be on campus for the contractually requisite number of days per week, even in reduced course-load semesters.
- There will be no replacement appointments for reduced course semesters-except in extreme circumstances and such additions must be agreed to by the President.
- Each spring the College faculty will present a course list for both semesters of the following year.



## CLASS SCHEDULING

Lower College courses (100- and 200-level) will meet twice per week for a minimum of two hours and 40 minutes. Studio and Performance courses (which normally meet once each week for as long as three hours) are exempt from this rule.

Creative Writing Workshops intended for first-year students will meet twice per week for a minimum total time of two hours and 40 minutes. Two-hundred-level (sophomore) Creative Writing Workshops may meet once per week if such an arrangement is judged appropriate by the member of the faculty teaching such a workshop. The minimum scheduled time for such a workshop would be two hours and 20 minutes.

The scheduling requirement for 300-level courses will be twice per week meetings for a minimum combined time of 2 hours and 40 minutes. Upper College seminars, some of which will be designated at the 400-level, may meet once per week for a minimum of two hours and 20 minutes. The faculty have articulated and the Executive Committee has amplified a set of criteria for the designation “Upper College Seminar.” This includes:

- a. An enrollment cap of 15 students including auditors.
- b. Specific prerequisites determined within the relevant program. These should be stated in the course description.
- c. Explicitly planned student involvement appropriate to the upper College.

These criteria are now part of Curriculum Committee policy against which they will approve seminars in the Course List. Curriculum Committee approval will be necessary for the inclusion of 300- or 400-level seminars in the course list.

Any exemptions to the frequency of class meetings and meeting time policy stated above will be made only upon the approval of both the Executive Committee and the President.

## ATTACHMENT C

### TERMS OF DOMESTIC PARTNERSHIP

For the purposes of the agreement between the AAUP Chapter and Bard College, domestic partners are defined as two people of the same *or opposite* sex, both 18 years of age or older. The persons have been living together on a continuous basis for at least six months. The persons intend to continue to live together indefinitely. Proof of cohabitation must be submitted and includes: a driver's license; tax return; or other sufficient proof as determined by Empire Blue Cross/Blue Shield. The two persons are registered as domestic partners, when registration is available; or the two persons submit an affidavit of domestic partnership. The registration statement or affidavit must be submitted to verify the domestic partnership. The financial interdependence of the domestic partners is established by evidence of at least three of the following, proof of which must be submitted:

- Joint bank account.
- Joint credit or charge card.
- Joint obligation on a loan.
- Joint ownership of residence or other real estate.
- Joint tenants on a lease or shared rental payments of residence or other property.
- Joint ownership of vehicle or other major items of personal property.
- Mutual grant of durable power of attorney.
- Status as authorized signatory on other's credit card, charge card, or bank account.
- Joint ownership or holding of investments.
- Shared household budget for purposes of government benefits.
- Status of one as payee of the other's government benefits.
- Such other items as may be sufficient under the facts of a particular case.
- Affidavit of creditor or other individual able to testify to partners' financial interdependence.

The persons agree to file a termination statement in the event of termination of the domestic partnership.

## Statement on Academic Freedom

### Prologue

A member of the learned profession shares the full protection afforded to all individuals by the Constitution of the United States of America, including the Bill of Rights, and as scholar and teacher he or she enjoys the rights and obligations inherent in the traditional concept of academic freedom. As a scholar, he or she is entitled to freedom (except as hereinafter provided) to select and undertake research projects and to publish the findings thereof. As a teacher, he or she is entitled to freedom (except as hereinafter provided) to teach within his special competence in accordance with his or her informed opinions and convictions. In return for these guarantees, the scholar and the teacher owe unlimited allegiance to the pursuit of truth and understanding.

In modern practice, academic freedom also accords to fully qualified teachers, subject to few exceptions, full and final discretion in determining the teaching methods and subject matter of the courses they are assigned to teach. The distinction between the fully qualified teacher and other teachers is generally indicated by probationary or permanent status, which is in turn related to professional rank. It is important to note that academic freedom applies equally to all members of the learned profession except that, normally, only “fully qualified” teachers have full and final discretion in determining the teaching methods and subject matter of the courses they are assigned to teach. The entire faculty of the College has the responsibility for determining what courses shall be offered in accordance with the College’s general educational plans and objectives as fixed by the trustees.

- Academic freedom relates to the right of society to the fruits of scholarship and teaching and the right of the scholar and teacher to search for truth and understanding without interference and to disseminate his findings without intimidation. Commitments of any kind that interfere with an individual’s free and unbiased pursuit of truth and understanding are incompatible with the objectives of academic freedom, and no person so committed may, therefore, enjoy its rights. Nevertheless, association with or membership in any group or organization shall not in itself constitute prima facie disqualification from participation in a free and unbiased pursuit of truth and understanding and shall not in itself constitute sufficient grounds for disqualification from participation in a free and unbiased pursuit of truth and understanding, and shall not in itself constitute sufficient grounds for disqualification from membership in an academic community.
- The teacher is entitled to select and undertake any lawful research (except that an institution may control research involving its own personnel as subjects) and to the lawful dissemination of the results thereof, subject to the adequate performance of his or her other academic duties; but extensive research projects or other sustained work should be based upon an understanding with the authorities of the institution.
- The teacher is entitled to freedom in the classroom in discussing his subject in any lawful manner, but he or she should be careful not to introduce into his teaching controversial matter that has no relation to his subject. The teacher on probationary status enjoys the same academic freedom as

his seniors, except for his or her obligation to accept the guidance of his Division as to the teaching methods and subject matter of his or her courses.

- The College or university teacher is a private individual, a member of a learned profession, and a member of an academic community.
  - a) When he or she speaks or writes as an individual, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes a special obligation.
  - b) As a person of learning, he or she should remember that the public may judge his or her institution and profession by his or her utterances. Hence, he or she should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he or she is not an institutional spokesperson.
  - c) As a member of an academic community and particularly as a teacher, the faculty member is free to state his or her opinions of convictions in the field of his or her professional competence, subject to the willingness and ability to state the premises from which his or her opinions or convictions are derived in any manner other than from his own free and unbiased pursuit of truth and understanding.

*By Faculty Action: 5/16/1951*  
*By Action of the Board of Trustees: 5/22/1951*

## **Statement of Policy on Faculty Whose Fitness to Teach Is Challenged by an Outside Authority**

The trustees of this institution hold that a teacher is to be judged on his pedagogic merits. We accept no political tests and we concede to no outside authority—government, public opinion, the press, or whatever—a voice in the determination of a particular teacher’s fitness to teach.

Appointment to the Bard faculty is an earnest belief of Bard College’s confidence in the fitness to teach of the appointee. It signifies nothing more and certainly nothing less. Should any outside authority challenge a faculty member’s integrity as a teacher, this College would place the burden of proof on the outside authority and would in any case reserve all right of judgment and determination.

Further, we would regard it as an inescapable duty to take every measure within our means and competence to assist in the defense of a member of our faculty against the intrusion of any outside authority.

Finally, we recognize the right of a faculty member to regard the relationship between a teacher and his students as a morally privileged one, in the sense that a doctor’s relationship with his patients and a lawyer’s with his clients are legally privileged.

*By Action of the Board of Trustees: October 10, 1957*  
*By Faculty Action: November 6, 1957*

## **I. Faculty Affairs**



## A. Appointment of New Faculty

### 1. Principles

- a) It is the policy of the College to seek and, if possible, to appoint teachers of the highest professional qualification and greatest potential contribution to the intellectual life of the Bard community.
- b) Since the faculty of the College is small, single appointments have great effect on the character of the whole College. The procedure must, therefore, consider the whole program of the College as well as specific professional qualifications.
- c) It is understood that the faculty, entitled as the peers of the candidate to judge his or her qualifications, and the students, entitled as the prospective students of the candidate to judge his or her qualities as their prospective teacher, have the right to recommend action to the president. It is also understood that the president has the right to act contrary to such recommendations, a right which he or she should not exercise before discussion with the recommending group.

### 2. Proposed Faculty Positions

- a) Proposals for Faculty Positions
  - (1) Both new and replacement faculty positions require substantive proposals. The rationale for a position must include both a discussion of the need for the position in terms of the staffing and student enrollments of the relevant programs, and no less important, the curricular impact of this position in the context of the program, the college and larger intellectual and artistic trends.
  - (2) Guidelines for submission of proposals for faculty positions will be posted on the website of the dean of the college, and circulated to the faculty.
  - (3) Proposals for tenure-track or long-term faculty positions should be submitted to the Planning and Appointments Committee by the 9th Wednesday of the spring semester prior to the start of the academic year of the proposed search. In cases of replacement tenure-track or long-term positions instigated by resignations, tenure denials or denials of reappointment, proposals may be submitted no later than the 9th Wednesday of the fall semester of the academic year of the proposed search.
  - (4) Proposals for faculty positions other than tenure-track or long-term should normally be submitted to the Planning and Appointments Committee by the 9th Wednesday of the spring semester prior to the start of the academic year of the proposed search, and may be submitted at other times as the need arises.

- (5) Proposals for all faculty positions must be submitted electronically via the website of the Office of the dean of the College.

b) Approval Process for Faculty Positions

- (1) Proposals for all faculty positions other than adjunct positions, including new and “replacement” positions, tenure-track and non-tenure-track positions, short-term and long-term positions, and all proposals for faculty leaves of absence and for released time, must be discussed and approved by all of the relevant programs and divisions.
- (2) After approval by the relevant programs and divisions, proposals for all faculty positions other than adjunct positions will be submitted to the Planning and Appointments Committee. After review and recommendation by that committee, proposals will be forwarded to the dean of the College and the President for the final decision.

### 3. Search Committees

a) Membership

- (1) At least two members of the faculty with relevant professional qualifications appointed in consultation with the divisional chair or his or her designate plus chair of the division, or in some cases, of the program, *ex officio*, and the Planning and Appointments Committee.
- (2) Two students, who have declared majors in the field in which the prospective candidate is to teach, appointed in consultation as in (1) above.
- (3) At least one member of the Planning and Appointments Committee or a designate of the Planning and Appointments Committee may serve.

b) Duties and Procedures (See also statement on Affirmative Action, I.B.1.)

Each committee should be mindful of its obligations under Affirmative Action.

(1) Recruiting

However careful the scrutiny of the candidates who are interviewed, the quality of the ultimate appointment will largely depend on the group from which they were chosen. Members of the search committee should consider the following avenues of recruiting:

- (a) Communication with people already known to us answering our requirements.
- (b) Inquiry by direct approach through colleagues in other institutions.
- (c) Response to unsolicited letters of application bearing evidence of professional, creative, intellectual, and teaching qualifications.



- (d) Candidates in placement register at various professional society meetings, and other placement agencies that the committee deems appropriate.
  - (e) Communications with the candidates, personal or in writing, should be conducted by the most appropriate person on campus. It is understood that all such communications are tentative, under no circumstances committing the College.
- (2) Interviewing
- (a) In general, at least three candidates should be interviewed on campus for each vacancy.
  - (b) After the appropriate credentials have been secured, the search committee shall invite the most promising candidates for interviews on campus at the earliest possible date.
  - (c) The search committee should arrange for transportation, make advance appointments with the persons to be interviewed on campus, and see that the candidate is reimbursed for his traveling expenses. If a talk or lecture is to be given, the search committee should see that a room is reserved and suitable publicity prepared.
  - (d) The same search committee should interview all candidates considered on campus for a particular position.
  - (e) The candidate should be asked, when possible, to give a brief talk or lecture.
  - (f) The candidate should meet with a group of students, especially those who might be likely to be studying with him or her. After this meeting, the opinions of the students should be sought.
  - (g) To arrive at some standards for judgment, it will be necessary for certain kinds of information to be sought during the interviews. This information should be concerned with the candidate's probable teaching ability, the quality of his or her preparation, professional competence, spread within his or her own field of interest, understanding of related fields, general intellectual and creative intensity, and scope, and the relationship of these matters to the existing program.
- (3) Recommendations
- (a) After having interviewed all the candidates, and having received the opinions of others who met the candidates, the search committee shall determine which candidate to recommend, and which alternative selections are appropriate in case the first choice does not accept an appointment. This decision, along with any appropriate documents, should be communicated to the president.

- (b) If the president or his/her designate decides not to carry out a recommendation of the search committee or decides to modify its recommendation, he or she shall meet with the committee to discuss the matter before announcing or implementing the decision.

(4) Advising of New Teachers

After a candidate is appointed, the primary program shall be responsible for assisting the new faculty member in being settled into the College by supplying information, and introducing him or her to appropriate people. During the new teacher's first year at the College, the program director shall also meet with him or her regularly to discuss the work and to help solve any problems that may have been encountered.

It is customary for members of the search committee to serve as informal advisers to the candidate once she/he is appointed, particularly before she/he is in situ. Responsibility for advising new faculty is shared, particularly in the first year, by senior faculty, program directors and the dean of the college.

5/13/70

5/19/71

5/28/86

*Amended by Faculty Action: 4/13/05*

*Amended by Faculty Senate Action: 4/9/08*

*Amended by Faculty Action: 5/23/12*

*Amended by the Faculty Executive Committee: 2/24/16*

## **B. Affirmative Action Guidelines for the Appointment of New Faculty**

### **Preamble**

The duties and Procedures for Recruiting, set out in I.A.3 of the Section on the Appointment of New Faculty are to be applied in conjunction with the Affirmative Action guidelines contained in the memorandum dated 12/2/76 from the Affirmative Action Office that follows:

#### **1. Requirement of Affirmative Action Report**

Except in case of a teaching appointment declared by the president in writing before the hiring process begins to be an emergency appointment extending for no longer than one academic year, no appointment of a person not a woman or a member of a minority group will be made by the president until the College's Affirmative Action Report, in satisfactory form, has been submitted to him or her with respect to the position in question. Such report shall be in writing and signed by the chairperson of the hiring committee (or another individual performing a similar function), and shall (a) set forth the steps taken by the committee to comply with these Guidelines, and, (b) demonstrate clearly and convincingly that an equally qualified woman or member of a minority group is not reasonably available to be recommended for the position.

**a) Guidelines for all Appointments**

The following steps shall be taken with respect to every appointment:

- (1) the hiring committee shall include both male and female students.
- (2) a job description and request for the recommendation of qualified women candidates shall be sent to the Higher Education Resource Services (HERS) and to any comparable clearinghouse organizations for minority group placement called to the attention of the committee.
- (3) a job description and request for the recommendation of qualified candidates shall be sent to women's units within appropriate professional organizations (available in the Office of the Affirmative Action Officer), and to any comparable units for minority group placement called to the attention of the committee.

**C. Policy on Faculty Appointment, Reappointment, and Tenure**

**1. Written Agreement**

The precise terms and conditions of every appointment shall be stated in writing and shall be in the possession of both the college and the professor before the appointment begins.

**2. Kinds of Appointments**

With the exception of reappointments of retired faculty members on special conditions, all appointments to the faculty will strive to conform to the following categories. Except where indicated, all such appointments are at least half time, with benefits.

**a) Tenure-track Appointments**

- (1) Tenure-track
- (2) Tenured

**b) Non-tenure-track Appointments**

- (1) Adjunct (less than half-time, no benefits)
- (2) Short-term non-tenure-track
- (3) Regular non-tenure-track
- (4) Senior regular non-tenure-track
- (5) Presidential appointments

### 3. General Principles

- a) Adjunct faculty members will be hired via the program and the dean.
- b) An initial, rehiring or change of status appointment of a faculty members other than a adjunct faculty member entails a written proposal from the program, and then review (including a positive or negative recommendation) by the division, the Planning and Appointments Committee and the dean prior to a final decision by the President.
- c) Adjunct faculty members and short-term non-tenure-track faculty members will be evaluated via the program and the dean.
- d) In general, a faculty member can be a short-term visitor for no more than 8 semesters, and in no case can a faculty member be in this status more than 14 semesters.
- e) In general, long-term faculty members should be in tenure-track or tenured positions. Long-term non-tenure-track appointments (regular and senior regular) are for non-tenure-track faculty members who are not in named chairs, and who, by the nature of their professional work, could not fill tenured positions, but whose value to the college merits long-term affiliation with the college while not in tenured positions, and whose presence in the program is not detrimental to having sufficiently many tenure-line faculty members in that program. Tenure-track faculty members who are not granted tenure at the time of the scheduled tenure decision should not, other than in exceptional circumstances, be subsequently hired into non-tenure-track faculty positions at the college; any such rehiring entails a written proposal from the program, and then review (including a positive or negative recommendation) by a meeting of the divisional program directors, the Planning and Appointments Committee and the dean prior to a final decision by the President.
- f) The word “visiting” will, other than in exceptional circumstances, be used only in the titles of adjunct faculty members, short-term non-tenure-track faculty members, and faculty members who have regular appointments elsewhere while temporarily at Bard.

### 4. Tenure-track Appointments

Bard College subscribes to the principle that a teacher who, during his or her non-tenured period, successfully demonstrates a high level of ability and promise is entitled to continuous appointment (“tenure”) on the Bard faculty until retirement, unless such tenure is terminated as set forth in the Statement on Tenure.

Regular non-tenured appointments shall be for periods of two years and shall be renewed, if at all, for periods of either two or three years; in the case of newly-appointed members of the faculty who have previously been awarded tenure by an institution of higher learning, the non-tenured appointment may be for a period of one year.

Further, faculty members not hired through the procedures specified in the document “Appointment of New Faculty” shall not have an initial appointment of more than one year.

a) Periods of Non-tenured Service

At the time of his or her initial appointment to Bard, a newly-appointed faculty member will be informed in writing of the anticipated total period of non-tenured service before being considered for an appointment with tenure, which period, once established, shall neither be extended nor reduced. The work of a faculty member with a non-tenured appointment shall normally be evaluated only once during the term of each non-tenured appointment.

b) Anticipated Period of Non-tenured Service

- (1) Tenure will not be granted without an initial non-tenured appointment of at least three years. An exception will be made for a faculty member who has previously been awarded tenure by another institution of higher learning, and for whom an initial non-tenured appointment of one or two years is possible.
- (2) With respect to all others, the total period of non-tenured service and evaluation shall follow the schedule below.
- (3) In exceptional cases, a faculty member can petition the division and the administration for acceleration or deceleration of the evaluatee’s evaluation clock.
- (4) The period of non-tenured service shall be suspended for any time during which the faculty member may be on an unpaid leave of absence (except sick leave).

## 5. Tenure-track Appointments: Category A, B, and C Contract and Review Schedule

a) Category A:

- one year or less of experience at the rank of Assistant Professor
- period of service untenured: six years, with tenure evaluation in the sixth year
- two three-year contracts, and one single-year terminal contract, if necessary

**Category A Faculty Evaluation Schedule:**

<b>Year</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
1	1	2
2	3	4
3 First evaluation	5 First evaluation	6
<b>End of second three-year contract</b>		
4 Terminal year if not renewed	7	8
5	9	10
6	11 Tenure review begins	12 Tenure decision
<b>End of second three-year contract</b>		
7 Terminal year if denied tenure	13	14

b) Category B:

- two or more years of experience at rank of Assistant Professor, but not more than four years
- period of service untenured: five years, with tenure evaluation in the fifth year
- one three-year contract, one two-year contract, and one single-year terminal contract if necessary

**Category B Faculty Evaluation Schedule:**

<b>Year</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
1	1	2
2	3	4
3 First evaluation	5 First evaluation	6
<b>End of second three-year contract</b>		
4 Terminal year if not renewed	7	8
5	9 Tenure review begins	10 Tenure decision
<b>End of second three-year contract</b>		
6 Terminal year if denied tenure	11	12

c) Category C:

- four or more years of experience
- period of service untenured: three years, with tenure evaluation in the third year
- one three-year contract, and one single-year terminal contract if necessary

**Category C Faculty Evaluation Schedule:**

<b>Year</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
1	1	2
2	3	4
3	5 Tenure review begins	6 Tenure decision
<b>End of second three-year contract</b>		
4 Terminal year if denied tenure	7	8

*Amended by Faculty Action: 3/6/02*

**6. Titles for Non-tenure-track Appointments**

- a) The title of every named chair or other Presidential appointment will be determined by the President. The title of every other non-tenure-track faculty member will be determined by the dean as part of the initial appointment, subject to the following guidelines.
- b) The title of an adjunct faculty member or a short-term non-tenure-track faculty member is normally “visiting assistant professor,” “visiting associate professor,” “lecturer,” “artist in residence,” “writer in residence” or “scholar in residence” (the latter possibly modified for the particular field).
- c) The title of a regular non-tenure-track faculty member is normally “term assistant professor,” “continuing assistant professor,” “term associate professor,” “continuing associate professor,” “artist in residence,” “writer in residence” or “scholar in residence” (the latter possibly modified for the particular field).
- d) The title of a senior regular non-tenure-track faculty member is normally “term associate professor,” “continuing associate professor,” “term professor,” “continuing professor,” “senior artist in residence,” “senior writer in residence” or “senior scholar in residence” (the latter possibly modified for the particular field).
- e) The only promotion decision for non-tenure-track faculty members occurs when a regular non-tenure-track faculty member is promoted to senior regular non-tenure-track faculty member.
- f) The title “instructor” is reserved for non-tenure-track faculty members who do not have the appropriate terminal degrees.
- g) Adjectives such as “distinguished” may be added to the title of a non-tenure-track faculty member when appropriate, as determined by the dean during the initial appointment.

## 7. Adjunct Faculty

- a) Appointments are for one year, for less than the equivalent of three courses.
- b) Proposals for initial hirings are submitted to the dean by the program director in consultation with the division chair. Proposals include a brief rationale, a list of courses to be taught, a CV of the candidate, and an updated three-year program plan.
- c) Proposals for renewals of appointments must be submitted annually. Such proposals are similar in format to proposals for initial hirings, but also include a brief evaluation of work, in Category I, since the time of the previous proposal for hiring. Such evaluations, conducted by the program director in consultation with the division chair (only the program director when the position is non-divisional) refers to SOTC/CAFE forms, and to any other material deemed relevant.
- d) Proposals for the following year are due by the due date for budgets for the following year. Exceptions to this deadline would be considered by the dean upon written request.

## 8. Short-term Non-tenure-track Faculty

- a) Short-term non-tenure-track faculty members are hired in faculty positions (not on a per course basis), at least half-time, with benefits. Such faculty members may be replacements for tenure-line faculty members on sabbatical or leave of absence, or in rotating positions, or candidates for long-term non-tenure-track positions.
- b) Appointments are for one, two or three years.
- c) A faculty member can be a short-term visitor for no more than 14 semesters (not necessarily consecutive).
- d) Appointment letters specify the expectations for the work of the faculty member in reference to each of the three categories of evaluation.
- e) Proposals for initial hirings are submitted to the Planning and Appointments Committee after discussion and vote by the division. Proposals include a discussion of the role this position will play in the program(s), and in related and interdisciplinary programs, as well as the role of the position within the College; a list of program faculty, and the number of courses each contributes to the program each year; enrollments in courses for the past five years, including tutorials and Senior Projects; an updated three-year program plan; and a description of the proposed hiring process to fill the position if there is no specific candidate, or the CV of a candidate if there is a specific candidate.
- f) A proposal for a short-term non-tenure-track position may request approval of the position, separately from a specific candidate, for up to 14 semesters; if such a proposal is approved, then a proposal for hiring a specific candidate into the position at any time during the 14 semesters will be submitted directly to the dean, and requires information about the candidate only.



- g) If, at the end of the penultimate year of a short-term non-tenure-track appointment, the program wishes to renew the appointment, it can request that the faculty member be evaluated by the program director in the following fall. The program director will be requested to complete such evaluations at his or her earliest possible convenience in the fall. The evaluation will be conducted in consultation with the division chair (only the program director when the position is non-divisional), and it will refer to student evaluation forms, and to any other material deemed relevant.
- h) If, at the end of the penultimate year of a short-term non-tenure-track appointment, the program wishes to consider conversion of the faculty member to a tenure-track position without a search, it can request that the faculty member be evaluated by the CEC in the following fall. The CEC will be requested to complete such conversion evaluations at its earliest possible convenience. The criteria and procedures for the evaluation are the same as for rehiring evaluations for tenure-track faculty, including divisional discussion and vote; the evaluation is cognizant of the expectations for the work of the faculty member as stated in the initial proposal for the position. The evaluation makes a recommendation about suitability for hiring. If the faculty member will be a candidate in a national search for a tenure-track position, no evaluation occurs.
- i) An evaluation of a short-term non-tenure-track faculty member (either by the program director in consultation with the division chair, or by the CEC, as appropriate) will be conducted only in the context of a proposal for a renewal or conversion of the appointment.
- j) Proposals for renewals of appointments of short-term non-tenure-track faculty member are submitted to the dean after discussion by the program. Proposals are similar in format to proposals for initial hirings. Each proposal will be accompanied by an evaluation by the program director, as described in Item I.C.8.g. The final decision to renew the appointment of a short-term non-tenure-track faculty member is by the President upon recommendation of the program and the dean, and considering the evaluation by the program director.
- k) Proposals for the conversion of a faculty member from short-term visitor to tenure-track without a search are submitted to the Planning and Appointments Committee after discussion and vote by the division. The proposed conversion should normally take effect no earlier than after the candidate has taught two years at Bard. Proposals include a discussion of the role this position has played and will play in the program(s), and in related and interdisciplinary programs, as well as the role of the position within the College; a list of program faculty, and the number of courses each contributes to the program each year; enrollments in courses for the past five years, including tutorials and Senior Projects; a three-year program plan; the CV of the candidate; and the rationale for conversion without a national search. Each proposal will be accompanied by an evaluation by the CEC. The final decision to make a tenure-track appointment is by the President upon recommendation of the division, the Planning and Appointments Committee and the dean, and considering the evaluation by the CEC.

