

MEMORANDUM

To: Bard Faculty

From: Planning and Appointments Committee

Date: February 7, 2024 – (Revised) 2/29/24 with Inclusive Search Training Dates

Re: Call for Proposals

In the spring semester, the Planning and Appointments Committee (PAC) will consider proposals for tenure-track, long-term faculty positions, replacement positions, and non-sabbatical faculty leaves, per the Faculty Handbook (p. 68, Policy on Leaves of Absence). The deadline for submission of proposals in the spring will be **Friday, March 29, 2024**.

Positions are not automatically approved. Faculty members on sabbatical are not automatically replaced. Requests for leave of absence should be coordinated with requests for replacement. Both new and replacement positions require substantive proposals. The rationale for a position must include a discussion of the curricular value of this position in the context of the program, the College, and larger intellectual and artistic trends nationally, as well as the need for the position in terms of the staffing and student enrollments of the relevant programs. Replacement appointments are contingent on access to the office of the faculty member on leave.

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 from the division meeting must be entered on the PAC tool, usually by the division chair.

3. Each replacement 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. A specification of the criteria on which candidates will be evaluated at each stage of the search process (e.g., application screening, interviews, campus visits).

- e. A summary of discussions with any related programs regarding the contribution of this position 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 three-year (2024–2027) 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 (excluding students). Following approval of the proposal, student members will be appointed via an open call to moderated students. The PAC will determine the final make-up of the committee in consultation with the president and relevant members of the faculty as needed.

4. Policy on Leaves of Absence:

As per the Faculty Handbook: **A faculty member requesting a leave of absence will 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 not 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.

On Membership of the 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 their 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 moderated in the field in which the prospective candidate is to teach.
3. At least one elected member of the Planning and Appointments Committee or a designate of the Planning and Appointments Committee may serve.
4. 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. Training appointments can be made by contacting Sherry Gildersleeve at gildersl@bard.edu.

There are two meeting options in Spring 24' term:

- **In Person Session: Wednesday, April 24th: (8:45 - 10 am) – Ludlow 301**

or

- **Zoom Session: Friday, April 26: (4pm - 5:15 pm)**

Join Zoom Meeting

<https://bard.zoom.us/j/81079504313?pwd=RkF2V053ZVp0MjNwSHM1YkxSTjdQdz09>

Meeting ID: 810 7950 4313

Passcode: 154947