

# BENNINGTON COLLEGE TRUSTEES

## Standing Committees 1975 - 1976

### OFFICERS

Mrs. Hambleton, Chairman  
Mrs. Nields, Vice-Chairman  
Mr. Thornhill, Vice-Chairman  
Mr. Heiskell, Secretary  
Mr. Iseman, Treasurer  
Mr. Kolkebeck, Assistant Secretary

### EXECUTIVE COMMITTEE

Mrs. Hambleton, Chairman  
Mrs. Nields, Vice-Chairman  
Mr. Thornhill, Vice-Chairman  
Mr. Darman  
Mr. Dickinson  
Miss Eaton  
Mr. Iseman  
Mr. Heiskell  
Mr. Longstreth  
Mr. McCullough  
Mrs. Meyer  
Mrs. Mortimer

### ADMISSIONS & FINANCIAL AID

Mr. Thornhill, Chairman  
Mr. McCullough, Vice-Chairman  
Mr. Carter  
Mr. Gutman  
Miss Hunter  
Mr. Kempster  
Mr. Keppel  
Mrs. Murray

### ALUMNI RELATIONS

Miss Eaton, Chairman  
Mrs. Deane, Vice-Chairman  
Mr. Dickinson  
Miss Frankenthaler  
Mr. Heiskell  
Miss Meyer  
Mrs. Nields  
Mrs. Usdan  
Mr. Zucker

### BUDGET

Mr. Dickinson, Chairman  
Mr. Iseman, Vice-Chairman  
Miss Eaton  
Mr. Golden  
Mr. Longstreth  
Miss Meyer  
Mrs. Murray  
Mrs. Sheldon

### BUILDINGS AND GROUNDS

Mrs. Mortimer, Chairman  
Mrs. Meyer, Vice-Chairman  
Mr. Carter  
Mr. Kempster  
Mr. McCullough  
Mrs. Merck  
Mrs. Sheldon  
Mrs. Usdan

### DEVELOPMENT

Mr. Iseman, Co-Chairman  
Mrs. Nields, Co-Chairman  
Mrs. Deane, Vice-Chairman  
Miss Eaton  
Miss Frankenthaler  
Mr. Golden  
Mr. Longstreth  
Mrs. Meyer  
Mrs. Mortimer  
Mr. Thornhill  
Mrs. Usdan

### COMMUNITY LIFE

Mrs. Merck, Chairman  
Mrs. Sheldon, Vice-Chairman  
Mrs. Deane  
Mr. Ellison  
Mr. Gutman  
Miss Hunter  
Mr. Kempster  
Mrs. Murray  
Mrs. Nields  
Mr. Thornhill  
Mr. Zucker

EDUCATIONAL POLICIES

Mr. Gutman, Chairman  
Mr. Keppel, Vice-Chairman  
Mr. Carter  
Mr. Dickinson  
Mr. Ellison  
Miss Frankenthaler  
Mr. Golden  
Miss Hunter  
Mr. Longstreth  
Mrs. Merck  
Miss Meyer  
Mr. Zucker

FINANCE

Mr. Heiskell, Chairman  
Mr. Darman, Vice-Chairman  
\*Mr. Falk  
\*Mr. Lazarus  
\*Mr. Lord  
Mrs. Mortimer

NOMINATING

Mr. Darman, Chairman  
Mrs. Meyer, Vice-Chairman  
Miss Eaton  
Mr. Heiskell  
Mr. Keppel  
Mr. McCullough

PROXY REVIEW

Mr. Longstreth, Chairman  
Mr. Iseman  
\*Mr. Lord

\* Non-Trustee members



Hand

ELECTION-RETURNS-- - Faculty Educational Policies Committee - - June 20, 1975

The new members of FEPC are:

Bill Dixon - Black Music  
Leroy Logan - Dance-Drama  
Stanley Cichanowski - Science  
Donald Brown - Social Science

Continuing members are:

Claude Fredericks - Literature & Languages  
Louis Calabro - Music  
Jane Ford - Visual Arts  
Jack Glick - at large (position deleted after 12/75)

The following are corrections to the 1974-75 trustee address list.  
Those with an asterisk are new members coming onto the Board in August.

Mr. James Bloom  
c/o Mr. Bernard Bloom  
38 Crestwood Drive  
Maplewood, New Jersey 07040

Mrs. Maurice Deane  
(Barbara Ushkow '51)  
35 Pheasant Run  
Kings Point, New York 11024  
Tel: 516-487-6782

\*Mr. Fairleigh S. Dickinson, Jr.  
Becton Dickinson & Company  
Rutherford, New Jersey 07070  
Tel: 201-939-9000

\*Wilhelmina Eaton  
10 Mitchell Place  
New York, New York 10017  
Tel: 212-755-0810

\*Miss Helen Frankenthaler  
173 East 94th Street  
New York, New York 10028  
Tel: 212-722-0018

\*Mr. Frank Kappel  
Time & Life Bldg.  
Rockefeller Center  
New York, New York 10020

Ross Zucker  
309 West 109th Street  
Apartment 4E  
New York, New York 10025  
Tel: 212-868-1743

also delete from your lists

Sally Wells Whiteley

Mr. Darman's telephone number should be changed to 202-381-8372

Bemington College  
May 7, 1975  
BH

*Agard*

COMMITTEE MEMBERSHIP LIST, Spring 1975 - Elective and Appointive Committees

Elective Committees

Educational Policies Committee

Mr. Nowak, ex officio	Chairs
Mr. Brown	6/75
Mr. Welter	6/75
Ms. Ford	12/75
Mr. Glick	12/75
Mr. Fredericks	6/76
Mr. Guy	6/76
Mr. Calabro	12/76
Mr. van der Linde	12/76
Mr. Cohen, ex officio	
Ms. Parker, ex officio	

Faculty Personnel Committee

Mr. Nowak, ex officio	Chairs
Mr. Brown (Flaccus)	6/75
Mr. Welter	12/75
Mr. Aebersold	12/76
Mr. Feinman	12/77

Personnel Review Committee

Mr. van der Linde	6/75
Mr. Blake /Brown/	6/76
Mr. Delbanco	6/77

Educational Counseling Committee

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

( ) on sabbatical or leave  
/ / temporarily replaced

April 18, 1975

Appointive Committees

Admissions Committee

Ms. Aldrich	Chairs
Mr. Fredericks	6/75
Ms. Weill-Sayre	6/75
Mr. van der Linde	6/75
Mr. Ricks	6/76
Mr. Supowit	6/76
Ms. Dunn	6/77
Mr. Mayers	6/77
Ms. Sobel, ex officio	

Art & Architecture Committee

Mr. Rosen	Chairs
Mr. Delbanco	
(Mr. Flaccus)	
Mr. Kensinger	
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

Mr. Dorman	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. Tristman	6/75
Mr. Tillim	6/75
Mr. Kensinger	6/76
Ms. Swindlehurst	6/76

Non-Resident Term Committee

Ms. Sandy, ex officio	Chairs
Mr. Wohnus	6/75
Ms. Stewart	6/76
Ms. Adams	6/76
Mr. Cohen, ex officio	

## COMMITTEE MEMBERSHIP LIST, Spring 1975 - Other and Ad Hoc Committees

### Other Committees

#### Constitutional Council

Mr. Cohen	6/75
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. Abady  
Mr. Coburn  
Mr. Wittman  
Ms. Kirkpatrick  
Ms. Mallow  
Mr. Mayer  
Ms. Shepela  
Mr. Haas  
Mr. Tristman  
Mr. Dixon

#### Jucicial

Mr. Carini, Faculty Advisor

#### Judicial Review

to be elected by students

April 18, 1975

COMMITTEE MEMBERSHIP LIST, Fall 1974 - Elective and Appointive CommitteesElective CommitteesEducational Policies Committee

