

V 14

FOR: Administrative Staff

FROM: R. F. Kolkebeck

SUBJECT: Personnel Policies and Procedures

DATE: April 1975
(supersedes memo dated
January 1974)

General

Inquiries concerning fringe benefits should be directed to the Payroll Supervisor or to the Director of Business and Finance, who serves as plan administrator.

The College's Board of Trustees reserves the right to amend fringe benefit plans at any time.

Equal Employment Opportunity and Affirmative Action Plan

Bennington College is an Equal Employment Opportunity and Affirmative Action Plan employer, which means it may not discriminate against applicants and employees on the basis of race, color, religion, sex, age, or national origin.

Employees who feel they may have been discriminated against by Bennington College on the basis of race, color, religion, sex, age, or national origin should bring their cases to the attention of an Affirmative Action Review Committee which consists of the president or other representative of the union, the chairman or other representative of the administrative staff, one elected administrator, and the Vice-President. After investigation, the Committee will report its findings directly to the President and to the employee who initiated review proceedings. At that point it will be the responsibility of the President to take immediate steps to redress any violations of the College's Equal Opportunity Policy and Affirmative Action Plan and to report those steps to the individual employee involved, the Affirmative Action Review Committee, and the trustees.

Payroll Information

Salaried employees receive their payroll checks on the 15th and 30th of each month. Employees paid by the hour also receive their checks on the 15th and 30th of each month, based on time sheets which must be submitted to the Business Office by the dates requested.

All employees are required to participate in Social Security and to pay their share through payroll deductions.

Only salaried employees are entitled to other fringe benefits, which are enumerated below.

Retirement Income Plan

To be eligible, employees must work at least 4/5ths time the year 'round. The College pays the entire cost, and reserves the right to amend the plan at any time.

Please see enclosed booklet "Retirement Income Plan."

Hospital-Medical-Life Insurance Plan

To be eligible, employees must work at least half-time (787 hours a year). You are required to participate immediately in this "insurance package" unless you present evidence that you are covered under a comparable plan. The package covers you and your dependents.

The College pays half the cost for full-time employees and proportionately less for part-time employees.

Please return the enclosed enrollment forms to the Business Office immediately.

The enclosed booklets describe Blue Cross-Blue Shield and Major Medical. TIAA (Teachers Insurance and Annuity Association) will send you literature on Collective Life Insurance.

Paid Vacations

Employees may take their vacations at any time provided the work of the department permits and provided also they do not exceed the vacation time they have earned.

Employees earn vacation at the rate of one and two-thirds days for each full calendar month worked, which comes to twenty vacation days (measured in work days) a year.

Employees may not carry over vacation time from one year to the next.

Part-time salaried employees are entitled to the same vacation benefit, at their part-time salary.

Vacation earned but not taken is paid when an employee leaves the College.

Vacation taken but not earned is deducted from an employee's payroll check when the employee leaves the College.

Paid Sick Time

After six months' employment a full-time employee is entitled to two weeks' annual sick leave with pay, for the employee's own sickness or injury only. Sick leave is cumulative to a maximum of sixty days.

A part-time salaried employee is entitled to the same sick-time benefits, at the employee's part-time salary.

Emergency Time Off

When an employee feels that he or she cannot work because of an emergency ("an unforeseen combination of circumstances which calls for immediate action"--Webster) he or she will be permitted time off without loss of pay with the approval of the department head. Employees will be expected to make up lost time if the department head deems it necessary in order to carry out the business of the department.

Time Off for Pregnancy

A six-month leave of absence without pay and without loss of seniority and accrued benefits will be granted an employee who is pregnant or whose wife is pregnant, such leave to be taken during and/or immediately after pregnancy.

Death in the Family

An employee is permitted a reasonable period of time (up to three days) with pay without charge to vacation time when there is a death in the employee's immediate family (mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, spouse, child) or a death of another relative in the employee's immediate household.

Jury Duty

Employees on jury duty will receive their salary but must turn over to the College their jury duty fees but not their reimbursement for out-of-pocket expenses.

Holidays

A schedule of holidays is published each year and includes New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Bennington Battle Day, Labor Day, Thanksgiving, Christmas, and a long weekend (two work days plus the weekend) in the fall term and again in the spring term.

Attendance Records

Department Heads are expected to maintain attendance records for the employees in their departments, to insure that all employees are treated fairly and consistently.

Salary Grades

Salary increases within grade are considered in the spring for the fiscal year beginning July 1.

The following salary grades were instituted July 1, 1974:

	<u>Annual Salary</u>		
	<u>Floor</u>	<u>Ceiling</u>	<u>Roof</u>
Grade 3	\$4,000	\$4,500	\$5,000
Grade 4	\$4,500	\$5,500	\$6,000
Grade 5	\$5,200	\$6,500	\$7,000

Budgets permitting, actual salary within grade depends on the employee's performance, reliability, and seniority, and is based on the department head's recommendation.

Employees will have satisfied the seniority criterion for "ceiling" after five consecutive years in their current job classification. Employees will be eligible for "roof" depending on any special requirements of a particular job as determined by a Salary Review Committee, or in any event after ten consecutive years in their current job classification.

The Salary Review Committee will also determine salary grades and will settle grievances concerning actual salaries within grades. The Salary Review Committee will consist of the Vice-President, Dean of Faculty, Dean of Studies, and Director of Business and Finance.

Salary grade 3 includes typists, machine operators, file clerks, and general office employees.

Salary grade 4 includes secretaries and specialized office employees.

Salary grade 5 includes administrative assistants, highly skilled secretaries, and positions that are unique or highly sensitive.

Working Hours

The regular hours are nine to five with one hour for lunch from twelve-thirty to one-thirty, but have been changed in the past during the summer and the non-resident term to eight-thirty to four with a half-hour for lunch from twelve-thirty to one.

Employees are entitled to equal compensatory time off if they work overtime.

Cashier's Office

The Cashier's Office is open weekdays from eleven to twelve-thirty and from one-thirty to four. Employees may cash checks up to twenty-five dollars.

Dining Halls

Employees may eat in the faculty dining room. Meal books can be purchased at the Cashier's Office.

Courses at the College

You are permitted to take courses at the College (tuition-free) if there is room in the course, but you must have the approval of your department head, the instructor, and the Dean of Studies. If you take a course during working hours, you must make up the time lost from your job.

RFK/tb

FOR: Faculty and Administrative Officers

FROM: R. F. Kolkebeck

SUBJECT: Fringe Benefits

DATE: June 1976

(supersedes memo
dated March 1975)

General

Inquiries concerning fringe benefits should be directed to the Payroll Supervisor or the Director of Business and Finance, who serves as plan administrator.

The College's Board of Trustees reserves the right to amend fringe benefit plans at any time.

TIAA-CREF Retirement Plan

You are normally eligible to participate after one year of service at Bennington, but you may participate immediately if you own a fully vested, fully funded, non-cashable individual retirement annuity contract issued under the terms of an institutional retirement plan of a previous employer.

You are required to participate after completing two years of service and attaining age 35.

If you may participate immediately and wish to do so, please get enrollment forms from the Business Office.

Please see Summary Plan Description enclosed.

You contribute 5% of salary through payroll deduction, or you may have your salary reduced by executing the attached Agreement for Salary Reduction.

The College contributes 5% of your salary within the Social Security earnings base, and 10% of salary above that base.

Your normal retirement date is June 30 next following your 65th birthday.

Hospital-Medical-Life Insurance Plan

You are expected to participate immediately in this "insurance package," which covers you and your dependents, unless you are covered in other plans and file a waiver with the Business Office.

The College pays half the cost for full-time employees and proportionately less for part-time employees.

Please return the enclosed enrollment forms to the Business Office immediately.

Please see descriptive material enclosed.

TIAA Disability Benefits Plan

You are normally eligible to participate after two years of service at Bennington, but you may participate immediately if you were covered in your previous position.

You are required to participate after completing two years of service and attaining age 35.

If you may participate immediately and wish to do so, please get enrollment forms from the Business Office.

The College pays half the cost for full-time employees and proportionately less for part-time employees.

If you are totally disabled and unable to work, you will receive a monthly benefit that is proportionate to your salary (60% of first \$1,500 of monthly salary, plus 40% of monthly salary over \$1,500, less certain adjustments) up to a maximum benefit of \$1,200 a month. In addition, TIAA will pay the premiums (your share and the College's share) on your retirement annuity contracts while you are disabled.

Please see descriptive material enclosed.

Social Security

You are required to participate immediately and to pay your share through payroll deductions.

