

Bard

Undergraduate Faculty Newsletter
Annandale, February 2020
Volume 15, Number 2

from the **Dean of the College**

Deirdre d'Albortis

Welcome back to campus for what promises to be a busy and productive spring semester.

We will be joined this term by Distinguished Scholar in Residence Alberto Manguel (Bard Reading Initiative) and visiting faculty in Studio Arts, Architectural Studies, Theater and Performance, Human Rights, Religion, Chinese, Jewish Studies, Political Studies, and Dance; the full list of new appointments can be viewed on the Dean of the College website, <http://www.bard.edu/doc/recruitment/>, under Faculty Appointments.

I am pleased to announce that Assistant Professor Shuo Zhang (Physics) will take up her tenure-track appointment at the College starting this semester. Faculty searches are currently underway in Film and Electronic Arts, Dance, and Political Studies. Please watch for announcements of upcoming candidate talks.

Bard's first Faculty Leadership Institute took place at Blithewood on January 26th: program directors, divisional chairs, and faculty senators met to discuss accessibility and inclusive pedagogy concerns, the role of the program director, and institutional resources for planning and reflection at the level of both program and division. I want to thank all the colleagues who made time before the start of the semester to share best practices and to identify common goals.

Last semester the College engaged a consultant from AHEAD (Association on Higher Education and Disability (<https://www.ahead.org/about-ahead>)) to aid in identifying immediate, mid-, and long-range goals for Accessibility at Bard. An executive summary of that report will be shared on the DoC site as well as through a new website: <https://www.bard.edu/accessibility/>. Stay tuned for more communications from the working group as we begin planning for the 2020-2021 academic year. Accessibility at Bard will host its first speaker series this spring with funding from the Center for the Study of Hate, the Hannah Arendt Center, the Human Rights Program and the Office of the DoC. Please share this information with your students: the lectures will be open to the public and all are welcome.

Monday, March 16

Dr. Angel Miles on disability justice
4:30-6 pm, Lazlo Bito '60 Auditorium (RKC)

Wednesday, April 15

Kenny Fries on writing the body different at home and abroad
6-7:30 pm, Lazlo Bito '60 Auditorium (RKC)

Finally, let me take this opportunity to acknowledge the tremendous energy, commitment, creativity, and care with which Bard faculty and staff engage our students outside of term-time. From the meticulous planning that goes into Citizen Science each January (thanks to director Mary Krembs) and dedicated hours spent by coaches in pre-season training with our student athletes, to the generous mentorship provided by Bard House Professors for our

newest residents on campus, intensive career exploration opportunities given soon-to-be job seekers through BardWorks, and inspired training offered by our highly accomplished music faculty to student performers in the Opera Workshop, invaluable teaching and learning goes on in Annandale over Intersession.

**The Office of the Dean of the College
is continuing its initiative to support the work of inclusion across academic programs.**

The DoC will offer grants between \$500-\$1000 to academic programs that commit to undertaking one initiative to improve access, equity, and inclusion for students.

Some examples of initiatives academic programs might propose include:

- Travel to learn from peer institutions engaging in innovative redesign of intro or gateway courses.
 - Sending faculty members to inclusive pedagogy training.
 - Engaging program wide implicit bias training and engaging bias reduction practices.
 - Learning intergroup dialogue methods.
 - Program retreat to share faculty pedagogical best practice.
- Developing a "First to First" mentor initiative in your program. These are mentor relationships between either first-generation undergraduates and first-generation faculty or between first generation faculty across disciplines.
- Creating a call for student-initiated projects (mini-grants) in your programs that address diversity, equity, and inclusion.

These are just suggestions: we encourage you to come up with proposals that speak to the Inclusion Challenge most directly relevant to faculty and students in your program.

Please **submit proposals by March 29th** to doc@bard.edu: we ask that you share your grant project if funded, with other programs.