## 9. Regular Non-tenure-track Faculty

- a) Regular non-tenure-track faculty members are hired in faculty positions (not on a per course basis), at least half time, with benefits.
- b) Appointments are for five years, and are renewable.
- c) Appointments can be renewed indefinitely, though there is no commitment for such renewal, even when evaluations of the faculty member are positive.
- d) A regular non-tenure-track appointment will not be granted unless the candidate has been at the college for at least two years, and has undergone an evaluation by the CEC; exceptions can be made with the approval of the division and PAC.
- e) If, at the end of the penultimate year of a short-term non-tenure-track appointment or a tenure-track appointment, the program wishes to consider conversion of the faculty member to a regular non-tenure-track position, it can request that the faculty member be evaluated by the CEC in the following fall (unless the faculty member was already evaluated for tenure, in which case no additional evaluation is needed). The CEC will be requested to complete such conversion evaluations at its earliest possible convenience. The criteria and procedures for the evaluation are the same as for rehiring evaluations for tenure-track faculty, including divisional discussion and vote; the evaluation is cognizant of the expectations for the work of the faculty member as stated in the initial proposal for the position. The evaluation makes a recommendation about suitability for hiring.
- f) Proposals for the conversion of a faculty member from short-term visitor or tenure-track status to regular visitor are submitted to the Planning and Appointments Committee after discussion and vote by the division. The proposal must be submitted to the division by the start of the academic year prior to the intended time when the conversion would take effect. For the conversion of a short-term visitor, the proposed conversion can take effect no earlier than after the candidate has taught two years at Bard. Proposals include a discussion of the role this position has played and will play in the program(s), and in related and interdisciplinary programs, as well as the role of the position within the College; a list of program faculty, and the number of courses each contributes to the program each year; enrollments in courses for the past five years, including tutorials and Senior Projects; a three-year program plan; the CV of the candidate; the expectations for the work of the faculty member in reference to each of the three categories of evaluation; and the rationale for having a long-term non-tenure-track faculty member who is not tenure-line. Each proposal will be accompanied by an evaluation by the CEC. The final decision to make a regular non-tenure-track appointment is by the President upon recommendation of the division, the Planning and Appointments Committee and the dean, and considering the evaluation by the CEC.) If, at the end of the third year of a regular non-tenure-track appointment, the program wishes to consider renewing the appointment, it can request that the faculty member be evaluated by the CEC in the following fall. The CEC will be requested to complete such evaluations at its earliest possible convenience in the fall.

The criteria and procedures for the evaluation are the same as for rehiring evaluations for tenure-track faculty, including divisional discussion and vote; the evaluation is cognizant of the expectations for the work of the faculty member as stated in the initial proposal for the position. The evaluation makes a recommendation about suitability for hiring.

- g) Proposals for the rehiring of regular non-tenure-track faculty members are submitted to the Planning and Appointments Committee after discussion and vote by the division. Proposals include a discussion of the role this position has played and will play in the program(s), and in related and interdisciplinary programs, as well as the role of the position within the College; a list of program faculty, and the number of courses each contributes to the program each year; enrollments in courses for the past five years, including tutorials and Senior Projects; a three-year program plan; the CV of the candidate; the expectations for the work of the faculty member in reference to each of the three categories of evaluation; and the rationale for having a long-term non-tenure-track faculty member who is not tenure-line. Each proposal will be accompanied by an evaluation by the CEC. The final decision on rehiring is by the President upon recommendation of the division, the Planning and Appointments Committee and the dean, and considering the evaluation by the CEC.
- h) An evaluation of a regular non-tenure-track faculty member will be conducted only in the context of a proposal for a renewal of the appointment.
- i) One or two semesters of leave of absence (not necessarily consecutive) during the five year appointment would extend the appointment by one year.

## 10. Senior Regular Non-tenure-track Faculty

- a) If a regular non-tenure-track faculty member has been rehired twice after successful evaluations by the CEC and/or FERC for each rehiring, he or she will be promoted to the rank of senior regular non-tenure-track faculty member. A proposal for the rehiring of a senior regular non-tenure-track faculty member will not require divisional discussion and vote, and will be accompanied by an evaluation using the same process as for senior evaluations of tenured faculty members.
- b) If, at the end of the third year of a senior regular non-tenure-track appointment, the program wishes to consider renewing the appointment, it can request that the faculty member be evaluated as a senior faculty member in the following fall. The evaluation should be completed at the earliest possible time in the fall. The criteria and procedures for the evaluation are the same as for senior evaluations for tenured faculty members; the evaluation is cognizant of the expectations for the work of the faculty member as stated in the initial proposal for the position. The evaluation makes a recommendation about suitability for hiring.
- c) Proposals for the rehiring of senior regular non-tenure-track faculty members are submitted to the PAC by the program. Proposals include a discussion of the role this position has played and will play in the program(s), and in related and interdisciplinary programs, as well as the role of the position within the College; a list of program faculty, and the number of courses each contributes to

the program each year; enrollments in courses for the past five years, including tutorials and Senior Projects; a three-year program plan; the CV of the candidate; the expectations for the work of the faculty member in reference to each of the three categories of evaluation; and the rationale for having a long-term non-tenure-track faculty member who is not tenure-line. Each proposal will be accompanied by a senior evaluation. The final decision on rehiring is by the President upon recommendation of the PAC and the dean, and considering the senior evaluation.

## 11. Presidential Appointments

- a) Named chairs without tenure and other Presidential appointments are hired in faculty positions (not on a per course basis), at least half time, with benefits.
- b) Such appointments are at the discretion of the President, in consultation with the faculty.
- c) Appointments are for an initially specified number of years, usually no more than five years.
- d) Appointments can be renewed indefinitely, though there is no commitment for such renewal, even when evaluations of the faculty member are positive.
- e) The courses taught by a named chair undergo the same approval process by the faculty as all other courses taught at the college.
- f) Prior to the rehiring of a named chair without tenure, it is preferable that the faculty member be evaluated, by the same process used for regular or senior regular non-tenure-track faculty members, as appropriate.
- g) An evaluation of a named chair without tenure will be conducted only in the context of a proposal for a renewal of the appointment.

## 12. Miscellaneous

- a) Exceptions to the above categories are by petition to the Planning and Appointments Committee.
- b) For non-divisional faculty members (for example, First-Year Seminar, Bard Learning Commons, or Bard Center Fellow faculty members), the role of the program director in the above procedures is replaced by the appropriate equivalent as specified in the appointment letter, and there is no analog of the division chair.
- c) In general, long-term faculty members should be in tenure-track or tenured positions. Long-term non-tenure-track appointments (regular and senior regular) are for non-tenure-track faculty members who are not in named chairs, and who, by the nature of their professional work, could not fill tenured positions, but whose value to the college merits long-term affiliation with the college while not in tenured positions, and whose presence in the program is not detrimental to having sufficiently many tenure-line faculty members in that program. Tenure-track faculty members who are not granted

tenure at the time of the scheduled tenure decision should not, other than in exceptional circumstances, be subsequently hired into non-tenure-track faculty positions at the college; any such rehiring entails a written proposal from the program, and then review (including a positive or negative recommendation) by a meeting of the divisional program directors, the Planning and Appointments Committee, and the dean prior to a final decision by the president.

- d) The word “visiting” will, other than exceptional circumstances, be used only in the titles of adjunct faculty members, short-term non-tenure-track faculty members, and faculty members who have regular appointments elsewhere while temporarily at Bard.

*Amended by Faculty Action: 5/4/05*

*By Faculty Action: 11/10/10*

*Amended by Senate: 12/11/12*

### 13. Implementation

- a) The use of the above five categories of non-tenure-track faculty members, and the ensuing titles and procedures for hiring and evaluation, will apply to all newly hired non-tenure-track faculty members for contracts beginning in July 2012.
- b) During the seven academic years following the adoption of this document, every program that has non-tenure-track faculty members hired prior to the adoption of this document will review the status of each such faculty member, with the goal of having each previously hired non-tenure-track faculty members moved into one of the five categories by the end of the seven years, or earlier if agreed upon by the individual faculty member and the program. For faculty members currently teaching at the college, the time limitations for short-term non-tenure-track positions applies only to time at the college after the adoption of this document. A non-tenure-track faculty member hired prior to the adoption of this document will have the option of either keeping his or her current title or of switching to a new title proposed by the dean according to the guidelines described in Item I.C.6.
- c) A non-tenure-track faculty member who has taught at the college for seven years or more prior to the adoption of this document will have the option, if agreed upon by the individual faculty member and the program, of not moving to one of the five categories, and instead maintaining his or her current short-term contractual structure, though with the evaluation and rehiring process used for short-term non-tenure-track faculty members described in Item I.C.8.j.
- d) Any long-term non-tenure-track faculty members who has been at Bard seven years or more and has had a successful FERC evaluation and rehiring will automatically be a senior regular non-tenure-track faculty member; any long-term non-tenure-track faculty members who has been at Bard seven years or more and has not had a successful FERC evaluation (or any FERC evaluation) will need only one successful evaluation by the CEC (as constituted under the revised Faculty Evaluation Document) and rehiring to achieve senior status.

*Amended by Faculty Action: 5/4/05*

*By Faculty Vote: 11/10/2010*

*Amended by Senate: 12/11/12*

# Faculty Evaluation Document 2017-2022

## 1. Scope of this Document

This document applies to the faculty of the undergraduate college in Annandale-on-Hudson, who are covered by the AAUP contract. All references to faculty status, including fractional time and tenure, refer to such status only in the undergraduate college.

## 2. Criteria for Evaluation of Tenure-track and Regular Non-tenure-track Faculty

### a) General Statement on Faculty Evaluation

- (1) The purpose of the evaluation process is to ensure that faculty members are evaluated fairly, thoroughly and honestly, and to ensure that the college has faculty members who have demonstrated ongoing excellence in their work.
- (2) Faculty evaluations are based upon the three categories stated in Item D.3 of this Handbook. Success in all three categories, appropriately contextualized for each type of evaluation as described in Items D.2.b-f of this Handbook, is necessary for rehiring, tenure and promotion for tenure-line faculty members, and for rehiring and conversion for non-senior non-tenure-track faculty members.
- (3) Evaluations recognize the differences in the nature of teaching and professional work in each field, and unique programmatic circumstances.

### b) Criteria for Reappointment for Tenure-track Faculty Members

The reappointment of a tenure-track faculty member is based upon the accomplishments of the faculty member in all three categories of evaluation up until the time of evaluation. The rehiring evaluation looks forward to the tenure decision and determines what changes, if any, might be needed for a positive tenure decision.

### c) Criteria for Tenure for Tenure-track Faculty Members

The granting of tenure to a tenure-track faculty member is based upon both the accomplishments of the faculty member in all three categories of evaluation up until the time of evaluation and the potential of the faculty member to sustain such accomplishments for the remainder of his or her professional career.

d) **Criteria for Promotion to Full Professor of Tenured Faculty Members**

The College seeks to promote to full professor candidates who continue to show evidence of excellence in all three categories of evaluation, while achieving a measure of leadership and increased stature in these endeavors. The College recognizes the value of encouraging faculty to take intellectual risks in the post-tenure period and therefore embraces a range of possible forms that distinction in scholarship or creativity may take. The College also acknowledges that successful candidates can differ in patterns of strength across these three categories, and that each tenured faculty member can find the appropriate balance to invest their energy, though appreciable achievement since tenure in all three areas is expected. In particular, the promotion evaluation considers leadership in the College, including an expectation of substantive faculty roles such as program director, divisional chair, and other signal leadership roles in faculty governance, academic centers, or campus-wide initiatives.

e) **Criteria for Reappointment of Regular Non-tenure-track Faculty Members and Conversion of Short-term Non-tenure-track Faculty Members to Regular Non-tenure-track Status**

In general, long-term faculty members should be in tenure-track or tenured positions. Every proposal for the conversion of a short-term non-tenure-track faculty member to regular non-tenure-track status, or for the rehiring of a regular non-tenure-track faculty member, should specify the particular needs that the regular non-tenure-track position fills, the expectations placed upon the faculty member in that position in reference to each of the three categories of evaluation, and the rationale for having a regular non-tenure-track position rather than a tenure-track position. The evaluation of such a faculty member will be based upon these stated expectations.

f) **Criteria for Conversion of Non-tenure-track Faculty Members to Tenure-track Status**

In general, tenure-track faculty members are hired in national searches. Any proposal for the conversion of a non-tenure-track faculty member to tenure-track status should explain the rationale for conversion without a national search. Evaluations for faculty members under consideration for conversion to tenure-track status should refer to all three categories of evaluation, while keeping in mind the fact that non-tenure-track faculty members are not normally expected to be as active in Category III as tenure-track faculty members.

### 3. The Three Categories of Evaluation

#### a) **Category I: Teaching**

- (1) A successful evaluation requires excellence in teaching. Evaluation of teaching considers courses at all levels of the curriculum both in the program and elsewhere (for example in First-Year Seminar); work with students in the classroom and outside of it; tutorials, independent studies, and Senior Projects; Moderation and Senior Project boards; advising; innovation in course design and pedagogical methods; participation in programmatic, divisional, and college-wide discussion of curriculum; contributions to relevant programs; fulfillment of curricular needs of the programs in which the evaluatee teaches; and the curricular needs of the college.
- (2) Success in teaching is determined by the overall evidence in the file regarding all aspects of teaching. Information about teaching includes, but is not limited to, student evaluations; class visit reports; letters from Bard faculty members; letters from students; the EPC report; material submitted by the evaluatee, including an assessment of past work and plans for future work in this category; and course enrollments and numbers of tutorials, independent studies, and Senior Projects.

#### b) **Category II: Professional Work**

- (1) A successful evaluation requires excellence in professional work, which consists of written scholarly work and performed or exhibited artistic work, in the public arena; such work is distinct from work in Category I. The evaluation of professional work involves both work done prior to the evaluation and plans for future work, and it considers publications, exhibitions, performances and other activities that demonstrate an active scholarly or artistic engagement with the discipline at the professional level.
- (2) Success in professional work is determined by the overall evidence in the file. Information about professional work includes, but is not limited to, publications, preprints and other written work; evidence of exhibitions, performances, recordings, lectures and demonstrations; other material submitted by the evaluatee, including an assessment of past work and plans for future work in this category; grants and fellowships; letters from Bard faculty members; published reviews of work; and external evaluation.

#### c) **Category III: Work within the Community**

- (1) A successful evaluation requires demonstrated responsibility and ongoing contribution, commensurate with seniority, in work in the wider college community, which consists of all the types of faculty activity that are needed to make the pedagogical mission of the college succeed and that are distinct from work in Category I and Category II. Evaluation of work in the community considers from among the following: engagement with the community; the ability to work with colleagues; leadership as needed in programmatic, divisional, and college-wide affairs; effective participation in faculty committees and in hiring and evaluation processes;



the interaction with, and impact on, intellectual and artistic life at the college; contributions to a diverse and inclusive campus; work with students on extracurricular activities; sponsorship of speakers and other events on campus; work with Bard's national and international networks and graduate programs; participation in study-away programs; contributions to civic, community, and public engagements activities, and other forms of outreach; and other college activities, such as work with Admissions, Alumni/ae Affairs and the Development Office; service to the professional field or discipline. Faculty should have the freedom to determine how best to participate in the life of the community according to their individual motivation.

- (2) Successful work in the community is determined by the overall evidence in the file. Information about work in the community includes, but is not limited to, material submitted by the evaluatee, including an assessment of past work and plans for future work in this category, and letters from Bard students, faculty members and administrators.

#### 4. Evaluation Procedures for Faculty Members

##### a) **General Principles**

- (1) That the evaluation of a teacher's work by colleagues and students can help the teacher improve the quality of that work.
- (2) That thorough, formal, and dignified procedures, regularly employed and applicable to all, are the best means of such evaluation.
- (3) That such procedures provide the best evidence for recommendations concerning reappointment, reappointment with tenure, and promotion.
- (4) Tenure is a means to (1) freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability.
- (5) Promotion is the result of continuing achievements in the categories used by the college as criteria for evaluation.

##### b) **Meetings with the Dean of the College**

- (1) Meeting of the dean of the college and the evaluatee

By the **end of the academic year prior to the year of evaluation** for tenure and promotion cases, and by the **end of the semester prior to the semester of evaluation** for rehiring (tenure-track and regular non-tenure-track) and conversion cases, the dean of the college or the decanal designee will meet with the evaluatee to review the evaluation document, the procedures it outlines, and the evaluatee's preparation of his or her file.

- (2) Meeting of the dean of the college, the divisional evaluators, division chairs, the Faculty Evaluation Review Committee (FERC), the College Evaluation Committee, and the Educational Policies Committee

The dean of the college will schedule a meeting with all divisional evaluators, all division chairs, the Faculty Evaluation Review Committee, and the members of the student Educational Policies Committee, no later than the **3rd Wednesday of each fall semester**. In this meeting, the dean of the college will review the evaluation procedures and the list of faculty members to be evaluated during the academic year.

c) **Community Input**

(1) Dates and list of evaluatees

- (a) The Faculty Executive Committee, at its final meeting of each academic year, will prepare a list of all relevant dates for the faculty evaluation process for the following academic year.
- (b) By the **first week of each semester**, the dean of the college will prepare and distribute to faculty, staff and students a list of all faculty members scheduled for evaluation during that academic year and for whom written testimony is due in that semester and a list of deadlines for the submission of all testimony to the candidates' files.

(2) Faculty files and submissions

- (a) All faculty members being evaluated will submit the following to their files: (1) an updated curriculum vitae (including a list of courses, conferences and tutorials taught and Senior Projects directed); (2) an assessment of work since the last evaluation (or since the initial hiring for the first evaluation) and long-term plans for future work in each of the three categories of evaluation; and additional relevant materials, such as, but not limited to, course syllabi and assignments, articles, books, images and web links.
- (b) Materials submitted by an evaluatee to his or her file must be given in both hard copy and electronic format to the Office of the dean of the College by **July 15** for faculty members being evaluated for tenure or promotion, **August 15** for faculty members being evaluated for rehiring (tenure-track and regular non-tenure-track) or conversion in the fall, **January 15** for faculty members being evaluated for rehiring (tenure-track and regular non-tenure-track) or conversion in the spring, **August 15** for senior evaluations of tenured professors not being evaluated for promotion and rehiring evaluations of senior regular non-tenure-track faculty members in the fall, and **January 15** for senior evaluations of tenured professors not being evaluated for promotion and rehiring evaluations of senior regular non-tenure-track faculty members in the spring. After the deadline for submission, the evaluatee may submit evidence of new accomplishments in professional work, including an updated curriculum vitae and other appropriate documentation. All other material submitted by the evaluatee after the deadline will be marked as late, and will be considered at the discretion of the DEs, FERC and CEC. The dean of the college will forward an updated curriculum vitae but no other materials to the outside evaluators for tenure and promotion cases.

- (c) The dean of the college will maintain all faculty files, both past and present. At the conclusion of the evaluation process the files are deposited in the Office of the dean of the College.
  - (d) Student evaluation forms will be administered each semester for all classes, tutorials, conferences, and Senior Projects. The Vice President for Institutional Research and Assessment will oversee the administration of the student evaluations.
  - (e) The file of each faculty member has two parts, the open part and the closed part, each of which is accessible during the period of evaluation to different categories of faculty members and administrators. Open Part: This part is accessible to all faculty members and administrators and includes student evaluation forms; class visit reports; material submitted by the evaluatee, including the curriculum vitae, samples of research or artistic achievements, the assessment of work in the three categories of evaluation since the last evaluation (or since the initial hiring for the first evaluation), long-term plans for future work in the three categories of evaluation; sabbatical reports; and DE reports and FERC and CEC transmittal letters from previous evaluations. Closed Part: This part is accessible to the DEs, the FERC, the CEC, the divisional chair, the dean of the college and the president, and includes signed letters from faculty members and students; the EPC report; outside evaluation reports; and anything else not listed as being in the open file.
  - (f) No material will be placed in the evaluation file of a faculty member other than what is mandated in the Faculty Evaluation Document, unless requested by the FERC, CEC, dean of the college or the president.
  - (g) In their divisional reports, the DEs will make use of material in both parts of the file, quoting from them as they see fit, without revealing the identity of the author.
- (3) Class visits
- (a) For each rehiring evaluation (tenure-track and long-term visiting), and each conversion evaluation, there will be two class visits in the semester prior to the evaluation.
  - (b) For each tenure and promotion evaluation, there will be one class visit in the spring semester prior to the evaluation year and one class visit in the fall semester of the evaluation year.
  - (c) For each senior evaluation of a tenured professor not being evaluated for promotion and each rehiring evaluation of a senior regular non-tenure-track faculty member, no class visit is required.

- (d) In each evaluation case of a faculty member who is less than full time, or who takes a leave of absence when a class visit would be scheduled, the divisional chair, in consultation with the program director(s) and the dean of the college, may reschedule some or all class visits, without decreasing the number of them.
  - (e) At the beginning of each semester, the dean of the college will make a list of all faculty members scheduled for class visits.
  - (f) Each divisional chair, in consultation with the director of the relevant programs, will select class visitors for all those faculty members who need class visits, and whose teaching is primarily in that division.
  - (g) Additional class visits may be arranged by the divisional chairs, in consultation with the evaluatee, at the request of the evaluatee.
  - (h) Class visits will be arranged by the 4th Wednesday of each semester.
  - (i) Before each visit, the visitor will arrange the date for the visit with the evaluatee, and will discuss the purpose and scope of the course, texts, special procedures or techniques, and the relationship between the class visited and the whole course.
  - (j) During the class visit, the visitor should remain throughout the entire seminar, class, studio, or laboratory, unless a shorter time is agreed upon beforehand.
  - (k) The visitor will discuss the class that was visited with the evaluatee, with the aims of assisting the latter in improving his or her teaching. The visitor will make a written report of his or her observations on the conduct of the class, no later than two weeks after the class visit. A copy of the final report will be given to the evaluatee, and a copy will be placed in the evaluation file, no later than **the 13th week of the semester**.
- (4) Written testimony
- (a) All members of the college community, and especially tenure-line and regular non-tenure-track faculty members in the immediate programs of a faculty member being evaluated, are invited and encouraged to submit signed written testimony concerning faculty members being evaluated. All written testimony must be submitted no later than the **13th Wednesday of the fall semester** for faculty members being evaluated for tenure or promotion, and by the **3rd Wednesday of each semester** for all other faculty members being evaluated. If faculty members who have already submitted a letter to the file would like to clarify and/or amend their positions after a divisional meeting discussing the evaluatee, they may submit an additional letter by the Friday following that divisional meeting. After the deadline, all material submitted will be marked as late and will be considered at the discretion of the DEs, FERC, CEC, or the dean of the college, as appropriate. Testimony will not be accepted if the author has read the closed file, received DE reports, or if it is received after the divisional discussion.

- (b) The dean of the college will solicit written testimony from all segments of the Bard community and request that all such testimony be sent to the Office of the dean of the College.
- (c) Evaluatees should not solicit testimony on their own behalf from current or former members of the Bard community.

(5) External evaluation

- (a) For each faculty member being evaluated for tenure or promotion, outside evaluators will be asked to assess the quality of his or her professional work. The outside evaluators for tenure cases must have professional status comparable to tenured associate or full professors, and the outside evaluators for promotion to full professor cases must have professional status comparable to tenured full professors.
- (b) In the spring of the year prior to the tenure or promotion decision, the director of the principal program in which the evaluatee is located, (or, in cases where that program director is the evaluatee, a tenured member of the principal division in which the evaluatee is located, as designated by the chair of that division) will prepare a list of at least five potential outside evaluators, complete with rationales explaining why these individuals are being proposed. At the same time, the evaluatee will also prepare a list of at least five potential outside evaluators, together with rationales for each of these individuals and descriptions of the degree of contact he or she has had with each of them. External reviewers should not have prior close affiliations with the candidate, such as having been collaborators or co-authors on projects or in a direct advisory role. If he or she so wishes, the evaluatee can also submit a list of outside evaluators who he or she thinks could not judge the merit of the file in an impartial manner. The evaluatee will give these materials to the director of his or her program (or the designate of the division). The director of the program or the designate of the division will not reveal his or her own list to the evaluatee.
- (c) The director of the program (or the designate of the division) will then meet with the dean of the college, and the two of them will decide which of the ten potential outside evaluators named in the two lists will be invited to serve and in what order they will be invited. There should be at least one outside evaluator from each list. No outside evaluators will be chosen from the list of unsuitable outside evaluators submitted by the evaluatee.
- (d) The dean of the college will secure three outside evaluators from the list, for tenure cases, two for promotion to full professor, a process that must be completed no later than the **9th Wednesday of the fall semester**. The outside evaluators will be contacted by the dean of the college, who will send the following material: the curriculum vitae, the evaluatee's assessment of professional work since the last evaluation (or since the initial hiring for the first evaluation), long-term plans for future professional work, and samples of research or artistic achievements (selected by the evaluatee). The dean of the college will ask to receive the reports from the outside evaluators no later than **two Wednesdays prior to the start of the spring semester**.

- (e) Should the evaluatee ascertain the identity of an outside evaluator and enter into contact with this person regarding the evaluation prior to the submission of the letter, the letter of that evaluator will automatically be stricken from the file.
- (f) External reviews for grant or fellowship application material cannot be included in the file or examined by the FERC unless placed there by the applicant.

d) **Divisional and Programmatic Considerations**

(1) Programmatic and divisional affiliations

Every tenure-line faculty member and regular non-tenure-track faculty member will have a primary divisional affiliation. A secondary divisional affiliation may also be specified. In cases where a divisional affiliation is unclear, a division must be determined by division and dean by the time of the CEC review for renewal. These programmatic and divisional affiliations will be specified during the initial hiring of the faculty member, though they may be subsequently changed with agreement of the faculty member, the new program(s) and/or division(s), and the administration.

(2) Divisional meetings

- (a) Each rehiring, tenure, promotion or conversion evaluation will be discussed and voted upon by the evaluatee's primary division.
- (b) The divisional meeting concerned with a rehiring or conversion case will occur in the semester of evaluation, and the divisional meeting concerned with a tenure or promotion case will occur in the spring semester of the year of evaluation. The divisional chairs, in consultation with the DEs, will schedule these meetings. They should occur on the **6th, 7th or 8th Wednesday of the fall semester and the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> Wednesday of the spring semester.**
- (c) All members of the division may attend and speak at divisional meetings concerned with evaluation cases. If an evaluatee teaches in programs or concentrations that are interdisciplinary or in other divisions, the members of those programs and concentrations may attend and speak at the divisional meeting concerned with the evaluation case, but not vote.
- (d) The spouse/partner of an evaluatee, even if he or she is a member of the appropriate program, concentration or division, may not attend the divisional meeting concerned with the evaluatee's case.
- (e) After discussion of each evaluation case, there will be a vote by written ballot. Each ballot will include the vote of yes, no or abstain.