Tuition Grants for Children

Each full-time member of the faculty and each administrative officer is entitled to a grant of up to \$1,000 a year or total fees (tuition, room and board, less all other scholarships, benefits or grants received) whichever is less, for no more than four years toward the cost of post-secondary education or training for each child attending any regionally accredited college or institution acceptable under standards applied by the Veterans' Administration in the case of veterans' educational benefits. Each part-time member of the faculty and administrative officer is entitled to a portion of such grant in the ratio of his part-time to full-time service subject to the same qualifications.

Each term, please send the Business Office a copy of the bill with your request for payment. A check in the appropriate amount will be drawn to the order of the institution and given to you.

Sabbatical and Leave Policies

When you are on sabbatical, your salary and fringe benefits are continued in full.

When you are on leave, your salary is discontinued, and you do not participate in TIAA-CREF and Social Security. On notice and payment to the Business Office, you may continue Hospital-Medical-Life Insurance, and TIAA Disability Benefits, and the College will continue to pay its share. You are still entitled to tuition grants for your children.

Business Trip Insurance

While you are on a business trip for the College, you are covered against accidental death in the amount of \$100,000. Your next of kin is beneficiary.

The College pays the entire premium.

RFK/mm

cc: Floss Burggraf
Helen Cleary

Please Note:

This memo is not being issued to present faculty and administrative officers. It will be issued to new faculty and administrative officers when they are hired.

RFK - 6/15/76

Bob Agard

Bennington College
29 March 1977

Elected to serve on the FACULTY SALARY COMMITTEE:

Dennis Achtersold

Ron Cohen

Sidney Tillin

Reinoud van der Linde

ACARD

Bennington College
December 15, 1976

To: FACULTY

From: Don Brown

Re: Results of December 14, 1976 elections

Elected to FACULTY PERSONNEL COMMITTEE:

Dennis Aebersold, term expires June 30, 1980

Elected to FACULTY EDUCATIONAL POLICIES COMMITTEE:

for MUSIC - Vivian Fine, term expires December 31, 1978

Elected to FACULTY EDUCATIONAL COUNSELING COMMITTEE:

for LANGUAGES - Reinhard Mayer, spring term 1977 only

for LITERATURE - Stephen Sandy, term expires December 31, 1979

for MUSIC - Barbara Mallow, term expires December 31, 1979

for SOCIAL SCIENCES - Ronald Cohen, term expires December 31, 1979

BENNINGTON COLLEGE

FOR: All Employees

FROM: R. F. Kolkebeck
(Director of Business
and Finance)

SUBJECT: Employee Benefit Plans

DATE: May 1976

The employee benefit plans to which this notice refers are:

<u>Plan No.</u>	<u>Plan Name</u>	<u>Eligible to Participate</u>			
		<u>Faculty</u>	<u>Admin. Officers</u>	<u>Admin. Staff</u>	<u>Union Employees</u>
001	TIAA-CREF Retirement Plan (please refer to separate document called the Summary Plan Description)	X	X		
002	Retirement Income Plan for Administrative Staff (Conn. General)			X	
003	Retirement Income Plan for Union Employees (Conn. General)				X
501	Blue Cross-Blue Shield Hospital-Medical-Surgical Plan	X	X	X	
502	Major Medical Expense Plan (TIAA)	X	X	X	
503	Collective Life Insurance Plan (TIAA)	X	X	X	
504	Disability Benefits Plan (TIAA)	X	X		
505	Group Insurance Plan for Union Employees (Conn. General)				X

On Labor Day of 1974 a new law was enacted to protect the interests of workers in pension and welfare (insurance) benefits connected with their jobs. The new law is the Employee Retirement Income Security Act of 1974, commonly referred to as ERISA.

ERISA requires plan administrators to tell employees the most important facts they need to know, in writing and free of charge. Plan administrators must also let employees look at plan documents, and buy copies of them at reasonable cost.

The Director of Business and Finance is the plan administrator for all employee benefit plans at Bennington College. The President of the College serves as first alternate plan administrator, and the Assistant to the President of the College serves as second alternate plan administrator.

ERISA says that people who have control over employee benefit plans (fiduciaries) must act solely in your interest and must be prudent in carrying out their plan duties. ERISA also has other special rules that limit what a fiduciary is allowed to do. Fiduciaries who violate ERISA may be removed, and have to make good any losses they cause to a plan.

ERISA requires the plan administrator of each plan with more than 100 participants to file certain information about the plan with the U.S. Department of Labor. A description of the plan's provisions must be filed with the Department of Labor by May 30, 1976. The plan administrator must also file an annual report with the Department of Labor within 9½ months from the end of the plan year. The annual report gives detailed financial information about the plan. The plan administrator is also required to send a summary of the annual financial report to all who participate, at no charge.

Plan documents and other plan information must be provided to you by the plan administrator if you request this information in writing. The plan administrator may make a reasonable charge for these documents. You may wish to find out how much the charge will be before making a written request. However, all plan documents must be made available for your examination at the office of the plan administrator (Barn 21) and certain other locations such as work-sites and union halls, at no charge.

Certain amendments in Plans 002 and 003 will go into effect July 1, 1976 to meet the requirements of ERISA. The plan administrator will be glad to provide information about these amendments, which include 100% vesting after ten years of service, and joint and survivor death benefit coverage.

BENNINGTON COLLEGE

Agreement for Salary Reduction

By THIS AGREEMENT, made between _____ (employee)
and Bennington College, the parties hereto agree as follows:

Effective with respect to amounts earned on or after the first day of _____, 19 ____ (which date is subsequent to the execution of this Agreement), the employee's monthly basic salary will be reduced by the amount indicated below, and at the same time the College's contribution to the employee's retirement annuity will be increased by a corresponding amount, divided between TIAA and CREF on the same basis as previously designated by the employee under the retirement plan, it being understood that during the effective period of this Agreement there will be no deductions made from the employee's salary for contributions to the TIAA-CREF retirement plan.

This agreement shall be legally binding and irrevocable as to each of the parties hereto while employment continues; provided, however, that after one year from the effective date hereof either party may terminate this Agreement as of the end of any month, so that it will not apply to salary subsequently earned, by giving at least thirty days written notice of the date of termination; and provided, further, that no more than one agreement for such salary reduction may be made within any taxable year of the employee.

The amount of the salary reduction shall be:

- () 1. the amount that would otherwise be deducted from the employee's basic monthly salary as the employee annuity contribution in accordance with the TIAA-CREF retirement plan.

OR

- () 2. the amount of (1) above plus \$ _____ a month* which will produce a total College contribution to the employee's annuity that is equal to or less than the employee's statutory exclusion allowance under Sections 403 (b) and 415 of the Internal Revenue Code.

Signed this _____ day of _____ 19 ____ :

Signed this _____ day of _____ 19 ____ :

BENNINGTON COLLEGE

Robert F. Kolkebeck
Director of Business and Finance

RFK/mm
June 1976

* This amount should be reviewed with the Business Office prior to the execution of this Agreement.

COMMITTEE MEMBERSHIP LISTS - Fall 1976Elective, Appointive, and Other CommitteesElective CommitteesEducational Policies Committee

Mr. Brown, ex officio	Chairs
Mr. Calabro	12/76
Mr. Cichanowski	6/77
Mr. Logan	6/77
Ms. Ford	12/77
Mr. Blake	12/77
Mr. Delbanco	6/78
Mr. Graves	6/78
Mr. Rock, ex officio	
Mr. Woodworth, ex officio	

Faculty Personnel Committee

Mr. Brown, ex officio	Chairs
Mr. Aebersold	12/76
Mr. Feinman	12/77
Ms. Chao	6/78
Mr. van der Linde	6/79

Personnel Review Committee

Mr. Delbanco	6/77
Mr. Blake	6/78
Mr. Flaccus	6/79

Educational Counseling Committee

Mr. Rock, ex officio	Chairs
Mr. Bellitt	12/76
Mr. Glick	12/76
Ms. Kirkpatrick	12/76
Mr. Horenstein	6/77
Mr. Logan	6/77
Mr. Horwitz	6/77
Mr. Mayers	6/77
Mr. Moore	12/77
Mr. Coburn	12/78
Ms. Adams [Rosen]	12/78

Appointive CommitteesAdmissions Committee

Ms. Aldrich	Chairs
Ms. Wittman [Dunn]	6/77
Mr. Mayers	6/77
Mr. Fredericks	6/78
Mr. Glick	6/78
Mr. Wofford	6/78
Mr. Cheuse	6/79
Mr. Ricks	6/79
Mr. Supowit	6/79
Ms. Sobel, ex officio	

Art & Architecture Committee

Mr. Ricks	Chairs
Mr. Delbanco	
Mr. Flaccus	
Mr. Hatcher	
(Mr. Kensinger)	
Ms. Kirkpatrick	
Mr. Moore	
Mr. Wohnus	
Mr. Martin, ex officio	

Financial Aid Committee

Ms. Weiter	Chairs
Mr. Frisch	6/77
Ms. Schlabach	12/77
Mr. Cichanowski	6/78
Mr. Rock, ex officio	
Ms. Aldrich, ex officio	

Library Advisory Committee

Mr. Haas	6/77
Mr. Tristman	6/77
Mr. Schroeder	6/78
Ms. Wyman	6/78

Non-Resident Term Committee

Ms. Cohen, ex officio	Chairs
Ms. Adams	6/77
Ms. Schlabach	6/78
Ms. Roan	6/79
Mr. Rock, ex officio	

() Sabbatical
 [] Leave

Appointive (cont.)