Mr. Nowak, ex officio	Chairs	
Mr. Harris		12/74
Mr. van der Linde		12/74
Mr. Brown		6/75
Mr. Welter		6/75
Ms. Adams		12/75
Mr. Calabro (Glick)		12/75
Mr. Fredericks		6/76
Mr. Guy		6/76
Mr. Cohen, ex officio		
Ms. Parker, ex officio		

Faculty Personnel Committee

Mr. Nowak, ex officio	Chairs	
Mr. Brown (Feinman)		12/74
Mr. Flaccus		6/75
Mr. Welter		12/75
Mr. Aebersold		12/76

Personnel Review Committee

Mr. van der Linde	6/75
Mr. Brown	6/76
Mr. Delbanco	6/77

Educational Counseling Committee

Mr. Cohen, ex officio	Chairs	
Mr. Wittman		12/74
Mr. Aebersold		12/75
Ms. Ford (Wofford)		12/75
Mr. Belitt		12/76
Ms. Fine		12/76
Mr. Scott		12/76
Mr. Graves		6/77
Mr. Horwitz		6/77
Mr. Logan		6/77
Mr. Mayers		6/77

( ) on sabbatical or leave

Appointive CommitteesAdmissions Committee

Ms. Aldrich	Chairs	
Mr. Fredericks		6/75
Ms. Weil-Sayre		6/75
Mr. van der Linde		6/75
Mr. Ricks		6/76
Mr. Supowit		6/76
Ms. Dunn		6/77
Mr. Mayers		6/77
Ms. Sobel, ex officio		

Art & Architecture Committee

Mr. Rosen	Chairs	
Mr. Delbanco		
Mr. Flaccus		
Mr. Kensinger		
Ms. Kirkpatrick		
Mr. Moore		
Mr. Ricks		
(Mr. R. Williams)		
Mr. Wohnus		
Mr. Martin, ex officio		
Mr. Parker, ex officio		
Mr. Smith, ex officio		

Financial Aid Committee

Mr. Dorman	Chairs	
Ms. Schlabach		12/75
Mr. Cichanowski		6/76
Ms. Fine		6/77
Mr. Cohen, ex officio		
Ms. Aldrich, ex officio		

Library Advisory Committee

Mr. Tristman	6/75
Mr. Tillim	6/75
Mr. Scott	6/76
Ms. Swindlehurst	6/76

Non-Resident Term Committee

Ms. Sandy, ex officio	Chairs	
Mr. Wohnus		6/75
Ms. Ford		6/76
Mr. Kensinger		6/76
Mr. Cohen, ex officio		

COMMITTEE MEMBERSHIP LIST, Fall 1974 - Other and Ad Hoc Committees

Other Committees

Constitutional Council

Ms. Aldrich	12/74
Mr. Scott	12/74
Mr. Cohen	6/75
Mr. Horwitz	12/76
Mr. Ricks	6/77
Mr. Parker	6/77

Committee on Interdivisional Majors

Ms. Abady	
Mr. Coburn	
Ms. Dunn	
Ms. Kirkpatrick	
Ms. Mallow	
Mr. Mayer	
Ms. Shepela	
Mr. Tillim	
Mr. Tristman (Sandy)	Chairs

Judicial

Mr. Carini, Faculty Advisor

Judicial Review

to be elected by students

Ad Hoc Committees

Photography Committee

Mr. Rappaport	Chairs
Mr. Fredericks	
(Mr. R. Williams)	
Mr. Wittman	

Faculty Housing Advisory Committee

Mr. Parker	Chairs
Mr. Horwitz	
Mr. Ricks (Sandy)	
Ms. Sugarman	

To: FACULTY

December 13, 1974

From: Lionel Nowak

The results of the recent elections are as follows:

Faculty Personnel Committee:

Alvin Feinman

Term expiring 12/31/77

Faculty Educational Policies Committee:

Louis Calabro

Member at Large

Term expiring 12/31/76

Reinhoud van der Linde

Science

Term expiring 12/31/76

Faculty Educational Counseling Committee:

Jack Glick

Music

Through 6/30/75

Jack Moore

Dance

Term expiring 12/31/77

Constitutional Council:

Anne Schlabach

Term expiring 12/31/77

Bennington College  
June 18, 1974

To: FACULTY

From: Lionel Nowak

The results of the recent elections are as follows:

Educational Counselling Committee:

Jane Ford	Visual Arts	Through 6/30/75
Milford Graves	Black Music	Term expiring 6/30/77
Kenneth Mayers	Social Science	Term expiring 6/30/77

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Bennington College  
June 7, 1974

To: FACULTY  
From: Lionel Nowak

The results of the recent elections are as follows:

Faculty Educational Policies Committee:

Georges Guy	Member at Large	Term expiring 6/30/76
Louis Calabro	Performing Arts	Fall term 1974
Claude Fredericks	Literature & Languages	Term expiring 6/30/76

Constitutional Council:

Arnold Ricks	Term expiring 6/30/77
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Personnel Review Committee:

Nicholas Delbanco	Term expiring 6/30/77
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Educational Counselling Committee:

Leroy Logan	Drama
Martin Horwitz	Languages

A further report on ECC elections will be issued next week.

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COMMITTEE MEMBERSHIP LIST, Spring 1974 - Elective and Appointive Committees

Elective Committees

Educational Policies Committee

Mr. Nowak, ex officio	Chairs
Mr. Cheuse	6/74
Mr. Flaccus	6/74
Mr. Harris	12/74
Mr. van der Linde	12/74
Mr. Brown	6/75
Mr. Welter	6/75
Ms. Adams	12/75
Mr. Glick	12/75
Mr. Cohen, ex officio	
Ms. Parker, ex officio	

Faculty Personnel Committee

Mr. Nowak, ex officio	Chairs
Mr. Feinman	12/74
Mr. Flaccus	6/75
Mr. Welter	12/75
Mr. Aebersold	12/76

Personnel Review Committee

Mr. Pearson	6/74
Mr. van der Linde	6/75
Mr. Brown	6/76

Educational Counseling Committee

Mr. Cohen, ex officio	Chairs
Mr. Guy	6/74
Ms. Kirkpatrick	6/74
Ms. Schlabach	6/74
Mr. Wittman	12/74
Mr. Aebersold	12/75
Mr. Wofford	12/75
Mr. Belitt	12/76
Ms. Fine	12/76
Mr. Scott	12/76

( ) on sabbatical

Appointive Committees

Admissions Committee

Ms. Aldrich, ex officio	Chairs
Mr. Cheuse	6/74
Mr. Wofford	6/74
Mr. Fredericks	6/75
Mr. Wolfe	6/75
Mr. van der Linde	6/75
Mr. Ricks	6/76
Mr. Supowit	6/76
Ms. Sobel, ex officio	

Art & Architecture Committee

Mr. Rosen	Chairs
Mr. Delbanco	
Mr. Flaccus	
Mr. Kensinger	
Ms. Kirkpatrick	
Mr. Moore	
Mr. Ricks	
Mr. Williams	
(Mr. Wohn us)	
Mr. Martin, ex officio	
Mr. Parker, ex officio	
Mr. Smith, ex officio	

Financial Aid Committee

Mr. Dorman, ex officio	
Mr. Aebersold	6/74
Ms. Schlabach	12/75

Library Advisory Committee

Mr. Supowit	6/74
Mr. Kensinger	6/74
Mr. Tristman	6/75
Mr. Tillim	6/75

Non-Resident Term Committee

Ms. Shapiro, ex officio	Chairs
Ms. Shepela	6/74
(Mr. Wohnus)	6/75
Ms. Ford	6/76
Mr. Cohen, ex officio	

COMMITTEE MEMBERSHIP LIST, Spring 1974 - Other and Ad Hoc Committee

Other Committees

Constitutional Council

Mr. Parker	6/74
Mr. Welter	6/74
Ms. Aldrich	12/74
Mr. Scott	12/74
Mr. Cohen	6/75
Mr. Horwitz	12/75

