

## Preparing for Candidates' Visits

The Chair of the Search Committee should provide the following information to their Divisional/Program Administrative Assistant (referred to as AA in this document) after having personally invited the candidate to campus:

1. The names of the candidates to be interviewed, for which position, and on what days they are scheduled to visit Bard. Please clear all dates with the dean. Collect information for all candidates at once. It becomes more efficient to make all the appointments and reservations once instead of three, or very occasionally, four times.
2. Who is to meet with candidates? Interviewers should be selected by the Search Committee, making sure they are available and willing to conduct interviews. *The AA will set up an appointments/time schedule. These will be half-hour slots unless noted otherwise. Please let the AA know if a candidate's itinerary has changed after it has been distributed.*
3. Will there be time set aside for students to meet the candidates? A meeting with the students after the presentation is a good arrangement.
4. Will the candidates be teaching a class and if so which class at what time and where?
5. For candidates' interview talks: What size room is required? Does the Search Committee have any room preference? What time of day should the presentation be scheduled (selecting late afternoon leaves adequate time to schedule interviews)? *The AA will reserve the rooms through Space Management. Check with the Office of the Dean to make sure there are no other conflicting events and that presentation times do not conflict with the Dean's schedule.*
6. Candidate's dinner with the Search Committees will take place in the Faculty Dining Room, (French Room or one of the other private rooms), or the dining room of Finberg House (Finberg House seats a maximum of 12) or off-campus at a reasonably-priced restaurant. All members of the Search Committee should attend the dinner. Let Divisional Secretary know if any committee member will not be attending the dinner. Please note that last minute cancellations and no-shows will still result as a charge to the College. What time should the dinner be held? Does anyone attending the dinner have any dietary restrictions or preferences? *The AA will call Dining Services and make the dinner reservation if the dinner is to be on campus.*

Some information the Divisional Secretary will need from each candidate:

1. How is the candidate planning to travel to Bard?
2. If by air what airport is the candidate departing from?
3. Any preferences regarding flight, i.e. time of departure, seating etc.
4. May we reserve a rental car at Albany for trip to Bard or does candidate have any problem with driving?
5. If using train or other public transportation, candidates may purchase their own tickets and then submit them for reimbursement
6. What is the title of candidate's presentation/job talk; please provide a brief synopsis.
7. Will the candidates need any audiovisual equipment for their presentations?
8. Does the candidate have any dietary preferences or restrictions?
9. Advise candidates to save all original receipts in connection with their trip to Bard. They will need to send them to the AA along with their completed *Travel Reimbursement Form* in order to be reimbursed for expenses.

Additional items to be done by Divisional/Program Administrative Assistant:

1. Check with the Dean's office to be sure the dates of candidates' visits have been cleared with the Dean before making any arrangements.
2. Call the college travel agent to make arrangements for air or train tickets (candidates may purchase their own train tickets and later submit them for reimbursement). Make arrangements for the candidates to be picked up from airport or train station either with Jeffrey Smith at [trans@bard.edu](mailto:trans@bard.edu) or perhaps a member of the Search Committee might be willing to pick up the candidate or reserve a rental car at the airport if sure candidate is prepared to drive himself. If arriving by train, local taxi service can be arranged to pick up the candidate.
3. Call and/or e-mail Theresa Desmond for overnight accommodations at Finberg House, or contact other local inns if no room is available at Finberg.
4. Reserve a room for the dinner with Search Committee.
5. Call dining services for dinner reservations, giving them the time, place and number of guests.
6. Reserve room needed for job talk/presentation.
7. If audiovisual equipment is needed for the job talk e-mail at [av@bard.edu](mailto:av@bard.edu) and/or call the audiovisual department giving them the date, time, place and equipment needed.
8. Another room reservation may be required for students to meet with the candidate
9. Send out e-mail and or call all faculty members and administrators who will be meeting with the candidates to set up interview times. Schedule the Dean and any other administrators first, also make sure that the time of the candidates' interview talks can be coordinated with the Dean's schedule. When the schedules are complete and all appointments have been set up, prepare the itinerary. Distribute itineraries via email along with copies of candidates' letters of introduction, *curricula vitae*, and letters of recommendation to all faculty members and administrators who will be interviewing the candidates. Send copies of itineraries to the candidates by e-mail.
10. Design and distribute posters advertising the candidates' job talks, also post to the campus calendar and send out faculty/staff e-mails to announce talks.

**Scheduling a Candidate's Visit**  
*(To be filled out by Search Committee Chair)*

**Name of Candidate:** \_\_\_\_\_

**For what position:** \_\_\_\_\_

**Day//Date of Visit to Campus:** \_\_\_\_\_ **Cleared with Office of the Dean**

**Date of Arrival at Bard:** \_\_\_\_\_ **Date of Departure:** \_\_\_\_\_

**Date/Time of candidate job talk:** \_\_\_\_\_ **Cleared with Office of the Dean**

**Date of Dinner:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Who will take candidate to dinner on day he arrives?** \_\_\_\_\_

**Search Committee Members:**

_____	_____
_____	_____
_____	_____
_____	_____

**Who will interview Candidate?**

**Who will attend dinner?**

- |                                |                          |
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<u>Additional Notes</u>
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**Room Preference for Candidate's presentation:** \_\_\_\_\_

**Will candidate meet with students?** \_\_\_\_\_

**Is room needed for meeting?** \_\_\_\_\_