Faculty Budget Committee

Mr. Pearson	Chairs
Mr. Horwitz	
Mr. Mayers	

Other Committees

Constitutional Council

Mr. Horwitz	12/76
Mr. Ricks	6/77
Ms. Schlabach	12/77
Ms. Aldrich	12/77
Ms. A. Brown	12/77
Ms. Sobel	6/78

Committee on Interdivisional Majors

Mr. Mayer	Chairs
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Mr. Carini
Mr. Flower
Mr. Horenstein
Ms. Roan
Mr. Schonbeck
Mr. Tristman
Mr. Wohnus
Mr. Wofford

Judicial

Mr. Carini, Faculty Advisor

Judicial Review

elected by students

AGARD

Bennington College

To FACULTY

Date 9/21/76

From Don Brown

Re: Results of September 21, 1976 elections

Elected to PERSONNEL REVIEW COMMITTEE:

Edward Flaccus, term ends June 30, 1979

Elected to FACULTY EDUCATIONAL POLICIES COMMITTEE:

for SOCIAL SCIENCES - Richard Blake, term ends December 31, 1977

Elected to EDUCATIONAL COUNSELING COMMITTEE:

for SOCIAL SCIENCES - Joanna Kirkpatrick, term ends December 31, 1976
for VISUAL ARTS - Pat Adams, fall 1976 only

To: FACULTY

Bennington College
June 15, 1976

AGARD

Re: Results of June 11, 1976 elections

Elected to FACULTY PERSONNEL COMMITTEE:

Phebe Chao, term expires 6/30/78

Reinoud van der Linde, term expires 6/30/79

Elected to FACULTY EDUCATIONAL POLICIES COMMITTEE:

for BLACK MUSIC - Milford Graves, term expires 6/30/78

for LIT. & LANG. - Nicholas Delbanco, term expires 6/30/78

for SOCIAL SCIENCES - Wallace Scott, term expires 12/31/76

FACULTY CHANGES - Fall 1976

as of 11/19 Agard

Not Returning

Abady
Cavander
Charlip
Drew
Gardner
Halperin
Hixson
Kronstadt
Mackintosh
Mousley
Swindlehurst
(Williams)
Vulpi

Guri
Manzaneda
Moz
Rittmeyer
Tranchevent

Returning from Sab. or Leave

Aebersold
Carini
Delbanco
Feinman
Haas
Kirkpatrick
Malamud (spring)
Wittman, J
Wittman, M

New

Finckel, George - Cello replacement
Haerer, Carol - Drawing replacement
Krouse, Patricia - Art History replacement
Anthony LaGiglia - Dance replacement
Langer, John - History replacement
Lee, Ralph - Director, Spring
MacKenzie, Warren (Hadley) - Visual Arts
Ptaszynska, Marta - Music replacement
Wyman, Arlene - Science

Bortnik, Ninel - Russian
Hillebrecht, Brigitte - German
Caput, Pascal - French
Rawson, Ann - Early Childhood
Valero, Juan - Spanish
Yung, Elizabeth - Early Childhood
unnamed architect
unnamed director, fall
unnamed lighting technician
unnamed acting

Sabbaticals

Cohen
Kensinger
Mallow
Rosen

Leaves

Dunn
Healy
Welter

Division Secretaries

Black Music - Dixon
Dance - Moore
Drama - Logan
Literature & Languages - Gonzalez
Music - Fine
Science - Aebersold
Social Sciences - Blake
Visual Arts - Rappaport

The Faculty Budget and Finance Committee will be composed of three faculty members and one student appointed by the Dean of the Faculty and chaired by one of its faculty members. Appointments will normally be for a three year term, but the initial three faculty appointments will be for one, two and three years to insure continuity.

Its primary function will include reviewing the allocation of the resources of the College as reflected in the June and October budgets, projecting the trends of income and expenses, and recommending changes in allocation or in budget or finance policy for the consideration of the President, the Dean of the Faculty, or other committees as relevant. The Committee will also undertake other budget or finance studies as requested by the President, the Dean or FEPC. It will routinely be provided, in order to perform its functions, with all budgetary and financial information, excepting the individual salaries of faculty, administrators or staff personnel.

September 22, 1976

Elective, Appointive and Other CommitteesElective CommitteesEducational Policies Committee

Mr. van der Linde, ex officio	Chairs
Mr. Dixon	6/76
Mr. Fredericks	6/76
Mr. Brown	12/76
Mr. Calabro	12/76
Mr. Cichanowski	6/77
Mr. Logan	6/77
Ms. Ford	12/77
Mr. Cohen, ex officio	
Mr. Iseman, ex officio	

Faculty Personnel Committee

Mr. van der Linde, ex officio	Chairs
Mr. Pearson	6/76
Ms. Chao (Aebersold)	12/76
Mr. Glick (Feinman)	12/77
Mr. Brown	6/78

Personnel Review Committee

Mr. Flaccus	6/76
Mr. Ricks [Delbanco]	6/77
Mr. Blake	6/78

Educational Counseling Committee

Mr. Cohen, ex officio	Chairs
Mr. Belitt	12/76
Mr. Glick	12/76
Mr. Scott	12/76
Mr. Graves	6/77
Mr. Logan	6/77
Mr. Horwitz	6/77
Mr. Mayers	6/77
Mr. Moore	12/77
Mr. Coburn	12/78
Mr. Rosen	12/78

Presidential Search Committee

Mr. Blake
Ms. Chao
Ms. Schlabach

Appointive CommitteesAdmissions Committee

Ms. Aldrich	Chairs
Mr. Cheuse	6/76
Mr. Ricks	6/76
Mr. Supowit	6/76
Ms. Dunn	6/77
Mr. Mayers	6/77
Mr. Fredericks	6/78
Mr. Glick	6/78
Mr. Wofford	6/78
Ms. Sobel, ex officio	

Art & Architecture Committee

Mr. Kensinger	Chairs
[Mr. Delbanco]	
Mr. Flaccus	
Mr. Hatcher	
[Ms. Kirkpatrick]	
Mr. Moore	
Mr. Ricks	
Mr. Williams	
Mr. Wohnus	
Mr. Martin, ex officio	
Mr. Smith, ex officio	

Financial Aid Committee

Ms. Diamond	Chairs
Mr. Cichanowski	6/76
Ms. Fine	6/77
Mr. Rock	12/77
Mr. Cohen, ex officio	
Ms. Aldrich, ex officio	

Library Advisory Committee

Mr. Kensinger	6/76
Ms. Swindlehurst	6/76
Ms. Healy [Haas]	6/77
Mr. Tristman	6/77

Non-Resident Term Committee

Mr. Wood, ex officio	Chairs
Ms. Stewart	6/76
Ms. Adams	6/77
Mr. Rock	6/78
Mr. Cohen, ex officio	

() Sabbatical
[] Leave

(continued)

March 15, 1976

Appointive Committees (continued)

Faculty Budget Committee

Mr. Pearson Chairs
Mr. Brown
Mr. Mayers
Mr. Rock
Mr. van der Linde, ex officio
Mr. Cohen, ex officio

Faculty/Bennington-Summers Liaison

Mr. Blake
Mr. Cichanowski
Mr. Dixon
Mr. Frisch
Mr. Logan
Mr. Moore
Ms. Paglia
Mr. Wofford

Faculty Committee on College Rents

Mr. Cichanowski
Mr. Gonzalez
Mr. Mayer
Mr. Mayers
Mr. Kolkebeck, ex officio

Other Committees

Constitutional Council

Mr. Cohen	6/76
Mr. Horwitz	12/76
Mr. Ricks	6/77
Ms. Aldrich	12/77
Ms. Schlabach	12/77