*Special thanks are due to Bard's Lifetime Learning Institute (LLI)
for its members' generous support of this initiative!*

FACULTY MEETINGS – Spring 2020

Faculty Meetings – 4:45 p.m., Multipurpose Room of Bertelsmann Campus Center

Wednesdays: February 5, March 11 (*faculty-led), April 15, May 20

First and final meetings of the semester are followed by the President's Open House

Executive Committee – Wednesdays 10:30 a.m. – 12:00 p.m. Ludlow 301

Curriculum Committee – Wednesdays 8:30 a.m. – 10:00 a.m. Ludlow 301

Planning and Appointments Committee – Thursdays 9:00 a.m. – 10:00 a.m. Ludlow 301

Faculty Senate Meetings – 8:30 a.m. – 10:00 a.m. on the following Tuesdays:

February 4, March 3, April 7, and May 5 (Bertelsmann Campus Center Red Room)

*please note this slight change

Evaluation Letters are Due February 12

for NON-TENURE-TRACK and SENIOR faculty

If you would like to submit a letter to the evaluation file of a faculty member who is scheduled to be evaluated this semester, it should be **signed** and sent to the Dean of the College, Ludlow 203, or by e-mail to doc@bard.edu by **Wednesday, February 12**

Non-tenure-track Evaluations*

Helen Epstein	SST/Human Rights
Erica Kiesewetter	ARTS/Music
Karen Raizen	L&L/Italian Studies
L. Randall Wray	SST/Economics

Senior Non-tenure track Evaluations**

Marka Gustavsson	ARTS/Music
Dinaw Mengestu	L&L/Written Arts
Joseph O'Neill	L&L/Written Arts
Japheth Wood	SMC/Mathematics

Senior Evaluations**

Sarah Dunphy-Lelii	SMC/Psychology
Kyle Gann	ARTS/Music
Garry Hagberg	SST/Philosophy
Kristin Lane	SMC/Psychology

*Non-tenure-track evaluation testimony is read by the divisional evaluators, the division chair, the College Evaluation Committee (CEC), the associate dean of the college, and the president.

**Senior evaluations are generally scheduled every seven years after tenure or a CEC evaluation or in accordance with contractual agreements, and materials are read by the program director, the division chair, the dean of the college and the president.

**Faculty Seminar Series
Spring 2020**

Wednesday, March 11: Franco Baldasso

Curzio Malaparte: The Cruelty of Literature

Wednesday, April 1: Sean McMeekin

Maximum Danger: Finland, Baku, and the Katyn Forest Massacre

Wednesday, April 8: James Romm

The Letters of 'Plato': The Authorship Debate

from the **Center for Faculty and Curricular Development (CFCD)**

The CFCD supports and advocates for the professional development and pedagogical initiatives of the faculty throughout the academic career. We are also available for class visits and small group or individual faculty consultation.

To kick off the semester, the CFCD and the Dean of the College co-sponsored a workshop from the National Center for Faculty Development & Diversity (NCFDD) entitled "Every Semester Needs a Plan," led by Dr. Carlita Favero from Ursinus College. The workshop provided concrete strategies for faculty to create and implement both professional and personal goals within the time-frame of an academic semester. For those who were unable to attend, you can find a [webinar version of this workshop](#) on the NCFDD website.

Please stay tuned for weekly CFCD email announcements of *Common Room Conversations* on topics such as diversity, equity, and inclusion in the classroom and navigating mid-career challenges in academe. The College continues to support our institutional NCFDD membership (www.facultydiversity.org), which includes resources such as the 14-day Writing Challenge, beginning on March 23rd (registration ends March 19th).

Please note that the CFCD website <http://blogs.bard.edu/cfcd/> is currently under renovation!

*We wish you a productive and engaged semester!
Justin Dainer-Best and Laura Kunreuther, Faculty Fellows
Emily McLaughlin and Éric Trudel, Co-Directors*

Lightning Lunches - Spring 2020

All lunches are in the Faculty Dining French Room and the cost of lunch is covered by CFCD.