- (f) All tenured faculty members in the division, and all tenure-track faculty members in the division who have been rehired after the first rehiring evaluation, are eligible to vote on each rehiring, tenure, promotion and conversion evaluation.
- (g) All senior regular non-tenure-track faculty members in the division are eligible to vote on each rehiring and conversion evaluation for non-tenure-track faculty members.
- (h) A quorum for divisional voting will be two-thirds of the divisional faculty members who are eligible to vote and who are teaching that semester. A tie vote will be understood as against rehiring, tenure, promotion or conversion.

(3) Division chair

If the division chair is not tenured, or is being evaluated for promotion that academic year, the previous division chair will fulfill the role of the division chair in the evaluation process, instead of the current division chair; if the previous division chair is not tenured, or is being evaluated for promotion that academic year, or is on sabbatical during that academic year, the division will elect an alternate division member who is tenured and is not being evaluated for promotion that academic year, and who will fulfill the role of the division chair in the evaluation process, instead of the division chair. This role includes all references to the division chair in this Faculty Evaluation Document, including having access to the closed file of evaluatees. The election of the alternate division member will be at the first division meeting of the academic year.

e) **Divisional Evaluators**

(1) Selection of the divisional evaluators

- (a) Every academic year, no later than the **end of April**, two divisional evaluators (DEs) will be selected for each rehiring, tenure, conversion or promotion case that will take place the following year. The DEs will be chosen by the chair of that division, in consultation with the director of the evaluatee's principal academic program or tenured members of that program, if the evaluatee is the chair.
- (b) Each DE must be tenured, 1/2 time or above, or must be an appointed, non-tenure-track faculty member who is also currently serving as director of the principle program in which the candidate is located. For each case one DE must be from the candidate's principal program, in the principal division, whenever possible; the other DE may be chosen from the same program or from another program in the same division. Under exceptional circumstances, the second evaluator may come from a division other than that in which the evaluatee is principally located. Neither DE can be scheduled for sabbatical or leave during the semester of evaluation for one-semester evaluations, or second semester of a year-long evaluation. At least one of the DEs must not be scheduled for sabbatical or leave during the first semester of a year-long evaluation; if there is precisely one DE in the candidate's principal program, then that DE must not be scheduled for sabbatical or leave during the first semester. A DE must not be scheduled for evaluation by the FERC or CEC during the time when she serves as evaluator, and must not be a member of the FERC or CEC.

- (c) It is expected that one faculty member can serve as a DE for more than one evaluatee in a given semester. It is expected that a faculty member can serve as a DE in addition to serving in other roles including program director and member of a major faculty committee (other than FERC or CEC).
- (2) Work of the divisional evaluator
- (a) The DEs will conduct the preliminary evaluation for the rehiring, tenure, promotion or conversion case for which they were appointed.
  - (b) The preliminary evaluation will consist of reading the file, meeting with the evaluatee, meeting with the divisional chair and writing a preliminary divisional report.
  - (c) The DEs will meet with each evaluatee before they write the preliminary divisional report. The purpose of the meeting is to discuss issues that arose in the reading of the file by the DEs and to obtain information that might help the DEs contextualize and clarify these issues as they write the preliminary divisional report. Both DEs must be present at the meeting of the DEs with the evaluatee.
  - (d) The DEs will meet with the divisional chair of the evaluatee's primary division before they write the preliminary divisional report. The purpose of the meeting is to discuss both issues of substance that arise in the file and divisional norms for writing the preliminary divisional reports, with the aim of promoting fairness and uniformity in these reports. Both DEs must be present at the meeting of the DEs with the divisional chair.

The DEs will present a preliminary draft of the divisional report to the divisional chair at least four days before it is scheduled to be sent to members of the division. At this time the divisional chair can suggest changes to the DE letter to ensure that it accurately reflects the content of the file.

- (e) In the course of preparing a preliminary divisional report, the DEs may seek clarification in writing regarding the evaluatee's file by consulting with members of the Bard community, as well as the outside evaluators. Any input solicited by such consultation must be placed in writing in the file.
- (f) The purpose of the preliminary divisional report is not to state the personal assessment of the evaluatee by the DEs, but rather to assist the divisional discussion by providing relevant summaries of the closed file, and by highlighting the strengths and weaknesses in the file in each of the three categories of evaluation. The preliminary divisional report will be written using the template given at the end of the Faculty Evaluation Document. The report will not identify the authors of any materials in the closed file. For rehiring evaluations of tenure-track and regular non-tenure-track faculty members who are not seniors, the preliminary divisional report will anticipate the tenure decision or subsequent rehiring and will state briefly the areas in which improvement would be beneficial.



- (g) After the divisional discussion and vote on an evaluatee, the DEs, its members having been present at the divisional discussions, will rewrite the preliminary divisional report to reflect the sense of the majority of the faculty members in the division, as well as the complexity of points of view expressed at the discussion. In order to do so, during the divisional discussion of an evaluation case, the DEs will summarize verbally what they hear the division as saying about each of the evaluation criteria and ask for confirmation of this summary. The rewritten divisional report will not attribute views to individual faculty members.
  - (h) Closed discussions in the division are confidential, and no part of these discussions may be reported outside the closed divisional meeting other than the numerical results of the divisional votes and the content of the divisional report.
  - (i) The divisional report is meant to express the voice of the majority of the faculty members in the evaluatee's principal division. For that reason, DEs may, if they wish, contribute their own letters about the evaluatee to the file, which they may then quote just as they quote other faculty letters, and they may, if they wish, express their personal views during divisional discussion in addition to their assessment of the file as DEs.
- (3) Submission of the preliminary divisional report by the divisional evaluator
- (a) The DEs will distribute preliminary divisional reports to all members of the division (as defined in III.C. of this Handbook), other than the evaluatee (and the spouse/partner of the evaluatee if he or she is a member of the division), by **noon on the Monday preceding the divisional discussion** via campus mail (and only via campus mail); if the **Monday preceding the divisional discussion** is during fall break, the preliminary divisional reports will be distributed by the **previous Friday**.
  - (b) DEs will present a draft of the final version of the DE report to the divisional chair at least two days prior to its submission to the dean of the college's office. The divisional chair will check to ensure that the revised report reflects and represents the divisional discussion. The DEs will submit the final divisional report to the dean's office that will send it to the divisional chair and to the evaluatee by the **9th Monday of the fall semester and the 7th Monday of the spring semester**. Should the divisional chair or the evaluatee feel that the final report, as submitted by the DEs, is problematic, she or he may submit to the FERC or CEC a letter explaining the problems she or he finds in the report. The evaluatee and the chair have one week to respond to the final divisional report.

f) **Faculty Evaluation Review Committee and College Evaluation Committee**

(1) Composition of the Faculty Evaluation Review Committee and the College Evaluation Committee

- (a) The Faculty Evaluation Review Committee (FERC) and the College Evaluation Committee (CEC) will each have five members, one from each division and one at-large member, serving staggered two-year terms. Each committee will have an alternate member, serving a two-year term.
- (b) All members of the FERC will be tenured, half-time or more.
- (c) Three members of the CEC will be tenured, half-time or more; two members will be senior non-tenure-track faculty members, half-time or more (or tenured professors if senior non-tenure-track faculty members are not available to serve).
- (d) The divisional members of the FERC will be elected by their respective divisions. The at-large member and the alternate member of the FERC will be elected college-wide at a faculty meeting. The slate of candidates for the at-large position will consist of a list nominated by the Faculty Executive Committee (with at least two names), as well as nominations from the floor of the faculty meeting. Each faculty member will vote for two candidates. The candidates receiving the highest number of votes will be elected to the FERC, with the next candidate serving as the alternate. The elections will be held no later than the midterm of the spring semester prior to the academic year during which the appointments commence.
- (e) The members of the CEC, including the alternate member, are appointed by the Executive Committee, with the intention of distributing committee service fairly among the members of the faculty. The appointments will be made by the Executive Committee no later than the midterm of the spring semester prior to the academic year during which the appointments commence.
- (f) The FERC and CEC will each elect a chair.
- (g) Should any member of the FERC resign, a permanent replacement will be selected by the following procedure. First, the Faculty Executive Committee, in consultation with the FERC chair, will determine whether a division or full faculty meeting (as needed) can be held prior to the date by which the permanent replacement is needed. If it is determined that such a meeting can take place, then the permanent replacement will be chosen at such a meeting; if it is determined that there is not sufficient time for such a meeting, then the Faculty Senate will appoint the permanent replacement from the appropriate division or full faculty.
- (h) Should any member of the CEC resign, the Executive Committee will appoint a replacement and ensure that the committee will have at least one member per division.

- (i) The dean of the college serves as *ex officio* member of the FERC, and the dean of the college or the dean's decanal designee serves as *ex officio* member of the CEC, in order to provide the committees with information relevant to their discussions and to apprise the dean of the college of the committee's deliberations. *Ex officio* membership in the FERC and CEC entails participation in the committee's discussions, but not voting.
- (2) The work of the Faculty Evaluation Review Committee and the College Evaluation Committee
- (a) The FERC will review the preliminary evaluation of each rehiring, tenure, and promotion case for tenure-line faculty members, and will make a recommendation concerning each case. The CEC will review the preliminary evaluation of each rehiring and conversion case for non-senior non-tenure-track faculty members, and will make a recommendation concerning each case.
  - (b) At the **start of each academic year**, there will be a joint meeting of the FERC and CEC, at which the dean of the college will review the evaluation process for that year.
  - (c) The FERC and CEC will conduct a preliminary discussion and straw vote on each case it considers.
  - (d) If, during a straw vote on a case, a majority of the FERC or CEC votes in disagreement with the divisional recommendation, the committee will meet with the DEs to discuss the case prior to the final committee vote on the case.
  - (e) In the course of discussing a case, the FERC or CEC may seek clarification regarding the evaluatee's file by consulting with members of the Bard community.
  - (f) After concluding its deliberations on each case, the FERC or CEC has a final vote on the case. Each committee member will vote yes or no according to his or her conscience on each case. There will be no abstentions in voting on the FERC or CEC. For each case, each committee member will state his or her vote, will give a brief explanation of the vote to the rest of the committee, and may, at their discretion, submit a written version of that explanation.
  - (g) The FERC or CEC will write a transmittal letter regarding each evaluation case. This letter will contain the vote and individual explanation of each committee member, and any other comments that the committee as a whole wishes to convey. For rehiring evaluations of tenure-track and regular non-tenure-track faculty members the transmittal letter will, in consultation with the DEs and/or members of the evaluatee's program, make clear what the expectations are for the evaluatee's successful subsequent rehiring or tenure evaluation, if the DE report has not already done so.
  - (h) Discussions in the FERC and CEC are confidential, and no part of these discussions may be reported outside the committees.

- (i) Should any member of the FERC or CEC have a conflict of interest regarding an evaluation case, as decided upon by the committee, then he or she will be replaced by an alternate for all discussion and voting on that case.
- (3) Recommendation of the dean of the college and the dean's decanal designee

After the FERC or CEC vote on an evaluation case, but prior to the meeting of the FERC or CEC with the president, the dean of the college or the dean's decanal designee will convey in writing to the committee his or her intended recommendation to the president on the case. Copies of this letter will be placed in the evaluatee's file, and will be given to the evaluatee, the divisional chair, program director(s) and DEs.

- (4) Communication by the Faculty Evaluation Review Committee and the College Evaluation Committee

- (a) For each rehiring or conversion case, the FERC and CEC will submit its transmittal letter, together with the DE report, to the president. A version of the letter with individual attribution of votes and explanations removed will be submitted to the closed file, and from there forwarded, together with the DE report, to the evaluatee, DEs, divisional chair, and program director(s) by the **13th Wednesday of each semester**. The chair of the EPC will be invited to read the letter and report in the dean's office. The evaluatee, DEs, divisional chairs, program directors(s), and EPC chair will have one week to submit letters of response to be placed in the closed file of the evaluatee. Before the **15th Wednesday of the fall semester and the 16th Wednesday of the spring semester**, the FERC and CEC will each meet and discuss each case with the president, who will, at this time, express any reservations or points of disagreement.
- (b) For each tenure or promotion case, the FERC will submit its transmittal letter, together with the DE report, to the president. A version of the letter with individual attribution of votes and explanations removed will be submitted to the closed file, and from there forwarded, together with the DE report, to the evaluatee, DEs, divisional chair, and program director(s) by the **13th Wednesday of the spring semester**. The chair of the EPC will be invited to read the letter and report in the dean's office. The evaluatee, DEs, divisional chairs, program director(s), and EPC chair will have one week to submit letters of response to be placed in the closed file of the evaluatee. By the **15th Wednesday of the fall semester and the 16th Wednesday of the spring semester** the FERC will meet and discuss each case with the president, who will, at this time, express any reservations or points of disagreement.

**g) Evaluations of Adjunct and Short-term Non-tenure-track Faculty Members**

- (1) Adjunct and short-term non-tenure-track faculty members are evaluated in the context of proposals for renewals of appointments in the adjunct or short-term non-tenure-track status.
- (2) Evaluations that accompany proposals for renewals of appointments in the adjunct or short-term non-tenure-track status are conducted by the program director in consultation with the division chair (only the program director when the position is non-divisional). Such evaluations refer to SOTC/CAFE forms, and to any other material deemed relevant.

- (3) The program director will forward a brief written evaluation to the dean of the college prior to the dean of the college's decision on rehiring.

**h) Senior Evaluations of Tenured Professors Not Being Evaluated for Promotion and of Senior Regular Non-tenure-track Faculty Members**

- (1) Before the end of the semester of evaluation, the dean of the college, the program director and the divisional chair will review the file, which includes the material submitted by the evaluatee, SOTC/CAFE forms and letters from faculty and students, and will then meet together with the evaluatee to discuss the file, and any relevant issues raised by the participants in the discussion. The divisional chair will write a brief summary of the discussion, to be placed in the file and sent to the evaluatee by the **end of the semester**.
- (2) If the program director is untenured, or is the evaluatee, the divisional chair will appoint for this evaluation a substitute for the program director who is tenured and in a related field; if the divisional chair is the program director or the evaluatee, the Executive Committee will appoint for this evaluation a substitute for the divisional chair who is tenured and in a related field.

**i) Schedule of Evaluations**

- (1) Evaluations of tenure-track faculty members

The schedule of rehiring and tenure evaluations is stated in Item C.5 of this Handbook.

- (2) Evaluations of tenured faculty members

After receiving tenure, each faculty member will have a regularly scheduled evaluation every 14th semester; such an evaluation will be either a promotion evaluation or a senior evaluation. If a tenured faculty member is evaluated for promotion prior to the **14th semester after the previous evaluation**, the regularly scheduled evaluations from then on will commence with the **14th semester after the promotion evaluation**.

- (3) Evaluation of tenure-track faculty members for promotion to associate professor

- (a) The granting of tenure should normally entail promotion to associate professor if the evaluatee is not already at that rank. A divisional vote in support of tenure is considered a vote in favor of promotion to associate professor.
- (b) If the president grants a faculty member tenure without promotion to associate professor, such a decision should be accompanied by a written statement by the president explaining the reasons for the denial of promotion and specifying criteria that would lead to promotion if satisfied.

- (c) If a faculty member is granted tenure but not promoted to associate professor, there will be no additional faculty evaluation for promotion, the decision being that of the president. If the faculty member feels that he or she has subsequently met the stated criteria for promotion, he or she can request a promotion from the president, who will then review the case, consult as needed, and render a decision.

(4) Evaluations of tenured faculty members for promotion to full professor

Each tenured faculty member who is an associate professor at the time of a regularly scheduled post-tenure evaluation will automatically be evaluated for promotion to full professor during that evaluation. A faculty member may decline to be evaluated for promotion, in which case he or she will have a senior evaluation at the scheduled time. A faculty member may also request an evaluation for promotion not at the time of a regularly scheduled evaluation. Both types of requests must be submitted in writing to the dean of the college and the divisional chair no later than the start of the spring semester prior to the scheduled/proposed evaluation year. It is recommended that, as a matter of course, faculty members not be promoted to full professor prior to the 14th semester following promotion to associate professor.

(5) Evaluations of non-tenure-track faculty members

Evaluations of non-tenure-track faculty members will occur in the context of proposals for rehiring.

j) **The Role of the President**

It is agreed that faculty evaluation is primarily a faculty responsibility. The ultimate tenure decision is the president's responsibility. He has the right to solicit necessary input. The president's decisions are to be communicated to the faculty member by the **16th Wednesday of the fall semester** for fall semester evaluations, and, whenever possible, by **June 15**, but in no event later than **June 30**, for spring semester evaluations and for tenure and promotion evaluations. At the time of his or her decision, the president will inform the faculty member of his or her right of appeal. Any appeal from the decision of the president will be made to the board of trustees. If the board of trustees, or its delegates, agrees to hear the appeal, the president will forward all documents concerning the case to the Board. This appeal must be filed within **14 calendar days of the receipt of the president's decision**. The faculty member may also use the grievance procedure that is under the auspices of the AAUP. In any instances where the president's decision does not concur with the recommendation of the FERC or CEC, the president will meet with the appropriate committee at the start of the fall semester following the decision to convey the reasons for the disagreement.

k) **The Role of the Students**

To help achieve the most thorough possible input of student assessment of the success of faculty members being evaluated, there will be a parallel student process. The following process has been used in the past, and meets the needs of the faculty evaluation process. Before the end of the spring semester, the Student Forum will elect two divisional evaluation representatives from each division. Divisional representatives must be moderated Upper College students in good academic standing. Term of office is two semesters. Student divisional evaluation representatives will solicit letters and oral testimony from the students in their divisions regarding faculty being evaluated each semester to be placed in the closed file after analysis. The student divisional evaluation representatives review the open part of the file of each evaluatee and draft a summary. The EPC report will be due by the **13th Wednesday of the fall semester** for tenure and promotion evaluations, and the **4th Wednesday of each semester** for rehiring evaluations of tenure-track and regular non-tenure-track faculty members and change or status evaluations. The EPC chair, and the student divisional evaluation representatives as needed, may meet with sets of DEs during the evaluation process if either the EPC chair or the DEs request such a meeting.

l) **Evaluation in Good Faith**

The Evaluation Procedures for Faculty Members are designed to evaluate each faculty member fairly and in good faith. For each evaluation, a significant amount of input is required, including evaluations from persons both within and without the Bard community. Despite the best efforts of every participant to the evaluation procedure, an evaluation might deviate from the detailed procedures set forth above. By way of example, an outside evaluator may fail to submit a report, or, a visitor to a classroom may fail to submit his or her observations in a timely fashion. In all cases where the actual evaluation process deviates from the evaluation procedures, the FERC or CEC reserves the right to determine whether the deviation is materially harmful to the evaluation at issue.

m) **Life of the Document**

The life of this document will be for five years beginning with the new contract year (**2017-2022**) following its adoption. All faculty evaluations at the college conducted during the life of this document will be according to this document. At the beginning of the fall semester in the year of its expiration (**fall 2021**), the Faculty Senate will appoint a study committee responsible to the

Faculty Senate, to review the document and make suggestions for revision. Amendment by normal procedures may be made before that time.

*By Faculty Action: 1999*

*Amended: 5/24/00*

*5/22/02*

*5/21/03*

*Revised by Faculty Action: 5/4/05*

*Amended by Faculty Action: 9/21/05*

*By Faculty Action: 4/15/06*

*Revised by the Faculty Executive Committee: 2/13/07*

*3/6/07*

*Amended by Faculty Action: 11/14/07*

*By Faculty Action: 4/20/11*

*Revised by Faculty Action: 5/18/11*

*Amended by Faculty Action: 12/14/11*

*Revised by Senate Vote: 10/2/12*

*Revised by Faculty Action: 4/12/17*

*Revised by Faculty Action 3/13/19*



## SUMMARY OF FACULTY EVALUATION DEADLINES 2019-2020

### Fall 2019

<u>Previous to fall semester</u>		
<ul style="list-style-type: none"> <li>• For <b>tenure/promotion</b> – prior spring, evaluatee and program director prepare ext. eval. lists with rationales; director meets with dean</li> <li>• For <b>tenure/promotion</b> – all materials for evaluation file and e-copies submitted to the Dean by <b>Monday, July 15</b></li> <li>• For <b>tenure/promotion</b> – one class visit should take place previous semester (a second class visit will occur during this fall of evaluation year)</li> <li>• For <b>pretenure and non-tenure-track CEC evaluations</b>– all materials to the Dean by <b>Thursday, August 15</b></li> <li>• For <b>pretenure and non-tenure-track CEC evaluations</b>– two class visits take place previous semester for candidates, due 13th Wed. of spring semester</li> </ul>		
<u>Early in the fall semester</u>		
<ul style="list-style-type: none"> <li>• By first week of semester, Dean distributes list of faculty scheduled for evaluation and deadlines for submission of written testimonies</li> <li>• By third week of semester, Dean meets with all DEs, FERC, CEC and Student EPC to review process</li> </ul>		
On/by this day	Tenure/Promotion Evaluation	Pretenure Evaluation/Non-tenure-track Renewal/Conversion
Third Wednesday <i>September 18</i>		<ul style="list-style-type: none"> <li>• Letters from community to Dean</li> </ul>
Fourth Wednesday <i>September 25</i>	<ul style="list-style-type: none"> <li>• Class visits arranged</li> </ul>	<ul style="list-style-type: none"> <li>• Class visits set for S20 evaluatees</li> <li>• EPC report due to file</li> </ul>
Fifth Wednesday <i>October 2</i>		<ul style="list-style-type: none"> <li>• DEs meet with evaluatee</li> <li>• DEs create draft report for Chair review for 6th Wed. discussion</li> </ul>
Sixth Wednesday <i>October 9</i>		<ul style="list-style-type: none"> <li>• Divisional discussions and votes</li> <li>• DEs create draft report for Chair review for 7th Wed. discussion</li> </ul>
Seventh Wednesday <i>October 16</i>		<ul style="list-style-type: none"> <li>• Divisional discussions and votes</li> <li>• DEs create draft report for Chair review for 8th Wed. discussion</li> </ul>
Eighth Wednesday <i>October 23</i>		<ul style="list-style-type: none"> <li>• Divisional discussions and votes</li> </ul>
Ninth Monday <i>October 28</i>	<ul style="list-style-type: none"> <li>• External evaluators secured</li> </ul>	<ul style="list-style-type: none"> <li>• Revised report to evaluatee and divisional chair</li> </ul>
Tenth Monday <i>November 4</i>		<ul style="list-style-type: none"> <li>• Evaluatee and chair response due</li> <li>• Dean submits DE report and responses to FERC, CEC and file</li> </ul>
Thirteenth Wednesday <i>November 27</i>	<ul style="list-style-type: none"> <li>• Class visit reports for S20 due to dean's office</li> <li>• Written testimony from campus community to Dean</li> <li>• EPC report to file</li> </ul>	<ul style="list-style-type: none"> <li>• Class Visit reports for S20 due to dean's office</li> <li>• FERC and CEC forward cases to President</li> </ul>
Fourteenth Wednesday <i>December 4</i>		<ul style="list-style-type: none"> <li>• Evaluatee and chair respond</li> </ul>
Fifteenth Wednesday <i>December 11</i>		<ul style="list-style-type: none"> <li>• FERC and CEC meet with President</li> </ul>
Sixteenth Wednesday <i>December 18</i>		<ul style="list-style-type: none"> <li>• President makes decision</li> <li>• Evaluatee has 14 days to respond</li> </ul>

**Spring 2020**

Early in spring semester	By first week of semester, Dean distributes list of faculty scheduled for evaluation and deadlines for submission of written testimonies	
<b>On/by this day</b>	<b>Tenure/Promotion Evaluation</b>	<b>Non-tenure-track Renewal/Conversion</b>
<i>January 15</i>	<ul style="list-style-type: none"> <li>External evaluator reports due two Weds. prior to semester</li> </ul>	<ul style="list-style-type: none"> <li>All materials from evaluatee due by <b>January 15</b></li> </ul>
<b>Second Wednesday</b> <i>February 5</i>	<ul style="list-style-type: none"> <li>DEs meet with evaluatee</li> <li>DEs create draft report for Chair review for 3<sup>rd</sup> Wed. discussion</li> </ul>	
<b>Third Wednesday</b> <i>February 12</i>	<ul style="list-style-type: none"> <li>Division discussions and votes</li> <li>DEs create draft report for Chair review for 4<sup>th</sup> Wed. discussion</li> </ul>	<ul style="list-style-type: none"> <li>Written testimony from community due</li> </ul>
<b>Fourth Wednesday</b> <i>February 19</i>	<ul style="list-style-type: none"> <li>Division discussions and votes</li> <li>DEs create draft report for Chair review for 5<sup>th</sup> Wed. discussion</li> </ul>	<ul style="list-style-type: none"> <li>Division discussions and votes</li> <li>DEs create draft report for Chair review for 5<sup>th</sup> Wed. discussion</li> <li>Class visits set for F20 evaluatees</li> <li>EPC report due in file</li> </ul>
<b>Fifth Wednesday</b> <i>February 26</i>	<ul style="list-style-type: none"> <li>Divisional discussions and votes</li> <li>DEs create draft report for Chair review for 6<sup>th</sup> Wed. discussion</li> </ul>	<ul style="list-style-type: none"> <li>DEs create draft report for Chair review for 6<sup>th</sup> Wed. discussion</li> </ul>
<b>Sixth Wednesday</b> <i>March 4</i>	<ul style="list-style-type: none"> <li>Divisional discussions and votes</li> </ul>	<ul style="list-style-type: none"> <li>Divisional discussions and votes</li> </ul>
<b>Seventh Monday</b> <i>March 9</i>	<ul style="list-style-type: none"> <li>Revised report to evaluatee and division chair</li> </ul>	<ul style="list-style-type: none"> <li>Revised report to evaluatee and division chair</li> </ul>
<b>Eighth Monday</b> <i>March 16</i>	<ul style="list-style-type: none"> <li>Evaluatee and chair responses due</li> <li>DE report and responses to FERC and file</li> </ul>	<ul style="list-style-type: none"> <li>Evaluatee and chair responses due</li> <li>DE report and responses to CEC and file</li> </ul>
<b>Thirteenth Wednesday</b> <i>April 22</i>	<ul style="list-style-type: none"> <li>FERC forwards case to President</li> </ul>	<ul style="list-style-type: none"> <li>CEC forwards case to President</li> <li>Class visit reports to dean's office for F20 evaluatees</li> </ul>
<b>Fourteenth Wednesday</b> <i>April 29</i>	<ul style="list-style-type: none"> <li>Evaluatee, DEs and chair respond</li> </ul>	<ul style="list-style-type: none"> <li>Evaluatee, DEs and chair respond</li> </ul>
<b>Sixteenth Wednesday</b> <i>May 13</i>	<ul style="list-style-type: none"> <li>FERC meets with President</li> </ul>	<ul style="list-style-type: none"> <li>CEC meets with President</li> </ul>
<i>June 15-30</i>	<ul style="list-style-type: none"> <li>President makes decision</li> <li>Evaluatee has 14 days to respond</li> </ul>	<ul style="list-style-type: none"> <li>President makes decision</li> <li>Evaluatee has 14 days to respond</li> </ul>

## **TEMPLATE FOR DIVISIONAL EVALUATION OF FACULTY MEMBERS**

The purpose of this template is to provide guidance in the writing of divisional evaluation reports; it may be used either as a reminder of the topics to be included in a report written in narrative form, or as the basis for a report written in question-and-answer format.