Committee on Interdivisional Majors

Ms. Adams
(Mr. Carini)
Mr. Coburn
Mr. Horenstein
Ms. Kronstadt
Ms. Mallow
Mr. Mayer
Mr. Pearson
Mr. Tristman
(Mr. Wittman)

Judicial

(Mr. Carini), Faculty Advisor

Judicial Review

to be elected by students

To: Faculty
From: Reinhoud van der Linde
Re: Results of December 5, 1975 elections

Bennington College
December 5, 1975

Elected to FACULTY PERSONNEL COMMITTEE:

Phebe Chao, term expiring 6/30/75
Jack Glick, term expiring 6/30/75

Elected to FACULTY EDUCATIONAL POLICIES COMMITTEE:

✓ Jane Ford, term expiring 12/31/77

Elected to EDUCATIONAL COUNSELING COMMITTEE:

for Science - Robert Coburn, term expires 12/31/78
for Visual Arts - Stanley Rosen, term expires 12/31/78

COMMITTEE MEMBERSHIP LIST, Fall 1975 - Elective and Appointive CommitteesElective CommitteesEducational Policies Committee

Mr. van der Linde, ex officio	Chairs
Ms. Ford	12/75 12/75
Mr. Glick (discontinuing)	12/75
Mr. Dixon	6/76
Mr. Fredericks	6/76
Mr. Brown	12/76
Mr. Calabro	12/76
Mr. Cichanowski	6/77
Mr. Logan	6/77
Mr. Cohen, ex officio	
Ms. Parker, ex officio	

Faculty Personnel Committee

Mr. van der Linde, ex officio	Chairs
[Mr. Weiter	12/75]
Mr. Aebersold	12/76
Mr. Feinman	12/77
Mr. Brown	6/78
Pearson	6/76

Personnel Review Committee

Mr. Flaccus	6/76
Mr. Delbanco	6/77
Mr. Blake	6/78

Educational Counseling Committee

Mr. Cohen, ex officio	Chairs
Mr. Aebersold	12/75
Mr. Wofford	12/75
Mr. Belitt	12/76
Mr. Glick	12/76
Mr. Scott	12/76
Mr. Graves	6/77
Mr. Logan	6/77
Mr. Horwitz	6/77
Mr. Mayers	6/77
Mr. Moore	12/77

() Sabbatical
[] Leave

Appointive CommitteesAdmissions Committee

Ms. Aldrich	Chairs
Mr. Ricks	6/76
Mr. Supowit	6/76
Ms. Dunn	6/77
Mr. Meyers	6/77
Mr. Fredericks	6/78
Mr. Glick	6/78
Mr. Wofford	6/78
Ms. Sobel, ex officio	6/78

Art & Architecture Committee

Mr. Kensinger	Chairs
Mr. Delbanco	
Mr. Flaccus	
Mr. Hatcher	
[Ms. Kirkpatrick]	
Mr. Moore	
Mr. Ricks	
Mr. Williams	
Mr. Wohnus	
Mr. Martin, ex officio	
Mr. Parker, ex officio	
Mr. Smith, ex officio	

Financial Aid Committee

Ms. Diamond	Chairs
Ms. Schlabach	12/75
Mr. Cichanowski	6/76
Ms. Sugarman [Fine]	6/77
Mr. Cohen, ex officio	
Ms. Aldrich, ex officio	

Library Advisory Committee

Mr. Kensinger	6/76
Ms. Swindlehurst	6/76
Mr. Haas	6/77
Mr. Tristman	6/77

Non-Resident Term Committee

Ms. Sandy, ex officio	Chairs
Ms. Stewart	6/76
Ms. Adams	6/77
Mr. Rock	6/78
Mr. Cohen, ex officio	

COMMITTEE MEMBERSHIP LIST, Fall 1975 - Other and Ad Hoc Committees

Other Committees

Constitutional Council

Mr. Cohen	6/76
Mr. Horwitz	12/76
Mr. Ricks	6/77
Mr. Parker	6/77
Ms. Aldrich	12/77
Ms. Schlabach	12/77

Committee on Interdivisional Majors

Ms. Adams
Mr. Carini
Mr. Coburn
Mr. Horenstein
Ms. Kronstadt
Ms. Mallow
Mr. Mayer
Mr. Pearson
Mr. Tristman
Mr. Wittman

Judicial

Mr. Carini, Faculty Advisor

Judicial Review

to be elected by students

BENNINGTON COLLEGE

FACULTY HANDBOOK

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Trustee Organization

The trustees meet four times each year, in October, April, and June at the College, and in January in New York. Faculty and students are regularly invited to attend meetings of the Admissions and Financial Aid, the Alumni Relations, the Buildings and Grounds, the Community Life, and the Development Committees, as well as those portions of the Educational Policies Committee discussions which do not pertain to individual contracts.

Mrs. T. Edward Hambleton, Chairman of the Board
Mrs. John W. Nields, Vice Chairman
Mr. Arthur H. Thornhill, Jr., Vice Chairman
Mr. Andrew Heiskell, Secretary
Mr. Joseph S. Iseman, Treasurer
Mr. Robert Kolkebeck, Assistant Secretary

Mr. Lisle C. Carter
Mr. Richard G. Darman
Mrs. Maurice Deane
Mr. Fairleigh S. Dickinson, Jr.
Miss Wilhelmina Eaton
Mr. Ralph Ellison
Miss Helen Frankenthaler
Mr. William T. Golden
Mr. Robert Gutman
Mrs. T. Edward Hambleton
Mr. Andrew Heiskell
Miss Roberta Hunter
Mr. Joseph S. Iseman
Mr. Victor Kempster

Mr. Francis Keppel
Mr. Bevis Longstreth
Mr. John McCullough
Mrs. Albert Merck
Miss Elizabeth Meyer
Mrs. Matthew A. Meyer
Mrs. Stanley G. Mortimer
Mrs. Archibald R. Murray
Mrs. John W. Nields
Mrs. Albert M. Sheldon, Jr.
Mrs. Arthur H. Thornhill, Jr.
Mrs. Nathaniel H. Usdan
Mr. Ross Zucker

Administrative Organization

President: Responsible to the Board of Trustees for the formulation of College policy and its administration.

Vice President: Responsible to the Board of Trustees for the formulation of College policy and its administration.

Dean of the Faculty: Responsible to the President for the formulation of policy relating to the faculty of the College, including curriculum planning, the instructional budget, faculty appointments and reappointments, salaries and fringe benefits, sabbaticals, leaves, faculty research funds, faculty committee assignments, the operation of the library, preparation of the agenda for Faculty Educational Policies Committee and faculty meetings, etc.

Dean of Studies: Responsible to the President for the formulation of policy in all matters relating to student study including preparation of course materials, establishment and operation of Educational Counseling Committee panels, the academic calendar, and advising, registration for courses, student records and transcripts.

Librarian: Responsible to the Dean of the Faculty for the direction and management of the Library.

Co-Director of Student Services: Responsible to the Vice President for serving all student extra-curricular needs and seeking to improve the quality of life on campus. Among the office's responsibilities are the following: the NRT program; student housing, financial aid, liaison with student organizations.

Director of Health Services: Responsible to the President for student health services, including psychiatric counseling.

Director of Development: Responsible to the Vice President for specific programs in fund raising and public relations.

Director of Admissions: Responsible to the Vice President for the formulation of policy as well as its administration in all matters relating to College Admissions.

Director of Business and Finance: Responsible to the Vice President for the formulation of policy in all matters relating to the financial and legal affairs of the College, College staff, maintenance of the physical plant, including the post office, dining halls and student houses.

HEADS OF OFFICES, 1975-76

President:	Gail Thain Parker
Dean of the Faculty:	Reinhold H. van der Linde
Dean of Studies:	Ronald L. Cohen
Librarian:	Robert M. Agard
Vice President:	Thomas D. Parker
Co-Director, Student Services:	Judith Diamond Virginia Sandy
Health Services:	Paul Hamburg, M.D.
Development:	Catherine Cumpston
Admissions:	Jean S. Aldrich
Business and Finance:	Robert F. Kolkebeck
Physical Plant:	James E. Martin

Organization of the Faculty

Faculty Meeting

The primary organ for the conduct of faculty affairs is the faculty meeting, chaired by the President. Faculty meetings are normally held on the first Wednesday of every month during resident terms, at 4:15 p.m.

All regular members of the faculty are obliged to attend. Teaching Associates and Assistants may attend, the former with voting privileges. In addition to the teaching faculty, the administrative officers of the College are entitled to attend, the following officers having voting privileges:

- Dean of the Faculty
- Dean of Studies
- Director of Admissions
- Director of Health Services
- Psychiatric Counselor
- Co-Director of Student Services
- Assistant to the Dean of Studies
- Librarian
- Vice President

The Chair will rule as to whether these administrators may vote on any particular issue. (By majority vote, the teaching faculty may override the ruling of the Chair.)

