

MEMORANDUM

To: Bard Faculty
From: Planning and Appointments Committee
Date: September 5, 2019
Re: Call for Proposals

The Planning and Appointments Committee (PAC) will consider proposals for new and replacement positions to be recruited during the academic year **2020-2021**. Early consideration of requests will enable the College to post advertisements in a timely manner and to enhance our chances of attracting the best candidates. The deadline for submission of proposals is **Wednesday, March 25, 2020**.

Proposals for non-tenure-track positions or replacement positions instigated by resignations, tenure denials or denials of reappointment will be considered in the fall semester. The deadline for submission of proposals in the fall will be **Monday, October 30, 2019**.

Positions are not automatically approved. Both new and replacement positions require substantive proposals. The rationale for a position must include both a discussion of the curricular value of this position in the context of the program, the College, and larger intellectual and artistic trends nationally, and the need for the position in terms of the staffing and student enrollments of the relevant programs.

1. Proposals must be submitted electronically using the online PAC tool - <http://inside.bard.edu/tools/pac/>.
2. Proposals must be discussed and endorsed by all of the relevant programs and division prior to submission to the PAC. Comments must be entered on the PAC tool, usually by the division chair.
3. Each proposal must be organized as follows:
 - a. A strategic plan for the program(s) that outlines the strengths, opportunities, challenges, and goals of the program(s).
 - b. A discussion of the role this position will play in the program in the context of its goals as described above, and the position's role in related and interdisciplinary programs and within the College.
 - c. Articulate the criteria on which candidates will be evaluated at each stage of the search process (e.g., application screening, phone/ conference interviews, campus visits).
 - d. A summary of discussions with any related programs regarding the contribution of this line to their curricula.
 - e. A recommendation for the level of the proposed position (whether junior or senior, fulltime or fraction, tenure-track or visiting).
 - f. A list of program faculty, and the number of courses each contributes to the program each year.
 - g. Enrollments in program courses for the past three years, including tutorials and senior projects.
 - h. A two-year (**2019-2021**) program staffing plan, including any anticipated staffing requests in the future.
 - i. Advertising copy for the position and proposed sites for placement of advertisements. This section should include a description of plans to attract a diverse applicant pool.
 - j. A proposed chair and a suggested list of members for a search committee including student representatives. The PAC will determine the final make-up of the committee in consultation with the president, and relevant members of the faculty as needed.

On Membership of Search Committee, Ref: Faculty Handbook I.A.3.(a)

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 elected member of the Planning and Appointments Committee or a designate of the Planning and Appointments Committee may serve.