- | | |
|---------|--|
| Week 1 | Interpreting Your CaFE Forms
Tuesday, January 28, 12:00 - 1:00 |
| Week 2: | Thinking about Teaching a Second Year Offering?
Monday, February 3, 12:00 - 1:00 |
| Week 3 | Strategic Grading
Tuesday, February 11, 12:00 - 1:00 |

- Week 4 **Alternative Models of Student Presentations**
Monday, February 17, 12:00 - 1:00
- Week 5 **Using Technology in the Classroom**
Tuesday, February 25, 12:00 - 1:00
- Week 6 **Senior Project Advising: Best Practices and Proven Tricks**
Monday, March 2, 12:00 - 1:00
- Week 7 **Open Topic:** Stop by with any question, concern, dilemma,
assignment, or any topic you'd like to discuss with CFCDD
Tuesday, March 10, 12:00 - 1:00
- Week 9 **What Can Librarians Do for You and Your Students?**
Tuesday, March 31, 12:00 - 1:00

Celebrating Faculty Accomplishments

Sponsored by the Office of the Dean of the College

Please save the dates for our celebratory gatherings during the spring semester,
planned to honor notable accomplishments of faculty at the College:

February 19, March 18, and April 29.

Reception begins at 6 p.m., followed by presentations at 6:30 p.m.

All are welcome and invited to attend!

Michèle Dominy Award for Teaching Excellence

The Michèle Dominy Award for Teaching Excellence honors outstanding teachers who exemplify Bard College's commitment to distinction in undergraduate liberal arts and sciences education. The annual award recognizes demonstrated intellectually rigorous and challenging teaching, creativity in course design and the application of innovative teaching concepts and methods, and energetic engagement within and outside of the classroom.

All full-time, tenured members of the faculty with at least five years of service are eligible for the annual award. Nominations are invited from students, faculty, and alumni. The selection is made by the president upon the recommendation of the dean of the college, the faculty fellows of the Center for Faculty and Curricular Development, and the prior recipient. The recipient receives an award of \$2500, which is announced at the final faculty meeting of the year. The 2019 award was given to Associate Professor of History Christian Crouch.

Nominations by students, alumni/ae, and faculty for the 2020 awards will be accepted through March 15, 2020.

The nomination information form can be found on the the Dean of the College website at: <http://www.bard.edu/doc/teaching/>.

Please contact the Office of the Dean of the College at doc@bard.edu with any questions.

The Michèle Dominy Award for Teaching Excellence was established in 2015 by the faculty and administration of the College to honor Professor Dominy's fourteen years of service as dean of the college. Past winners include: Matthew Deady (2016), Laura Battle (2017), Yuka Suzuki (2018), and Christian Crouch (2019).

from **The Commission on the Curriculum and The Curriculum Committee**_____

Call for Proposals
The Way We Live Now: The Second-Year Offering

Bard's **Second-Year Offering** seeks to challenge students through a **transdisciplinary curricular approach** that integrates the humanities with the social and natural sciences as well as the arts to address a critical global and/or local contemporary problem, question, or topic.

Understanding "the way we live now" demands heterogeneous approaches to knowledge. A synthetic, creative responsiveness in both teaching and learning depends equally on the imaginative resources of the humanities and on the process-oriented methods of the sciences to explore shared questions and concerns. We are interested in providing students with the dexterity to navigate challenges, as well as the tools to translate their classroom experience into real life contexts.

The goal of this proposal is to foster collaborative, experiential, interdisciplinary encounters with difference. Such a curricular transformation of the second year through new and adapted courses marks a key moment in the cognitive development of undergraduates as they move from the core curriculum of the first year to an awareness of disciplinary thinking in relation to--and sometimes in conflict with--other points of view. As such, this initiative promises to reframe the entire four-year curriculum to become more intentional and reflective.