Sixteen selected members of the student body also attend the faculty meeting, but without vote.

Faculty Committees

In order to play its essential role in the day to day conduct of College affairs the faculty is organized into the committees listed below. The Faculty Educational Policies Committee, the Faculty Personnel Committee, the Personnel Review Committee, and the Educational Counseling Committee are elected from the faculty; all others are appointive. Appointments are made by the Dean of the Faculty. The President is an ex officio member of all Committees.

Elective Committees

Faculty Educational Policies Committee

The FEPC is the policy formulating and review body of the faculty, virtually an executive committee of the faculty. It considers all questions of educational policy, prepares proposals for consideration in faculty meetings, reviews divisional curricula and performance, and approves all new or changed courses proposed by the divisions. Any member of the faculty wishing to put a proposal before the faculty may first put the item on the agenda of the FEPC.

The FEPC is made up of seven elected members of the faculty, constituted as follows: one member to represent the Dance and Drama Divisions, and one member from each of the other six divisions. All members of the faculty who are in at least their third year of service are eligible for election to the FEPC. Election is for a two-year period; elections are staggered so that two positions, and sometimes one, become vacant at the end of each academic term. The Dean of the Faculty and the Dean of Studies are ex officio members, and the committee is chaired by the Dean of the Faculty. Two students elected by the SEPC from its committee attend the FEPC with full privileges.

Faculty Personnel Committee

The FPC meets regularly with the President to advise on appointment policy and on all reappointments to the faculty. In addition it consults and advises on the rank order distribution of faculty salaries.

The FPC is made up of five members: four are elected from the faculty at large, and the Dean of the Faculty serves as an ex officio member and chairs. The President does not vote. Faculty members are elected for three-year terms. All faculty members who are at least in their third year of service are eligible for election.

Personnel Review Committee

The Personnel Review Committee is charged with overseeing the proper enforcement of the general salary policy and with hearing appeals from faculty members who have not been reappointed and who have specific grievances concerning salary, assignment of teaching duties, assignment of space and other facilities, or propriety of conduct.

Three committee members are elected from the faculty at large for three-year terms. All members who are in at least their third year of service are eligible for election to the PRC; however, members of the Faculty Personnel Committee are not eligible for election.

Educational Counseling Committee

The Educational Counseling Committee is composed of ten members of the faculty, one from each division (exceptions: two from Literature and Languages, two from Social Sciences), elected by the faculty at large, with the Dean of Studies serving as ex officio member and as chairman. Elections are for a three-year term and are staggered so that two, and in some years three, new members are elected each year. Faculty in their first year of appointment may not serve on the Committee. After serving a three-year term, a committee member may request that he be ineligible for reelection until two years have elapsed.

The Committee has the following functions: a) recommending to the faculty a College standard of academic performance; b) advising the

Dean of Studies concerning the application of that standard; c) advising with any student personally concerning his or her academic performance and plans; d) sanctioning an individual variation of the College's requirements for the bachelor's degree; e) recommending the award of the bachelor's degree upon the satisfactory completion of the College's requirement for that degree. The operations of the Committee are divided among faculty-chaired panels and the Dean.

The Dean of Studies undertakes the task of periodic review of each student's performance in order to assure that it meets the College's standards of excellence. In cases where there is doubt that these standards are being met, the Dean would bring them to a faculty-chaired panel for review and decision. He is responsible for all correspondence communicating panel decisions and/or parents.

The whole Committee meets with the Dean at least once each term to review ECC policy and the academic standards of the College. Recommended changes in policy are submitted to the faculty for decision. The Committee submits a report to the faculty once each term.

Appointive Committees

Each of the following committees has student members:

Admissions Committee

The function of the Admissions Committee is to consult with and advise the Director of Admissions on all matters of policy and individual questions regarding the admission of new students to the College. Seven faculty members serve on the committee, the Assistant Director of Admissions and the Assistant to the Dean of Studies are ex officio members. It is chaired by the Director of Admissions. Appointments are for three-year terms.

Art and Architecture Committee

This committee advises the Trustees and the President on all matters relating to College architecture, architects, general maintenance, the design and siting of buildings, and the landscaping of College property. Seven members of the faculty, including the chairman, serve for indefinite terms. The Director of Physical Plant meets with the committee as an ex officio member.

Financial Aid Committee

The committee includes three members of the faculty and is chaired by the Co-Director of Student Services; the Director of Admissions and the Dean of Studies serve ex officio. The committee develops financial aid policy, makes specific grant recommendations, handles appeals,

and reports to the faculty on problems and procedures relating to financial aid. Faculty appointments are for three-year terms.

Library Advisory Committee

This committee advises the Librarian on balancing and strengthening the collection, on policies affecting library service, library resources, and on such other matters as the Librarian may refer to the committee. The committee assumes the responsibility of the faculty as a whole and of the divisions for advising the Librarian on the status of the collection. The committee includes four members of the faculty who will designate their chairman, and four students selected by the Student Council. Members serve for two-year terms, two retiring each year.

Non-Resident Term Committee

This committee has three faculty members, appointed for three-year terms, and is chaired by the Co-Director of Student Services; the Dean of Studies is an ex officio member. Its responsibility is for reviewing and formulating policies concerning the Non-Resident Term.

Other Committees

Constitutional Council

The Constitutional Council is the juridical guardian of the constitution. It is composed of three elected faculty members (three-year terms), three elected students, and three appointed administrators.

Interdivisional Committee

The Interdivisional Committee, which supervises Interdivisional Majors, is made up of one representative from each division except that Literature and Languages and Social Science each have two representatives. The members of the committee are chosen by their divisions and serve an indefinite term. The chairperson of the committee is chosen by the committee and generally serves for one year.

LIST OF FACULTY - 1975-1976

FALL TERM

ABADY, Josephine	Drama	LEVINE, David	Music
ADAMS, Pat	Visual Arts	LOGAN, Leroy	Drama
AEBERSOLD, Dennis	Science		
AKERS, Frank	Visual Arts	MAIZITIS, Mara	Lit. & Lang.
		+MALAMUD, Bernard	Lit. & Lang.
BAKER, Frank	Drama, Music	MALLOW, Barbara	Music
BELITT, Ben	Lit. & Lang.	MAYER, Reinhard	Lit. & Lang.
BLAKE, Richard	Social Sciences	MAYERS, Kenneth	Social Sciences
BRANT, Henry	Music	McGUIRK, Carol	Lit. & Lang.
BROWN, Donald	Social Sciences	MOORE, Jack	Dance
BUECHNER, Frederick	Lit. & Lang.		
		NOWAK, Lionel	Music
CALABRO, Louis	Music		
CARINI, Louis	Social Sciences	O'DWYER, Laurence	Drama
CARRUTHERS, Tony	Dance, Drama		
CHAO, Phebe	Lit. & Lang.	*PACHMAN, Maurice	Music
*CHEUSE, Alan	Lit. & Lang.	PAGLIA, Camille	Lit. & Lang.
CICHANOWSKI, Stanley	Science	PARKER, Gail	Lit. & Lang.
COBURN, Robert	Science	PEARSON, Harry	Social Sciences
COHEN, Ronald	Social Sciences	PTASZYNSKA, Marta	Music
DELBANCO, Nicholas	Lit. & Lang.	RAPPAPORT, Nell	Visual Arts
DIXON, William	Black Music, Dance	RICKS, Arnold	Social Sciences
DREW, Donald	Science	ROAN, Barbara	Dance
DUNN, Judith	Dance	ROCK, Michael	Social Sciences
		ROSEN, Stanley	Visual Arts
FEINMAN, Alvin	Lit. & Lang.		
FINCKEL, Marianne	Music	*SANDY, Stephen	Lit. & Lang.
+FINE, Vivian	Music	SCHLABACH, Anne	Social Sciences
FLACCUS, Edward	Science	SCHONBECK, Gunnar	Music
FORD, Jane	Visual Arts	SCHROEDER, William	Social Sciences
FREDERICKS, Claude	Lit. & Lang.	SCOTT, Wallace	Social Sciences
FRISCH, Richard	Music	STEWART, Marguerite	Lit. & Lang.
		SUGARMAN, Sally	Social Sciences
GALE, Edward	Music	SUPOWIT, Lee	Science
GLICK, Jack	Music	SWINDLEHURST, Madeleine	Science
GONZALEZ, Eduardo	Lit. & Lang.		
GRAVES, Milford	Black Music	TILLIM, Sidney	Visual Arts
GUY, Georges	Lit. & Lang.	TRISTMAN, Richard	Lit. & Lang.
HAAS, Richard	Visual Arts	van der LINDE, Reinhoud	Science
HALPERIN, Rhoda	Social Sciences		
*HARRIS, Steven	Social Sciences	WEIL-SAYRE, Sylvie	Lit. & Lang.
HATCHER, Brower	Visual Arts	WELTER, Rush	Social Sciences
HEALY, Sophia	Visual Arts	WILLIAMS, Roger	Visual Arts
HORENSTEIN, Stephen	Black Music	+WITKIN, Isaac	Visual Arts
HORWITZ, Martin	Lit. & Lang.	WITTMAN, Josef	Dance
		WITTMAN, Martha	Dance
KAHN, Sue	Music	WOFFORD, Philip	Visual Arts
KENSINGER, Kenneth	Social Sciences	WOHNUS, Frederick	Science
+KIRKPATRICK, Joanna	Social Sciences	WOODWORTH, Robert	Science
KRONSTADT, Robin	Dance, Drama		

