

MEMORANDUM

To: Bard Faculty

From: Planning and Appointments Committee

Date: September 3, 2021

Re: Call for Proposals

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 **Wednesday, October 20, 2021**.

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 - <https://tools.bard.edu/tools/pac/>
2. Proposals must be discussed and endorsed by all of the relevant programs and the 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. An explanation of how the position will contribute to diversity, equity, and inclusion at the College, including specific steps to recruit, mentor and retain faculty members from historically underrepresented groups.
 - d. 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).
 - e. A summary of discussions with any related programs regarding the contribution of this line to their curricula.
 - f. A recommendation for the level of the proposed position (whether junior or senior, full time or fraction, tenure track or visiting).

g. A list of program faculty, and the number of courses each contributes to the program each year.

h. Enrollments in program courses for the past three years, including tutorials and senior projects.

i. A two-year (2021 –2023) program staffing plan, including any anticipated staffing requests in the future

j. 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.

k. A proposed chair and a suggested list of members for a search committee. The committee will select student representatives after the proposal is approved. (*See attached guidelines regarding the selection of 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)

a) at least two members of the faculty from the relevant program (or with relevant professional qualifications) appointed in consultation with the divisional chair.

(b) at least one member from outside the program who is approved or designated by the PAC and will assist the search committee to consider the college-wide implications of the position and candidates.

(c) two students who have moderated in the program in which the prospective candidate is to teach, appointed in consultation as in (a) above. Students serving on hiring committees will be paid an honorarium in recognition of their service.

(d) the division chair or director of the program, ex officio.

In order for a search to be approved, all faculty members serving on the committee must have completed the College's inclusive search training within three years prior to the commencement of the search. This semester's training will be **Monday, Sept. 20, 2021, 5:00-6:30pm**. The meeting will be held via Zoom [<https://bard.zoom.us/j/85691959427>]. We encourage any faculty member who thinks they might be on a search committee during the 2021-22 academic year (and has not attended the training in the past three years) to attend this training. Contact Sherry Gildersleeve (gildersl@bard.edu) to RSVP.

Student Search Committee Members:

Students play a vital role in the faculty search process. They offer a student perspective on prospective candidates, helping us keep student needs at the center of the discussion. Their engagement with candidates opens a window onto how the candidate communicates with students in the classroom setting and in more informal contexts. Moreover, as students interact with search candidates they represent the Bard community. Search participation, however, is time consuming and demanding. Students undoubtedly learn something valuable from the process, but they are also doing impactful work for the institution that deserves to be acknowledged and recognized. Reviewing search files, meeting with the committee, attending job talks, and interviewing the candidates can take away from students' own study and work time. Consequently, it deserves to be compensated, especially since even a modest stipend might make it feasible for a broader spectrum of students to participate. At the same time, we recognize there is significant variety in the expectations and time investment required of student search committee members in different programs. Consequently, we have distinguished between two levels of stipend for two formally appointed student participants in each search committee based on some fundamental distinctions in their involvement.

Tier 1 (\$500): Students are involved in all phases of the search process, including the initial screening of substantial numbers of files (>50).

Tier 2 (\$300): Students are not involved in the initial screening, or the search has generated a modest number of initial applicants (<50).

Beyond these differences in the initial screening of search files, we expect student search committee members to be substantively involved in the other dimensions of the search process, which will include some or all of the following: attending search committee meetings; participating in screening interviews (varies by program); attending job talks; meeting separately (interview, campus tour, meal, etc., modalities vary) with the job candidates during the on-campus interview; and mobilizing other students for participation in search events. Like all other members of search committees, students are expected to sign a confidentiality agreement since they have access to application materials. Search committee chairs will confirm that student search committee members fulfilled the program's expectations for active engagement in the search process.

Given that student search committee participation will now be compensated, we call for some degree of standardization of student member recruitment across the college to give a wide range of interested students a chance to get involved. An open recruitment process should adhere to the following principles.

- An open call for student volunteers sent to all moderated students.
- Vetting of student volunteers by the search committee chair and the program director, by the faculty members on the search committee, or by the program as a whole, working with a collectively determined set of criteria for prioritizing which students to involve in the search process. (We recognize that those criteria might vary by program and search.)
- If no volunteers are forthcoming, the search committee chair and program director can reach out to specific upper-college students, soliciting recommendations from program members, again operating from mutually agreed criteria.

In all cases, we believe that diversity among student search committee members, for individual searches and across the searches in a given program, can best express the diverse perspectives of the students in the Bard community and also effectively contribute to the college's ongoing commitment to diversification in faculty hiring by accurately representing the diversity of our student community.

Faculty Executive Committee
February 9, 2021