Co-taught by faculty from different divisions of the college, the Second-Year Offering opens new paths for second-year students, modeling how collaborative, experiential learning is integral to preparation for the world that graduates will enter when they leave Bard. Growing out of the intensive work of a college-wide Presidential Commission on the Curriculum conducted throughout the 2018-19 academic year, **this project has been developed by faculty from all four divisions of the College. An elective approach** to fulfilling two distribution requirements with one course, the Second-Year Offering places **dialogue across difference in the humanities, arts, and sciences at the center of the undergraduate experience. Courses may be offered as early as Spring 2021 and will be supported with professional/course development funds.**

The Second-Year Offering fosters curiosity, growth, and joy for all students in their individual and collaborative pursuit of knowledge. The student experience of discovery, inquiry, and reflection illuminates both the self and the wider world, igniting a desire to participate in it. Bard's Second-Year Offering will prepare students: 1) to practice critical engagement and informed, responsible judgment; 2) to create meaningful connections between education and life, both personal and civic, at Bard and beyond, with a sustained commitment to learning; 3) to collaborate responsibly and constructively; 4) to value others and other ways of being; 5) to build on a foundation of both content and contexts; 6) to practice close-reading and writing as integral to thinking and creating; 7) to evaluate and reflect on their own interests, actions and abilities; and 8) to act while confronting complexity and contradictions. As such, the project is consonant with Bard's learning goals for all of its graduates.

from the **Vice President for Academic Inclusive Excellence**_____

Myra Armstead

I am very pleased to announce that Dr. Kahan Sablo, Ed.D., will begin work at the College as the new Dean of Inclusive Excellence this month. Kahan brings to the position over twenty years of experience in higher education administration, most recently at George Mason University where he was Assistant Vice President for University Life. He has headed diversity work at two public universities in New York State, Canton and Fredonia, and at another state institution, Edinboro University of Pennsylvania, where he was senior administrator of student life. His background in equity and inclusion work in postsecondary institutions is extensive and varied.

Please join me in welcoming Kahan to Bard.

President's Senior Task Force

In 2019, President Botstein announced the establishment of a standing senior task force comprised of the College's main administrative divisions (administration/personnel, academic/curricular, student services). The Task Force supports the College's Council for Inclusive Excellence (CIE) and helps develop the proposed initiatives that emerge from the Council and help communicate those initiatives to the President and the Bard community.

The Task Force is charged with:

1. Connecting governance: develop policy and procedures to ensure clarity, transparency and compliance.
2. Orientation and training: coordinate staff, faculty and student orientation and ongoing training to align with best practices.
3. Communications: amplify the work of the CIE by reporting initiatives to the president and the Bard community about the various initiatives related to CIE.
4. Community relations: collaborate with community partners to address concerns and experiences of students, faculty and staff in the surrounding communities in the Hudson Valley.

Erin Cannan, *Vice President for Student Affairs, Dean of Civic Engagement, cannan@bard.edu, co-chair CIE*

Myra Armstead, *Lyford Paterson Edwards and Helen Gray Edwards, Professor of Historical Studies, Vice President for Academic Inclusive Excellence, armstead@bard.edu, co-chair CIE*

Jonathan Becker, *Executive Vice President, Director, Center for Civic Engagement, jbecker@bard.edu*

Deidre d'Albertis, *Dean of the College, dalberti@bard.edu*

Malia Du Mont, *Chief of Staff to the President, Vice President for Strategy and Policy, mdumont@bard.edu*

John Gomez, *Director of Safety and Security, jgomez@bard.edu*

Coleen Murphy Alexander, *Vice President for Administration, murphy@bard.edu*

Bethany Nohlgren, *Dean of Students, nohlgren@bard.edu*

Kahan Sablo, *Dean for Inclusive Excellence, ksablor@bard.edu*

from the Faculty Grants Officer

Sue Elvin

Welcome back to the Annandale-on-Hudson campus for the spring semester of 2020.

First, I share an honorable mention for Richard Davis, Professor of Religion: his proposal for the National Endowment of the Humanities (NEH) Summer Seminar Award in 2018, "The Bhagavad Gita: Ancient Poem, Modern Readers," (\$91,328) has just been posted online by the NEH as one of three successful sample application narratives demonstrating how an exemplary application may be crafted for this particular program.