+ on leave

* on sabbatical

List of Teaching Associates and Faculty Emeritus

CHADABE, Joel

Electronics
Consultant

Faculty Emeritus

Teaching Associate

SWINDLEHURST, Edward Dance, Drama

Teaching Assistants

ASH, Jay	Black Music
BROOKS, Arthur	Black Music
BROWN, Rae	Nursery School
EGA, Jean Luc	French
GURI, Joseph	Russian
HORENSTEIN, Stephen	Dance
HOYER, Jeffrey	Black Music
JOHNSTON, Laura	Nursery School
MANZANEDA, Francisco	Spanish
MOZ, Heather	Language Laboratory
RITTMAYER, Heidrun	German
WOODNER, Andrea	Sculpture

Frank Baker
Thomas Brockway
Julian De Gray
Margaret De Gray
George Finckel
Catharine Foster
Dorothy Hager
George Holt
Nora Montesinos
Orrea Pernel
Ruby Solomon
Robert Woodworth

DIVISIONAL PRACTICES

The Divisions

The Divisions at Bennington College are: Black Music, Dance, Drama, Literature and Language, Music, Science, Social Science, and Visual Arts.

Divisional Secretaries

The faculty of each division elects from among its members its own Divisional Secretary who normally serves for one year. The Secretary chairs the division meeting and is responsible for liaison between the division and appropriate members of the administration on matters of faculty recruitment, sabbatical leaves, curriculum, student plans, budget, division-sponsored workshops, concerts, exhibits, etc., and divisional space and property.

Secretarial Assistance

The divisions have specifically designated secretarial assistance, available for divisional business but not for personal use.

Meetings

Divisions meet regularly as required to discuss student plans, faculty recruitment and other divisional business. Minutes of action taken in meetings should be kept and copies sent to the President and the Deans.

Budgets and Property

Divisional operating budgets are presented annually by the Divisional Secretary to the Dean of the Faculty for approval in late March of the year preceding the July 1-June 30 fiscal year to which the budget applies. The division, through its Secretary, is responsible for maintaining expenditures strictly within budgeted amounts. Any non-budgeted expenditure must have prior approval of the Dean of the Faculty.

Divisions are responsible and accountable for all College property assigned to divisional use. An inventory of division property should be maintained by the Divisional Secretary and checked periodically with the Director of Business and Finance.

Work Orders

Requests for special work to be done by the College maintenance staff require a work order which is routed through and subject to approval by the Director of Physical Plant.

Workshops, Lectures, Concerts, Exhibitions, etc.

Divisions are responsible for the organization and financing from their budget of such workshops, etc., as they choose to sponsor. Scheduling should be arranged in advance with the Publications Office for inclusion in the Calendar.

Curriculum

Divisions are responsible for planning a divisional curriculum responsive to student needs as well as to the interests and capacities of the faculty. Curriculum planning is begun early in the spring term and divisional offerings proposed for the following year are reviewed by the FEPC during April.

All new or changed courses, whether for the Fall or Spring term, must be approved by the FEPC before being offered.

Student requests for tutorials must be approved by the division before being granted.

Requirements for Majors

The statements of the divisions on the usual requirements for major study are given below. All plans must be considered by divisional faculties before action is taken on them by the Educational Counseling Committee.

BLACK MUSIC

No major as yet is offered. Interested students may develop a concentration in Black Music under the aegis of the Interdivisional Committee.

DANCE

Before Tentative Plan: The prospective major in Dance is expected to complete successfully four terms of work in the field, including Structure and Style, dance techniques, composition, Stagecraft, and Music for Dance.

Tentative Plan: The plan should emphasize work in performance, composition, directing, criticism, or a combination of these. Majors should plan to spend at least half of their time in the field. In addition, a dance major will normally complete a year's study of music.

Confirmation of Plan: Since each major is responsible for a piece of independent work in the area of his/her main interest, the final plan should outline intentions in this regard.

Requirements for Degree: Successful completion of work.

GENERAL ACADEMIC PROCEDURES

Reports

Instructors' Mid-term and Final Reports

"Comments" are written by the instructor to each student in every course, on forms provided by the Office of the Dean of Studies, both at mid-term and at the end of the term. The white folder copy is returned to the Dean's Office, and becomes part of the student's permanent record. Two copies are given to the student, one for his personal use and one for his counselor. The yellow copy is kept as the instructor's record. The content of these comments should be extensive enough to serve the needs of the student and the Educational Counseling Committee in judging progress. Perusal of students' folders may be done in the reading room of the Dean's office and will not only acquaint an instructor with background, but will provide the best indication of the typical content of reports.

It is extremely important that reports be submitted by the dates indicated each term. The student's understanding of his progress, the convening of panels, counselors' discussions of their counselees' status, preparation of transcripts...all these and more hinge on the timely availability of reports. Delinquency in fulfilling this obligation may result in withholding of salary.

Counselors Reports

At the end of each term, , counselors submit, on forms provided by the Dean of Studies' office, a summary statement of each counselee's term. Of particular concern are whether the student should continue in the College, and whether he understands and is coping adequately with any areas of weakness. Comment is also invited on the status of the student's program planning, as are recommendations about future work. In general, the Counselor's Report summarizes the educational experience of the term.

Non-Resident Term Reports

Early in the spring term the Student Services office receives the Non-Resident Term evaluations of each student's work experience from the employer and a report written by the student. The Co-Director then writes his own evaluation based on these reports. Copies of the employer's and the Co-Director's reports are sent to the student and other copies become part of the student's permanent record. The student's report is kept for a year in the NRT reading room for perusal by other students.

These reports are not sent to the counselor except in the extraordinary circumstance of a very fine or a very poor performance. Counselor's comments are therefore optional and will be expected only when requested by the NRT office. In such a case, the counselor is asked to acquaint himself with the situation and to add his evaluation.

Reports on Class Attendance

Students are expected to miss classes only for a good reason and to notify the instructor concerned. When, in the judgment of the instructor, absence makes it impossible to meet the demands of the course, the student will be dropped, with consequent failure. Substitutes for work missed will be offered only at the instructor's option. Before an instructor drops a student for lack of attendance, it is advisable to notify both the Dean of Studies and the student's counselor.

Ratings and Grades

The only ratings that appear on instructor's reports are Passing, Passing in parentheses (meaning marginal work), Not Passing, and To be Completed.

A student may request, but may not elect, a TBC (To Be Completed) in a course which he is otherwise passing and in which, for acceptable reasons, the student has not been able to complete the work. The decision is the instructor's and although TBCs are usually to be made up by the first day of the following resident term, under exceptional circumstances another deadline for completing the unfinished work may be set by the instructor if he explains the reasons why the normal one is not appropriate. If a student fails to make up the work the record will show failure in that course. Occasionally, after consultation with the Dean of Studies, a faculty member may change a TBC to INC.

Under exceptional circumstances, after conferring with the Dean of Studies at the times grades are turned in, an instructor may report an INC as the permanent grade for a course in which he does not expect the student to be able to make up the work. This grade will stand on the record.

Written work submitted after the date due, and considered essential to a student's accomplishment in a course, is accepted only at the option of the instructor. If accepted, it may still be discounted to any degree the instructor decides.

At the end of each term instructors receive grade cards for each student. These cards will be stamped "Pass-Not Pass" for all students who first entered the College in the Spring Term, 1975 or afterward, and for all students enrolled previously who have signed a request to be evaluated solely on the "Pass-Not Pass" basis. The only designation entered on these cards should be "P" or "NP." Students enrolled prior to Spring Term, 1975 who have not signed a request will have unstamped grade cards on which a letter grade for the work of the term should be entered. Grades, for those who continue to receive them, are accessible to the student at any time through the Dean of Studies Office. A+ through D- are considered passing grades, and F a failure.