Committee on Interdivisional Majors

Mr. Horwitz	Chairs
Mr. Logan	
Mr. Moore	
Mr. Sandy	
Mr. Schonbeck	
Ms. Shepela	
Mr. Supowit	
Mr. Tillim	
Mr. Welter	

Judicial

Mr. Carini, Faculty Advisor

Judicial Review

to be elected by students

Ad Hoc Committees

Black Music Committee

Mr. Dixon	Chairs
Ms. Dunn	
Mr. Fredericks	
Mr. Nowak	

Photography Committee

Neil Rappaport	Chairs
Mr. Fredericks	
Mr. Williams	
Mr. Wittman	

Faculty Housing Advisory Committee

Mr. Parker	Chairs
Mr. Horwitz	
Ms. Rider	
Mr. Sandy	
Ms. Sugarman	

## BENNINGTON COLLEGE BOARD OF TRUSTEES

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1974 - 1975

<u>Name, Address, Telephone No.</u>	<u>Standing Committees</u>	<u>Term Expires</u>
<u>Mr. James Bloom</u> c/o The Literature Office Cowell College - 32 University of California Santa Cruz, California 95064 Res: 235 Hoover Road, Santa Cruz TEL: 462-0245	Admissions & Financial Aid Community Life Finance	1975
<u>Mr. Lisle C. Carter</u> (Wife - Emily (Betty)) Chancellor of Atlanta University Center 594 University Place, N. W. Atlanta, Georgia 30314 TEL: 404-522-8980	EDUCATIONAL POLICIES VICE- CHAIRMAN Admissions & Financial Aid Buildings & Grounds	1976
<u>Mr. Richard G. Darman</u> (Wife - Kathleen) Woodrow Wilson International Center for Scholars Smithsonian Institution Bld. Washington, D. C. 20560 TEL: 202-381-5613	Community Life Educational Policies Finance	1981
<u>Mr. Charles Dollard</u> Vail Road Bennington, Vermont 05201 TEL: 802-442-2088	Honorary Trustee	
<u>Mr. Ralph Ellison</u> (Wife - Fanny) 730 Riverside Drive New York, New York 10031 TEL: 212-926-6804	Alumni Relations Buildings & Grounds Development	
<u>Mrs. Richard S. Emmet</u> (Jessie K.) 105 East 67th Street New York, New York 10021 TEL: 212-988-4625	CHAIRMAN OF THE BOARD EXECUTIVE COMMITTEE CHAIRMAN Ex-Officio all Committees	1975

<u>Miss Gillian Foo</u> 18 Golf Club Road Ipok, Perak West Malaysia	Admissions & Financial Aid Buildings and Grounds Educational Policies	1976
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<u>Mr. William T. Golden</u> (Wife - Sibyl) Room 4201, 40 Wall Street New York, New York 10005 TEL: 212-944-6127 Res. 730 Park Avenue New York, New York 10021 TEL: 212-737-3227	Admissions & Financial Aid Community Life Finance	1978
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<u>Mr. Robert Gutman</u> (Wife - Sonya Rudikoff g'48) 200 Hun Road Princeton, New Jersey 08540 TEL: 609-924-4911	Alumni Relations Community Life Educational Policies	1979
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<u>Mrs. T. Edward Hambleton</u> (Merrell Hopkins g'43) 530 East 86th Street New York, New York 10028 TEL: 212-734-5263	NOMINATING CHAIRMAN Alumni Relations Buildings & Grounds Development	1979
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<u>Mr. Andrew Heiskell</u> (Wife - Marion) Time, Inc. Time & Life Building Rockefeller Center New York, New York 10020 TEL: 212-556-3495 res. 212-655-9484	SECRETARY BOARD OF TRUSTEES FINANCE VICE-CHAIRMAN Community Life Educational Policies Nominating	1980
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<u>Mr. Thomas P. F. Hoving</u> (Wife - Nancy) Director, Metropolitan Museum of Art Fifth Avenue & 82nd Street New York, New York 10028 TEL: 212-879-5500 Res. 150 East 73rd Street New York, New York 10021 TEL: 212-734-1480	Community Life Development Educational Policies	1978
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Miss Roberta Hunter  
23 Oak Avenue  
Hempstead, L. I.  
New York 11550  
TEL: 516-485-6753

Alumni Relations  
Community Life  
Educational Policies

1976

Mr. Joseph S. Iseman  
(Wife - June (Jay)  
Paul, Weiss, Goldberg, Rifkind,  
Wharton & Garrison  
345 Park Avenue  
New York, New York 10022  
TEL: 212-935-8614  
Res: One Walden Lane  
Rye, New York 10580  
TEL: 914-698-7804

BUDGET VICE CHAIRMAN  
Development  
Finance  
Proxy Review

1976

Mr. Bevis Longstreth  
(Wife - Clara)  
Debevoise, Plimpton Lyons & Gates  
299 Park Avenue  
New York, New York 10017  
TEL: 212-752-6400  
Res. 322 Central Park West  
New York, New York 10025  
TEL: 212-663-0576

PROXY REVIEW CHAIRMAN  
Budget  
Educational Policies  
Finance  
Nominating

1980

Mr. Joseph F. Lord  
Morgan Guaranty Trust  
Fifth Avenue at 44th Street  
New York, New York 10036  
TEL: 212-997-8172  
Res. Little Silver  
New Jersey 07739

VICE-CHAIRMAN OF THE  
BOARD  
COMMUNITY LIFE CHAIRMAN  
FINANCE CHAIRMAN  
Ex-officio of all Committees

1975

Mr. John McCullough  
North Bennington  
Vermont 05257  
TEL: 802-442-5322

BUILDINGS & GROUNDS VICE-  
CHAIRMAN  
Alumni Relations  
Development

1978

Mrs. Albert Merck  
(Katharine (Kate) Evarts x'46)  
Corey Lane  
Mendham, New Jersey 07945  
TEL: 201-543-4694

ADMISSIONS & FINANCIAL AID  
VICE-CHAIRMAN  
NOMINATING VICE-CHAIRMAN  
Educational Policies

1979

Mrs. Matthew A. Meyer  
 (Ernestine (Erni) Cohen g'37)  
 930 Park Avenue  
 New York, New York 10028  
 TEL: 212-861-9687

DEVELOPMENT VICE-CHAIRMAN 1981  
 Admissions & Financial Aid  
 Community Life

Dr. Robert S. Morison  
 (Wife - Benigna)  
 Department of Sociology  
 323 Uris Hall  
 Cornell University  
 Ithaca, New York 14850  
 TEL: 607-256-3810

EDUCATIONAL POLICIES 1975  
 CHAIRMAN  
 Admissions & Financial Aid  
 Community Life

Mrs. Stanley G. Mortimer  
 (Kathleen (Puff) Harriman g'40)  
 149 East 73rd Street  
 New York, New York 10021  
 TEL: 212-879-1779

VICE-CHAIRMAN OF THE 1975  
 BOARD  
 DEVELOPMENT CHAIRMAN  
 Ex-officio all Committees

Mrs. Archibald R. Murray  
 (Kay Crawford g'56)  
 100 LaSalle Street  
 New York, New York 10027  
 TEL: 212-663-4104

ALUMNI RELATIONS VICE- 1977  
 CHAIRMAN  
 Budget  
 Educational Policies  
 Nominating

Mrs. John W. Nields  
 (Lila Franklin g'37)  
 10 Gracie Square  
 New York, New York 10028  
 TEL: 212-737-1708

BUDGET CHAIRMAN 1977  
 COMMUNITY LIFE VICE-  
 CHAIRMAN  
 Development

Mrs. Robert C. Rohdie  
 (Barbara Goldberg g-63)  
 670 Ridgewood Avenue  
 Upper Montclair, New Jersey 07043  
 TEL: 201-744-2099