### **Category I**

1. Assess the overall support and criticism in the SOTC/CAFE forms
2. Assess letters from students
3. Assess the comments on teaching in faculty letters
4. Assess the EPC report
5. Assess class visit reports
6. Assess other relevant material in the file such as the teaching statement, syllabuses, new course descriptions
7. Assess contributions to the pedagogical aspects of the program (e.g. new courses, reworked old courses, innovation in course design and pedagogical methods)
8. Assess contributions to the functioning of the program, division and college (for example participation in Moderation and Senior Project boards, participation in programmatic, divisional, and college-wide discussion of curriculum, filling the curricular needs of the programs in which the evaluatee teaches, and the curricular needs of the college)
9. Summarize achievements and problems in teaching, and offer recommendations for the future if needed

### **Category II**

1. Describe the work in the profession accomplished so far, in the context of the particular discipline
2. Assess the plans for future work in the profession
3. Assess the quality of work in the profession as reflected in the outside evaluation letters
4. Assess the comments on work in the profession in faculty letters
5. Summarize achievements and problems in work in the profession, and offer recommendations for the future if needed

### **Category III**

1. Assess work in the college at the programmatic, divisional and college-wide levels done since the last evaluation (for example the ability to work with colleagues, especially those in related fields; providing leadership as needed in programmatic, divisional, and college-wide affairs; successful participation in faculty committees, and in hiring and evaluation processes; organizing speakers and other events on campus; participation in study-away programs; college outreach beyond the college community)
2. Assess the comments on work in the college in faculty letters
3. Assess impact on the intellectual and artistic life at the college
4. Summarize achievements and problems in work in the college, and offer recommendations for the future if needed

#### **Overall Divisional Assessment of Work as a Faculty Member at Bard**

Assess the overall positive and negative aspects of the evaluatee in all three categories, as well as the potential for future contributions to the program, the division and the college

#### **Recommendation For or Against Rehiring/Tenure/Promotion**

#### **Divisional Vote**

## **E. Permanent Sabbatical Plan for Full-Time Tenured and Tenure-track Faculty**

### **1. Preamble:**

The Bard Sabbatical Program is designed to provide the individual professor with an opportunity to pursue personal academic goals. It is the commitment of the College that the recognition of each faculty member's prerogative to utilize his sabbatical in the free pursuit of his self-determined goals will profit the Bard academic community. We endorse the principle that the pursuit of individual aims, particularly as they stress the academic and not the financial, is thoroughly consistent with the institutional purposes of the College. Therefore, no specific approval of sabbatical plans is required. However, to promote better understanding of the Bard sabbatical program, each sabbatical candidate will be required to file with the dean a statement concerning his or her anticipated program of activities for the sabbatical semester. In order that the administration might be informed of the professional activities of the faculty, a written report covering the sabbatical semester must be filed with the dean once the faculty member returns to take up his or her instructional responsibilities.

### **2. Definition of the Meaning of the Term "Permanent":**

In exchange for the thirteenth hour, it is recognized that each faculty member is entitled to a regular sabbatical as a matter of compensation under the following provisions:

- a) Only after a five-year qualifying period, the fifth year not being on a terminal contract, (not compensational if the professor leaves prior to qualifying by five years continuous service for his or her first sabbatical).
- b) After a professor has had one regular sabbatical. Qualifying years served after the first sabbatical will be compensational if he or she retires or if he or she leaves Bard by the College's decision rather than his or her own (i.e., if a contract is not renewed). It is understood that accrued years after a first regular sabbatical are not compensational if a professor leaves of his own volition, e.g., to take another position;
- c) Compensation for accrued years of eligibility after returning from a first regular sabbatical shall be calculated by taking the sum of one-tenth of each year's annual salary since one's last sabbatical.
- d) Changes, if any, hereafter in the sabbatical plan are to be reached only by negotiation between administration and faculty, and then submitted to the board of trustees for ratification.

Every member of the full-time faculty is to be granted a semester with no teaching responsibilities, but with full salary, during the sixth year. Thus, the qualifying period for a sabbatical is five years and the semester worked in the sixth year counts toward the next sabbatical.

Each member of the faculty will take on one extra hour of advisees. Thus, the teaching load is defined as thirteen hours to be distributed over four days.

Whenever there are two or more members of a department, no replacements will be made for the individual on sabbatical leave. The students will have to be accommodated in the other courses in the department, division, and College.

For one-person departments, replacements for faculty on sabbatical will be made only to the extent absolutely necessary as judged by the president. The securing of candidates for the replacements shall be undertaken routinely by recommendations from the division and approval by the president.

Seniority, as measured by the number of years of teaching at Bard since the faculty member's last sabbatical, will determine the order in which sabbaticals are granted.

A faculty member may, with sufficient notice, pass up his or her sabbatical for the term it would ordinarily come without forfeiting the sabbatical for that five-year sequence. Permissions to defer sabbaticals can be given only by the president. Sabbaticals may be deferred only one semester.

Faculty members cannot take a full year sabbatical at partial salary.

Whenever possible there will be an attempt to keep sabbaticals for any term distributed roughly evenly among the divisions. Each October the dean's office will publish and distribute to all faculty a list of projected sabbaticals covering a five-year period (this will enable effective academic planning).

Leaves without pay, except sick leaves, will not be counted toward accumulating the necessary qualifying semester for the sabbatical. (Sick leave is understood to mean leave that requires medical coverage as defined by our current plans, i.e. Blue Cross, Blue Shield, and Major Medical.)

This sabbatical plan supersedes all earlier plans and understandings for the administration of the Bard Sabbatical Plan.

The Bard College Sabbatical Plan was extended to cover three quarter-time faculty, but with the understanding that a firm stand would be taken against extension to lower fractions.

*By Faculty Action: 5/10/72*  
*By AAUP Executive Committee: 6/09*

When simultaneous or contiguous sabbaticals within a discipline threaten the viability of an academic program individual faculty members may request a change in their sabbatical sequence, agreeing to take a half sabbatical at full pay after five semesters or a full sabbatical at half pay

after five semesters. Such a one-time shift in place within the permanent sabbatical plan would require the approval of the Planning and Appointments Committee and the president.

*By Faculty Action: 5/30/79*

*4/13/05*

*Amended by AAUP: 4/7/2010*

### 3. Clarification of Junior and Regular Sabbaticals and the timing of Sabbaticals in General

#### a) The Junior Level Sabbatical Program

Faculty hired in Category A or B (see Ref. I.D.5) are eligible to apply for and be granted a junior faculty sabbatical upon rehiring for a second contract. Sabbatical can be taken in either the fall or spring semester of the year following the renewal of contract, that is, in the fourth year of employment at the College for Category A and B faculty.

*Amended by Faculty Action: 3/6/02*

The written plan for this proposed sabbatical constitutes the application. The sabbatical is granted by the president. A new sabbatical clock (10 semesters) toward a second sabbatical begins with the semester following the junior sabbatical. Second and subsequent sabbatical leaves will occur, therefore, should tenure be granted, in the 11th semester following the junior sabbatical.

#### b) Regular Sabbatical Program

For faculty who do not seek a junior sabbatical, the sabbatical timing situation is as follows:

- (1) Faculty hired in Category A who choose not to take a Junior sabbatical are granted a sabbatical in their 13th semester should they be granted tenure, or receive a terminal semester sabbatical in their last semester (14th) under contract. A second sabbatical for those granted tenure occurs in the 22nd semester of employment.
- (2) Faculty hired in Category B who receive tenure in their 10th semester at the College will be eligible for a first sabbatical in their 11th or 12th semester. Faculty denied tenure in Category B will receive a terminal semester sabbatical in the last semester (12th) under contract. A second sabbatical for those granted tenure occurs in the 22nd semester of employment.

*Amended by Faculty Action: 3/6/02*

- (3) Faculty hired in Category C are subject to a tenure decision in their sixth semester. If granted tenure, the first and second sabbaticals occur in the 11th and 22nd semesters of employment. If not granted tenure, no sabbatical is forthcoming. Category C faculty are not eligible for a junior sabbatical.

*By Faculty Action: 1987  
Amended by Faculty Action: 3/6/02*

#### 4. Diagram of Timing of Sabbaticals

a) Category A and B Faculty: Junior and Second Sabbatical Schedule

Academic Year	Fall Semester	Spring Semester
1	1	2
3 Pretenure evaluation	5 Pretenure evaluation	6
<b>End of second three-year contract</b>		
4 Junior Sabbatical*, Fall or <i>Spring</i> of 4th year Terminal year if not renewed	7 Junior sabbatical if renewed	8 <i>Junior sabbatical if renewed</i>
5	9 Tenure review begins Cat B	10 Tenure decision Cat B
6 Terminal year if denied tenure Cat B	11 Tenure review begins Cat A	12 Tenure decision Cat A
<b>End of second three-year contract</b>		
7 Terminal year if denied tenure in Cat A	13	14
9	17	18 Second sabbatical
10 Second sabbatical 19th semester	19 Second sabbatical*	20

(b) Category A and B Faculty: Regular and Second Sabbatical Schedule

Academic Year	Fall Semester	Spring Semester
1	1	2
3 Pretenure evaluation	5 Pretenure evaluation	6
<b>End of second three-year contract</b>		
5	9 Tenure review begins Cat B	10 Tenure decision Cat B
6 First sabbatical Cat B Terminal year if denied tenure Cat B	11 Sabbatical if tenured* Cat B Tenure review begins Cat A	12 Sabbatical if denied tenure Cat B Tenure decision Cat A
<b>End of second three-year contract</b>		
7 First sabbatical Cat A Terminal year if denied tenure Cat A	13 Sabbatical if tenured* Cat A	14 Sabbatical if denied tenure Cat A
11 Second sabbatical	21	22 Second sabbatical*



b) Category C Faculty\*\*: Regular Sabbatical Schedule (Not eligible for Junior Sabbatical)

Academic Year	Fall Semester	Spring Semester
1	1	2
3 Tenure evaluation	5 Tenure review begins	6 Tenure decision
<b>End of second three-year contract</b>		
4 Terminal year if denied tenure	7	8
5	9	10
6	11 Sabbatical	12

\* All subsequent sabbaticals occur in the eleventh semester, that is, after five additional years of service

\*\* Experienced teachers with four or more years of post-terminal degree experience.

*Amended by Faculty Action: 3/6/02*

# Schedule of Sabbaticals Fall 2018–Spring 2033

## for Tenured and Tenure-track Faculty

Date Effective: July 2019

### Legend:

- ( ) Indicates semester sabbatical scheduled but not taken; new count for next sabbatical is retroactive to date shown
- Jr Indicates Junior sabbatical; assumes that Junior sabbatical is taken in first semester of eligibility; following semester or non-taking of a Junior sabbatical are also options
  - A Category A appointment, sabbatical may be taken in Fall or following Spring.
  - B Category B appointment, sabbatical may be taken in Fall or following Spring.

### Notes:

- Includes all potential sabbaticals assuming successful reappointments and tenure
- Does not anticipate retirements
- Takes into account stopping of clock where appropriate

### Clarification of Junior sabbaticals and timing of sabbaticals in general:

- Junior sabbatical—Faculty hired in Category A or B are eligible to apply for and be granted a Junior sabbatical upon rehiring for a second contract. Sabbatical is taken in either the fall or spring semester of the year following the renewal of contract. A plan for the sabbatical constitutes the application. It is granted by the President. The new sabbatical clock (10 semesters) begins in the semester following the Junior sabbatical.
- Faculty hired in Category A who choose not to take a Junior sabbatical are granted a sabbatical in their 13th semester, should they be granted tenure, or receive a terminal semester sabbatical in their last semester (14th) under contract. A second sabbatical for those granted tenure occurs in the 22nd semester of employment.
- Faculty hired in Category B who choose not to take a Junior sabbatical are granted a sabbatical in their 11th semester should they be granted tenure, or receive a terminal semester sabbatical in their last semester (12th) under contract. A second sabbatical for those granted tenure occurs in the 22nd semester of employment.
- Faculties hired in Category C are subject to a tenure decision in their third year. If granted tenure, the first and second sabbaticals occur in the 11th and 22nd semesters of employment. If not granted tenure, no sabbatical is forthcoming.

	<b>Arts</b>	<b>Languages &amp; Literature</b>	<b>Science, Mathematics &amp; Computing</b>	<b>Social Studies</b>
<b>Fall 2018</b>	Gibbs Goss (F16) Lê (F14) <sup>A</sup> Touloumi (Jr) <sup>1</sup>	<sup>A</sup> Desai (Jr) <sup>2</sup> Keenan (F16) <sup>A</sup> L'Official (Jr) <sup>3</sup> Romm (S18) Wild (F17) <sup>4</sup>	<sup>A</sup> Hulbert (Jr) Sattar (S18) <sup>5</sup>	Encarnación
<b>Spring 2019</b>	Suchenski	Caso (F18)	LaFratta Rose	Berkowitz (S14) <sup>6</sup> <sup>C</sup> Rosenblum (F17)
<b>Fall 2019</b>		<sup>A</sup> Baldasso (Jr) <sup>7</sup> <sup>A</sup> Cioffi (Jr) <sup>8</sup> Heinowitz (S19) <sup>9</sup> Holt <sup>10</sup> Mutter Sullivan	Bloch (S19) Tibbetts (F17)	Berkowitz Ewing Kuznitz <sup>11</sup> <sup>B</sup> Martell (Jr) <sup>12</sup> McKim <sup>13</sup> <sup>A</sup> Townsend (Jr)
<b>Spring 2020</b>	Coonley Lê <sup>14</sup>		Deady Jude McGrail	Murray <sup>15</sup> Suzuki (F19)
<b>Fall 2020</b>	<sup>B</sup> Asili (Jr) Shore	Van Zuylen Voronina	Keesing (S19) <sup>A</sup> Kontos (Jr)	Armstead <sup>B</sup> Ford (Jr) Hagberg Kunreuther (F19) <sup>A</sup> Morton (Jr)
<b>Spring 2021</b>	Battle Churchill		C. Anderson Cadden-Zimansky Robertson	Aldous B. Chilton DeSilva Dominy Elmelech Mitra
<b>Fall 2021</b>	Barker Gibbons <sup>A</sup> Slaten (Jr)	Kostalevsky Libbon Moody Ramadan <sup>A</sup> W. Suzuki (Jr) <sup>A</sup> Ungvary (Jr) Ying	S. Anderson <sup>C</sup> Collins <sup>A</sup> Dainer-Best (Jr) Lane <sup>A</sup> Mendez-Diez (Jr) <sup>A</sup> Simon (Jr)	<sup>A</sup> McIntosh (Jr) Moynahan Rodriguez <sup>C</sup> Secunda
<b>Spring 2022</b>	T. Davis Goss Maria Simpson	Caponegro Cecire Keenan Nicholson Trudel	Scalzo <sup>16</sup>	Culp

<sup>1</sup> (Touloumi) LOA S19, new count begins F19

<sup>2</sup> (Desai) LOA S19, new count begins F19

<sup>3</sup> (L'Official) LOA S19, new count begins F19

<sup>4</sup> (Wild) LOA S19, delayed jr. sabb to F18, comp. adjusted

<sup>5</sup> (Sattar) delayed S18 sabb; LOA S19, new count begins F19

<sup>6</sup> (Berkowitz) consecutive sabbatical leaves

<sup>7</sup> (Baldasso) LOA S19, calculation adjusted

<sup>8</sup> (Cioffi) LOA S20, new count begins F20

<sup>9</sup> (Heinowitz) LOA S18, new count begins S20

<sup>10</sup> (Holt) LOA S20, new count begins F20

<sup>11</sup> (Kuznitz) LOA S20, new count begins F20

<sup>12</sup> (Martell) LOA S20, new count begins F20

<sup>13</sup> (McKim) LOA S20, new count begins F20

<sup>14</sup> (Lê) delayed F14 sabb to F18, new count begins F20

<sup>15</sup> (Murray) LOA F18

<sup>16</sup> (Scalzo) LOA S18, new count begins S23

<b>Fall 2022</b>	Bagwell <sup>17</sup> Dahlberg <sup>A</sup> Exo Adams (Jr) <sup>A</sup> Louprette (Jr) Müller Rosenbaum <sup>18</sup> <sup>A</sup> Santoyo-Orozco (Jr) Tower	Curtis <sup>A</sup> Estruth (Jr) Kelly <sup>A</sup> Kou (Jr) Shockey	Dunphy-Lelii <sup>A</sup> Junge (Jr) <sup>A</sup> Lopez (Jr) McLaughlin	Baruah <sup>19</sup> Cheta Crouch Elliott Thompson
<b>Spring 2023</b>	Aberth Boivin <sup>20</sup>	Kempf Luzzi	Cullinan Dueker Khakhalin Tibbetts	Berthold Feder Rosenblum Stamatopoulou- Robbins <sup>21</sup> Tcherneva
<b>Fall 2023</b>	Felton-Dansky Gann Merriam	Benson Lopez-Gay <sup>22</sup> Romm Wild	Haggard Jain <sup>A</sup> Leverson (Jr) Keesing O'Hara Perron <sup>A</sup> Zhang (Jr)	Gilhooley Klein
<b>Spring 2024</b>	Gibbs	Caso	Hulbert	Encarnación
<b>Fall 2024</b>	Suchenski Touloumi	Desai L'Official Heinowitz	Bloch Keesing LaFratta Rose	
<b>Spring 2025</b>		Moody Mutter Ramadan Sullivan		Berkowitz Ewing Kunreuther Murray Suzuki Townsend
<b>Fall 2025</b>	Coonley Lê	Baldasso Cioffi Holt	Deady Jude McGrail Sattar	Kuznitz Martell McKim
<b>Spring 2026</b>	Asili Shore	Van Zuylen Voronina	Kontos	Armstead Ford Hagberg Morton
<b>Fall 2026</b>	Battle Churchill		C. Anderson Cadden-Zimansky Robertson	Aldous B. Chilton DeSilva Dominy Elmelech Mitra

<sup>17</sup> (Bagwell) new count begins F17

<sup>18</sup> (Rosenbaum) new count begins F16; LOA 19-20

<sup>19</sup> (Baruah) LOA S18

<sup>20</sup> (Boivin) LOA F17

<sup>21</sup> (Stamatopoulou-Robbins) LOA S18

<sup>22</sup> (Lopez-Gay) LOA 17-18, new count begins S24

<b>Spring 2027</b>	Barker Gibbons Slaten	Curtis Kostalevsky Libbon W. Suzuki Ungvary Ying	S. Anderson Collins Daimer-Best Lane Mendez-Diez Simon	Moynahan Rodriguez Secunda
<b>Fall 2027</b>	T. Davis Goss Maria Simpson	Caponegro Cecire Keenan Nicholson Trudel	Scalzo	Culp McIntosh <sup>23</sup>
<b>Spring 2028</b>	Bagwell Dahlberg Exo Adams Louprette Müller Rosenbaum Santoyo-Orozco Tower	Kelly Estruth Kou Shockey	Dunphy-Lelii Junge Lopez McLaughlin	Baruah Cheta Crouch Elliott Thompson
<b>Fall 2028</b>	Aberth Boivin	Estruth Kempf Luzzi	Cullinan Dueker Khakhalin Tibbetts	Berthold Feder Rosenblum Stamatopoulou- Robbins Tcherneva
<b>Spring 2029</b>	Felton-Dansky Gann Merriam	Benson Lopez-Gay Romm	Haggard Jain Leverson Keesing O'Hara Perron Zhang	Gilhooley Klein
<b>Fall 2029</b>	Gibbs	Caso	Hulbert	Encarnación
<b>Spring 2030</b>	Suchenski Touloumi	Desai L'Official Heinowitz	Bloch Keesing LaFratta Rose	
<b>Fall 2030</b>		Moody Mutter Ramadan Sullivan		Berkowitz Ewing Kunreuther Murray Suzuki Townsend
<b>Spring 2031</b>	Coonley Lê	Baldasso Cioffi Holt	Deady Jude McGrail Sattar	Kuznitz Martell McKim
<b>Fall 2031</b>	Asili Shore	Curtis Van Zuylen Voronina	Kontos	Armstead Ford Hagberg Morton
<b>Spring 2032</b>	Battle Churchill		C. Anderson Cadden-Zimansky Robertson	Aldous B. Chilton DeSilva Dominy Elmelech Mitra

<sup>23</sup> (McIntosh) LOA S19, count adjusted

<b>Fall 2032</b>	Barker Gibbons Slaten	Kostalevsky Libbon W. Suzuki Ungvary Ying	S. Anderson Collins Dainer-Best Lane Mendez-Diez Simon	Moynahan Rodriguez Secunda
<b>Spring 2033</b>	T. Davis Goss Maria Simpson	Caponegro Cecire Keenan Nicholson Trudel	Scalzo	Culp McIntosh

*\*\*for individual inquiries related to faculty sabbaticals please email [doc@bard.edu](mailto:doc@bard.edu)*

## **F. Policy on Leaves of Absence**

In order to encourage leaves of absence for faculty for professional and/or creative development that will benefit the College, the Senate recommends the following procedures for approving leaves of absence.

A faculty member requesting a leave of absence will first obtain divisional support for the leave and then submit a written request to the Planning and Appointments Committee. It shall be the basic assumption that except in special circumstances, the space vacated by a member of the faculty granted a leave will be filled.

This request will clearly state the objectives of the leave and indicate the necessary courses to be taught by a temporary replacement.

The Planning and Appointments Committee will recommend to the president to accept or not to accept the request for the leave of absence, and will further recommend that the president replace or not replace the faculty member. Finally, when the Planning and Appointments Committee recommends replacement, it will further convey to the president its judgment as to the level of FTE necessary for adequate replacement.

If the president, after considering the recommendation, decides to reject or modify it, he will meet jointly with the Planning and Appointments Committee and the chairperson of the division concerned, prior to announcing a decision.

*Amended by Faculty Action: 4/13/05*

## **G. Research Support**

There are two categories of support. The first, the Bard Research Fund, provides funding for refereed projects. The second, the Research and Travel Fund, supports professional activities such as presenting papers, preparing manuscripts, and attending conventions and conferences.

### **1. Memorandum of Understanding**

Effective July 1, 1996, support for faculty research, professional travel, and related activities will not be part of the faculty contract negotiations. Budget levels and administration of the funds will be worked out year to year in consultation between the faculty and the administration. Responsibility for this consultation will rest with the chairs of the Executive Committee and the Research and Travel Committee, the Vice President of Academic Affairs, and the dean of the College.

The allocation of research support funds will be split into two independent categories, Bard Research Fund and the Faculty Research and Travel Fund.

*Amended by the Faculty Senate: 5/19/15*

## 2. Bard Research Fund

### a) Purpose

To support scholarly and artistic projects with significant potential as a distinguished contribution to the humanities, the social or natural sciences, or the arts.

### b) Eligibility

All members of the Bard undergraduate faculty on a long-term appointment one-half time and above, i.e., tenured and tenured-track faculty, or regular non-tenure-track faculty (as defined in the Faculty Evaluation Document).

### c) Funding and Duration

Depending on the specific project, the Fund will consider requests as small as \$1,000, and as large as \$30,000, with duration of support ranging from one month to one year. Salaries for the applicant will not be eligible. Other potential sources of support should be documented in the application.

### d) Deadline for Applications

September 15.

### e) Announcement of Awards

April 15.

### f) Selection

Criteria for selection are the project's scholarly value or artistic merit as determined by external peer reviews and the judgment of the committee.

### g) Oversight

The Fund will be under the auspices of the Bard Research Fund Council, as described in Section III.E.5 of this Faculty Handbook. Because of the competitive nature of the selection process, members of the council are not eligible to apply for a grant during the time of service. The council solicits applications, seeks external reviews, selects projects, allocates funds, and communicates its decisions to the president. In general, the council's decisions on substance and allocation will stand, although the final budget is subject to administrative review. It is understood, however, that the president will intervene in allocation decisions only in extraordinary circumstances. A note of explanation will be sent to applicants whose proposals have been turned down.

### h) Application Materials (in triplicate)



Submit one hardcopy of the following materials to the Office of the dean of the College as well as an electronic copy to the dean's office at doc@bard.edu. The electronic version should be one single file with all materials included; all materials must be submitted by the posted deadline.

