

PAC memo re students on hiring committees

For distribution to all faculty and students serving on hiring committees

Role of students

The presence of undergraduate students on faculty search committees is a Bard tradition. It provides an opportunity for the students on the committee to learn about the search process, engage the wider student community in the process, and communicate student priorities to the faculty. As students interact with search candidates, they also represent the Bard community and help to communicate our values to prospective faculty members.

Students are naturally excited about the search process and wish to participate to the fullest extent. At the same time, they must prioritize their academic work over search participation. Students should not miss classes or otherwise neglect their academic obligations in order to take part in search activities. Faculty should take care not to impose expectations on students that will interfere with their academic work, and students should communicate fully and accurately with the faculty on the committee regarding their class schedule and academic obligations, insofar as these may impact their participation in the search.

Selection process

Students must be chosen through a transparent process. This process should adhere to the following procedures:

- An open call for student volunteers sent to all moderated students.
- Vetting of student volunteers by the search committee chair and the program director, by the faculty members on the search committee, or by the program as a whole, working with a collectively determined set of criteria for prioritizing which students to involve in the search process. (These criteria may vary by program and search.)
- If no volunteers are forthcoming, the search committee chair and program director may reach out to specific upper-college students, soliciting recommendations from program members, again operating from mutually agreed criteria.
- If a student is not able to complete the process, a replacement may be appointed by the search committee following the procedures set out above.

The faculty handbook requires that two students serve on any hiring committee seeking to fill a tenure-line or long-term position. As directed in the handbook, faculty should take care to select students whose diversity will reflect the student body in their program, provide a breadth of experiences and perspectives, and facilitate the recruitment of a diverse faculty.

Service expectations

Programs and search committees have the freedom to determine their preferred level of student involvement. Many programs involve them only at the stage of the campus visit. The campus visit is typically the most important moment of student involvement, when students will meet the candidates in person, attend the public lecture/performance, solicit feedback from other students about the candidate, and confer with the faculty regarding the committee's recommendation. They may also arrange for the candidates to meet with a larger group of

students in a students-only event. Other programs involve them in more aspects of the search, including the initial screening of files, determination of the first-round interview list, or the first-round interviews. Students are never expected to take part in meetings with the administration. These expectations may also vary within a given program depending on the committee and the search. Differences in student involvement affect the rate of stipend, as set out below. If students have access to application materials, they must sign a confidentiality agreement. Faculty will communicate expectations for student service at the time of the open call.

Search timelines

At the time of selection, the search committee chair should communicate to the students the expected timeline for the search and the students' duties. They should also convey that search timelines can change. For example, a search that initially receives few applications may be carried over into an additional semester or academic year. In the event that the search timeline is adjusted, students who were initially selected may not be able to participate, due to graduation, study abroad, or other factors.

Stipend (Paid through Student Payroll):

Following their service, students receive a stipend as recognition of their valued contribution to the search process. The stipend is not a wage and may not correspond to the hourly rate that students are paid for other work on campus. At the time of selection, faculty will communicate to students that they will receive the stipend at the conclusion of the search only. Students receive the stipend provided they perform their role in accordance with the expectations laid out by the faculty. The stipend is not contingent upon the success of the search. Students who are unable to fully perform their role may not receive a stipend.

Students will receive stipends in only one of two tiers:

Tier 1 (\$500): Students are involved in the initial review of files and determination of candidates to interview, as well as all subsequent stages of the process as described above
Tier 2 (\$300): Students are not involved in the initial review of files, but only in the interview process (on or off campus). Students may review files of the candidates whom the faculty have selected for interviews, as part of preparation for the interview.

Faculty on the search committee will determine which tier is appropriate for their search. Prior to the distribution of stipends, the search committee chair will confirm with Sherry Gildersleeve in the Dean's office that students fulfilled the program's expectations for engagement in the search process.