<https://www.neh.gov/grants/education/summer-seminars-and-institutes-higher-education-faculty>

<https://www.neh.gov/sites/default/files/inline->

[files/Summer%20Seminar%20for%20Higher%20Education%20Faculty%2C%20the%20Bhagavad%20Gita.pdf](https://www.neh.gov/sites/default/files/inline-files/Summer%20Seminar%20for%20Higher%20Education%20Faculty%2C%20the%20Bhagavad%20Gita.pdf)

I also note the recent trend of Bard undergraduate faculty applying for funds in support of on-campus scholarly workshops.

- Kathryn Tabb, Assistant Professor of Philosophy, completed a one-day workshop, "Teaching Medicine Through the Liberal Arts," on December 6, 2019, funded by \$15,000 under a second tier sub award from Columbia University and the University of Virginia, from the Templeton Foundation.
- Assistant Professors of Japanese, Wakako Suzuki and Nathan Shockey were just awarded \$3,000 by the Northeast Asia Council under its 3-year grant from Japan-U.S. Friendship Commission for their one-day workshop, "Writers and Fighters: Criticism and Intellectual Debates in Japan, 1868-2019," to be held on May 28, 2020.

Four more proposals for workshop support of up to \$5,000 each are pending. May these be successful as well!

Meanwhile, Robyn Smyth, Visiting Associate Professor of Environmental and Urban Studies, was invited to serve on a grant review panel at the National Science Foundation in Alexandria, VA. This panel of diverse academics reviewed, deliberated, and made recommendations for millions of dollars of federal research funding in 2019. Robyn was the only liberal arts college faculty on the panel.

Might you also consider becoming a reviewer for a program that is of great interest to you? Perhaps on an ad-hoc basis or on a panel? In addition to providing a great service to the program itself and the academic community, reviewers benefit from reviewing and serving. For example, you may gain first-hand knowledge of a peer review process; learn about common issues with proposals; receive education in the strategies needed to write stronger proposals; and, through serving as a reviewer, meet new academic colleagues as well as a funder's program officers managing programs related to your interests. You do not necessarily have to be funded first before you are eligible to serve as a reviewer, nor necessarily invited. Some programs welcome self-nomination.

Would you like to win grant funding to support your professional work? As Bard College's Faculty Grants Officer for Annandale-on-Hudson undergraduate faculty in the Arts, Languages and Literature, and Social Studies Divisions, you may come to me for guidance, whether you are a senior or junior tenured, tenure-track, or visiting professor. As a seasoned, novice, new or even reluctant grant seeker, together we can create a grant seeking plan with the goal of ensuring that you have the best chance of creating proposals that will reap the funding you need.

I can assist you with applications for awards from other higher education institutions, foundations, corporations, not-for-profits, private, federal, and state sponsors. Your project may vary from faculty research and writing, to faculty-student collaborative research, to support for curricular innovation, pedagogy, travel expenses, purchases of supplies and equipment, and hosting conferences, symposia, or workshops. I have also provided consultancy and writing for nomination materials for prestigious national or world-class prizes celebrating excellence.

For those grants where funds would be paid directly to Bard College, please contact me well in advance of the submission deadline. Before your proposal is submitted, I will work with you to acquire appropriate Bard College administrator approvals.

On receipt of an award, I will assist you with contract negotiation and completion, award acceptance, and post-award management, to include guidance on reporting and how to close out your award. All grants must be conducted in compliance with the relevant federal, state, agency, as well as College policies and procedures. I can point you towards those that are pertinent to your award.