- (1) A current curriculum vitae
  - (2) A short description of the applicant's background and teaching interests and a 75-word abstract of the proposed work, including a statement of what the grant would mean to the applicant's scholarly or artistic development or teaching program.
  - (3) A detailed 5,000-word research proposal or artistic plan stating the objectives, methods, and significance of the project. The description of the project should include the present status of the proposed work (including relevant supporting materials) and the length of time needed for its completion. The proposal should be comprehensible to specialists and non-specialists.
  - (4) A detailed budget including existing and potential support.
  - (5) The application will include names of six prospective external reviewers with full contact information and a description of the relationship between the applicant and the potential reviewer. The council will have the final decision on appointing two reviewers. Applicants must indicate the relationship, if any, with the individuals they list as their application evaluators (for example, how long they have known the evaluator, in what context, etc.).
- i) Report on Grant

After the completion of the proposed work, recipients will be asked to submit a written report on their activities and accomplishments, and a summary of expenditures. Recipients are encouraged to make a public presentation of their work.

*By Faculty Action: 4/18/98  
Amended: 12/12/01  
Amended: 5/25/05  
Amended: 6/07  
Amended: 4/11/11  
Amended by the Executive Committee 12/4/13*

### 3. The Faculty Research and Travel Fund

The Faculty Research and Travel Fund supports professional work by faculty members (6/13 and above). This fund provides an automatic reimbursement of up to \$2000 for professional work during that academic year. The \$2000 may be split between multiple activities over the academic year. Documentation of the activity, original receipts, and an itemized list and total of expenses for which reimbursement is being sought should be submitted to the appropriate administrative support staff for submission to the Controller's Office.

Expenses in the following subcategories are eligible:

- (1) Expenses associated with archive and/or field research. These may include travel and research expenses for the faculty member in question as well as hiring of research assistants, translators, etc. The faculty member provides a brief statement connecting the research to a specific ongoing research project.
- (2) Expenses associated with conference presentation, or acting as an officer on the board of the conference's presenting organization whose attendance is required. Participation in workshops or other collaborative settings may also fall under this provision if directly related to a professional project. The faculty member provides confirmation of the presentation or a statement relating conference participation to specific scholarly, curricular, and/or professional development goals.
- (3) Expenses related to presentation and/or performance of artistic or scholarly work. The faculty member provides a statement explaining the importance of the expenses for the project in question.
- (4) Expenses related to materials and supplies for the production of artistic or scholarly work, excluding books, journals, and memberships. For technical fields, this might include software or datasets but will exclude hardware and technical equipment. For scholarly research, it might include website access or purchase of collected research materials. For books and journal articles, it might include subvention funds, image reproduction, page charges, indexing costs, editorial assistance, or manuscript review. For artistic projects, it might include supplies fundamental to artistic production, such as film stock, canvases, raw materials, etc. Again, the faculty member provides a statement explaining the importance of the expenses for the project in question.

*By Faculty Action: 4/26/78*

*Revised: 2000*

*Amended by the Faculty Senate: 5/19/15*

*Amended by the Faculty Senate: 2019*

## H. Faculty Housing at Bard College

Bard College has a small number of on-campus rental units for faculty residence ranging from small apartments to one-family houses, as listed in this section. These units are maintained to aid faculty, particularly those new to the College, to establish and maintain a greater presence within the college community. It is expected that any faculty members living in an on-campus unit would maintain this as her or his primary residence.

Faculty housing residents, who are not Faculty-in-Residence participants, are not required to host any specific programmatic or student life functions. They are encouraged to take advantage of their proximity to campus to host events that might enrich campus life for groups of students and for other faculty.

The assignment of faculty to existing housing is the proper function of the Faculty Facilities Committee, following the procedures detailed in this section. This does not limit the right of the administration to acquire additional housing facilities for other personnel, either teaching or administrative, where the interests of the College make this advisable.

To encourage permanent faculty residence near campus, it is also the policy of the College to arrange for the lease or sale of land to faculty members desiring to build or buy houses on College land. Certain restrictions, as negotiated with the vice president for finance and administration, would apply to the subsequent private sale of such a house.

### 1. Functions of the Faculty Housing Committee

#### a) Composition of the Faculty Housing Committee

##### (1) Composition

The Faculty Housing Committee, as a subcommittee of the Facilities Committee, will consist of four faculty, elected on a non-divisional basis by the faculty for overlapping two-year terms. The vice president for finance and administration and the director of buildings and grounds, or their designees, will serve as *ex officio* members of the committee. The office of the vice president for finance and administration will maintain the necessary information about housing and leases, and these records will be available to the committee.

##### (2) Function

The committee is charged with assigning housing units to faculty, following the priority system detailed in Section H.1.c. below. The committee also functions as an advocate for the on-campus housing needs and concerns of the faculty, including

maintenance and improvement of the existing housing units. When the College acquires or reallocates appropriate buildings near campus, the administration must meet with the committee to consider whether such units could be made available to faculty, either for purchase or for rental.

(3) Use of College Lands

As a representative of the faculty, the chair of the committee will hold regular meetings with the vice president for finance and administration about the College's plans for the use of college lands. The chair will report to the faculty about any major initiatives, and will serve as an advocate for faculty perspectives with respect to policies, acquisitions, improvements, alterations, or disposal of College buildings or land.

b) Units Available

The 20 units currently assigned to faculty housing are:

Albee Annex apartments 1,2, & 3	Gardener's Cottage East & West
Albrecht Apartments 1 & 2	Jordan House
Brown-Albee West	Lewis Cottage 1,2, & 3
Cedar Hill North & South	Neilson House
D'Alexander (Schoolhouse)	New Robbins #353
Gaathaug House and Gaathaug Gate House	Rickman House

Temporary or permanent changes to this list can only be made by agreement between the administration and the Faculty Facilities Committee, and such changes will be noted in amendments to this document. The faculty housing units listed here are to be assigned to any faculty member who is currently not tenured and who has been in their current position for  $\leq 6$  years. The committee will also work with the administration to advocate for on-campus housing options for part-time and temporary faculty appointments. In addition, the College maintains separate on-campus housing for appropriate administrators and special appointments, and allocation of those units is not in the purview of the Faculty Facilities Committee.

c) Housing Assignment Procedures

All faculty members who are currently full-time and not tenured and who have been in their current position for  $\leq 6$  years are eligible to apply for faculty housing. Housing will be assigned by the committee.

### (1) Continuity

A faculty member assigned to a housing unit in a tenure-track line will have the right to renew that lease each year up through the year of the tenure decision. The lease can also be renewed once in the year following a positive tenure decision. So, occupancy could extend up through the June 30 one year after a negative tenure decision or two years after a positive tenure decision. If the individual is on a visiting appointment of  $> 3$  years, they may renew each year but not exceed six years in faculty housing. Visiting faculty  $\leq 3$  year contracts will not be given priority to continue their lease and must re-enter the lottery each year. If an occupied unit is to be removed from the faculty housing list, the committee and the administration will make every effort to accommodate the current resident in other on-campus housing. The right to renew the lease will only be limited if there existed a written understanding that the assignment of the unit was temporary, if the faculty member's eligibility for housing has changed since the previous lease, or if the lessee has not resided in the housing unit for more than one year without prior approval of the committee.

### (2) Assignments of Units

Those faculty eligible for faculty housing will enter a lottery by submitting their name, position at Bard, start date, and length of contract to the facilities committee chair. The chair will place each entrant into one of two categories. The first category will consist of faculty who are on tenure-track appointments or on visiting appointments with contracts  $> 3$  years. The second category will be for individuals on visiting appointments with contracts  $\leq 3$  years. To run the lottery, the committee will randomly draw all names from category one first and then all names will be drawn from category two. Each individual on the list of names pulled starting from the first person in category one going through to the last person in category two will have the right of first refusal to any property available. Those entrants from category one that select a property will be offered renewable leases while those from category two will be offered non-renewable one-year leases (see H.1.c.1). If a unit is vacated significantly before the end of the lease and is not in need of major renovation or repair, the unit may be advertised to the college community, and may be assigned to any member of the community until the end of the original lease date.

### (3) Unassigned Housing

In the event that a unit has no eligible faculty interested in residing there, the committee will advertise the availability of the unit to all faculty. If a unit is unassigned, or if a unit becomes vacant before the end of a lease, the committee will be allowed to assign this unit to another member of the college community, for a non-renewable lease until the following July 1. The community will be informed when such openings are available, unit assignment will be on a first-come first-serve basis.

#### d) Housing Assignment Timetable

The committee must keep written records of its deliberations on housing assignments, including a list of applicants for any housing unit.

Leases will normally run for one academic year, from July 1 through June 30. Residents will be informed of the rent for the next lease by March 15.

Any faculty housing resident who does not intend to renew the lease for July 1 is required to inform the office of the vice president for finance and administration and the committee by the previous March 15. A list of available units will be circulated to the faculty by April 1. Requests for housing must be received by the committee by April 15. Applicants will be informed of the assignments of the available units by May 1.

#### e) Subleases

Faculty units can only be sub-leased to members of the faculty, and sub-leases must be approved by the office of the vice president for finance and administration and by the committee. Units can only be sub-leased to other Bard faculty. The faculty member must provide the name of the current Bard faculty member who will live there and their contact information when requesting approval for sub-lease. The faculty member can only sub-lease the unit at the same rate per month as in their lease. The faculty member responsible for the lease shall continue to assume full responsibility for her or his personal possessions and for any damage to the premises during any period of sub-leasing.

#### f) Establishing Rental Rates

Faculty in housing units will be informed in writing by March 15 of the rent that will apply to the lease that will begin the following July 1. For all faculty renewing leases, a percentage increase for that year will be set by agreement between the committee and the administration. When a unit becomes vacant, the rent for the next lease will be agreed upon by the committee and the administration, and will be targeted at the low end of prevailing rental rates in the area.

For faculty with a faculty housing lease in effect as of January 2004, a target rent for that unit will be determined during 2004. This is the rent that will take effect in the lease that begins on July 1, 2006, and incremental adjustments may be applied in the two previous leases to approach that target rent.

#### g) Current Faculty Housing Residents

Faculty with college housing leases in effect as of January 2004 will be able to renew those leases and maintain residence in keeping with the guidelines of the Faculty Handbook in effect at that time. Specifically, guidelines state that:

The first and overriding principle – no disruption of present occupancy except: (a) with consent; (b) when there has been a prior written understanding that an assignment is temporary; (c) when the change from full-time to part-time status applies to more than one academic year; (d) when the lessee does not reside in the housing unit for more than one year without prior approval of the committee.

When such faculty are no longer resident in faculty housing, that unit will be assigned according to the guidelines given in Section H.1.c. above.

*Revised by Faculty Housing Committee: 4/14/04  
Approved by Faculty Action: 5/19/04  
Amended by the Executive Committee  
Approved by the Senate: 4/18/14  
Revised by Faculty Housing Committee: 2/2018  
Approved by the Senate: 3/6/18  
Approved by the AAUP: 4/25/18*

#### h) Regulations for Maintenance of College-owned Housing Units

Rental of College-owned housing will be made on a priority basis as established by the Facilities Committee and in accordance with the current rent schedule. Each tenant will sign a lease that may be terminated on June 30 of any given year at the request of the tenant. Termination at any other time is permitted only at the mutual convenience of the tenant and the College.

The following services and standard equipment shall be furnished without additional charge:

##### Services

- Collection of garbage and rubbish each week
- Snow plowing as required
- Lawn mowing as required
- Ordinary maintenance and repairs as required and approved by the director of the physical plant
- Structural changes and improvements as prescribed by the director of physical plant

##### Equipment

- Automatically controlled heating unit

- Automatic hot water heater
- Gas supply or 110-220 volt electric receptacle for kitchen range
- Hot and cold water supply lines
- Access to sewage system
- Suitable gas or electric supply line for occupant's washer and drier, all in College-approved locations

The College assumes no obligation to provide the following equipment but will rent to occupants at prevailing rates if equipment is available from College storage:

Kitchen Range	Dryer	Washer
Refrigerator	Water Softener	Household Furniture

Work for special improvements requested by the occupant or in order to repair or replace portions of the premises or equipment damaged or altered due to negligence or willful destruction by the occupant will be furnished at charges to be determined from the cost of material and labor, including overhead expenses.

Each occupant shall make arrangements to provide fuel, gas, electricity, and telephone service as required for his or her own use and to protect the premises during the heating season. These may be purchased through the College in order to take advantage of contract rates when applicable.

Occupants must notify the Physical Plant Office if they plan to be away from the premises for more than one day during the heating season. A daily check will be made for property protection during such periods. Occupants must also notify Physical Plant immediately concerning any malfunctions of the equipment on the premises.

In the event that an occupant wishes to make substantial structural or equipment changes in a unit, written permission must be secured from the executive vice president. If it is determined that such change is to be removed or restored at any time the occupant must agree to pay the full cost of such removal or restoration.

i) Personal Property Insurance

From time to time questions are raised regarding insurance coverage on the Bard College campus.

The campus buildings and the contents owned by the College are covered under a series of blanket insurance policies. These policies provide for fire and extended coverage only. The College does not carry any burglary or theft insurance on any of the contents of the buildings that belong to the College. The annual premiums for such coverage would be prohibitive.



The possessions of individual faculty, staff, or students located in the College buildings are not insured under any of the provisions of the College insurance program. It is the responsibility of each individual to provide his or her own protection of personal belongings to the extent that he or she deems necessary.

Persons in full-time residence on the campus should secure a policy to cover their possessions at least for fire and extended coverage. The question of burglary and theft coverage is a matter for individual preference. If the parents of students have an insurance policy covering their possessions at home, there is usually a provision in such a policy allowing for a 10% coverage of possessions housed in a second location, so that a loss at the College would be covered to that extent only.

It is the responsibility of each individual to determine the extent to which coverage is already available and the amount of additional coverage which would meet his or her particular needs.

j) Bard Houses: a Faculty in Residence (FIR) Program

Bard Houses is a program designed to enhance the educational experience of students in their first two years at the college. Fostering a sense of tradition, community, and belonging, the four house communities are named after distinguished alumni/ae and friends of the college to reflect the historic identity of progressive education at Bard: George Coulter '51 (Hance Cottage), Emerald Rose McKenzie '48 (Walter's House), Marie McWilliams (Gray Cottage), and Adam Yauch '86 (Walter's Cottage). Each community will be led by a "house professor" who is expected to meet regularly (along with his or her counterparts) as members of the Bard Houses Advisory Committee. Faculty members who lead these residential communities will reside on campus in appropriately sized homes for their households, and become fully integrated into campus life. This will be accomplished through shared meals at the dining commons (an allowance for meals on campus will be granted to each Bard House professor), as well as interactions with the professional residence life staff and student peer counseling staff at program events. Interactions can range from accompanying students to a seminar or hosting a reading group, to attending events with students in the residence halls or around campus. The role of the House Professor is to nurture intellectual and social connections within and across communities ([www.bard.edu/houses/](http://www.bard.edu/houses/)).

The goal of the program is to provide an opportunity and resource for students to engage with faculty members and their partners and/or families outside of the classroom. Interactions in home environments and in common meeting spaces across campus will develop via informal gatherings in addition to a wide range of events planned by Bard House professors in tandem with other faculty, administrators, residence life staff, and peer counselors.

The faculty in the program will reside rent-free in campus housing (associated with one of four named communities) full time during the academic year. FIR professors should not be on sabbatical or leave of absence, leaving the unit or the role vacant. Sub-letting the unit is not

allowed. In some cases, if a faculty member is on sabbatical and plans to conduct research on campus, he/she may be allowed to continue in his/her role.

Appointments will be for three years and requests for renewal of contracts will be reviewed jointly by the dean of the college and the dean of students. Move in and move out dates must be approved by the Campus Facilities Committee in agreement with the Office of the Vice President for Finance and Administration. Provision will be made for “no fault” early exit after year one of the contract. If the faculty member decides to withdraw, he/she may re-enter the queue for on-campus housing without preference or prejudice. If the college for any reason discontinues the program, the faculty member may re-enter the pool for campus housing and be placed at the top of the list. Early departure from the program (whether initiated either by the house professor OR by the college) must be communicated by March 1st at the latest.

*Revised by Faculty Housing Committee: 2/2018*

*Approved by the Faculty Senate: 3/6/18*

*Approved by the AAUP: 4/25/18*

## **II. Student Academic Affairs**



## A. Program Curriculum

### 1. Graduation Requirements

#### a) B.A. Degree Program

- (1) Completion, by entering first-year students, of the Language and Thinking Program. Students failing to complete the program will be placed on leave and invited to repeat the program the following August.
- (2) Completion, by entering first-year students, of the two-semester First-Year Seminar. A student who enters in the second semester of the first year must complete that semester of the seminar. A student who transfers into the College after the second semester of the first year is exempt from the seminar.
- (3) Completion, by entering first-year students, of the January Citizen Science Program. A student who transfers into the College after the second semester of the first year is exempt from the program.
- (4) Promotion to the Upper College through Moderation.
- (5) Completion of the requirements of the program into which the student moderates.
- (6) Completion of the courses necessary to satisfy the distribution requirements in effect at the time of matriculation into the College.
- (7) Semester hours of academic credit:
  - 124 for students who matriculated prior to the fall of 2011
  - 128 for students who matriculate in the fall of 2011 or later
  - 160 for students in five-year, dual-degree programs

At least 64 credits must be earned at the Annandale-on-Hudson campus of Bard College; for transfer students, these 64 credits may include approved study abroad at another institution or within the Bard network. At least 40 credits must be outside the major division; the First-Year Seminar counts for 8 of the 40 credits.

- (8) Enrollment as a full-time student for not less than two years at the Annandale-on-Hudson campus of Bard College or at a program run directly by Bard College.
- (9) Completion of an acceptable Senior Project.

*By Faculty Action: 5/10/06*  
*By Senate Action: 5/18/11*

b) Conservatory of Music 5-year Dual Degree B. Music and B.A.

- (1) A minimum of 160 credits, at least 64 of which must be taken at Bard. [Students who enrolled before fall 2011 are required to complete a minimum of 156 credits.]
- (2) A minimum of 40 credits outside the division of B.A. major.
- (3) Every student must take two semesters of First-Year Seminar. Transfer students may be exempt.
- (4) Every student must be promoted to the Upper College by passing Moderation.
- (5) Every student must complete an acceptable B.A. Senior Project in a field other than music.
- (6) Distribution requirements: one course from each of the appropriate distribution areas
- (7) Studio instruction (CSNV 100) in every semester of enrollment for performance majors Composition tutorial (CNSV 102) in every semester of enrollment for composition majors
- (8) Orchestra (CNSV 112) in every semester of enrollment for performance majors
- (9) Chamber music (CNSV 110) in every semester of enrollment for performance majors
- (10) Conservatory Seminar (CNSV 115, 116, 215, 216) four semesters
- (11) Aural Skills (CNSV 108, 109) two semesters [Does not apply to students who enrolled before fall 2010].
- (12) Music History (MUS 264-265)
- (13) Conservatory Senior Project (CNSV 401) -includes recital [Does not apply to students who enrolled before fall 2011.]

c) Economics and Finance 5-year Dual Degree B.S. and B.A.

- (1) The student must fulfill all degree requirements of the College's B.A. academic program.
- (2) A minimum of 160 credits
- (3) 52 credits in economics and finance

- (4) Student must moderate twice; after successful Moderation in the B.A. program, they moderate again economics and finance.
- (5) Completion of an acceptable Senior Project. An example of such project might be either a practicum in portfolio advising or a financial planning model.

*By Senate Action: 5/18/11*

## 2. The Distribution Requirement

In order to introduce the student to a variety of intellectual and artistic experiences, and to foster student encounters with faculty members trained in a broad range of disciplines, each student will be required to take one course in each of the nine categories listed below. The categories are based on fundamental subject areas that have been selected to promote intellectual breadth and versatility; they are not meant to provide a complete portrait of the current organization of academic fields of study or to be exclusively identified with a particular program or group of faculty. No more than two requirements may be fulfilled within a single disciplinary program. High school AP courses may not be used to satisfy the requirements. Non-native speakers (that is, students who submit the result of the Test of English as a Foreign Language [TOEFL] at matriculation) of English are exempted from the Foreign Languages and Literature requirement.

A single course may simultaneously fulfill both the Difference and Justice requirement and another distribution requirement.

### **PA (Practicing Arts)**

The practicing arts distribution requirement emphasizes making or performing as an educational process. Courses develop students' creative and imaginative faculties by focusing upon a set of artistic skills or working methods. Fields of study include dance, theater, music performance and composition, film production, creative writing, and the visual arts. Students will learn through experiential practices in order to cultivate the self as a primary agent of expression, cultural reflection, and creativity.

### **AA (Analysis of Art)**

The analysis of arts distribution requirement teaches students to interpret both the form and content of creative works, including visual and performing arts. The requirement further aims to help students understand how works of visual art, music, film, theater, and dance shape, or are shaped by, social, political, and historical circumstances and contexts.

### **MBV (Meaning, Being, and Value)**

This distribution area addresses how humans conceptualize the nature of knowledge and belief, construct systems of value, and interpret the nature of what is real. Such courses may

also focus on questions pertaining to the human moral condition, human society and culture, and humanity's place in the cosmos, or on the ways in which civilizations have dealt with those questions. All MBV courses will pay special attention to analysis and consideration of counter-argument.

### **HA (Historical Analysis)**

A course focused on analysis of change over time in society, or the distinctiveness of a past era, using written or physical evidence. The course should alert students to the differences and similarities of contemporary experience from past modes of life, as well as suggest that present categories of experience are themselves shaped historically and can be analyzed by imaginatively investigating past institutions, texts, and worldviews.

### **SA (Social Analysis)**

Courses in this area approach the study of people and society at a variety of levels of analysis ranging from the individual to large social institutions and structures. Consideration is given to how people relate to and are shaped and immediate situations. The goal of this distribution requirement is to understand one's own or others' place within a wider social world, and thus these courses are central to discussions about citizenship, ethics, and the possibilities and limits of social change.

### **LS (Laboratory Science)**

In courses satisfying the Laboratory Science requirement, students will actively participate in data collection and analysis using technology and methodology appropriate to the particular field of study. Students will develop analytical, modeling, and quantitative skills in the process of comparing theory and data. Laboratory Science students will develop an understanding of statistical and other uncertainties in the process of constructing and interpreting scientific evidence.

### **MC (Mathematics and Computing)**

Courses satisfying the Mathematics and Computation requirement challenge students to model and reason about the world logically and quantitatively, explicitly grappling with ambiguity and precision. Students will learn and practice discipline-specific techniques and, in doing so, represent and communicate ideas through mathematical arguments, computer programs, or data analysis.

### **FL (Foreign Languages and Literatures)**

The study of another language involves not just the process of internalizing new linguistic forms but also attention to the various cultural manifestations of that language. The goal of this requirement is to gain a critical appreciation of non-anglophone languages and to question the assumption of an underlying uniformity across cultures and literary traditions. To



satisfy this requirement, students may take any course in a foreign language, a course in a foreign literature, or a course in the theory and practice of translation.

### **LA (Literary Analysis in English)**

What distinguishes poetry, fiction, or drama from other kinds of discourse? Foregrounding the practice of close reading to investigate the relationship between form and content, these courses invite students to explore not only the “what” or “why” of literary representation, but also the “how.” The goal of the requirement is to engage critically the multiple ways in which language shapes thought and makes meaning by considering the cultural, historical, and formal dimensions of literary texts.

### **DJ (Difference and Justice)**

Courses fulfilling this distribution requirement have a primary focus on the study of difference in the context of larger social dynamics such as globalization, nationalism, and social justice. They will address differences that may include but are not limited to ability/disability, age, body size, citizenship status, class, color, ethnicity, gender, gender expression, geography, nationality, political affiliation, religion, race, sexual orientation, or socio-economic background, and will engage critically with issues of difference, diversity, inequality, and inclusivity.

*By Faculty Action: 5/19/04*

*By Faculty Action: 10/4/05*

*By Faculty Vote: 5/25/16*

## **B. Academic Programs**

Liberal arts education offers students both breadth and depth of learning. Although many individual courses at Bard offer both breadth and depth, the primary sources of breadth are First-Year Seminar and the distribution requirements, while the primary source of depth is the requirement that each student major in a “stand-alone” program, possibly in conjunction with a “non-stand-alone” program.

### **1. Programs**

- a) A program is a sequenced course of study, beginning at the introductory level and moving in progressive stages toward the development of the ability to think and/or create, innovatively and reflectively, by means of the formal structures that the discipline provides.
- b) A (non-performance-based) program requires 3-5 courses by the time of Moderation and a total of 7-10 4-credit courses (or other configuration of courses totaling 28-40 credits) by the time of graduation; exceptions to these limits can occur only by petition to the Curriculum Committee. The required courses can be either specifically designed courses

or menus of courses, and may be offered by the program or by other programs. A program may recommend, though not require, additional courses for those students wishing to pursue graduate study in the field.

These credit limits do not apply to programs in the performing arts, as the structure of these programs and the necessity of constant engagement in practice, rehearsal, and performance may necessitate requiring more than 40 credits.

- c) To complete a program, a student must moderate, fulfill all course requirements, and produce a satisfactory Senior Project.

## 2. Concentrations

- a) A concentration is a cluster of related courses on a clearly defined topic.
- b) A student can only moderate into a concentration in conjunction with his or her Moderation into a program. The Moderations may be either simultaneous or sequential; if they are sequential, the Moderation into the program must come first. In either case, there must be a clear significance and value to the coterminous completion of the requirements of the concentration and the program.
- c) A concentration requires 2-3 courses by the time of Moderation and a total of 5-6 4 credit courses (or a total of 20-24 credits) by the time of graduation; exceptions to these limits can occur only by petition to the Curriculum Committee.
- d) To complete a concentration, a student must moderate, fulfill all course requirements, and produce a Senior Project that combines the interdisciplinary theories and methods of the concentration with the disciplinary theories and methods of the program.