ALUMNI RELATIONS CHAIRMAN 1975  
 Budget  
 Development  
 Nominating

Miss Jennifer Shakespeare g'73  
 c/o Mindy Sherman  
 9 Center Street  
 Cambridge, Massachusetts  
 TEL:

Alumni Relations 1975  
 Budget  
 Educational Policies

<u>Mrs. Albert M. Sheldon, Jr.</u> (Edith (Clytie) Stevens g'43) 2345 Sheridan Terrace Wayzata, Minnesota 55391 TEL: 612-473-6983	ADMISSIONS & FINANCIAL AID Budget Educational Policies	1977
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<u>Mr. Arthur H. Thornhill, Jr.</u> (Wife - Dorothy) 200 Cliff Road Wellesley Hills, Mass. 02181 TEL: 617-235-7675 (home) 617-227-0730 (office)	Alumni Relations Community Life Educational Policies	1976
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<u>Mrs. Nathaniel H. Usdan</u> (Suzanne Lemberg g'51) 71 East 77th Street New York, New York 10021 TEL: 212-737-0555	Alumni Relations Community Life Development	1980
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<u>Miss Sally Wells Whiteley g'49</u> 1132 Greenwich San Francisco, California 94109 TEL: 415-771-2120 or Box 1131, Taos, New Mexico 87571 TEL: 505-776-2938	Admissions & Financial Aid Community Life Educational Policies	1977
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## NON-TRUSTEE MEMBERS OF STANDING COMMITTEES

Mr. Myron S. Falk, Jr. (Johnny)                      Finance  
(Wife - Pauline)  
17 East 66th Street  
New York, New York 10021  
TEL: 212-737-5096

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Mr. Maurice Lazarus (Mogie)                      Finance  
(Wife - Nancy)  
Federated Department Stores  
50 Cornhill  
Boston, Massachusetts 02108  
TEL: 617-723-7600

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Mr. Jerome A. Newman                              Development  
(Wife - Liz)  
400 Park Avenue  
New York, New York 10022  
TEL: 212-753-0755

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# BENNINGTON COLLEGE TRUSTEES

## Standing Committees 1974 - 1975

### OFFICERS

Mrs. Emmet, Chairman  
Mr. Lord, Vice-Chairman  
Mrs. Mortimer, Vice-Chairman  
Mr. Heiskell, Secretary  
Mrs. Nields, Treasurer  
Mr. Kolkebeck, Assistant Secretary

### EXECUTIVE COMMITTEE

Mrs. Emmet, Chairman  
Mr. Lord, Vice-Chairman  
Mrs. Mortimer, Vice-Chairman  
Mr. Carter  
Mrs. Hambleton  
Mr. Longstreth  
Mr. McCullough  
Mrs. Merck  
Mrs. Meyer  
Dr. Morison  
Mrs. Murray  
Mrs. Nields  
Mrs. Rohdie  
Mrs. Sheldon  
Mr. Thornhill

### ADMISSIONS & FINANCIAL AID

Mrs. Sheldon, Chairman  
Mrs. Merck, Vice-Chairman  
Mr. Bloom  
Mr. Carter  
Mr. Golden  
Miss Hunter  
Mrs. Meyer  
Dr. Morison  
Miss Whiteley

### ALUMNI RELATIONS

Mrs. Rohdie, Chairman  
Mrs. Murray Vice-Chairman  
Mrs. Deane  
Mr. Ellison  
Mr. Gutman  
Mrs. Hambleton  
Miss Foo  
Mr. McCullough  
Miss Shakespeare  
Mrs. Usdan

### BUDGET

Mrs. Nields, Chairman  
Mr. Iseman, Vice-Chairman  
Mr. Longstreth  
Mrs. Murray  
Mrs. Rohdie  
Miss Shakespeare  
Mrs. Sheldon

### BUILDINGS AND GROUNDS

Mr. Thornhill, Chairman  
Mr. McCullough, Vice-Chairman  
Mr. Carter  
Mrs. Deane  
Mr. Ellison  
Miss Foo  
Mrs. Hambleton

### DEVELOPMENT

Mrs. Mortimer, Chairman  
Mrs. Meyer, Vice-Chairman  
Mrs. Deane  
Mr. Ellison  
Mrs. Hambleton  
Mr. Iseman  
Mr. McCullough  
\*Mr. Newman  
Mrs. Nields  
Mrs. Rohdie  
Mrs. Usdan

### COMMUNITY LIFE

Mr. Lord, Chairman  
Mrs. Nields, Vice-Chairman  
Mr. Bloom  
Mr. Darman  
Mr. Golden  
Mr. Gutman  
Mr. Heiskell  
Miss Hunter  
Mrs. Meyer  
Dr. Morison  
Mr. Thornhill  
Mrs. Usdan  
Miss Whiteley

EDUCATIONAL POLICIES

Dr. Morison, Chairman  
Mr. Carter, Vice-Chairman  
Mr. Darman  
Miss Foo  
Mr. Gutman  
Mr. Heiskell  
Miss Hunter  
Mr. Longstreth  
Mrs. Merck  
Mrs. Murray  
Miss Shakespeare  
Mrs. Sheldon  
Mr. Thornhill  
Miss Whiteley

FINANCE

Mr. Lord, Chairman  
Mr. Heiskell, Vice-Chairman  
Mr. Bloom  
Mr. Darman  
\*Mr. Falk  
Mr. Golden  
Mr. Iseman  
\*Mr. Lazarus  
Mr. Longstreth

NOMINATING

Mrs. Hambleton, Chairman  
Mrs. Merck, Vice-Chairman  
Mr. Heiskell  
Mr. Longstreth  
Mrs. Murray  
Mrs. Rohdie

PROXY REVIEW

Mr. Longstreth, Chairman  
Mr. Iseman  
Mr. Lord

\* Non-trustee members

Bennington College  
Revised March, 1975  
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# BENNINGTON COLLEGE BOARD OF TRUSTEES

1974 - 1975

<u>Name, Address, Telephone No.</u>	<u>Standing Committees</u>	<u>Term Expires</u>
<u>Mr. James Bloom (Jim)</u> c/o The Literature Office Cowell College - 32 University of California Santa Cruz, California 95064 Res: 235 Hoover Road, Santa Cruz TEL: 408-462-0245	Admissions & Financial Aid Community Life Finance	1975
<u>Mr. Lisle C. Carter</u> (Wife - Emily (Betty)) Chancellor of Atlanta University Center 594 University Place, N. W. Atlanta, Georgia 30314 TEL: 404-522-8980	EDUCATIONAL POLICIES VICE- CHAIRMAN Admissions & Financial Aid Buildings & Grounds	1976
<u>Mr. Richard G. Darman (Dick)</u> (Wife - Kathleen) Woodrow Wilson International Center for Scholars Smithsonian Institution Bld. Washington, D. C. 20560 TEL: 202-381-6397	Community Life Educational Policies Finance	1981
<u>Mrs. Maurice Deane</u> (Barbara Ushkow '51) 35 Pheasant Run Kings Point, New York 11024 TEL: 516-487-6782	Alumni Relations Buildings & Grounds Development	1978
<u>Mr. Charles Dollard (Chuck)</u> Vail Road Bennington, Vermont 05201 TEL: 802-442-2088	Honorary Trustee	
<u>Mr. Ralph Ellison</u> (Wife - Fanny) 730 Riverside Drive New York, New York 10031 TEL: 212-926-6804	Alumni Relations Buildings & Grounds Development	1976
<u>Mrs. Richard S. Emmet</u> (Jessie K.) 105 East 67th Street New York, New York 10021 TEL: 212-988-4625	CHAIRMAN OF THE BOARD EXECUTIVE COMMITTEE CHAIRMAN Ex-Officio all Committees	1975
<u>Miss Gillian Foo '74</u> 18 Golf Club Road Ipah, Perak West Malaysia	Alumni Relations Buildings and Grounds Educational Policies	1976