If you are inspired to gain external financial support for your professional work, please contact me. I would be delighted to work with you to help you to achieve your funding goals. Contact: selvinco@bard.edu or ext. 7120.

from the **Director of the Bard Learning Commons (BLC)**

James Keller

The Learning Commons is home to Bard's academic writing support and peer tutoring programs. We provide writing fellows and trained peer tutors in college writing, engaged reading, specific subjects, and learning strategies – all in our socially structured space. Our fourth-year student tutors support Bard seniors 1:1 in writing, revising, and timing their projects. Last year, we offered more than 80 hours of writing support and study room sessions for seniors, including a two-day project-writing workshop. Feel free to send seniors to us for one-on-one project consulting.

Research demonstrates that trained peer tutoring represents the kind of collaborative learning that enhances student GPA, retention, and self-confidence. We provide tutoring in every subject taught at the college, by student and/or faculty request. Our tutors conducted over 6,000 hours of academic support sessions last year, providing trained peer consultants -- to talk about course readings, work through problem sets, practice informal writing as a tool for discovery, think through ideas for essay topics, brainstorm, revisit writing that merits revision, generate research questions, develop written arguments, and help take written drafts to the next level. Students may arrange 1:1 sessions through our tutor coordinator, visit drop-in tutors and study rooms, or make a writing appointment for any day of the week by dropping by.

Learning strategies mentoring is available for all Bard students – in taking effective notes; comprehensive reading; integrating and using sources ethically; managing time on tasks, and more. Please visit our web page to learn more about our learning strategies resources.

The Learning Commons dedicates our well-known writing fellows to classes by faculty request; these highly trained peer writing tutors work with all students in a class, one-on-one, during the semester to assist at all levels of drafting, writing, reading, and revision. Writing fellows serve as a strong disincentive to plagiarism, and they welcome opportunities to collaborate with faculty on course-specific workshops. Contact us if you'd like to explore options for Learning Commons fellows' support of your classes.

Our faculty fielded 18 sections of 8 credit-bearing courses in college writing, research, inclusive pedagogy, composition theory and pedagogy, information literacy, mathematics, and public speaking last year. Learning Commons' courses and tutor support remain open to all Bard students; and all tutoring is, of course, free. We may be reached at x7812 or bld@bard.edu. Visit our web page at <http://inside.bard.edu/learningcommons>. See you in the BLC!

from the **Director of Libraries**

Betsy Cawley

Following a busy semester and break, the library will be embarking on several new initiatives this spring. We're in the information-gathering phase of our strategic plan, so expect to see an invitation to a short survey in your email at the beginning of the semester. The more feedback we receive, the better we'll be able to meet the needs of faculty, staff and students in the future.

If you missed my email of January 8, we've extended the faculty borrowing period for books from our stacks. Books borrowed by Bard faculty members will now be due one year after the date the books are checked out. Those books must then be returned, but the longer borrowing period eliminates the need to renew them repeatedly. As before, overdue books will affect your ability to borrow from our collection as well as from our interlibrary loan partners. Books from our Browsing collections, ConnectNY and ILLiad will be due on the dates posted on your library or ILLiad accounts.

This semester, each division will be assigned two liaison librarians who will act as contacts for instruction, research guides and collection development. Liaisons will be visiting division meetings this semester to briefly explain the program. Each program uses library services differently, and the liaisons will be able to respond to and represent the particular needs of individual faculty members and their programs. This initiative will help us ensure that our limited budget is targeted to best serve your needs.

The library is offering several programs to support students working on the senior project this semester. **Senior Project Clinics** continue to meet each Tuesday from 4-5 p.m. These drop-in sessions are a great opportunity for students to connect with a reference librarian for research & citation questions. Students looking for dedicated writing time can join Jane Smith for **Shut Up & SProj** in the library every Monday from 4-5 p.m. **SProj Strategies** and **Radical Revision** workshops will be offered on Wednesdays by the **BLC**. Students are always welcome to schedule a 1:1 research or writing consultation by clicking the [Ask a Librarian](#) on our website.

Upcoming Events:

Abolition/Resistance: Works from the Alan Sussman Rare Book Collection (on exhibit February 17-March 31)

Curated by Kristin Waters '73

Opening Reception: February 18th 4 - 5:30

MYTHOS: A Reading by Jeff Katz

Monday, February 24, 5:30-7:00 p.m.

