

## MEMORANDUM

To: Bard Faculty

From: Planning and Appointments Committee

Date: September 9, 2024

Re: Call for Proposals

In the fall semester, the Planning and Appointments Committee (PAC) will consider proposals for non-tenure-track positions or replacement positions instigated by resignations, tenure denials or denials of reappointment. The deadline for submission of proposals in the fall will be **Monday, October 21, 2024**.

**Positions are not automatically approved.** Both new and replacement positions require substantive proposals. The rationale for a position must include a discussion of the curricular value of the position in the context of the program and the College, as well as within larger intellectual and artistic trends. The proposal should also demonstrate the need for the position in terms of staffing and student enrollments in the relevant programs. Faculty members on sabbatical are not automatically replaced. Requests for leaves of absence should be submitted in coordination with requests for replacement.

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(s) 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 proposal must include the following information:
  - 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 would play in the program in the context of its goals, as described above, and the position's potential role in related and interdisciplinary programs, and within the College.
  - c. An explanation of how the position would contribute to diversity, equity, and inclusion at the College, including specific steps to recruit, mentor and retain faculty members from groups that have been historically under-represented.
  - d. A specification of the criteria by 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) staffing plan for the program, 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 of a search committee and a suggested list of members for a search committee (excluding students). Following approval of the proposal, student members would be appointed via an open call to moderated students. If the position were approved, the PAC would determine the final make-up of the search committee in consultation with the President and relevant members of the faculty as needed.

Below are details about the Membership of Search Committees from the Faculty Handbook, 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. Inclusive Search Training sessions will be offered twice in the fall term and twice in the spring.

Please reach out to Sherry Gildersleeve at [gildersl@bard.edu](mailto:gildersl@bard.edu) to reserve your space at one of the two training sessions listed below or to confirm your current training status if you are unsure:

## **Fall '24 Inclusive Training Sessions**

*led by Associate Deans*

*Michael Sadowski & Yuka Suzuki*

**VIA ZOOM: Monday, 9/23/24 at 4pm  
(EST):**

Join Zoom Meeting:

<https://bard.zoom.us/j/86122256100>

Meeting ID: 861 2225 6100

Or

**IN PERSON: Wednesday, 9/25/24: 8:30 am**

**(coffee available) - in Ludlow 301**

**\*\* Spring semester training sessions will be offered – TBD \*\***