## BOARD OF TRUSTEES OF BENNINGTON COLLEGE

*Agard*

November, 1974

Mr. James Bloom	c/o The Literature Office Cowell College - 32 University of California Santa Cruz, Calif. 95064	408-429-0111
Mr. Lisle C. Carter	Chancellor of Atlanta University Center 594 University Place, N. W. Atlanta, Georgia 30314	404-522-8980
Mr. Richard G. Darman	Woodrow Wilson International Center for Scholars Smithsonian Institution Bld. Washington, D. C. 20560	202-381-6397
Mr. Ralph Ellison	730 Riverside Drive New York, New York 10031	212-926-6804
Mrs. Richard S. Emmet	105 East 67th Street New York, New York 10021	212-988-4625
Miss Gillian Foo	18 Golf Club Road Ipah, Perak West Malaysia	
Mr. William T. Golden	Room 4201, 40 Wall Street New York, New York 10005	212-944-6127
Mr. Robert Gutman	200 Hun Road Princeton, New Jersey 08540	609-924-4911
Mrs. T. Edward Hambleton	530 East 86th Street New York, New York 10028	212-734-5263
Mr. Andrew Heiskell	Time, Inc. Time & Life Building Rockefeller Center New York, New York 10020	212-556-3495
Miss Roberta Hunter	209 West 97th Street Apt. 3A New York, New York 10025	212-866-3319
Mr. Joseph S. Iseman	Paul, Weiss, Wharton & Garrison 345 Park Avenue New York, New York 10022	212-644-8614

Mr. Bevis Longstreth	Debevoise, Plimpton Lyons and Gates 299 Park Avenue New York, New York 10017	212-752-6400
Mr. Joseph F. Lord	Morgan Guaranty Trust Fifth Avenue at 44th Street New York, New York 10036	212-997-8172
Mr. John McCullough	North Bennington Vermont 05257	802-442-5322
Mrs. Albert Merck	Corey Lane Mendham, New Jersey 07945	201-543-4694
Mrs. Matthew A. Meyer	930 Park Avenue New York, New York 10028	212-861-9687
Dr. Robert S. Morison	Department of Sociology 323 Uris Hall Cornell University Ithaca, New York 14850	607-256-3810
Mrs. Stanley G. Mortimer	149 East 73rd Street New York, New York 10021	212-879-1779
Mrs. Archibald R. Murray	100 LaSalle Street New York, New York 10027	212-663-4104
Mrs. John W. Nields	10 Gracie Square New York, New York 10028	212-737-1708
Mrs. Robert C. Rohdie	670 Ridgewood Avenue Upper Montclair, New Jersey 07043	201-744-2099
Miss Jennifer Shakespeare	c/o Mindy Sherman 9 Center Street Cambridge, Massachusetts	
Mrs. Albert M. Sheldon, Jr.	2345 Sheridan Terrace Wayzata, Minnesota 55391	612-473-6983
Mr. Arthur H. Thornhill, Jr.	200 Cliff Road Wellesley Hills, Mass. 02181	617-235-7675
Mrs. Nathaniel H. Usdan	71 East 77th Street New York, New York 10021	212-737-0555
Miss Sally Wells Whiteley	1132 Greenwich Street San Francisco, California 94109	415-771-2120

H. Holm

Revised 11/7/74

Standing Committees 1974 - 1975OFFICERS

Mrs. Emmet, Chairman  
Mr. Lord, Vice-Chairman  
Mrs. Mortimer, Vice-Chairman  
Mr. Heiskell, Secretary  
Mrs. Nields, Treasurer  
Mr. Kolkebeck, Assistant Secretary

EXECUTIVE COMMITTEE

Mrs. Emmet, Chairman  
Mr. Lord, Vice-Chairman  
Mrs. Mortimer, Vice-Chairman  
Mr. Carter  
Mrs. Hambleton  
Mr. Longstreth  
Mr. McCullough  
Mrs. Merck  
Mrs. Meyer  
Dr. Morison  
Mrs. Murray  
Mrs. Nields  
Mrs. Rohdie  
Mrs. Sheldon  
Mr. Thornhill

ADMISSIONS & FINANCIAL AID

Mrs. Sheldon, Chairman  
Mrs. Merck, Vice-Chairman  
Mr. Bloom  
Mr. Carter  
Mr. Golden  
Miss Hunter  
Mrs. Meyer  
Dr. Morison  
Miss Whiteley

ALUMNI RELATIONS

Mrs. Rohdie, Chairman  
Mrs. Murray Vice-Chairman  
Mr. Ellison  
Mr. Gutman  
Mrs. Hambleton  
Miss Foo  
Mr. McCullough  
Miss Shakespeare  
Mrs. Usdan

BUDGET

Mrs. Nields, Chairman  
Mr. Iseman, Vice-Chairman  
Mr. Longstreth  
Mrs. Murray  
Mrs. Rohdie  
Miss Shakespeare  
Mrs. Sheldon

BUILDINGS AND GROUNDS

Mr. Thornhill, Chairman  
Mr. McCullough, Vice-Chairman  
Mr. Carter  
Mr. Ellison  
Miss Foo  
Mrs. Hambleton

DEVELOPMENT

Mrs. Mortimer, Chairman  
Mrs. Meyer, Vice-Chairman  
Mr. Ellison  
Mrs. Hambleton  
Mr. Iseman  
Mr. McCullough  
\*Mr. Newman  
Mrs. Nields  
Mrs. Rohdie  
Mrs. Usdan

COMMUNITY LIFE

Mr. Lord, Chairman  
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Miss Hunter  
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Dr. Morison  
Mr. Thornhill  
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## EDUCATIONAL POLICIES

Dr. Morison, Chairman  
Mr. Carter, Vice-Chairman  
Mr. Darman  
Miss Foo  
Mr. Gutman  
Mr. Heiskell  
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Mr. Thornhill  
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Mr. Heiskell, Vice-Chairman  
Mr. Bloom  
Mr. Darman  
\*Mr. Falk  
Mr. Golden  
Mr. Iseman  
\*Mr. Lazarus  
Mr. Longstreth

## NOMINATING

Mrs. Hambleton, Chairman  
Mrs. Merck, Vice-Chairman  
Mr. Heiskell  
Mr. Longstreth  
Mrs. Murray  
Mrs. Rohdie

## PROXY REVIEW

Mr. Longstreth, Chairman  
Mr. Iseman  
Mr. Lord

\*Non-trustee members

Bennington College  
Revised November 7, 1974



BENNINGTON COLLEGE

FACULTY HANDBOOK

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Although times change, it is interesting periodically to recall the original aims of the College as published in the Bennington College announcement for 1932. They serve to measure both the degree to which the Bennington experiment has been successfully implemented, as well as the degree to which we have changed our minds.