Join us as we welcome Jeff back to the library to read from his new chapbook, [Mythos](#), published by Metambesen in 2019.

Everyone here at the library wishes you a happy and productive new year!

Spring 2020 Completion Days

Completion Days are scheduled for **Wednesday, May 13 through Tuesday, May 19**. Faculty are free to design any sort of completion exercises they wish (presentations, papers, exams, etc.) during this time, but it is understood that no new major assignments or readings should be given as Completion Days are set aside for summative work. **Faculty are also urged to avoid scheduling outside speakers and events during the last three weeks of classes; all related expenses for such events will be charged to the next fiscal year, 2020-2021** These weeks should be reserved for presentation of student work, exhibitions, performances, and the like.

The College Weather Policy can be found on the Human Resources Office website - <https://www.bard.edu/employment/weatherpolicy/>

Campus Emergency Information Resources

In the event of significant snow and/or icy weather resulting in poor road conditions, as guided by local and regional highway and law enforcement agencies, the College may choose to delay the opening of administrative offices or to close early, while maintaining necessary services for support of academic programs and students in residence. Community members will be informed of these delays by text and email through the College's emergency communication system ([Regroup](#)).

Assessment of road conditions by the Transportation Office informs any decision to suspend or delay shuttle service between Annandale and surrounding communities (for real-time updates visit the [Transportation Office website](#) and remember to refresh your browser). Such decisions, however, should not be viewed as determinative for the community as a whole. Faculty members are encouraged to exercise judgment when it comes to meeting with their own classes. We ask that faculty communicate directly with students about any schedule changes (including plans for makeup sessions) as well as with the Registrar's Office.

A number of campus offices and departments must remain open during weather-related emergencies and provide essential services to residents living on campus. Essential departments include Security, Buildings and Grounds, Environmental Services, Chartwells, Dean of Student Affairs, Health Services, Dean of the College, Registrar, and others. If you have questions about whether or not you are required to work in the event of a weather-related closure or delay, please speak as soon as possible with your supervisor or contact Human Resources. Weather conditions may vary in outlying areas, and employees should always exercise judgment in determining the safety of road conditions on their route to Bard College.

from the **Senior Vice President and Chief Financial Officer** _____

Taun Toay

Faculty Research and Travel Fund Guidelines

The Faculty Research and Travel Fund supports professional work by faculty members (6/13ths time and above). This fund provides reimbursement of up to \$2,000 for professional work during that academic year. The \$2,000 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 Dean's Office up to three times per year (see full reimbursement procedure and deadlines below).

Expenses in the following subcategories are eligible:

- 1) Expenses associated with archival 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.

Important Dates for 2019-2020

One check request per semester with all allowable expenses and documentation will need to be submitted to the appropriate administrative support staff for submission to the Controller's Office by the following deadlines:

Fall Deadline: January 31, 2020

Spring Deadline: May 31, 2020

Summer Deadline: August 31, 2020

Check mailing date: February 28, 2020

Check mailing date: June 30, 2020

Check mailing date: September 30, 2020

Research activity that takes place after May 31, 2020 will fall within the 2020-2021 fiscal year.

Reimbursement Procedure

To receive reimbursement, complete the Check Request Form (<http://www.bard.edu/budgetoffice/toolbox/>) Please attach a paragraph describing the professional project and an itemized list with summary of expenses for which you are seeking reimbursement. Include documentation of any performance or presentation and original, itemized receipts. Be sure to adhere to all business office policies and meal reimbursement rates*. Give this packet to your divisional administrative assistant for processing. You will receive 100% reimbursement for qualified expenses up to \$2,000. No preapproval is required. Expenses will be verified by the Office of the Dean of the College.

