

## Preparing for Candidates' Visits

The Chair of the Search Committee should provide the following information to their Divisional Administrative Assistant (AA) after the approval process (outlined in the Faculty Recruitment Guidelines) and after personally inviting the candidate(s) to campus:

1. The names of the candidates to be interviewed and what dates are preferred for their visits to campus. *If the chair has not already done so, the AA should check all dates with the Dean's office by contacting Sherry Gildersleeve at [gildersl@bard.edu](mailto:gildersl@bard.edu) or dialing: 845-758-7439 before making any arrangements.*
2. A list of who should meet with each candidate. Interviewers should be contacted by someone from the search committee to make sure they are available and willing to conduct an interview. *The AA will set up the appointment schedule; some group interviews may be appropriate.*
3. The contact information for the two student representatives from the search committee. *The AA should schedule the students to meet with the candidate for lunch, meal tickets can be provided to Parkhurst for their meals in Kline Commons. Arrange with Sherry Gildersleeve for student stipend payments at the end of the search.*
4. Preferred room and time for the candidate presentation. *AA to reserve room through space management and make arrangements for AV if needed. AA should check with the Dean's office by contacting Sherry Gildersleeve at [gildersl@bard.edu](mailto:gildersl@bard.edu) or dialing: 845-758-7439 to ensure presentation times do not conflict with the dean's schedule or other events on campus.*
5. Preferred locations for dinners with search committee, and if relevant, one-on-one dinner with search committee chair. *AA to make reservations for all meals and keep track of attendees.*
6. If the candidate is to teach a class, please provide the class name, location and time.

### Information AA may need to obtain from candidate:

1. How is the candidate planning to travel to Bard?
  - a. If driving: personal vehicle or rental?
  - b. If flying: preference in airport, airline and time of departure/arrival?
  - c. If train: preference in station, and time of departure/arrival?
2. For any of the above, preference in booking their own travel and submitting receipts for reimbursement or having the AA make arrangements?
3. Title and brief summary of candidate presentation. Will AV be needed for presentation?
4. Dietary preferences or restrictions?
5. Advise the candidates to save all original and itemized receipts in connection with their travel to Bard, provide them with a *Travel Reimbursement Form* to be submitted to the AA with receipts.

### Summary of tasks to be completed by the AA:

- Book travel, accommodating the candidate needs as best they can, and using the College online travel site – Travel Leaders (see attached). Bard transportation ([trans@bard.edu](mailto:trans@bard.edu)) can be used for airport, train station arrival and departure. Local taxis may also be used.
- Check lodging availability, or contact local B&B/hotels for accommodations.
- Send out e-mail and/or call all faculty members and administrators who will be meeting with the candidates to set up interview times. Note: the Dean or ADOC will plan to attend the candidate's talk. 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 and provide to the Dean for final approval. Once approved by the Dean, distribute itineraries via email along with copies of candidates' letters of introduction and curricula vitae to all faculty members and administrators who will be interviewing the candidates. Send copies of itineraries to the candidates by e-mail once final.
- Design and distribute posters advertising the candidates' presentations, post to the campus calendar, and send out e-mails to announce talks without mentioning particulars of search via the bard college calendar.