1. that education is a process continuing through life and persists most effectively throughout the important years of adulthood when one has acquired the habit of educating oneself;
2. that a principal aim of the College should be to accustom its students to the habit of engaging voluntarily in learning rather than of submitting involuntarily at certain periods to formal instruction;
3. that such educational self-dependence can be developed most effectively if the student works at tasks which have meaning, significance, or interest to her;
4. that continuing education, self-initiated, is likely to take place most surely where the student has attained expertness, or a sense of mastery in some few fields of enduring interest or use, rather than acquired smatterings in a great many fields;
5. that external disciplines such as compulsory class attendance, competitive and publicly-awarded grades and prizes, periodic written examinations on formalized blocks of knowledge, and numerical accumulation of credits to earn degrees interfere seriously with real incentives and internal disciplines related to the student's own developing purposes and interests;
6. that direct experiences--planning, organizing, manipulating, constructing, and investigating--in cooperation with book learning and the acquisition of knowledge are valuable means for developing permanent interests pursued without the necessity of external compulsion;
7. that tools of learning, such as statistics, and the use of English, to have meaning as well as to be most economically mastered, should as far as possible be connected immediately or in the process of learning with the ends or uses for which they are instruments rather than acquired wholesale as separate disciplines related but vaguely to a possible distant use;

8. that there is wide variation between persons and in the same person at different times as to the subjects or problems which, having meaning, will consequently engage the person in active learning which leads to understanding; that, therefore, programs of College work should at all points allow for individual variation;
9. that intellectual development cannot and should not be isolated from the development of the whole personality, and that as far as possible the general College arrangements, especially individual guidance, should give proper weight to physical, emotional, moral, and aesthetic as well as to intellectual factors in personal growth;
10. that the College, jointly with other educational agencies, should accept responsibility for cultivating in its students by all available means attitudes of social responsibility, social participation and cooperation rather than aloofness; that it should promote a sympathetic but objective and realistic understanding of the world of our own day as well as a sense of perspective derived from understanding of the past; an attitude of suspended judgment towards the strange and the new, and tolerance towards persons and customs alien to the student's own experience.

## ORGANIZATION

### Charter of the Bennington College Corporation

(Issued August 19, 1925, and amended June 14, 1941,  
April 23, 1949 and April 28, 1962)

We, the subscribers, hereby associate ourselves as a corporation under the laws of the State of Vermont, under the name BENNINGTON COLLEGE CORPORATION for the purpose of establishing and maintaining at Bennington in the County of Bennington and State of Vermont an institution of learning for higher education, with power and authority to acquire by gift, grant, bequest or otherwise, and hold property, real and personal, and convey the same; receive, hold, manage and administer gifts and bequests in trust for the purposes of the Corporation; prescribe requirements for admission, graduation and courses of study; confer degrees, diplomas and honors; employ such persons as in the judgment of the trustees may be necessary or requisite for carrying on the purposes of the Corporation; fix student fees for all purposes and do and perform any and all other acts and functions for the proper conduct and administration of an institution for the advancement of science and learning.

The direction and management of the affairs of the Corporation shall be vested in a Board of Trustees of not less than fifteen nor more than thirty-five members. The number of members, between such limits, shall be determined from time to time by the Board of Trustees. The members of the Board of Trustees shall elect successors to Trustees whose terms expire, each for a period of seven years, and shall fill vacancies for unexpired terms. If the Board of Trustees determines to increase the number of Trustees, within the limits above mentioned, new members shall be elected by the members of the Board of Trustees then in office, for such terms as may be determined by them, but not to exceed seven years. If the Board determines to decrease the number of Trustees, within the limits above mentioned, this shall not have the effect of curtailing the term of office of any Trustee then in office, but shall be accomplished by a determination of the members of the Board of Trustees then in office not to elect successors to such Trustees whose terms expire as they may determine.

## 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. Richard S. Emmet, Chairman of the Board  
Mr. Joseph F. Lord, Vice Chairman  
Mrs. Stanley G. Mortimer, Vice Chairman  
Mr. Andrew Heiskell, Secretary  
Mrs. John W. Nields, Treasurer  
Mr. Robert Kolkebeck, Assistant Secretary

Mr. James Bloom	Mr. Joseph F. Lord
Mr. Lisle C. Carter	Mr. John McCullough
Mr. Richard G. Darman	Mrs. Albert Merck
Mr. Ralph Ellison	Mrs. Matthew A. Meyer
Mrs. Richard S. Emmet	Dr. Robert S. Morison
Miss Gillian Foo	Mrs. Stanley G. Mortimer
Mr. William T. Golden	Mrs. Archibald R. Murray
Mr. Robert Gutman	Mrs. John W. Nields
Mrs. T. Edward Hambleton	Mrs. Robert C. Rohdie
Mr. Andrew Heiskell	Miss Jennifer Shakespeare
Miss Roberta Hunter	Mrs. Albert M. Sheldon, Jr.
Mr. Joseph S. Iseman	Mr. Arthur H. Thornhill, Jr.
Mr. Bevis Longstreth	Mrs. Nathaniel H. Usdan
	Miss Sally Wells Whiteley



## 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.

Director of the Student Services Office: 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; liaison with student organizations; student employment; keeping a record of activities (plays, concerts, lectures, movies, etc.) which are not part of the regular academic schedule.

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

Director of Alumni Relations and Annual Giving: Responsible to the Vice President for maintaining the alumni relations program and for conducting, in association with the Vice President, the Annual Fund program. Also responsible for arrangements for Commencement.

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.

## Election and Appointment of Deans

Deans, like faculty members, are formally appointed by the Trustees upon recommendation of the President. In order to afford the guidance of the faculty to the President and Trustees, however, the Dean of the Faculty and the Dean of Studies will be appointed from the faculty only after the following election procedure:

Faculty members who are in at least their third year of service at the time of taking office will be eligible for either position.

Members of the faculty will be given a ballot for each office and asked to express their choices preferentially, 1 to 3, for each position.

Since students are particularly sensitive to the operation of the office of Dean of Studies, their suggestion as to appropriate candidates is informally solicited.

Appointments will be recommended to the Trustees by the President from among the first three faculty choices on each ballot. Appointments will be for three-year terms, with the understanding that they can be terminated at the end of any academic year at the request of either the incumbent or the President, without affecting the incumbent's regular faculty status. If a term is ended prematurely the President will call for a new faculty ballot.

Reappointments after three years will be permissible, the same procedure being followed as in initial appointments.

HEADS OF OFFICES, 1974-1975

President:	Gail Thain Parker
Dean of the Faculty:	Lionel Nowak
Dean of Studies:	Ronald L. Cohen
Librarian:	Robert M. Agard
Vice President:	Thomas D. Parker
Student Services:	Timothy D. Dorman
Health Services:	Paul Hamburg, M.D.
Alumni Services and Annual Giving:	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 Faculty
- Dean of Studies
- Director of Admissions
- Director of Health Services
- Psychiatric Counselor
- Director of Student Services
- Associate Director for the Non-Resident Term
- 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



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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 following administrative officers of the College are entitled to attend faculty meetings:

Vice President  
Director of Admissions  
Director of Business and Finance  
Director of Health Services  
Director of Student Services  
Assistant to the Dean of Studies  
Librarian

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.)

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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 eight elected members of the faculty, constituted as follows: one member to represent the Performing Arts Divisions; one member from each of the other four divisions; and three members elected from the faculty at large. 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, with two positions becoming 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 to students 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

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

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 Director of Student Services; the Director of Admissions serves ex officio. The committee develops financial aid policy, makes specific grant recommendations 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. 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 Associate 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.



## Student Educational Policies Committee

The Student Educational Policies Committee is composed of 14 students, two representatives for each division, both of whom are elected by the student majors and prospective majors in that division. The SEPC elects a chairman from among themselves.

The functions of the SEPC are: a) to ascertain, consider and communicate student views and recommendations concerning general and divisional educational policy at Bennington College; b) to ascertain, consider and communicate student views and recommendations concerning individual courses; c) to assist the Faculty Personnel Committee in reappointment procedures.

The following procedures are designed to help to fulfill the SEPC functions:

1. Views expressed concerning specifically divisional matters are considered by the two student representatives for that particular division and brought before the division during the term. The two student representatives arrange to confer with faculty members of that division, and record significant issues and recommendations as a memorandum of that conference.

Student views concerning matters of general educational policy are considered by the entire SEPC, and significant issues and recommendations are brought before the FEPC.