## 3. Programs and Concentrations

- a) Programs and concentrations may have both core faculty members and associate faculty members. However, each program must have at least three full time equivalent affiliated faculty members, one of whom serves as the director, and each concentration must have at least two full time equivalent core faculty members, one of whom serves as the coordinator. All faculty with regular appointments in programs are automatically defined as core members of those programs. In addition, a faculty member may be defined as a core member of a program or concentration if he or she a) teaches at least one course per year that fulfills a requirement of the program or concentration and b) self-identifies as a core member of the program or concentration. In order to ensure that each core faculty member can allocate sufficient attention to each program/concentration, it is recommended that no faculty member self-identify as a core member of more than three programs and/or concentrations at once.

- b) Each program or concentration will have a budget commensurate with its size and activity. Program and concentration budgets will be publicly available and will be reviewed annually by the Planning and Appointments Committee.
- c) Proposals for new programs or concentrations should be submitted to the chairs of both the Curriculum Committee and the Planning and Appointments Committee.
  - (1) Such proposals should include academic rationale (including relationship to existing programs), a list of core faculty, a proposed director, a three-year staffing plan, proposed budget, a proposal for new faculty line(s) if appropriate, and any other information deemed relevant by the authors of the proposal.
  - (2) The Curriculum Committee and the Planning and Appointments Committee will review proposals for completeness and identify potential concerns, and will forward comments to the authors of the proposals. The authors of the proposals may submit a revised proposal.
  - (3) The chairs of the Curriculum Committee and the Planning and Appointments Committee will consult after both committees have reviewed a proposal, and when they agree that the proposal is complete, they will forward it to the chair of the Faculty Senate, who will place it on the agenda of the Senate.
  - (4) The authors of the proposal will be invited to a meeting of the Faculty Senate to present their proposal and answer questions. The Faculty Senate will subsequently vote on the proposal. If a proposal is not approved, the Faculty Senate must present a written summary of the arguments against approval to the authors of the proposal.

#### 4. Review of Programs and Concentrations

Faculty oversight of the curriculum is a cornerstone of undergraduate college life. Bringing mindful attention to curricular planning allows faculty members effectively to engage in the growth and development of the institution, as well as to address areas for improvement. Working in tandem with the dean of the college, program directors and faculty members should regard program review not as a mere formality or data-driven exercise but rather as a vital opportunity to rethink as well as reaffirm our shared mission as educators. The review first and foremost is designed to serve the program and its students: information gathered in the self-study and external evaluation process can and should inform requests to the Planning and Appointments Committee, deliberations of the Curriculum Committee, and day-to-day decision-making of the Faculty Executive Committee.

##### a) Scheduling of reviews

Program reviews will be conducted ordinarily on a nine to ten-year cycle. The Faculty Executive Committee, in consultation with the dean, sets (and, as needed, adjusts) the

program review schedule. Acceleration in the schedule may be requested by the program or recommended by the Faculty Executive Committee.

The external review of cognate programs will be combined, when desirable, with a single team of at least two or three reviewers. The dean's office will maintain an updated schedule, giving programs ample notice of upcoming reviews.

b) Preparation for the External Review

In the two semesters prior to an external evaluation, program faculty will consult with the Vice President for Institutional Research and Assessment to compile and review data accumulated since the last external review including course offerings, enrollments, staffing, and Senior Project numbers. The registrar's office will assist with this as needed. Working from a baseline of three-year plans, faculty within each program will conduct a comprehensive self-study prior to external review. Assembling the following materials in addition to the self-study document will aid external reviewers in their work: most recent curriculum vitae for each current faculty member, course enrollment data (available on BIP), and syllabi for courses taught over the past five years, data on recent graduates.

- (1) Beginning at least two semesters prior to the semester of the external review team visit the process unfolds as follows:
  - a. The dean, the divisional chair, and the program director (in consultation with all program faculty) work together to finalize a list of external reviewers from peer institutions, considering expertise within the discipline as well as representative knowledge of a variety of institutional settings. The list should include a brief (website) biography of each proposed reviewer with contact information. This group will also set the charge for the evaluators.
  - b. Members of the program convene to consider guidelines and initiate the self-study, taking into account suggestions from faculty in cognate programs. The resulting document should be reviewed by all members of the program.
  - c. These materials will be made available to members of the visiting review team (along with any other information they may request).
  - d. Upon receiving the report submitted by the visiting team, the dean will distribute the document to all members of the program and to those actively involved in the self-study process.
  - e. The program has two weeks to formulate a response to the external evaluators' report. This response should include both areas of agreement and areas of disagreement. It should also propose a plan of action for implementing any changes stemming from the review process.

- f. The Curriculum Committee receives the external evaluators report, the Program's response, and the Program's self-study. It is the role of the Curriculum Committee to evaluate and assess the reports. The Curriculum Committee may meet with members of the program for clarification and discussion of the documents.
- g. The Curriculum Committee presents the findings of the report and the program's response, along with any commentary and recommendations it has, to the full Senate. Subsequent to the Senate discussion, the committee transmits the report to the program director, the president of the college, and the dean of the college.
- h. The Curriculum Committee, in consultation with the program, sets a schedule for any items in its Senate-approved report requiring action.

*By Faculty Action: 5/21/08*  
*Revised by Faculty Action: 4/25/12*  
*Approved by the Senate: 5/18/16*

## **C. Pathways to Graduation**

### **1. Single Major**

Students moderate in one program, complete the course requirements, and complete one Senior Project.

### **2. Single major with a concentration**

Students moderate in both a program and a concentration, complete the course requirements for both, and complete one Senior Project that combines the interdisciplinary theories and methods of the both the program and the concentration.

### **3. Double Major**

Students moderate in two separate programs, complete the course requirements for both programs and complete two Senior Projects.

### **4. Joint Major**

A joint major allows students to achieve depth in two related fields of student without requiring two separate Senior Projects (as with a double major). Students complete the course requirements for two programs of study and produce one unified, integrated Senior Project involving ideas from both disciplines. Students moderate into two programs, ideally in a joint Moderation, with members from each program on the Moderation board and on the Senior Project board. This option requires a grade point average of 3.0 or higher and approval by the Executive Committee.

## **D. Multidisciplinary Studies Program**

The Multidisciplinary Studies Program allows a student to select an area of study or develop an individual approach to an area and then design a program that integrates material from different programs and divisions in order to pursue that study.

In order to concentrate in the Multidisciplinary Studies Program, a student must submit a proposal to the Executive Committee requesting approval for such a program. The ideal time for the proposal is in the second semester of the sophomore year, as a substitute for Moderation into an existing program during that semester.

- a) A proposal to concentrate in the Multidisciplinary Studies Program must contain the following:
  - (1) The name of the adviser, and the other two (or more) members of the Moderation board.
  - (2) An intellectual rationale for the proposed plan of study.
  - (3) An explanation of why the proposed plan of study cannot be fulfilled in any of the existing programs at Bard.
  - (4) A list of courses taken up till that point that would be part of the plan of study, and a proposed list of courses that will be taken subsequently.
  - (5) A demonstration of how the student will fulfill the college-wide graduation requirements.
  - (6) A signed statement from the adviser in support of the proposal.
- b) For a proposal to be approved, the following must hold:
  - (1) The student must have a cumulative grade point average of 3.0 or higher.
  - (2) The proposed list of courses must include in-depth study in two or more disciplines.
  - (3) The proposed adviser and Moderation board members must have the expertise to supervise the proposed plan of study.
  - (4) Students interested in the Multidisciplinary Studies Program should consult with the dean of studies for information on the application process, and for guidance in formulating the proposal.

- (5) If a Multidisciplinary Studies proposal is approved by the Executive Committee, the Moderation board must meet with the student no later than the following semester, and must conduct a Moderation in the same format as Moderations into regular programs.

*By Faculty Action: 5/10/72*

*Amended by Faculty Action: 12/13/72*

*Revised by the Faculty Executive Committee: March 2004*

*By Faculty Action: 5/15/06*

## **E. First-Year Program**

The program set out below is designed primarily to:

- Give shape and distinctiveness to the first year of the Bard Program;
- Provide initiation into the academic life of the college and its special freedoms and responsibilities;
- Focus a greater share of faculty attention on the particular needs of First-Year students;
- Provide some measure of shared academic experience for First-Year students through engagement in a common discourse around significant intellectual issues.

### **1. Language and Thinking**

All first-year students are required to complete the program. Language and Thinking Program is an intensive introduction to the liberal arts and sciences with a particular focus on writing. It is attended by all incoming first-year Bard students during the last three weeks of August. Students read extensively, work on a variety of projects in writing and other formats, and meet throughout the day in small groups and in one-on-one conferences with faculty. The work aims to cultivate habits of thoughtful reading and discussion, clear articulation, accurate self-critique, and productive collaboration. Central to all of this is an examination of the link between thought and expression.

### **2. First-Year Seminar**

All First-Year students are required to take two semesters during their initial year at Bard. (Second semester First-Year transfer students are required to participate in the program for one semester.) The Seminar is a writing-intensive course in which the student is introduced to important literary, philosophical, artistic, and scientific ideas, both historical and contemporary. Classroom time is primarily devoted to the close study of major works, which are chosen to represent a wide range of intellectual discourse. The focus of the seminar may change from one year to the next and is to be defined by the directors in consultation with the Faculty Senate.

### 3. Citizen Science

All First-Year students are required to complete this program. Through 10.5 days of intensive study during January intersession, students develop a core understanding of both the conduct and the content of science. This foundation allows them as citizens to grapple with the ever-increasing number of national and global issues influenced by science.

### 4. Administration of First-Year Seminar

- a) The First-Year Seminar Program director or co-directors are appointed by the dean of the college in consultation with the Faculty Senate. He or she is responsible to the dean and the Faculty Senate for the conduct of the program and will receive either financial compensation or released time.
- b) Faculty members wishing to participate in the program should petition the director who will have the responsibility of the selection of the faculty and the organization of the seminar sections for presentation to the Faculty Executive Committee and the registrar.
- c) The directors will be responsible for the orientation of both the faculty and the First-Year students and will, in consultation with the Faculty Curriculum Committee, coordinate Seminar activities.

*Revised by Faculty Action: 00/00/1983*

*Revised by Faculty Action: 12/18/02*

*Revised by the Faculty Executive Committee: March 2004*

*Amended by Faculty Action: 4/13/05*

*By Faculty Vote: 4/27/16*

*Revised by Executive Committee: 9/12/18*

### 5. First-Year Advising–Comprehensive Guidelines

- a) What is described here is a sequence of five conferences, including the initial advisory conference held during First-Year registration each semester. These guidelines should be generally useful but individual faculty members may, of course, want to make some adjustments. The advisory conferences are spread over the semester and occur at appropriate times during each semester. Such a program has the advantage of establishing a structure for the adviser and the advisee that will meet students' needs and be at times when the faculty member can be of optimal assistance. This program has the adviser and advisee set up a series of conferences that would occur throughout the semester at clearly significant times. This schedule should be adhered to barring the need for emergency conferences.
- b) The dean of studies assigns First-Year students to an adviser based on the student's stated or expected area of academic concentration, making every effort to match interest areas between faculty and students and to equalize the advising load across programs and individuals. Each faculty member is responsible, in consultation with the academic deans,



for making changes in advising assignments when necessary and appropriate. These changes are best made by the end of the second week of each semester.

c) Guidelines on Advising

- (1) Help the advisee design an academic program appropriate to abilities, personal interests, and inclinations. In order to do this the adviser must be familiar with the full curriculum of the College and special programs and the pertinent academic regulations.
- (2) Counsel the advisee on Moderation and assume whatever other responsibility for the Moderation process the department or divisional chairman may assign.
- (3) Act as ombudsman in the advisee's relationship with the College.
- (4) Meet with each advisee at least once a month, either individually or in groups as the need warrants.
- (5) Ideally, no adviser should have more than 10-12 advisees, but the maximum should be set at 15 (fewer when the adviser has a heavy load of Senior Projects). These numbers translate proportionately for part-time faculty.
- (6) As far as possible, students should be allowed to choose an adviser (see below for description of the procedure), with the obvious exception of First-Year students.
- (7) The adviser should serve for a full academic year unless serious problems arise in the adviser/advisee relationship. In that case, the student should work with either the divisional chairperson or the registrar to obtain another adviser.
- (8) The following is the schedule of advisory conferences. They are placed at strategic points during the semester. The suggested content for each conference is briefly described.
  - End of second week—changes in schedule, if any, initial impressions of courses; Language and Thinking essay assignments, academic challenges, etc.
  - One week before mid-term—problems and issues related to mid-term exams and papers; time scheduling.
  - Two weeks after mid-term—criteria sheets and results of papers and exams; strategies for improving course work; work on problems with writing if necessary.
  - Just prior to registration—course selection for following semester; end of term work.

*By Faculty Action: 4/20/1983*

*Revised by the Faculty Executive Committee: March 2004*

## **F. Moderation**

The Moderation is a significant feature of Bard's education program. It is a crucial point in the individual student's career at Bard at which, with the help of his or her teachers, the student assesses his or her record and plans a future course of study. Successful Moderation assures promotion to the Upper College.

### **1. Purpose of the Moderation**

- a) To determine whether the student is adequately prepared for the more intensive and independent work of the Upper College and whether he or she is capable of doing a satisfactory Senior Project within the specific program;
- b) To assess a student's intellectual maturity, clarity, and seriousness of purpose as well as his or her record in the Lower College;
- c) To make recommendations for the student's program in the Upper College.

### **2. Time of Moderation**

The Moderation ordinarily takes place in the second semester of the sophomore year. Transfer students entering with the equivalent of two full years of credit should, if possible, be moderated during the first semester of residence, but in no case later than the second. In order to be considered for Moderation, a student must have achieved eligibility for quantitative courses. To ensure sufficient lead time for students and advisers, an academic dean and/or the registrar will survey students at the beginning of the sophomore year, and again at the beginning of the second semester of sophomore year, gathering information on each student's intended concentration or program. An academic dean or the registrar should recommend changes in adviser when appropriate (for example, when the adviser is not a member of the program in which the student intends to major) and, when appropriate, provide students with information about program requirements. In order to postpone Moderation one semester, a student must obtain the written approval of his or her adviser. Postponing Moderation a second semester requires the approval of the Faculty Executive Committee; without such approval a student is to be reviewed by the Faculty Executive Committee. For double majors (students who moderate in two separate disciplines and intend to complete two Senior Projects), the second Moderation may occur in the second semester of the sophomore year or in either semester of the junior year. No student who has not moderated in the appropriate program may register to start a Senior Project.

### **3. Procedure**

- a) Each semester the registrar's office will furnish the division chairs and program directors with lists of students who should moderate in that semester. Chairs of divisions or programs or advisers will schedule Moderations. These schedules should contain the composition of

each Moderation board and indicate whatever special papers or materials the students are expected to furnish for their Moderation.

- b) The student must prepare in quadruplicate a written evaluation of his or her previous college work and a projection of plans of study in the Upper College. These papers must be submitted to the registrar's office by the due date. The student's adviser will inform the student of any special papers or other material he or she must submit.
- c) By that same date, the student must submit to all members of the board, personally or through campus mail, copies of the two general and any special papers required. A division or program may set a different date for the submission of the special papers, which must not be later than one week before the date of the Moderation. This will enable all members of the board to read the student's papers before the Moderation conference.
- d) The chairperson of the Moderation board, usually the student's adviser, will collect the student transcript at the registrar's office prior to the Moderation and at the same time consult the complete file of the student in order to supply the board with all pertinent information.
- e) Immediately prior to each Moderation, the board should spend from five to ten minutes deciding on the most important points to be brought up.
- f) The chairperson of the board should direct the Moderation proceedings. Thus, he or she should see to it that the points which have been decided on are covered; that even in the heat of academic disputation the central purpose of the meeting—to expose the candidate's academic promise—is maintained; and that the student is given sufficient time to formulate answers. The Moderation should be conducted so that it will leave the student with a sense of its value in helping plan his or her education, and not with a feeling that the Moderation is a mere formality.
- g) At the end of the Moderation, the board shall review the student's qualifications for promotion based on the criteria under 4.
- h) The Moderation card/report will be transmitted promptly by the member of the Moderation board responsible for the letter, usually the student's adviser, to the registrar, who will communicate its content officially to the student. In addition to its evaluation and decision (IV and V below), the Moderation board should indicate who is the student's Upper College adviser.

#### 4. Criteria for the Moderation Board's Recommendation

In evaluating the student, the board will consider the student's:

- a) Past academic record
- b) Ability to speak and write effectively
- c) Command of facts, methodology, theories, and practice in his or her own and related fields
- d) Progress towards degree, including fulfillment of distribution requirements
- e) Promise as a member of Upper College seminars, not only in the major but also in other subjects
- f) Ability to complete a satisfactory Senior Project in the major
- g) Performance during the Moderation
- h) Intellectual and social maturity

#### 5. Moderation Board Decisions

- a) Promotion admits the student to the Upper College. The board's report shall include an evaluation of the student's work and of performance during the Moderation, recommendations for the student's future program and the anticipated date of graduation.
- b) Deferral of promotion detains the student for a further semester in the Lower College in that, in the board's opinion, he or she has not yet clearly demonstrated grounds for promotion, but may be able to do so by the end of the next semester. The steps that the student must take to prepare for Re-Moderation must be specified. The board should also recommend specific courses to be taken during the period of deferral, possibly including summer session courses.
- c) Refusal of promotion denies the student admission to the Upper College. The board must give reasons for its action, together with suggestions for the future. It is expected that students who fail Moderation will successfully moderate by the end of the next semester, and they will be reviewed by the Faculty Executive Committee.

#### 6. Constitution of the Moderation Board

- a) There should be three faculty members on each Moderation board, one of whom shall be the student's adviser.

- b) When desirable in terms of the student's course of study, a member of another program may be invited to participate in the Moderation conference.

## 7. Courses of Action Open to Students after First Moderation

Promoted students may request a second Moderation, b) below; deferred students will automatically be re-Moderated, a) below; or may request a second Moderation, b) below; failed students may request a second Moderation, (3) below.

- a) Re-Moderation: A second examination of a deferred student by, as far as possible, the same Board, in the program that deferred him or her, a semester after the first. Only promotion or refusal is possible.
- b) Second Moderation: A second Moderation is given only at the discretion of a second program and only promotion or refusal is possible.
  - (1) A second Moderation of a promoted student in a program other than the one that promoted him or her. If promotion is refused the student retains the right to work for a degree under the terms of the original promotion.
  - (2) A second Moderation of a deferred student, in the program that deferred him or her, or in a new program. The student must have developed an academic plan with a new adviser in a new program before the end of the semester in which he or she was deferred.
  - (3) A second Moderation of a failed student in another program. The student must have developed an academic plan with a new adviser in a new program before the end of the semester in which he or she failed.

*Approved by Faculty Action: 12/16 /64*

*Revised by Faculty Action: 5/22/68*

*Revised by Faculty Action: 11/10/71*

*Revised by Faculty Action: 5/24/00*

*Revised by the Faculty Executive Committee: March 2004*

## G. Statement on Senior Projects

### 1. Due Date

- a) The due date shall be two weeks (in the fall semester) and three weeks (in the spring semester) prior to the last day of scheduled classes. The performance dates for certain Division of the Arts projects shall be determined by the divisional faculty concerned.
- b) It is expected that Senior Projects will be submitted on or before the due date.

- c) An extension of time beyond the due date may be granted in accordance with procedures outlined below.

## 2. Submission of the Senior Project

- a) Four copies of the project must be submitted to the Office of the dean of Studies by 5 p.m. on the due date. The fourth copy constitutes the Library's copy. Arts division students who are doing an installation or performance should submit a 1-page Senior Project abstract on the due date. Students may be asked by their Senior Project board to submit a revised copy to the Library.
- b) The dean will report to the Faculty Executive Committee the names of students who have not submitted Projects by the due date.
- c) The student shall be responsible for distributing copies of the Project to the board members.

## 3. Extension of the Due Date

- a) Permission to submit a Project later than the due date must be secured from the Faculty Executive Committee not later than one week prior to the due date.
- b) The student shall be responsible for submitting this request, indicating reasons, in writing to the dean of studies in time to allow consideration of the request at the regular meeting of the Faculty Executive Committee, not less than one week prior to the due date.
- c) The request for extension must be accompanied by a supporting statement from the student's adviser that will contain:
  - (1) A recommendation as to the amount of time to be granted.
  - (2) A recommendation as to the imposition of a penalty for late submission.
- d) A request for an extension of time may not be withdrawn after action has been taken by the Faculty Executive Committee.

## 4. Penalties for Lateness in Submission of the Project:

- a) The grade for a Project submitted late with permission may be lowered one letter from its adjudged merit.
- b) Late submission, but in no case later than one week before the end of the semester, without permission, will result in a mandatory lowering of the grade.
- c) The Faculty Executive Committee may, with the recommendation of the adviser, revoke the drop of grade if an extension of time has been granted.

- d) If an extension of time is granted beyond the close of the semester, the Project will be graded “incomplete” and may be subject to refusal of review until a date no earlier than the second week of the following term.
- e) Submission of the Project after the end of the semester without permission will result in the grade of F.
- f) Submission of the Project after the extended deadline will receive the grade of F. Further extensions shall not be granted.

## 5. Submission of a Second Project

- a) Students receiving the grade of F and desiring to graduate from Bard will have to undertake an entirely new project.
- b) The determination of the new topic and assignment of adviser will be made in the usual manner by the division.
- c) The due date for the submission of the new project will be no later than two years after the original due date of the first Project.

## 6. Double Projects

Permission to fulfill both semesters of the Senior Project work in a single semester or to disrupt the required two-semester sequence must be obtained in advance from the Faculty Executive Committee.

*By Faculty Action: 5/13/70*  
*Revised by Executive Committee Action: March 2004*  
*By Faculty Senate Vote: 1/28/2016*

## H. Advanced Placement

Advanced placement and/or college credit may be given for scores of 5 on College Board Advanced Placement Examinations. The College accepts a maximum of 32 Advanced Placement credits. When credit is granted, it will not count towards the divisional distribution requirements for graduation.

*By Faculty Action: 12/11/68*

*Procedural Clarification: 6/1/83*

*Amended by Faculty Executive Committee Action: 9/18/02*

*Revised by the Faculty Executive Committee: March 2004*

## I. Independent Studies, Tutorials, and Internships

### 1. Tutorials vs. Independent Studies

Tutorials entail weekly meeting with the instructor; they do not require approval by the Executive Committee. Independent Study consists of student projects not requiring regular meeting with the faculty sponsor; they require approval by the Executive Committee via petition, which should include a substantial rationale (from both the student and the Bard faculty sponsor) for the independent study, and should include the mechanism by which the student work will be graded.

*By Executive Committee Action: 9/3/03*

- a) Independent Study for Academic Credit
- b) Regular credit may be given students who successfully complete appropriate academic projects outside the usual course structure of the College. The following conditions will apply to such independent study credit:
  - (1) **Kinds of Projects:** When the project is an internship or apprenticeship, the report shall consist of a daily journal, a substantial report, or a final paper, as well as an evaluation by the internship or apprenticeship supervisor. Independent study credit will not be given for work closely related to the Senior Project.
  - (2) **Number of Independent Study Credits:** A total of twelve academic credits may be earned for independent study projects. In order to begin an independent study project, a student must have already earned 32 credits. One to four credits may be earned for independent study carried out during the semester, but only one or two credits may be earned during the January or Summer Intersession. Any proposed exceptions to these rules must be submitted to the Faculty Executive Committee with an extensive rationale.
  - (3) **Required Advance Approval:** By the end of the drop/add period, an independent study project must be proposed in writing, with a clear description of its content, and of the kind of work to be submitted for an evaluation during and at the conclusion of the



project. (Independent study projects to take place during intersession must be proposed in writing no later than three weeks before the end of the prior semester). The project must be sponsored by a member of the Bard faculty who teaches in a field of study relevant to the project. Faculty sponsorship will be indicated by the signatures of the sponsoring faculty member on an “Approval of Independent Study for Credit” form available in the registrar’s office. Ordinarily, retroactive credit is not granted.

- (4) Evaluation of Projects: To receive credit for independent study the student must submit the products of his or her work or a detailed report on his or her work—including, in the case of an internship or apprenticeship project, a report from the student’s supervisor—to the faculty sponsor, who will evaluate the success of the project. The project may require evaluation by others with appropriate expertise, but the final responsibility rests with the sponsor.

Successful completion of the project will be indicated by the signature of the sponsor on a “Completion of Independent Study for Credit” form, available in the registrar’s office, which will be completed and filed by the deadline dates indicated below. Projects may be graded Pass/Fail or with letter grades, the option to be chosen at the time of application for approval, except that all internship and apprenticeship projects shall be graded Pass/Fail. Projects undertaken during the semester will be treated as courses concerning dropping them or need for an Incomplete. Projects undertaken during the January or Summer Intersession that are not completed or that are not passing will be dropped and not entered on the student’s transcript.

- (5) Deadlines: For independent study during the semester requests must be submitted by the end of the add/drop period. For independent study during January or the summer requests must be submitted no later than three weeks prior to the end of the previous semester.

*By Faculty Action: 11/8/72*

*Amended: 5/25/83*

*Revised by the Faculty Executive Committee: March 2004*

*Amended by Executive Committee Action: 11/19/03*

**RESOLVED** – that the Administration establish a special registration fee for each independent study project undertaken when the College is not in session. However, this fee should be payable in the Office of Student Accounts only if and when the student has filed a “Completion of Independent Study for Credit” form. The registrar would then record academic credit for January intersession or summer projects only upon receipt of financial clearance from the Office of Student Accounts.

*By Faculty Action: 11/8/72*

*Revised by the Faculty Executive Committee: March 2004*

## 2. Internships

- a) Students completing formal, supervised internships during winter or summer intersession may request either 0.5 academic credits or non-credit bearing transcript recognition.
- b) Students who earn academic credit will be charged for a ½-credit unit at the same rate as the summer independent study per credit fee and may earn no more than 4 credits total from internships towards the undergraduate degree. There is no fee for transcript recognition.
- c) Neither form of recognition is available for internships hosted by Bard College or any of its affiliates.

*Approved Faculty Executive Committee: October 2012*

## J. International Study and Leaves of Absence

Bard College offers a variety of international study opportunities, including traditional semester abroad programs, study linked with intensive language programs, summer programs, as well as special trips sponsored by faculty during the winter term and the summer. The College catalogue describes several programs sponsored by the college. The study abroad advisor can provide information on these and other travel and foreign study opportunities.