Some guidelines to keep in mind when planning use of the funds and requesting reimbursement:

1. Please be sure to fill out the form with legal name or Bard ID# and the address to which you would like your check mailed.
2. All receipts should be itemized, original receipts. Credit card statements will not be accepted.
3. All requests must be signed by the Dean of the College or an appointed staff member in the Dean of the College Office.
4. Bard College is tax exempt and taxes will not be reimbursed. Please make every effort to go through the purchasing office to avoid tax on allowable expenses.
5. Travel-On is an authorized agent for Bard College common carrier travel. Most travel can be booked through their online system and charged directly to the College. Faculty are encouraged to use the site for rental cars, hotels and train transportation as well as airfare. Faculty administrative support staff can assist with these reservations.
6. For other expenses, you may be able to go through an approved vendor to avoid paying out of pocket: for a list of vendors used by Bard College please see the administrative support staff in your division/program or email the Purchasing Office at purchase@bard.edu.
7. Reimbursements outside of the deadlines below will fall into the next reimbursement window. Checks will not be issued off-cycle.

*Detailed receipts for each expense are required for all reimbursements; credit card slips will not be accepted as a receipt. The College will not reimburse for unreasonable or excessive food, beverage and miscellaneous expenses.

Per-person meal reimbursement rates:

Breakfast – without itemized receipt: \$7.00/with itemized receipt, up to \$10.00

Lunch – without itemized receipt: \$10.00/with itemized receipt, up to \$15.00 Dinner –

without itemized receipt: \$20.00/with itemized receipt, up to \$30.00

from the **Office of Human Resources** _____

Bard College recognizes the breastfeeding needs of new parents. The College is pleased to announce the opening of a comfortable, private Lactation Room located in the basement of Ludlow.

The Lactation Room includes a mini-refrigerator, comfortable seating, side tables and a sound masking machine and is available on a first-come, first-served basis, during business hours as scheduled, though drop ins are allowed if the room is available.

If you require a reservation, please contact Holly Lentz, Human Resources @ hlentz@bard.edu or 845-758-7372.

Bard College is committed to providing a safe and supportive learning and working environment, one in which all members of our community are able to thrive intellectually and professionally. We must work together to ensure that our workplace, classrooms, and programs are free from misconduct, harassment, and discrimination.

In following our commitment to increasing diversity and embracing inclusion in our workforce and in our community, the College will provide ongoing training opportunities for faculty, staff, and administrators.

To this end, all employees will be expected to complete three (3) online training modules as follows: Diversity and Inclusion, Managing Bias, and Workplace Harassment Prevention / Title IX training.

Online training--along with a range of other approaches to such ongoing learning--has been shown to raise awareness of the value of collaborating with people of different cultures, races, genders, ethnicities, beliefs, experiences, and ideas.

Once available, we ask that you complete this module at your earliest convenience. You will receive an email invitation from Bard College to complete the training along with instructions in the coming weeks. We hope that you find the courses informative and valuable, and we thank you in advance for your attention to these critical topics.

***a list of Faculty Highlights and Accomplishments is available as an addendum to this newsletter*

**Please visit our website www.bard.edu/doc/
for numerous links and resources for faculty and staff**

Faculty Handbook (hardcopies available upon request in the Dean's Office)
Faculty Highlights & Accomplishments past and present
Faculty, Divisional, Senate, and Program Meetings schedule
Faculty Committee meeting minutes
Faculty Meeting minutes
Faculty Evaluation lists and schedules
Faculty Committee List
Program Directors List
Faculty Search information
Inclusive Search Practices
Faculty Transition List
Faculty Guidelines, Higher Education Resources and Support Network information
Accessibility at Bard
Bard Policies for Faculty

Volume 15, Number 2

This letter is intended by the Office of the Dean of the College to make information for faculty more accessible and available in an easy format. Where information is available on-line at our campus website

<http://www.bard.edu/doc>

you will be directed to that page. Please make use of the website; suggestions for posting of information and data are very welcome. The newsletters will be archived on the website. If you have questions or comments about this newsletter, please contact doc@bard.edu.