

## 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. **NEW: Search Committee dinners with candidates will include two search committee members plus the candidate (maximum reimbursement of \$50/pp or \$150) - no exceptions. If the candidate is visiting for two nights one meal will be a one on one dinner with the search chair and candidate only (max reimbursement of \$50/pp or \$100 total and the other as specified above.**
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.

## Travel Leaders Corporate Booking Site

Travel Leaders Corporate is the preferred travel agency of Bard College. Follow this Link to register and set up your profile:

<https://bard-tvlon.deem.com/rc/registration/openEnrollment.do>

Users can delegate other users to book reservations on their behalf. In order to do this, self-delegate should be turned on.

If you are booking travel for guests or visitors that **do not** have accounts, please contact the Purchasing Office to get set up.

You must use a 14-digit budget code when booking.

For questions navigating, email [ecommerce@tlcorporate.com](mailto:ecommerce@tlcorporate.com) (866-502-1926)

If you have an account, you can log on using <https://bard-tvlon.deam.com>

### Travel Requirements:

#### Air Travel:

1. Name (as it appears on government issued ID)
2. Date of birth
3. Cell number
4. Rewards numbers, if applicable
5. Seat preference (aisle or window)
6. Email address

#### Train Travel:

Please book train travel directly through Amtrak.com and submit for personal reimbursement.

\* If you call after hours the additional fee is \$25.00 plus the ticketing fee (after 6pm – 8:30am)

\*Change fee: \$35.00 + airline change fee

**Flights booked online:** \$10.00 service charge (round trip on the same airline)

**Flights booked by phone:** \$30.00 service charge (round trip on the same airline)

### International flights:

**Flights booked online:** \$10.00 service charge (round trip on the same airline) **Flights booked by phone:** \$35.00 service charge (round trip on the same airline)

### Group travel: 10 or more

If you need to book group travel, please call 1-240-387-4200 for assistance Domestic travel: group fee is \$30.00 per ticket, international is \$35.00 per ticket

\* For groups less than 10, please call the main number 1-240-387-4000.