Ratings and grades are due on prescribed dates during each term, even if a student's work is incomplete at that time. It is precisely knowledge that a student is not up to date in his work, particularly when coupled with similar reports from other courses, that may signal the need for convening a panel for a review of the student's status.

Access To Records

College policy and requirements specified by the 1974 Federal Educational Rights and Privacy Act permit current faculty members and members of the administration serving an educational function access to students' academic folders maintained in the Dean of Studies Office. In addition, College policy and federal law prohibit access to a student academic folder for any third party, unless the student involved has given written permission for access.

Procedures Leading Toward Graduation

Program Planning

All counselors should be familiar with the program planning process. It is particularly important for counselors of freshmen and sophomores to insure that their counselees are aware of the general distribution requirements of the College as well as the expectations of the division, or the Inter-divisional Committee, which have to be fulfilled in order to graduate from the College.

The following are the College-wide degree requirements currently in effect:

1. That every student do work of at least one term's duration in four different divisions of the College during the first two years.
2. That every student beyond the first year take at least one year's passing work beyond the introductory level in each of three disciplines, two of which may (but need not) fall within one division of the College.
3. That no student be permitted to undertake more than 22 quarters in a single division.

Tentative Plan

During the fourth term in college, after discussing the program with his counselor and the pertinent members of the division in which the student wishes to do major work, a student submits to the relevant division and the ECC a Tentative Plan for Advanced Work. The plan should embody a general statement of educational purposes and aims as well as a schedule of courses. A form is provided by the Dean of Studies Office on which to outline the courses taken and planned and the manner in which the College requirements leading to a degree are being fulfilled.

Acceptance of the Tentative Plan by the relevant division (or Interdivisional Committee) and the ECC is necessary for completion of the requirements for graduation. In exceptional circumstances the deadline for acceptance of the Tentative Plan may be extended to a student's fifth term by the Dean of Studies Office.

CONDITIONS OF EMPLOYMENT

General Conditions

The Legal Reality: Faculty members are retained by the College by contract. The College enters into the contract by means of action by the Board of Trustees who act upon the advice of the President.

Primary Operating Responsibility: The faculty, acting through the Faculty Personnel Committee and other faculty bodies, has primary responsibility for faculty personnel policy, faculty appointments and reappointments. The faculty's responsibility in these areas is delegated to it by the College's Board of Trustees. The faculty recognizes that the student body has an important consultative role to play in these matters.

Equal Opportunity Policy Statement: It is the policy of Bennington College that no discrimination because of race, age, color, religion, sex, or national origin, will exist in any area of the College. The College's policy includes, but is not limited to, the requirements of Federal Executive Orders 11246 and 11375, as amended, and of the State of Vermont's Fair Employment Practice Code (21 VSA, Section 495-495C). Bennington College will provide equal opportunity for all qualified and qualifiable persons, and will promote the realization of equal opportunity through positive, continuing programs.

The policy applies throughout the College organization and is the responsibility of all departments and personnel, supervisory and non-supervisory. The particular methods by which Bennington College will seek to implement its equal opportunity policy are outlined in the College's Affirmative Action Program, a copy of which is kept available by each divisional staff secretary.

Size and Allocation of Faculty: The size of the faculty and the faculty-student ratio are determined by the Board of Trustees upon recommendation of the President. The President makes his recommendation primarily upon the advice of the faculty. He also consults the Faculty Educational Policies Committee in this regard. Once a decision to enlarge the faculty is made, the choice of the divisional allocation of the appointments or reappointments lies with the Faculty Educational Policies Committee, which acts upon the recommendation of the President and the Dean of Faculty, and in consultation with students or their representatives on the Student Educational Policies Committee.

The Appointment Process

Appointments, whether for temporary replacement or permanent positions, are initiated through a process of recruitment in which the President, the Dean of the Faculty and the Divisions of the faculty play leading roles. The Divisions hold primary responsibility for recruiting and inviting likely candidates to be interviewed. Guidelines for recruitment are as follows:

1. Interviews of candidates are scheduled by the Dean's office in consultation with the teaching divisions. There should be time for the candidate to be seen by the two Deans and the President, as well as the various members of the division. Advance planning is desirable.
2. During the normal academic year, the divisional Student Educational Policies Committee participates in interviewing candidates and gives its comments on them to the Division Secretary.

3. The teaching division as a whole is responsible for making a recommendation on new appointments to the Dean of the Faculty and the President.
4. The President, who may engage in such other consultation as may seem appropriate, then makes recommendation to the Board of Trustees, which makes the formal appointment. Except for very exceptional circumstances, and then only upon the advice of the Faculty Personnel Committee, the decision of the President and the Board of Trustees is governed in this matter by the recommendation of the teaching division in which the appointment is to be made.

Guidelines for Recruitment

1. Search Procedure:

- a. When a position becomes available for a Division, a discussion of curriculum must be undertaken to determine what fields should be considered for use of that position, subject to normal educational policies procedure.
- b. A subcommittee of the Division should be formed to carry out the search for appropriate candidates.
- c. Letters should be sent to appropriate graduate schools announcing the availability of a position at Bennington.
- d. Personal communications made with potential candidates by members of the faculty at Bennington could supplement the efforts of the Subcommittee.
- e. A portion of the Dean of the Faculty's budget should be available to the Division to be used for travel expenses. This fund should be large enough so as not to constitute an effective barrier to bringing qualified candidates to Bennington.

2. The Candidate should furnish, prior to his visit to the campus:

- a. At least three letters of recommendation supporting the application. In the letters of recommendation, the evaluation should pay special attention to:
 1. Professional competence
 2. Teaching ability
 3. Sensitivity to student needs.
- b. A complete resume of study, teaching and other professional experience.
- c. Suggested course offerings. These can be submitted after the candidate visits the campus.

3. Before his visit to the campus, or immediately upon arrival, the candidate should be informed as to:

- a. The nature of Bennington College.
- b. The nature of the interview process--specific detail should be given about what his schedule will be during his visit to the College.

Five percent of salary is contributed through payroll deduction, or the salary may be reduced by the same amount.

The College contributes 5% of salary up to the level for Social Security taxes, and 10% of salary above that level.

The College reserves the right to amend the retirement plan at any time.

A Faculty member retires as of June 30 next following the 65th birthday. On recommendation of the President, the Trustees may appoint a retiree to serve for one year at a time, but there is a presumption against such appointments.

Faculty Children Tuition Plan

Full time faculty members and administrative officers are entitled to a grant of up to \$1,000 a year or total fees (tuition, room and board, less all other scholarships, benefits or grants received), whichever is less, for no more than four years toward the cost of post-secondary education or training for each child attending any regionally accredited college or institution acceptable under standards applied by the Veteran's Administration in the case of veteran's benefits. Each part time member of the faculty or administrative officer is entitled to a portion of such grant in the ratio of his part-time to full-time service subject to the same qualifications. Each semester, the Business Office should be sent a copy of the bill with request for payment. A check in the appropriate amount is then drawn to the order of the institution and sent to the faculty member.

Insurance

The "package" consists of Blue Cross-Blue Shield basic insurance, major medical insurance through the Teachers Insurance & Annuity Association, and the collective life insurance through TIAA. Participation in the plan is required unless you present evidence that you are covered under comparable plans. The College pays one-half the monthly premium for a full time faculty member and his dependents, and proportionately less for a part time faculty member and his dependents.

A total disability insurance plan is also carried with the Teachers Insurance & Annuity Association. Participation is required beginning with the third year of service at Bennington College and attainment of age 35. Immediate participation is not possible unless covered in a previous position. The College pays half the cost. Associate faculty members are eligible for the plan when they begin their first two-year appointment.

The College carries accident insurance in the amount of \$100,000 on the lives of faculty members and administrative officers when on trips conducting business for the College. Beneficiary of this policy is next of kin. The College pays the entire premium.

Rental Policy

College rents are initially below their commercial equivalents. They will continue to change as rents for comparable housing change. Since this subsidy can be enjoyed by only part of the faculty, the College has adopted a policy which in the long run will make it available to new, younger faculty members while gradually reducing the amount of subsidy to those with seniority. Any faculty member who has presumptive tenure will pay an annual increment of 5% in addition to ordinary increases. This annual increment will continue for each additional year he remains in College-owned housing until such time as the rental and increment combined approximate the commercial rent of the housing, which will be regarded as a maximum amount.