\*2. Of particular interest to the faculty is the following student responsibility and procedure:

To ascertain and communicate student views concerning problems and needs in individual courses, each class elects a student to represent them. The student representative serves as a liaison between the students and instructor of that class, and twice each term, after consulting the instructor, moderates a class discussion of the course. Directing the discussion along evaluative and constructive lines, the student may ask for opinions or raise questions concerning the subject matter of the course, materials, methods and assignments. A report of this discussion, written by the student representative and approved by the class, is presented to the instructor, and copies are submitted to the two SEPC representatives for the appropriate division and to the President of the College.

\*The instructor is expected to make course time available for these activities. His responsibility toward the class EPC report is to receive it, discuss it with the class SEPC representative and, if it seems useful or appropriate, with the class. The essential purpose of the SEPC in the classroom is to introduce a meaningful dialogue between students and instructors over the content, aims and method of instruction in courses.

COMMITTEE MEMBERSHIP LIST, Fall 1973 - Elective and Appointive Committees

Elective Committees

Educational Policies Committee

Mr. Nowak, ex officio	Chairs
Ms. Adams	12/73
Ms. Fine	12/73
Mr. Cheuse	6/74
Mr. Flaccus	6/74
Mr. Harris	12/74
Mr. van der Linde	12/74
Mr. Brown	6/75
Mr. Welter	6/75
Mr. Cohen, ex officio	
Ms. Parker, ex officio	

Faculty Personnel Committee

Mr. Nowak, ex officio	Chairs
Mr. Glick	12/73
Mr. Feinman	12/74
Mr. Flaccus	6/75
Mr. Welter	12/75

Personnel Review Committee

Mr. Pearson	6/74
Mr. van der Linde	6/75
Mr. Brown	6/76

Educational Counseling Committee

Mr. Cohen, ex officio	Chairs
Mr. Feinman	12/73
Mr. Calabro	12/73
Mr. Lackowski	12/73
Mr. Glaudini	6/74
Mr. Guy	6/74
Ms. Kirkpatrick	6/74
Mr. Wittman	12/74
Mr. Aebersold	12/75
Mr. Wofford	12/75

Appointive Committees

Admissions Committee

Ms. Aldrich, ex officio	Chairs
Mr. Cheuse	6/74
Mr. Wofford	6/74
Mr. Fredericks	6/75
Mr. Wolfe	6/75
Mr. van der Linde	6/75
Mr. Ricks	6/76
Mr. Supowit	6/76
Ms. Sobel, ex officio	

Art & Architecture Committee

Mr. Wohnus	Chairs
Mr. Flaccus	
Mr. Delbanco	
Mr. Kensinger	
Mr. Moore	
Mr. Rosen	
*Mr. Williams	
Mr. Martin, ex officio	
Mr. Parker, ex officio	
Mr. Smith, ex officio	

Financial Aid Committee

Mr. Dorman, ex officio	
Mr. Aebersold	6/74
Ms. Schlabach	12/75

Library Advisory Committee

Mr. Supowit	6/74
Mr. Kensinger	6/74
Mr. Tristman	6/75
to be appointed	6/75

Non-Resident Term Committee

Ms. Shapiro, ex officio	Chairs
Ms. Shepela	6/74
Mr. Wohnus	6/75
Ms. Ford	6/76
Mr. Cohen, ex officio	

\*on sabbatical

COMMITTEE MEMBERSHIP LIST, Fall 1973 - Other and Ad Hoc Committees

Other Committees

Constitutional Council

Mr. Blake	12/73
Mr. Parker	6/74
Mr. Welter	6/74
Ms. Aldrich	12/74
Mr. Scott	12/74
Mr. Cohen	6/75

Committee on Interdivisional Majors

Mr. Horwitz	Chairs
Mr. Logan	
Mr. Moore	
Mr. Schonbeck	
Ms. Shepela	
Mr. Supowit	
Mr. Welter	
to be named (Literature)	
to be named (Visual Arts)	

Judicial

Mr. Carini, Faculty Advisor

Judicial Review

to be elected by students

Ad Hoc Committees

Black Music Committee

Mr. Dixon	Chairs
*Ms. Dunn	
Mr. Fredericks	
Mr. Nowak	

Photography Committee

Neil Rappaport	Chairs
Mr. Fredericks	
*Mr. Williams	
Mr. Wittman	

\*on sabbatical

## FACULTY RESPONSIBILITIES

### Instruction

Faculty members are expected to meet, at the regularly scheduled time, all of the courses and tutorials they have contracted to teach. They are expected to cooperate in good faith with class representatives of the Student Educational Policies Committee. Office hours during each week of term should be announced and kept.

If classes are to be cancelled because of illness, the appropriate faculty secretary should be notified so that students in that class can be told. All other absences for whatever reason should be arranged beforehand with the Dean of the Faculty.

### Counseling

Every faculty member is assigned a number of students, usually nine or ten, as counselees. It is the responsibility of the counselor to be informed about and to assist with the educational progress of the students assigned to him. It is the responsibility of each student to keep her counselor informed about the directions of her educational plan, the nature of the academic work undertaken, and any issues that might arise therefrom.

Assignments of students are made in accordance with their educational interests and needs. Second- and third-year students taking group tutorials usually work with the instructor of the tutorial as their counselor. The tutor, of individual tutorials and for senior projects, also serves as counselor.

Normally the student has the same counselor for the entire year, but if for any reason a change of counselor seems advisable, the Dean of Studies who deals with counselee assignments should be informed of the desirability for a change.

Instructors arrange a regularly scheduled time to meet with their counselees. The uses of the counseling period depend heavily on the student and his interests. Many students discuss ideas, thoughts, and personal concerns; many make arrangement to do specific reading or projects; others use counseling to extend work initiated in courses. Freshman counseling is of particular importance as an aid in adjustment to the demands of college work.

### Faculty Meetings and Committee Service

All faculty members are expected to attend all faculty meetings and division meetings. The last faculty meeting of the year is the commencement ceremony. After their first year, faculty members are normally expected to be willing to serve on two faculty committees.

### Duration of Academic Year

There are two fourteen week academic terms, each with a two day (Thursday-Friday or Monday-Tuesday) holiday at midterm. The terms are separated by a three week holiday and Non-Resident Term of nine weeks in winter and a twelve week holiday in summer. Faculty members have no academic responsibilities during the NRT or summer periods, but some committee and divisional business will inevitably have to be conducted during these periods. Faculty members are expected to be on campus at the appropriate time before classes begin to advise entering students and sign course cards. They are also obliged to remain through the last panel meeting held after students leave in the fall term and after commencement in the spring. Notices informing faculty members of the date of the opening of term will be sent before the beginning of each term.