All Bard students are eligible to study away. Students who intend to take a semester away from Bard should have moderated successfully by the time of their study experience. To study in a foreign language, students must demonstrate proficiency in the language of the host country.

Bard financial aid only transfers to a limited number of Bard-sponsored programs.

In order to be a worthwhile educational experience, international study must be considered in regard to both its intrinsic value and its place within the student's overall academic plans. The important first step is to discuss with one's adviser the relevance of a particular study program.

A LEAVE OF ABSENCE FORM, available in the study abroad advisor's office, needs to be signed by the adviser and submitted to the dean of international studies for signature.

The dean of studies must approve all leaves of absence and determine the credit-worthiness of specific foreign study proposals.

*Revised by the Faculty Executive Committee: March 2004*

## **K. Guidelines for 5-course Programs**

- (1) No student may take more than 18 credits during his or her first term at Bard.
- (2) Independent study during the academic year carries up to four credits as a regular course. The following guidelines for permission to take five courses apply, therefore, to independent study as well.
- (3) To have more than 18 credits, a student must be certified by the registrar's office as having had a 3.6 average or higher in the preceding semester and cumulatively. Exceptions must be approved by the dean of studies.

*By Faculty Action: 4/18/73*

*Amended: 11/28/73*

*Revised by the Faculty Executive Committee: March 2004*

*Amended by Executive Committee Action: 5/5/04*

*Revised by the Faculty Executive Committee: February 2006*

*Revised by Faculty Executive Committee: 11/24/10*

## **L. Summer and Intersession Courses at Other Institutions**

Any student who is interested in taking one or more courses at another comparable college or university in the January or Summer Intersession, and who wishes to receive Bard academic credit for them, should prepare a written list of the courses he or she wishes to take before the end of the preceding semester and have them approved by his or her faculty adviser and the registrar. Bard credit will be awarded for courses that were approved in advance, as described above, and have been successfully completed with a grade of "C" or better.

Note: A special form for this purpose is available from the registrar.

*By Faculty Action: 11/8/72*

*Revised by the Faculty Executive Committee: March 2004*

Courses taken outside of the College during a student's final two years are normally taken at B.A./B.S. granting institutions and must be approved by the student's major division and the dean of studies.

*By Faculty Executive Committee Action*

## M. Grading and Recording Work in Course

- (1) Unless the professor who teaches a course specifies otherwise, students may expect to receive letter grades on their criteria sheets in accordance with the following categories:

A, A minus	Genuine excellence
B <sup>+</sup> , B, B minus	A level of attainment that is more than satisfactory
C <sup>+</sup> , C	Competent work
C minus, D	Performance that is poor but deserving of credit
F	A failure to reach the standard required in the course for earning credit.

- (2) At their discretion, professors may, at the beginning of the semester, determine that they will grade a course as “Pass,” “D,” or “Fail” or as “Honors,” “Pass,” “D,” or “Fail.”
- (3) With the exception of the Senior Project, students who wish to petition the professor for a Pass/D/Fail option must do so by the Wednesday of the fifth week of the semester. The grade of Pass is not used in calculating grade point average; the grades of D and Fail are used. The deadline for the Pass/D/Fail option in Senior Project is prior to, or at the very beginning of, the Senior Project board.
- (4) After the close of the semester, grades may be changed by professors at their discretion. The registrar must be notified in writing.
- (5) Withdraw: After the drop/add deadline, a student may withdraw from a class with the consent of the instructor. Ordinarily, permission is not given in the final three weeks of a semester.

*By Faculty Action: 10/22/75*

*Revised: 10/1983*

*Revised: 3/1987*

*Revised: 4/1990*

*Revised: 3/1991*

*Revised by the Faculty Executive Committee: March 2004*

*By Faculty Senate Vote: 4/5/16*

## N. Academic Deficiencies

### 1. Guidelines

At the end of each semester, the Faculty Executive Committee determines the status of students with academic deficiencies. Deficient academic work may be indicated by poor grades, failure to moderate, the accumulation of incompletes and withdrawals, and the insufficient accumulation of credits. Full-time students are expected to earn at least twelve credits by the end of each semester. Decisions about a student's status are made at the discretion of the Faculty Executive Committee, taking into consideration the student's entire record and any recommendations from the student's instructors, adviser, and relevant members of the administration.

- d) A warning letter may be sent to students whose academic work is deficient but does not merit probation.
- e) A first-semester student who receives a C minus and a D or worse will be placed on academic probation.
- f) Students other than first-semester students who receive two C minuses or worse will be placed on probation.
- g) First-year students failing to complete the Language and Thinking or Citizen Science programs will be placed on a mandatory leave of absence.
- h) A student who has failed to make satisfactory progress toward the degree may be required to take a mandatory leave-of-absence. Factors taken into account include grades, failure to moderate in the second year, and the accumulation of incompletes and withdrawals. A student on mandatory leave-of-absence may return to the College only after having complied with conditions stated by the Faculty Executive Committee.
- i) To be removed from probation, a student must successfully complete at least three courses (twelve credits) during the next semester with no Incompletes, and fulfill any other stipulations mandated by the Faculty Executive Committee.
- j) A student who is on probation for two successive semesters may be dismissed from the College.
- k) A student who receives three Fs, or two Fs and two Ds may be dismissed from the College.
- l) Dismissal appears on a student's transcript.

*Revised by the Faculty Executive Committee: February 2004  
Revised by Faculty vote: 4/27/16*

## 2. Procedures Governing Readmission after Mandatory Leave of Absence or Academic Dismissal

- a) A student placed on a mandatory leave of absence may return to the College only after having complied with conditions stated by the Faculty Executive Committee. Petitions to return and supporting materials must be submitted to the dean of studies, who will review the materials and made a determination concerning the student's eligibility to return.
- b) A student dismissed for academic reasons must successfully complete one year of full-time academic study at another accredited institution before his or her request for readmission can be considered. Petitions to return and supporting materials must be submitted to the Faculty Executive Committee, which will review the materials and made a determination concerning the student's eligibility to return.
- c) The dean and the Faculty Executive Committee will recommend readmission only after careful scrutiny of the student's request for readmission, his or her Bard record, transcripts, and other relevant materials.

*By Faculty Action: 11/13/68*

*A Restatement of Policy by Faculty Executive Committee: 10/5/77*

*Revised by the Faculty Executive Committee: March 2004*

## O. Incomplete Coursework

### 1. Criteria for Incompletes

All work for a course must be submitted no later than the date of the last class of the semester, except in extenuating circumstances due to medical or personal circumstances beyond a student's control. In such situations, and only in such situations, a designation of "Incomplete" may be given to allow a student extra time to complete the work of the course. An Incomplete is not a grade, and is not to be used as a substitute for a low or failing grade.

### 2. Default Grade and Date for Completion

When an Incomplete is submitted on a criteria sheet, a default grade and a date for the completion of the work must be specified. It is recommended that the status of Incomplete not be maintained for more than one semester, though a faculty member may specify any date for the completion of the work. If no default grade is specified in the criteria sheet, the default grade will automatically be recorded as "F;" if no date for the completion of the work is specified, the end of the following semester will be automatically recorded as the date for completion of the work.

### 3. Submission of Incompletes

The instructor may submit a grade to replace the Incomplete at any time prior to the date for the completion of the work. If the instructor has not submitted a grade for the course by the date for the completion of the work, the Incomplete will be changed to the default grade. After the date for the completion of the work, the instructor may change the grade as for any other course.

#### 4. Replacing Incompletes

When a faculty member submits an Incomplete on a criteria sheet, the faculty member must also submit a brief statement (either in the criteria sheet or separately) to the registrar's Office explaining the extenuating circumstances that led to the Incomplete. A faculty member may ask the registrar to write the statement in her stead. If a criteria sheet with an Incomplete is submitted in the absence of such an explanatory statement, or in the presence of an explanatory statement that does not meet the criteria for Incompletes above, and if the registrar has not been able to contact the faculty member in a timely fashion, then the registrar, in consultation with the Chair of the Executive Committee, will list the default grade for the Incomplete as the grade for the course, and will notify the faculty member of this change.

*By Faculty Action: 4/27/77*

*Revised March: 1991*

*Revised: 2/27/97*

*Amended by Executive Committee Action: 5/4/04*

*By Faculty Action: 5/15/06*

Students on probation who receive "Incompletes" and fail to make them up before the beginning of the following semester are strongly advised to register for a reduced course load.

*By Faculty Action: 4/27/77*

*Amended: March 1991*

### **III. Faculty Organization and Committees**





## **A. Outline of Administrative Function and Responsibilities of the President**

The president represents the board of trustees in administering the corporate policy of the College as established by its charter and implemented by the board of trustees.

1. The president is both an academic and an administrative officer. He or she discharges his or her responsibilities in the academic field by working with the faculty in the formulation of the College's academic goals, by giving leadership in achieving those goals, and by discernment in faculty selection, appointment, and promotion.
2. As an administrative officer, the president is responsible for operating the College as an organization, and it is this administrative function (rather than the academic function) that is the particular subject of this memorandum.
3. The president discharges his or her administrative function through major administrative officers, among whom collectively are divided most of the College's regular administrative activity, and responsibility for its administrative personnel. These principal administrative officers report directly to the president; and the personnel in their departments report to them.
4. The specialized function of the president is to continually develop the concept of what the College should be and to constantly take the steps to make those things come to pass. The resultant policies are continuously interpreted by the president to the principal administrative officers, and in the light of them those officers administer their respective fields.

*By Action of the Board of Trustees: 9/29/61*

## **B. Role of the Academic Dean**

1. The dean represents the president upon request, and is authorized to act on the president's behalf when the president is absent from the College. The dean is responsible to the faculty and acts as coordinator of the academic program, and especially in college-wide matters and interdivisional interests.
2. He or she provides assistance to faculty committees and to the general faculty in establishing curricula goals and standards. He or she will work with committees as they establish academic policy and thereafter implement the policies adopted.
3. He or she represents the College on academic matters involving the Board of Regents and the various associations and institutions with which the College cooperates.
4. With his or her staff, he or she maintains academic statistics, conducts studies of the academic program, keeps records of committee and faculty actions, and maintains a Faculty Handbook describing academic policies and regulations.

5. He or she plays a key role in upholding academic standards in all relations to students from admission to graduation. He or she also assists divisional chairpersons and the president in upholding standards of faculty responsibility as established by faculty action.
6. The dean may receive a tenured teaching appointment in the usual manner, but he or she will serve as dean without tenure. His or her role will be one of academic leadership to assist and coordinate faculty processes and to work with the president and the board of trustees to advance the central academic purposes of Bard College.

## **C. Voting in Faculty Meetings and in Division Meetings**

### **1. Faculty Meetings**

- a) Every faculty member who teaches at least one course in the college may attend and speak at faculty meetings during that academic year, except when otherwise stated in the Faculty Handbook.
- b) Faculty members holding teaching contracts for 6/13 or larger fraction are eligible to vote in faculty meetings, except when otherwise stated in the Faculty Handbook.
- c) A quorum for voting at faculty meetings will be one-quarter of the members who are eligible to vote and who are teaching that semester, except when otherwise stated in the Faculty Handbook.
- d) One student shall be granted speaking privileges in faculty meetings, this student to be one of the Educational Policy Committee chairpersons or his or her appointed designee.

### **2. Division Meetings**

- a) Every faculty member who teaches at least one course in a division may attend and speak at division meetings during that academic year, except when otherwise stated in the Faculty Handbook.
- b) Membership in a division consists of faculty members holding teaching contracts for 6/13 or larger fraction, and who teach primarily in the division.
- c) Membership in a division is maintained during leaves of absence.
- d) Division members will attend divisional meetings, and are eligible to vote in divisional meetings, except when otherwise stated in the Faculty Handbook.
- e) A quorum for voting at division meetings will be one-half of the members of the division who are teaching that semester, except when otherwise stated in the Faculty Handbook.

*By Faculty Action: 11/28/73  
By Faculty Action: 5/15/00*

## D. Committee Structure: Faculty Governance

FACULTY GOVERNANCE: Faculty Executive Committee; Curriculum Committee; Planning and Appointments Committee; Faculty Senate

### 1. Faculty Executive Committee

#### a) Membership

- (1) The Faculty Executive Committee will consist of chairs of the four divisions, elected directly by the divisions, with staggered three-year terms. In the year following the end of his or her chairship, the immediate past divisional chair will serve as a mentor to and be available for consultation with his or her successor.
  - (a) Divisional chairs will receive six course releases to be spread evenly over a three year term. No more than two releases will be taken in a single year; at least one course must be taught each semester. Divisional chairs, if taking the course release, may not teach more than one 300 or 400-level course per year. Divisional chairs with a standing course release will receive one course release per year.
  - (b) Divisional chairs will receive a stipend of \$2,500 for scholarly and professional support. Divisional chairs with funding from the Bard Research Fund will not receive this stipend in the year he or she receives Bard Research Funds.
- (2) The dean and the registrar will be members, *ex officio*.
- (3) The committee will elect a chairperson and a secretary.
- (4) The chair of the committee will update the chair of the Faculty Senate on the work of the committee.
- (5) The committee will meet weekly during the academic year, except in those weeks when the Faculty Senate meets.

#### b) Duties of the chairpersons

- (1) Manage compilation and review of courses in his or her division;
- (2) Coordinate divisional committee appointments;
- (3) Chair meetings at which divisional business is conducted;
- (4) Oversee external review of academic programs;

- (5) Serve as an ombudsperson in evaluation cases and assess the fairness of DE reports in reflecting open and closed evaluation files;
  - (6) In conjunction with the divisional representatives to the Planning and Appointments and Curriculum Committees, oversee the divisional curriculum; and
  - (7) Be responsible for ensuring that the division takes action, and for transmitting such action to the appropriate administrative officer, on all matters in which the division has competence, such as Moderations, Senior Projects, unusual course programs, and approving summer school plans. These actions will be final, except that:
    - (a) the competent administrative officer may return them to the division with a request for more adequate explanation or explanations as to why general policy is not followed, and so forth.
    - (b) in case of dispute between a chairperson and an administrative officer, or between two chairpersons, the Faculty Executive Committee will be convened to determine the policy at issue, and its decision will be final.
- c) Duties of the committee
- (1) The committee will meet not more than two weeks after the beginning of the fall semester to review and agree on policies for divisional action and to select officers.
  - (2) The committee will meet shortly after the end of each semester, when convened by the registrar, to consider academic deficiencies and to determine dismissals, probation, and such. If a regular member of the committee cannot attend one of those meetings, he or she should appoint a member of his or her division to substitute.
  - (3) The committee may be convened for special purposes by its chairperson at the request of a member of the committee or of the president.
  - (4) The committee will oversee programmatic and divisional budgets.
  - (5) The committee will be involved in budgetary and planning issues related to the undergraduate college and, as such, meet with the Executive Vice President once a semester.
  - (6) The committee will discuss any other matters brought to it by its members, or by other members of the dean's staff, regarding the day-to-day academic functions of the college.
  - (7) The committee will have responsibility for approval of all student requests regarding their academic work, including, but not limited to, requests for study abroad, independent study, and waivers of college-wide requirements. The committee may delegate the review of routine cases to the registrar.

- (8) The committee will meet at least once per semester with the registrar to review applications from students who wish to concentrate in the Multidisciplinary Studies Program.
- (9) The committee will meet at least once a semester with the Director of Libraries to consult on issues of library management that relate to the faculty.

## 2. Curriculum Committee

### a) Membership

- (1) The Curriculum Committee will consist of four faculty members, one from each division, elected directly by the divisions, with staggered two-year terms.
- (2) The dean and the registrar will be members, *ex officio*.
- (3) The committee will elect a chairperson and a secretary.
- (4) The chair of the committee will update the chair of the Faculty Senate on the work of the committee.
- (5) The committee will meet weekly during the academic year, except in those weeks when the Faculty Senate meets.

### b) Duties

- (1) The committee will review all programs on a regular basis following the process described in II.B.4.
- (2) The committee has the responsibility for final approval of all courses offered in the undergraduate program.
  - (a) All courses will be discussed and approved by the divisions before being considered for approval by the committee. It is the responsibility of faculty teaching non-divisional courses to find an appropriate division through which to submit their courses.
  - (b) In the event that the Curriculum Committee dissents or disapproves a course submitted by a division, the criteria and substance of that dissent will be communicated directly to the faculty member in writing by his or her divisional representative on the Curriculum Committee.
- (3) The committee will review the overall course offerings for each semester.
- (4) The committee will oversee general education, including the issue of courses fulfilling distribution requirements.

- (5) The committee will discuss any other concerns that arise regarding the college curriculum.
- (6) Any curricular initiative that alters requirements, either programmatic or college-wide, must come to the Curriculum Committee in the form of a formal proposal.
  - (a) The committee may meet with interested parties to discuss the merits or its concerns with the proposal. The Curriculum Committee may send the proposal back to the drafters with suggestions for editing or amendments.
  - (b) It is at the discretion of the Curriculum Committee whether the scope of a proposal requires approval beyond the Curriculum Committee. The Curriculum Committee may decide that a proposal is of broad enough scope that it requires full Senate approval or a full faculty vote. In the event that the Curriculum Committee or the Senate dissents or disapproves a proposal, the criteria and substance of that dissent will be communicated to the drafters of the proposal
- (7) Guidelines for team-taught courses
  - (a) Every proposed team-taught course (where more than one FTE is involved) must go through the standard review process for all proposed courses, with the addition that every such proposed course must include a statement of rationale, to be submitted to the Curriculum Committee. The rationale will explain why the course is to be team-taught, and will include a discussion of the curricular and staffing impacts of the course, and a list of proposed alternative individually-taught courses that would be taught if the team-taught course was not approved.
  - (b) The Curriculum Committee will review the impact of the proposal on staffing (including review of other released courses in the programs for leaves of absence, sabbaticals, and faculty teaching in such Bard-affiliated institutions as BGIA, CCS, BGC, and Smolny), taking into account anticipated enrollments (or enrollment history if the course has been taught before), and the role of the course within the affected programs.
  - (c) Faculty who wish to repeat a team-taught course must submit a new request each time they wish to offer the course. An exception to this requirement will be made for a course which is designed to be a regularly offered team-taught course, in which case a three-year plan may be submitted.

*Amended by the Faculty Executive Committee: 10/12/05*

*By Faculty Action: 5/15/06*

*Amended by Faculty Executive Committee: 5/23/12*

### 3. Planning and Appointments Committee

#### a) Membership

- (1) The Planning and Appointments Committee will consist of four faculty members, one from each division, elected directly by the divisions, with staggered two-year terms.
- (2) The dean will be a member, *ex officio*.
- (3) The committee will elect a chairperson and a secretary.
- (4) The chair of the committee will update the chair of the Faculty Senate on the work of the committee.
- (6) The committee will meet weekly during the academic year, except in those weeks when the Faculty Senate meets.

#### b) Duties

- (1) The committee will review proposals for all faculty positions other than adjunct positions, including new and “replacement” positions, tenure-track and non-tenure-track positions, short-term and long-term positions, and all proposals for faculty leaves of absence and for released time. In its review process, the committee will collect evidence relevant to the need for specific appointments, including consultation with programmatic and divisional chairpersons, other faculty members and students as needed. The committee will make recommendations to the president about the proposals it reviews. The committee will, in consultation with relevant members of the faculty as needed, appoint an appropriate committee to search and interview for each appointment.
- (2) The committee will ensure adherence to proper hiring procedures.
- (3) The committee will engage in long-range faculty planning, taking into account the number of faculty positions, the student/faculty ratio, required courses, balanced offerings, and selection, faculty loads, strengthening divisions and departments, and otherwise achieving the academic purposes of the College.
- (4) The committee will meet with the Executive Vice President at the start of every academic year to discuss budgetary issues related to hirings.
- (5) The committee will solicit written input from the EPC regarding all proposed tenure-track and long-term faculty positions, and will meet with the EPC at least once per semester to discuss these positions.

*Amended by Faculty Action: 5/23/12*



## 4. Faculty Senate

### a) Membership

- (1) The Faculty Senate will consist of the joint membership of the Faculty Executive Committee, the Curriculum Committee, and the Planning and Appointments Committee.
- (2) The dean will be a member, *ex officio*.
- (3) The dean and the registrar will provide staff services including secretarial aid, academic data, circulation of minutes, and carrying out the decisions of the Faculty Senate.
- (4) The Faculty Senate will elect a chairperson and a secretary. The chair of the Faculty Senate will not be the chair of the Faculty Executive Committee, the Curriculum Committee, or the Planning and Appointments Committee.
- (5) The Faculty Senate will meet at least three times per semester, on the first Tuesday of every month from 8:30 a.m. to 10:00 a.m. These meetings will be open to the faculty.

### b) Duties

- (1) The Faculty Senate will discuss, and vote upon, proposed faculty legislation, and will allocate tasks to regular faculty committees, and to ad-hoc committees that it appoints.
- (2) The Faculty Senate will make reports to the faculty and propose steps to improve academic standards. All proposals for consideration by the faculty affecting the academic program will be considered by the Faculty Senate before action is considered by the faculty.
- (3) The Faculty Senate will meet with the president once, but preferably twice, a year to consider aspects of the academic program. The committee will also maintain liaison with the student EPC, primarily through regular consultation (at least once a semester) of the major committee chairs and the chair of the EPC, but also by sharing its agenda with the EPC in advance of its regular meetings.
- (4) Members of the faculty will be free to attend all meetings of the Faculty Senate, and its minutes will be distributed regularly.
- (5) The Faculty Senate will consult with the Office of Program Development concerning those funds within grants over which the College has discretionary power.
- (6) The Faculty Senate will consult with the Office of Program Development concerning all plans for grant proposals that will effect the academic program of the College. Consultation should take place at the inception of the proposals and the Faculty Senate

will review the final draft before submission. Should prior consultation not be practicable, the Chair of the Faculty Senate and the dean will be consulted.

c) Chair of the Faculty Senate

- (1) The chair of the Faculty Senate will chair all meetings of the Faculty Senate, and all faculty-led faculty meetings.
- (2) The chair of the Faculty Senate will set the agenda of the Faculty Senate, in consultation with the members of the Faculty Senate, and in consultation with the dean.
- (3) The chair of the Faculty Senate will communicate regularly with the chairs of the Faculty Executive Committee, the Curriculum Committee, or the Planning and Appointments Committee.
- (4) The chair of the Faculty Senate and the chair of the Executive Committee will be invited to attend the meetings of the Board of Trustees. In the event of the inability of either to attend, the invitation will be extended to such other member/members of the Faculty Senate that the Chairperson shall designate.

*By Faculty Action: 4/13/05*

*By Faculty Action: 5/20/14*

*Amended by Faculty Senate: 5/2019*

## **E. Committee Structure: Regular Committees**

**REGULAR COMMITTEES:** AAUP; Grievance; Diversity; Facilities; Faculty Support; Student Affairs; Institutional Review Board; Institutional Animal Care and Use Committee

All regular committees will meet only when necessary, but each committee will meet at least once during each semester.

### **1. AAUP**

a) Membership

Committee members are elected by AAUP members from their membership.

b) Duties

- (1) The committee is empowered by the faculty to serve as its legal representative in any negotiations or conflicts with the administration or trustees of the College.
- (2) The committee will engage in collective bargaining with the administration yearly for the purpose of negotiating an annual faculty salary contract.

- (3) The committee will monitor administrative activities that may affect the status of the faculty individually and collectively.

## 2. Grievance

### a) Membership

The committee will consist of four representatives elected at large by the faculty, as specified under “GENERAL PROVISIONS” below, three student members, and two administrators.

### b) Duties

- (1) The committee will hear, and finally decide, appeals from disciplinary sanctions (suspensions or dismissals) imposed by the dean of the college or the dean of students and complaints that students have violated the Bard College Policy on Discipline or Dismissal of students.
- (2) The committee will hear complaints by students against teachers for failure to meet contractual obligations or violation of the Joint Statement on Rights and Freedoms of Students, and make appropriate recommendations to the president.
- (3) The committee will hear complaints by students against the College’s administrative staff for failure to perform their duties according to recognized professional standards or violation of the Joint Statement on Rights and Freedoms of Students, and make appropriate recommendations to the president. Each constituency may establish a procedure for the preliminary sifting of complaints from that constituency. However, no members of the committee will participate in this sifting procedure.
- (4) The committee may make policy recommendations to the three constituent elements of the community: students, faculty, and administration. However, to be effective, the committee’s recommendations must be ratified by those elements of the community that would be affected by the proposed policy. All parties to grievance hearings will be entitled to the same benefits of due process that the Joint Statement on Rights and Freedoms of Students provides students.

## 2. Diversity

### a) Membership

The Diversity Committee will consist of four faculty members, representing the four divisions of the College, and elected directly by the divisions. Two administrators will serve as members, *ex officio*.

b) Duties

- (1) The committee will serve as liaison regarding issues of diversity and inclusivity among:
  - the faculty
  - relevant faculty committees (e.g. PAC, Curriculum Committee)
  - student affinity/cultural groups (e.g. ASO, BSO, LASO)
  - relevant offices (e.g. admission, BEOP, disability services)
  - the dean of Student Affairs office (DOSA)
  - the Student Academic Affairs office
  - the Academic Affairs office
- (2) The committee will promote discussion among the faculty regarding diversity and inclusivity encompassing, but not limited to: ability/disability, age, body size, class, color, ethnicity, gender, gender expression, geography, nationality, political affiliation, race religion, sexual orientation, and socio-economic background.
- (3) The committee will encourage the analysis of available data and trends regarding student acceptance, matriculation, and retention as well as faculty and staff hiring and retention.
- (4) The committee will provide resources to the faculty regarding best practices in promoting diversity and inclusivity in the classroom and, more broadly, within the campus community.
- (5) A member of the committee will serve as a faculty representative to the Bard Community Response Team (BCRT).