Rental is normally from July 1 to June 30. Release from this agreement can only be granted by President of the College.

Books needed "on reserve" (i.e. for course assignments) will be placed on the reserve shelves upon request. Notice should reach the library 48 hours before assignments in such books are given out to students. The library should be notified when books may be taken "off reserve".

In general, semester reserves are undesirable and unnecessary. As few books as possible should be kept "on reserve". Space limitations and the nature of the book collection should encourage faculty to use as few books on reserve as their teaching plans permit. It has been found helpful to circulate some books for three days only.

Current and unbound and bound periodicals are normally lent for one week only.

At the end of each term, the library notifies each faculty member of the number of books charged to him and expects him to renew or return the books. The library sends red recall cards to secure the immediate return of books needed for reserve or other readers. The library charges faculty for the cost of unreturned books.

The library uses an imprinting machine and an embossed library card for charging books. Library cards are issued to faculty upon appointment and to faculty spouses upon application.

A faculty member, on application to the Librarian, may secure a key to the library for use when the library is not officially open. It is understood that the key is for his own use only.

The Library is open 94 hours a week during the academic terms:

Monday - Thursday	8:30 a.m. to 11:00 p.m.
Friday	8:30 a.m. to 10:00 p.m.
Saturday	10:00 a.m. to 10:00 p.m.
Sunday	11:30 a.m. to 10:00 p.m.

Jennings Library

Musical scores and recordings are housed in the Music Library at Jennings. Scores may be borrowed for an extended time during fall and spring terms, but are subject to immediate recall after one week's use if another person requests the score. Recordings may be borrowed for up to one week only. Special reference works may not leave the library.

During the resident terms, the Music Library is open Monday-Friday from 9 until 4:30; it is also open from 7 to 9 on Sunday, Monday, Tuesday and Thursday evenings. A music librarian is in attendance during the morning hours only, student assistants are present at the other times. Requests for the reservation of materials and for suggested acquisitions are made directly to the Music Librarian who consults with the Music Division faculty as occasion demands.

Extended borrowing during either the summer or the Non-Resident Term is not permitted.

MEETINGS AND SPECIAL EVENTS

Scheduling

All public events must be scheduled on the Calendar, including divisional workshops. All scheduling must be done through the Publications Office, which supervises the Calendar of Events.

Space

When anyone wishes to schedule a special event or meeting in academic space he must obtain permission from the Registrar if the space is needed during teaching hours (8:30 a.m. to 6 p.m. weekdays) and from the Publications Office if the space is needed after 6 p.m. or on weekends. The College Calendar for Barn One and Tishman Hall is kept by the Publications Office.

Publicity

Announcements regarding the College and College events are routinely handled by the Publications Office. Releases prepared by the divisions sponsoring activities should be given to that office so that it can distribute them to the media. The Publications Office should be given at least one week's notice before an event if it is to prepare the publicity. Similarly, it must be notified at least a week in advance if photographs are required to publicize an event. All publicity, unless otherwise specified, is sent to local newspapers, area radio stations, and is included in College Week. The office will also provide advice concerning design and production of printed flyers, posters or other materials if needed.

Posters

All posters must be commissioned by those sponsoring the event. A written request should be made to the poster maker. This insures proper copy information and enables the student to get paid, as it is turned in with his time sheet. Students are paid by the College from the budget of the Division sponsoring the event. A list of poster makers is available in the NRT office.

Recording

Students can be employed to tape-record lectures and other campus events. A file of available students is kept in the Non-Resident Term office. The Office of Publications and Information Services records occasional lectures and meetings for its own purposes, but cannot record every public event.

GENERAL AND MISCELLANEOUS INFORMATION

Bills

Monthly statements for college services (freight and express charges, etc.) are rendered to members of the Community on/or about the tenth of each month. Charges are payable when rendered at the Cashier's Office, and if not paid are deducted from the next salary check. All telephone and telegram charges are paid at the Switchboard.

Bookstore

A book store is maintained on campus to provide the community with books, supplies and sundries. Store hours are 9:00 a.m.-5:00 p.m. Monday through Friday except holidays. Special hours to be announced.

Check Cashing Service

The Cashier's Office is located in Barn 19 and is open from 11-12:30a.m. and 1:30-4 p.m. daily except Saturday and Sunday. Personal checks drawn to self or to Cash may be cashed in amounts to \$25.00, which is the limit per person per day.

Garages

There are a limited number of garages available for faculty members. The rental charged is \$90.00 per year, payable in monthly installments. Arrangements for renting garages should be made with the Business Office.

Health Service

The College Health Service is maintained primarily for the students but services as follows are available to faculty members and their families: first aid, medication ordered by a doctor (e.g. shots), ordering of medicine, X-ray clinic held by the Vermont Tuberculosis Association. Ordinarily the Health Service has time only for the treating of students.

Identification Cards

I.D. cards are available from the Dean of the Faculty.

Keys

Keys to offices and faculty houses may be obtained at the Maintenance Building. Faculty members are asked to sign in person for these keys; there is a \$10.00 charge for lost and extra keys.

Labor Relations

The College has a contract with The Building Service Employees' International Union, AFL-CIO. Employees in the maintenance department, dining halls and residences are covered by the agreement.

Any faculty member interested in learning more detail about any personnel policy of the College should consult the Director of Business and Finance.

Lounge

The Faculty Lounge is located on the second floor of the Barn. Tea is served there at 4:00 p.m. Monday through Friday when College is in session.

Maintenance and Repairs

The Maintenance Department is responsible for the maintenance and repair of the College-owned buildings and equipment and requests for service of this type should be made to the Director of Physical Plant.

Meals in Faculty Dining Room

When College is in session meals are served daily in the faculty dining room, which is located on the second floor of Commons. Breakfast is served from 8:00-8:45, lunch from 12:30-1:30, and dinner from 6:00-7:00 on weekdays. Two meals on Sundays: breakfast 10:00-11:00; dinner 4:00-5:00. All meals are served cafeteria style.

Dining Halls and Snack Bar are under the management of Seiler's of New England. A meal ticket or meal card will be necessary for service in the Dining Rooms. Official guests must also be paid for by meal ticket or card, but reimbursement from the Business Office may be requested by way of a petty cash voucher signed by the appropriate department head.

Meal cards consisting of 30 punches will be available for \$15.00 at the Cashier's Office: breakfast, 2 punches; lunch, 3 punches; dinner, 4 punches. Meal tickets will be sold at the dining halls: breakfast \$1.10, lunch \$1.65, dinner \$2.20.

Newspapers

Subscriptions for The New York Times can be obtained through student agents. Announcements regarding these arrangements will be placed in mailboxes shortly after the beginning of term.

Post Office

Each member of the faculty will have a box in the Post Office on the first floor of Commons.

Salaries

Paid once a month on the 30th or, if a Sunday or a holiday, on the last preceding working day to the 30th. Withholding tax forms must be filled out as soon as possible on arrival at College. Non-residents as well as residents are required to pay Vermont withholding tax as well as federal tax. All College employees are covered by social security. One or more of the following deductions are made from salary at the time paid: withholding and social security taxes, annuity and disability premiums (if participating) and hospitalization insurance. Rent for College-owned housing and private telephones are also deducted from salary. All charges deducted are charges for the month for which salary is paid

except the hospitalization premium, annuity and disability premiums, which are deducted in advance.

If desired, and upon notice to the Business Office, salary checks will be deposited only to accounts with First Vermont Bank and Trust Company.

Secretarial Service

Each Division has an office for secretarial service. This may not be used by faculty members for personal business. The offices are located as follows:

Black Music and Music	Jennings
Dance and Drama	Arts Center
Literature and Languages	Barn
Science and Psychology	Dickinson
Social Science	Barn
Visual Arts	Arts Center

Student Help

All students who wish to earn extra money are registered in the Non-Resident Term office. Requests for clerical or typing assistance should be made to the Co-Director.

Names and telephone numbers of students who are interested in babysitting or other work in faculty homes will be sent to all faculty members shortly after the opening of the semester. Faculty make individual arrangements directly with the students.

Student Records

Student records are on file in the Office of the Dean of Studies, and are an invaluable source of information on the background and program of students. Faculty members who wish to peruse these academic records should obtain them there. Folders may be read in an adjacent reading room, or may be removed from the office for periods of 24 hours. (See Access to Records.)

Telephone Service

The switchboard is open daily from 8 a.m. to 11 p.m. when College is in session. After 11 p.m. there is no telephone service, but emergency calls are handled by the Night Watchman, who may be reached by dialing 235 from 11 p.m. to 7 a.m. All personal long distance calls must be made through pay phones.