*Amended by Executive Committee Action: 5/31/2015*

### 3. Facilities

a) Membership

The committee will consist of four faculty members, representing the four divisions of the College, and elected directly by the divisions. The vice president for administration will be a member, *ex officio*.

b) Duties

- (1) The committee will deal with faculty housing as set forth in Section I.H of this Faculty Handbook.

- (2) The chair of the committee will be the faculty representative to the college-wide Physical Space Committee, which will advise the administration on long-range planning for the allocation of physical space on campus, including faculty offices and teaching facilities; the other members of the Physical Space Committee will be the dean of the college, the vice president for administration, the dean of students, the director of the physical plant, and one student representative. The Strategic Planning and Management Committee will consult with the full Facilities Committee as needed.

## 4. Faculty Resources

### a) Membership

The committee will consist of four faculty members, representing the four divisions of the College, selected by the Faculty Executive Committee in consultation with the dean, and with the various divisions.

### b) Duties

- (1) The committee will administer the Faculty Research & Travel Fund, as described in Section I.G.3 of this Faculty Handbook.
- (2) The committee, together with the dean of the college and the vice president for academic affairs, *ex officio*, will constitute the Bard Research Fund Council, which will oversee the Bard Research Fund, as described in Section I.G.2 of this Faculty Handbook.
- (3) The committee, together with vice president for administration, *ex officio*, will assess the support needs of the faculty, for both teaching and research (other than computing needs), and work to ensure that these needs are met.

## 5. Student Affairs

### a) Membership

The committee will consist of four faculty members, representing the four divisions of the College, selected by the Faculty Executive Committee in consultation with the dean of studies and the dean of students, and with the various divisions; the dean of studies, a member of the academic advising staff and the dean of students will be members, *ex officio*.

b) Duties

- (1) The committee will work with an academic dean to allocate student internal fellowships and awards; the dean will chair these discussions.
- (2) The committee will appoint faculty representatives to the Student Judiciary Board.
- (3) The committee will appoint the faculty representative to the NCAA.
- (4) The members of the committee will work with members of the dean's staff on student affairs issues.
- (5) The members of the committee will be the faculty representatives to any other college-wide committees concerned with student affairs.

## 6. Institutional Review Board (IRB)

Membership:

- The IRB must consist of at least 5 members, including at least four faculty members, one of whom is a non-scientist. Additionally, the IRB will include one ad-hoc faculty member whose primary appointment is with Bard Prison Initiative (BPI) and one ad-hoc faculty member whose primary appointment is within the Bard College Early Colleges.
- The IRB must have at least one community member (who has no affiliation to Bard College) and at least one administrative representative.
- Members of the IRB are appointed by the Dean of the College.
- The Dean of the College will appoint a Chair to a two-year term.
- The members will serve two-year appointments.
- The IRB will meet monthly during the academic year.

Duties:

- The IRB will review and approve all Human Subject Research undertaken by Bard faculty, staff and students as here specified:
  - Bard College Annandale-on-Hudson campus's faculty, staff, and graduate and undergraduate student research.
  - Bard Prison Initiative, Bard College Early High Schools, Longy School of Music, and Bard Graduate Center's faculty and staff research only.

## 7. Institutional Animal Care and Use Committee (IACUC)

### Membership:

- The IACUC must consist of at least 5 members, including at least one science faculty, and one faculty from outside the sciences.
- The IACUC must include at least one community member (who has no affiliation to Bard College).
- The IACUC must include an Attending Veterinarian.
- Members of the IACUC are appointed by the Dean of the College.
- The Dean of the College will appoint a Chair to a two-year term.
- The members will serve two-year appointments.
- The committee meets at least every six months.

### Duties:

- The IACUC reviews and approves all involvement of non-human vertebrate animals in research and educational activities that take place on Bard College Annandale-on-Hudson campus, as well as field research performed by faculty, staff, and students based at the Annandale-on-Hudson campus.
- The IACUC inspects campus facilities that are intended to house vertebrate animals at any point within the upcoming six-month period. The IACUC may inspect field sites at its discretion.

## F. Committees: General Provisions

### 1. Methods of Election to the Committees:

- a) Not later than four weeks before the close of spring term, the several divisions will elect their chairpersons, providing a vacancy exists. Election will be by secret ballot and by majority vote. The chairperson of the Faculty Executive Committee will be responsible for ensuring that these elections take place.
- b) Not later than four weeks before the close of spring term, the several divisions will elect their representatives to those regular committees that have one directly elected representative per division (Diversity; Facilities). The chairpersons of the divisions will be responsible for ensuring that these elections take place.
- c) The Faculty Executive Committee, at a meeting in early April, will select the members of those regular committees to which it appoints members (Faculty Resources; Student Affairs), and it will prepare a slate of nominees for the evaluation committees, and those regular committees whose members are elected at large (Grievance). The slate of nominees will be

published to the faculty in the notice for the May faculty meeting, at which meeting elections will be held, as provided below.

- d) At a proper meeting in May, the faculty will elect to fill all vacancies, by secret ballot and by majority vote. In addition to nominations made by the Faculty Executive Committee, nominations may be made from the floor.

## 2. Terms of Office

- a) The members of all committees (except when otherwise specified) will serve for two years, and may be re-elected. All committees will have their members serve staggered terms.
- b) The faculty (or division in case of a chairperson) will elect to fill unexpired terms when vacancies occur.

## 3. Chair, Secretary, Minutes, and Reports

- a) The Faculty Senate, the Faculty Executive Committee, the Curriculum Committee, and the Planning and Appointments Committee will keep minutes of all meetings. The minutes of each committee will be sent to all faculty members.
- b) The regular committees will keep such minutes as they deem necessary and their minutes will be available to the faculty in the dean's office.
- c) Each committee will elect its chairperson and its secretary at the beginning of each year. The chairperson of each committee will report on the work of his or her committee at each faculty meeting.
- d) Agenda and all motions to be presented for vote at faculty meetings will be presented one week prior to such a meeting.

## 4. Miscellaneous Provisions

During vacations, field periods, and so forth, when the full membership of a committee cannot be convened nor reached by notices in the campus mail, essential functions may be performed by the members who are present. In case of necessary absence, any *ex officio* member of one of the committees or organizations of the community may submit suggestions or requests to any of the committees. The committee will receive, acknowledge, and consider all such communications.

*By Faculty Action: 4/13/05  
Updated by DOC: 7/17/19*



## **G. Communications**

1. That the president be requested to provide at the beginning and end of each academic year, either in a written statement or in a faculty meeting presentation, a report on the activities of his own office, those of the board of trustees, and significant achievements on development and public relations.
2. That the director of admission meet with the Faculty Senate and interested faculty members at an open meeting at least once a year to discuss admissions policy.
3. That the director of physical plant be requested to circulate to the community, at the start of each academic year, an agenda of proposed projects. Such an agenda would not include minor items, but would consist of a description of changes in the use of the College lands or properties of interest to students and faculty: such as, new roads and parking areas, new buildings, major renovations of buildings and any other change or development or revision of policy which affects the community in a significant way, aesthetically, academically, or practically; that if in the judgment of the president such information might better be supplied by his office, the president may provide this information.
4. That the chairpersons of the Faculty Executive Committee, the Faculty Curriculum Committee, and the Planning and Appointments Committee maintain liaison between these three committees.
5. That the Faculty Senate meet in joint session each spring, at least once, under the chairpersonship of the Faculty Senate chair to discuss overall academic planning.
6. That the Faculty Senate circulates minutes of each meeting to the faculty, administration, and chairperson of the student Educational Policies Committee.
7. That, in order to promote effective interdivisional planning, each chairperson shall submit to the Curriculum Committee by mid-term in the Spring semester a one-year sequence of courses for the division for the following academic year.

*Approved by the Faculty: 10/19/77  
Amended by Faculty Action: 4/13/05*

## **H. Program Directors**

### **1. Program Directors**

- a) Every program will have a director. A single director, rather than co-directors, is preferred.
- b) Program directors are responsible for overseeing all aspects of program activity (including, but not limited to, the curriculum, the budget, and requests for hirings, sabbaticals and leaves of absence), and for communicating with the division chair and the dean regarding program issues. Program directors are encouraged to delegate program responsibilities to their colleagues.

- c) Program directors should be faculty members who are tenure-track, tenured or senior chairs.
- d) If a tenure-track faculty member at the rank of assistant professor is hired to be a program director, the requirement to be the director of the program will take effect only in the second year at the college. If a tenure-track faculty member at the rank of associate professor or above, or a senior chair, is hired to be a program director, the requirement to be the director of the program may take effect immediately, if so agreed contractually.
- e) Program directors serve two-year, renewable terms, with the exception of faculty members hired to be program directors. There is no term limit for program directors, although if there is more than one full-time tenured faculty member or senior chair in the program, it is in general preferred that the position of program director be rotated after at most three consecutive two-year terms.
- f) If there are full-time tenured faculty members or senior chairs in a program, it is preferred that one of them serve as program director rather than a junior faculty member, except when a junior faculty member was hired to be the program director.

## 2. Selection and Review of Program Directors

- a) In the final semester of a program director's two-year term, the members of the program who are tenure-track, tenured or senior chairs will meet no later than midterm that semester to select a program director whose term will commence the following semester. The name of the selected program director will be forwarded to the dean's office.
- b) In the second half of each semester, the Executive Committee will review all faculty members selected as program directors for the following semester. In any case where a junior faculty member has been selected program director, where a faculty member is selected to serve a fourth consecutive two-year term (commencing from the date of adoption of this document), or where co-directors have been selected, the Executive Committee will gather information from the relevant faculty members prior to final approval.
- c) When a new program is approved by the Curriculum Committee, the Executive Committee will review the proposed initial program director prior to the implementation of the new program, subject to the same guidelines as the review of the program directors of ongoing programs.

*Faculty Action: 5/15/06*

**APPENDIX A**  
**Human Resources**



## **Gender-Based Misconduct**

Bard College's complete Gender-Based Misconduct Policy can be accessed at [www.bard.edu/genderequity](http://www.bard.edu/genderequity).

### **Notice of Nondiscrimination**

Bard College is committed to ensuring equal access to its educational programs and equal employment without regard to an individual's sex, gender, race, color, national origin, religion, age, disability, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, ex-offender status, or any other characteristic protected by federal, state, or local law.

Students, employees, applicants, and other members of Bard College community (including, but not limited to, vendors, visitors, and guests) shall not be subject to discrimination or harassment prohibited by law or otherwise treated adversely based upon a protected characteristic. Similarly, the College will not tolerate harassing, violent, intimidating, or discriminatory conduct by its students, employees, or any other member of, or visitor to, the College community. This includes, without limitation, sexual harassment, sexual assault, sexual violence, dating or domestic violence, and stalking.

### **Policy Statement**

Bard College's gender-based misconduct policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment, as well as provisions of response and services for victims of interpersonal violence.

Bard College and its affiliated programs are committed to providing learning and working environments free of sexual and gender-based harassment, discrimination, sexual assault, sexual exploitation, stalking, and intimate partner violence (hereafter referred to as "gender-based misconduct").

Bard College is committed to preventing, responding to, and remedying occurrences of gender-based misconduct. To that end, the College provides services and support for individuals who have been impacted by gender-based misconduct, as well as accessible, prompt, thorough, and impartial methods of investigation and resolution of incidents of gender-based misconduct.

Additionally, the College provides educational and preventative programs for employees and students throughout the academic year that promote awareness of gender-based misconduct. These include: primary prevention and awareness, definitions of domestic and intimate partner violence, dating violence, sexual assault, stalking, consent, bystander intervention techniques and safe practices, and risk reduction in the form of recognizing warning signs and how to avoid unwelcome interaction.

The Gender-Based Misconduct Policy should be interpreted and applied in a manner consistent with the principles of free inquiry, free expression, and free speech to which Bard College is committed. The College's policy is not intended to stifle these freedoms. Prohibited discrimination, harassment,

retaliation, and other misconduct are neither legally protected expression nor the proper exercise of academic freedom.

Bard's Gender-Based Misconduct Policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment, as well as provisions of response and services for victims of interpersonal violence. These laws include: Title IX of the Education Amendments Act of 1972, Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law, Section 304 of the Violence Against Women Reauthorization Act, the Clery Act, and New York State Education Law 129-B ("Enough is Enough"). These laws and the College prohibit discrimination and harassment, including gender-based misconduct.

### **Scope of Policy**

The College will respond to all reported incidents of gender-based misconduct, including sexual and gender-based harassment, discrimination, sexual assault, sexual exploitation, stalking, and intimate partner violence, involving students, faculty, staff, or any other member of the Bard community, reported to have occurred:

- on campus;
- off campus involving members of the Bard community;
- through social media or other online interactions involving members of the Bard community, particularly if campus safety is affected; or
- during official Bard programs, regardless of location.

Action taken and support provided regarding incidents of misconduct involving contract employees, visitors, and guests may be limited. However, the College will endeavor to respond, sanction, and/or remedy to the extent possible, practical, and reasonable.

### **Reporting Gender-Based Misconduct**

Reports of gender-based misconduct can be made to:

- Title IX Coordinator – 845-758-7542 or [titleix@bard.edu](mailto:titleix@bard.edu).
- Director of Human Resources – 845-758-7516 or [kalexand@bard.edu](mailto:kalexand@bard.edu).
- Misconduct Reporting Line – 888-323-4198. Any person who feels uncomfortable or otherwise unable to file a complaint through the channels set forth above may make a report via the Misconduct Reporting Line. The Misconduct Reporting Line is administered by an external entity hired by the College to receive reports on a non-confidential basis. Reports of alleged violations of this policy may be made anonymously to the Misconduct Reporting Line. However, individual identities may be disclosed through the process of investigation. Alleged violations of this policy will be referred for investigation in accordance with the procedures set forth herein. Any reports received via the Misconduct Reporting Line will be filed for statistical purposes, even if made anonymously. Reports regarding alleged misconduct by the Office for Gender Equity may be made through this reporting line.

Any responsible employee with knowledge of gender-based misconduct occurring among members of the Bard community must notify the Title IX Coordinator of any and all reports of potential gender-based misconduct that they receive. A responsible employee is any Bard administrator, faculty, professional staff member, Safety and Security officer, or Peer Counselor. Climate surveys, classroom writing assignments, human-subjects research, and events such as Take Back the Night or similar speak-outs do not constitute notice to the College.

Upon receiving a report of potential gender-based misconduct, responsible employees must inform a reporting individual of their own reporting responsibilities (i.e., that they can provide privacy, not confidentiality) and the option of seeking assistance from confidential resources and support services. In addition, responsible employees must provide the following information to the reporting individual at the first instance of disclosure of sexual assault, intimate partner violence, and/or stalking:

- You have the right to make a report to Bard College security, local law enforcement, and/or state police, or choose not to report.
- You have the right to report the incident to your institution, Bard College.
- You have the right to be protected by the College from retaliation for reporting an incident.
- You have the right to receive assistance and resources from the College.

Individuals or persons who have questions regarding the reporting procedures for gender-based misconduct may meet in person or talk by telephone with the Title IX Coordinator to discuss the process, policies, resources, their institutional rights, as well as rights for reporting to the local authorities. They may also discuss options for no-contact orders through the College and orders of protection through the court system. When information pertaining to specific incidents of reported gender-based misconduct is shared, the Office for Gender Equity will attempt to protect the privacy of all parties involved, but is required to initiate a preliminary inquiry and determine what, if any, further investigation is warranted.

### **Consensual Relations**

The College strongly discourages amorous or sexual relationships between faculty members and students, administrators and students, and staff members and students. Although the College recognizes that adults, including young adults, may make choices regarding personal relationships, amorous or sexual relationships between students and faculty, administrators or staff raise serious concerns about conflicts of interest, validity of consent, and preferential treatment, jeopardizing a student's educational program, as well as the learning environment for all students. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. Faculty and staff engaged in such relationships should be sensible to the constant possibility that they may be placed unexpectedly in a position of responsibility for the student's instruction or evaluation. Individuals who hold positions of power put both themselves and the College at risk when they engage in such relationships. Risks may include loss of professional standing with colleagues and students, allegations

and charges of sexual harassment, disciplinary action by the College, and legal liability. A faculty member, administrator or staff member who is involved in an amorous or sexual relationship with any student must make the relationship known to his or her divisional chair, dean or supervisor and must cooperate fully in making alternative arrangements for the supervision, evaluation, teaching, grading or advising of the student and/or assist in making such arrangements for the future. Failure to do so can result in disciplinary action ranging from verbal warning to dismissal.

### **Confidentiality**

Information about Bard College, its employees, suppliers, and vendors is to be kept confidential and divulged only to individuals within the College with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with management.

All records and files maintained by the College are confidential and remain the property of the College. Records and files are not to be disclosed to any outside party without the express permission of management. Confidential information includes, but is in no way limited to: financial records; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other account information on members, vendors, and suppliers; inventions, programs, trade secrets, formulas, techniques, and processes; and any other documents or information regarding the College's operations, procedures, or practices. Confidential information may not be removed from College premises without express authorization.

Any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit may not use confidential information obtained during or through employment with the College. The College reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

### **Health and Safety**

The health and safety of employees and others on College property are of critical concern to Bard College. The College intends to comply with all health and safety laws applicable to our business.

To this end, the College must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Any unsafe conditions or potential hazards should be reported to Human Resources, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the College's premises, or in a product, facility, piece of equipment, process, or business practice for which the College is responsible should be brought to the attention of the director of human resources.

Employees, members, vendors, and other guests are not allowed to smoke in College facilities at any time. Smoking is not allowed in work areas, company restrooms, company-owned vehicles or any vehicle used for College business.



## **Operation of Vehicles**

Employees driving on College business—whether in a rented vehicle, an employee’s own vehicle, or any other vehicle—are not permitted to engage in unauthorized activity or travel. The rental of vehicles for College business is limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management.

All employees authorized to rent vehicles for use in conducting College business must possess a current, valid driver’s license and an acceptable driving record. Any employee wishing to operate a company vehicle must have a valid defensive driving certificate. Any change in license status or driving record must be reported to management immediately. From time to time, the College and its insurance carrier may request reports from the Department of Motor Vehicles regarding the license status and driving record of employees whose job responsibilities include driving. In the event that the license status or driving record of any employee whose job responsibilities include driving becomes unacceptable to management or the College’s insurance carrier, that employee may be restricted from driving, reassigned, suspended, or discharged, at management’s discretion.

A valid driver’s license must be in your possession while operating a vehicle off or on College property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe-driving habits at all times. The College provides employees with parking in non-reserved spaces on a first-come/first-served basis. Some parking spaces may be reserved for disabled drivers, vehicles belonging to the College, or others. The College will not be responsible for any damage to vehicles or their contents while parked on College property. (*Not applicable to BHSEC and BGC.*)

## **Employee Personal Property**

Employees should not bring valuables to work. Any item of value should be kept in a secure location. The College assumes no responsibility for the loss, theft or damage of employees’ personal property.

## **FMLA Leave Policy**

Regular employees who have completed at least one year of continuous service and have worked at least 1,300 hours during that year are eligible to take advantage of the provisions of the Family and Medical Leave Act of 1993. This act gives the employee the right to up to twelve weeks (60 working days) of leave without pay in the following situations:

- The birth or adoption of a child, or the initiation of foster care
- The need to care for the serious health condition of a spouse, child, or parent
- A serious health condition sustained by the employee which leaves the employee incapable of performing the functions of the job. The term serious health condition means an illness, injury,

impairment, or physical or mental condition involving either inpatient care or continuing outpatient care by an authorized health provider. The college reserves the right to request certification from the health provider as a condition for granting medical leaves.

- When the need for the leave is foreseeable, the employee must provide written notice to the college at least thirty days prior to the date that leave is to begin, if possible.

Employees who have accumulated paid sick leave may use this time to be paid for up to thirty days of the family or medical leave (more if they are disabled during this time). All benefits the employee was eligible for prior to the leave will continue for as long as they are on an approved FMLA leave (not to exceed the maximum of 12 weeks).

During the period of FMLA of twelve (12) weeks or less, the college will maintain employee's health insurance coverage on the same basis as if he/she were still working. Whether employees are paid or not, they must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within (30) days of when they are due may result in a lapse of coverage. During unpaid leave, premiums for other benefit coverage's (e.g. life, LTC, etc.) will be covered by the college during an employee's leave and the amount(s) paid will be de-deducted from the employees' wages upon returning to work.

Ordinarily, COBRA regulation will be applied if an employee fails to return to work at the end of a combined total of twelve (12) weeks of leave or if an employee's medical insurance coverage lapses for non-payment of premiums. The college shall be entitled to recover the insurance premium paid to maintain such coverage during the period of leave pursuant to FMLA if the employee fails to return from such leave after the period of leave has expired, for a reason other than (a) the continuation, recurrence or onset of a serious health condition that entitles the employee to leave under the applicable provisions of FMLA or (b) other circumstances beyond the control of the employee.

### **New York State Paid Family Leave**

Bard College, in accordance with New York State Law, has adopted the following leave policy exclusively for employees working in New York State and who are protected by state laws governing mandated leave. For purposes of this policy language, the name "Bard College" and the term "Employer" are used interchangeably.

Nothing described in this policy is intended to confer paid leave entitlement to any Bard College employee other than individuals directly protected by the New York State law, and who satisfy all the conditions required to qualify for leave. Please contact the Bard College Human Resources Department should you have further questions.

### **Background**

New York's Paid Family Leave ("PFL") program provides wage replacement to employees who take leave to bond with a child, care for a close relative with a serious health condition, or relieve family

pressures when a family member is called to active military service. The program is administered by Bard's disability insurance carrier.

While on PFL, employees covered by employer-provided health insurance will retain their coverage, but must continue to pay their own portion of the premium. Following PFL, qualified employees are generally able to return to their job (reinstatement).

Bard College's HR team will separately communicate details explaining the specific payment obligations required to keep health coverage benefits in place during the approved leave period.

### **Eligibility**

Employees with a regular schedule of 20 or more hours per week are eligible for PFL after 26 weeks of continuous employment.

Employees with a regular schedule of less than 20 hours per week are eligible for PFL after 175 days of active employment.

Employees do not have to take all of their sick leave and/or vacation before using paid family leave. An employer may permit employees to use sick or vacation leave for full pay, but may not require employees to use available sick or vacation leave prior to or concurrent with taking NYPFL.

An employee's own illness is ***not*** covered by the Paid Family Leave Law; rather, the employee must use Short-Term Disability, unpaid leave under the Family Medical Leave Act (if eligible), and/or earned/available sick or PTO time. If an employee needs to combine the Paid Family Leave to care for a close relative, and Short-Term Disability to care for themselves, the employee will only have a total of 26 weeks of paid leave available to them in one calendar year under both of these benefits.

For additional information, please contact the Human Resources Department.

### **Use of College Property**

All College property—including, but not limited to, desks, storage areas, work areas, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, and vehicles—must be used properly and maintained in good working order. Employees who lose, misappropriate, or misuse College property may be personally liable for the replacement or repair of the item and may be subject to discipline, up to and including discharge.

The College reserves the right, at all times and without prior notice, to inspect and search any and all of its property to determine whether any College policy has been violated, or when necessary for purposes of promoting safety in the workplace or compliance with applicable law. These inspections may be conducted during or after business hours and in the presence or absence of the employee.

## **Use of Phone and Mail Systems**

Employees should limit incoming and outgoing local personal telephone calls to your free periods (break and lunch). Employees should practice discretion when making local personal calls and may be required to reimburse Bard College for any charges resulting from their personal use of the telephone or business supplied cell phone, if applicable.

The use of Bard College's pre-paid postage and/or stamps for personal correspondence is not permitted.

## **Educational Benefits**

Bard College will provide educational assistance to all regular benefit-eligible employees, full-time and part-time employees working a minimum of 1300 hours per year, who have completed at least 6 months of satisfactory service. Eligible employees may take up to two courses per semester, for credit or as auditors, in the Bard College undergraduate program without charge provided that space is available after all paying students have registered. Regular tuition is charged for courses taken in the graduate programs. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Spouses of all employees are welcome to enroll in undergraduate and graduate programs at regular tuition rates.

Employees must receive their manager's approval for any absences from work to attend classes. Employees are expected to make up any work hours missed due to their enrollment in any undergraduate & graduate classes. Permission forms are available from the Office of Human Resources in order to participate in courses.

## **Tuition Remission**

After one complete year of service, benefit eligible employees may apply to enroll their dependent children at the college and Simon's Rock undergraduate programs as part-time or full-time students. To qualify as "dependents," employee's children must be of college age, unmarried and have no dependents of their own. Dependents are expected to meet the same selectivity standards of admission as all other students. All available financial aid sources must be sought and it is the responsibility of the employee to secure these funds when available. Remaining tuition costs are waived. Fees for room, board, books, lab, application fees and other student fees are the responsibility of the dependent or the employee. Dependents should apply through the Admission Office, and eligibility will be confirmed through the Office of Human Resources once the dependent has been accepted.

## **Tuition Exchange**

Bard College participates in a tuition exchange scholarship program with other member institutions across the country. After three years of continuous employment, benefit-eligible employees may apply to enroll dependents to receive tuition assistance or waiver for undergraduate programs at participating institutions. To qualify as "dependents," employees' children must be of college age, unmarried and have no

dependents of their own. These scholarships should not be considered a fringe benefit. The scholarships are competitive awards and family members eligible for the program are not guaranteed an award.

Applications open each November through February. Contact the Office of Human Resources for applications, and visit <http://www.tuitionexchange.org> for participating schools.

### **Abigail Lundquist Botstein Nursery School**

Benefit eligible employees may enroll dependent children, age three to five, in the Abigail Lundquist Botstein Nursery School, located on the campus. The school operates from September through May. A fee may or may not be assessed based on the specific hours of need requested by the parent/guardian. Space is limited and is subject to the terms and conditions specified in the policies of our Nursery School program. Interested employees should contact the Nursery School Director at ext. 7480 for enrollment information.

### **The Children's Center**

In addition to the Abigail Lundquist Botstein Nursery School, the campus offers the young children of the Bard Community the Bard College Children's Center. The Children's Center is intended to help parents meet their needs for child-care during working hours throughout the year. The center operates through a charged tuition and fund-raising. Contact should be made directly to the Children's Center Director for fee specifics and scheduling availability