# List of Faculty - 1974-1975

ABADY, Josephine	Drama	LACKOWSKI, Peter	Soc. Science
ADAMS, Pat	Visual Arts	LEVINE, David	Music
AEBERSOLD, Dennis	Science	LOGAN, Leroy	Drama
BAKER, Frank	Drama, Music	MALAMUD, Bernard	Lit. & Lang.
+BARROW, George	Black Music	MALLOW, Barbara	Music
BARTH, Frances	Visual Arts	MAYER, Reinhard	Lit. & Lang.
BELITT, Ben	Lit & Lang.	MAYERS, Kenneth	Soc. Science
BLAKE, Richard	Soc. Science	MINOR, Philip	Drama
BRANT, Henry	Music	MOORE, Jack	Dance
BROWN, Donald	Soc. Science		
		NOWAK, Lionel	Music
CALABRO, Louis	Music	O'DWYER, Laurence	Drama
CARINI, Louis	Soc. Science		
CARRUTHERS, Tony	Dance, Drama	PACHMAN, Maurice	Music
CHAO, Phebe	Lit. & Lang.	PAGLIA, Camille	Lit. & Lang.
CHEUSE, Alan	Lit. & Lang.	PARKER, Gail	Lit. & Lang.
CICHANOWSKI, Stanley	Science	PAXTON, Steve	Dance
COBURN, Robert	Science	PEARSON, Harry	Soc. Science
COHEN, Ronald	Soc. Science		
DELBANCO, Nicholas	Lit. & Lang.	RICKS, Arnold	Soc. Science
DIXON, Bill	Black Music, Dance	RIDER, Josephine	Lit. & Lang.
DUNN, Judith	Dance	+ROCK, Michael	Soc. Science
		ROSEN, Stanley	Visual Arts
ENSLEY, Barbara	Dance		
*FEINMAN, Alvin	Lit. & Lang.	SALAMON, Linda	Lit. & Lang.
FINE, Vivian	Music	+SANDY, Stephen	Lit. & Lang.
FLACCUS, Edward	Science	SCHLABACH, Anne	Soc. Science
FORD, Jane	Visual Arts	SCHONBECK, Gunnar	Music
FREDERICKS, Claude	Lit. & Lang.	SCOTT, Wallace	Soc. Science
FRISCH, Richard	Music	SHEPELA, Sharon	Soc. Science
		STEWART, Marguerite	Lit. & Lang.
*GLICK, Jacob	Music	SUGARMAN, Sally	Soc. Science
GONZALEZ, Eduardo	Lit. & Lang.	SUPOWIT, Lee	Science
GRAVES, Milford	Black Music	SWINDLEHURST, Madeleine	Science
GUY, Georges	Lit. & Lang.		
		TILLIM, Sidney	Visual Arts
HAAS, Richard	Visual Arts	TRISTMAN, Richard	Lit. & Lang.
HALPERIN, Rhoda	Soc. Science		
HARRIS, Steven	Soc. Science	van der LINDE, Reinhoud	Science
HATCHER, Brower	Visual Arts		
HORWITZ, Martin	Lit. & Lang.	WEIL-SAYRE, Sylvie	Lit. & Lang.
		WELTER, Rush	Soc. Science
JENNER, Joanna	Music	+WILLIAMS, Roger	Visual Arts
		WITKIN, Isaac	Visual Arts
KAHN, Sue	Music	WITTMAN, Josef	Dance
KENSINGER, Kenneth	Soc. Science	WITTMAN, Martha	Dance
KIRKPATRICK, Joanna	Soc. Science	*WOFFORD, Philip	Visual Arts
		WOHNUS, Frederick	Science
		WOODWORTH, Robert	Science

+on leave

\*on sabbatical

List of Teaching Associates and Faculty Emeritus - 1974-1975

Teaching Associates

FINCKEL, Marianne	Music
HEALY, Sophie	Visual Arts
HORENSTEIN, Stephen	Black Music
LONGERT, Kenneth	Dance, Drama
PEARSON, Phyllis	Music
RAPPAPORT, Neil	Photography
SWINDLEHURST, Edward	Dance, Drama
CHADABE, Joel	Electronics

Faculty Emeritus

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

Teaching Assistants

BALASHOV, Victor	Russian
BROOKS, Arthur	Black Music
BROWN, Rae	Nursery School
EGA, Jean	French
HORENSTEIN, Stephen	Dance
HOYER, Jeffrey	Black Music
JOHNSTON, Laura	Nursery School
MANZANEDA, Francisco	Spanish
MOZ, Heather	Language Laboratory
NAGEL, Annegret	German
WILLIAMS, Michael	Sculpture
WINSETT, Michael	Mime



## DIVISIONAL PRACTICES

### The Divisions

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

### 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 Office of Student Services for inclusion on 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.

## DRAMA

Before Tentative Plan: The prospective major in drama will normally have taken five terms in the field. The minimum requirement is four terms. Work in the reading and analysis of plays, and Stagecraft is required. Studio work in acting, design, or playwriting is taken by students interested in specializing in these areas. Each student takes one term's work in the Research, Rehearsal and Production course in the second year.

Tentative Plan: The plan should include the student's area of specialty which might be acting, design, playwriting, dramatic criticism, directing, or filmmaking--either dramatic or documentary. The plan should emphasize work in performance. Majors should plan to spend at least half of their time in the field, and three quarters during the junior or senior year, when a non-performing elective may be included. The student must have demonstrated ability in his/her area of specialization, as well as willingness to cooperate effectively in group undertakings.

Confirmation of Plan: The student should write a developed statement concerning his/her senior project, required in all areas with the exception of acting. In some instances a special composite of the final two years' work in drama or film may eliminate the necessity for the senior project. The project must demonstrate a sound knowledge of theatre process.

Requirements for Degree: Successful completion of program and project.

## LITERATURE AND LANGUAGE

Before Tentative Plan: The usual requirements are two terms of introductory literature, and at least two more terms in literature. Those contemplating a major project in creative writing, and others interested, should take work in prose or verse writing. Those preparing for work in a foreign language should follow the program suggested below. The general requirements are demonstrated ability in all work in the field to maintain a vigorous, self-reliant approach, and to read with discrimination, to analyze in detail and to write clearly and forcefully.

Tentative Plan: The plan should include a projected program for the next four years' work and an indication of the kind of major project anticipated. Each plan must include an endorsement by a language teacher regarding the student's ability to read a foreign language or a detailed and satisfactory explanation of the means the student intends to use to acquire such an ability by the time of graduation.

Confirmation of Plan: The request for Confirmation of the Plan should include a detailed description of the student's proposed project, creative or critical, or both. If the project is to be creative, samples of work must be submitted to the Divisional Secretary for approval by an ad hoc committee of the literature faculty. If critical, the project may take the form of one long or several short essays, depending on the best judgment of the student's counselor and the division.

Language Studies Major: The division offers language students broad possibilities for majoring in foreign languages. Language students may of course major in literature with emphasis on a specific language. They may also, however, include courses in fields related to the major language, thus constituting a language studies major. This major includes studies in linguistic skill and literary criticism in one foreign language as well as courses of a more general cultural character, such as philosophy, history, anthropology, linguistics etc. A second language may be substituted for any of the latter.

As the curriculum of the College is equipped to serve some languages better than others, interested students should contact language instructors in order to plan programs. In addition, various possibilities of study abroad during the junior year augment the College offerings. The senior project may be a translation or a critical essay of a literary or cultural nature, written in the foreign language or in English. In case it clearly combines languages with a field outside the Literature and Language Division, it should be regarded as an interdivisional major.

Requirements for Degree: Successful completion of the work undertaken, a demonstration of efficiency in the use of language as a craft, and familiarity with a significant body of literature.

## MUSIC

Before Tentative Plan: The normal program for the first two years is Music I and Music II. A prospective major must have demonstrated his/her musical ability and capacity to perform in a sustained and workman-like way.

Tentative Plan: The plan should outline the program for advanced studies, including Music III, and indicate whether advanced tutorials and project will be in composing, conducting, vocal and/or instrumental studies, or a combination of these.

Confirmation of Plan: Granted on successful completion of work to date, the approval of final plans, if they differ from the previous plan.

Requirements for Degree: Successful performance of project and successful completion of all work in the field.

## SCIENCE

A student may choose a field of greatest emphasis from one of the following: biology, chemistry, physics, and mathematics. Ordinarily the student will select a supporting field or fields from the remaining three. In some cases, a supporting field outside the division might be pertinent, e.g. psychology, anthropology, architecture, music, or art.

Before Tentative Plan: A student considering major study with the division should consult with a member of the division appropriate to his/her field of emphasis. In general, by the time the Tentative Plan is submitted, at least two years of courses in the field of greatest emphasis and one year in a

supporting field should have been completed or be nearing completion. It is expected that the student's work in the division up to that point will have shown promise of ability to undertake more advanced work creditably.

Tentative Plan: The Tentative Plan will be developed by the student in consultation with members of the division in the fields of emphasis. A total of at least eight courses, deemed appropriate by the division, during the four years of College is expected.

Confirmation of Plan: The student will have performed successfully in division courses beyond the elementary level.

Requirements for Degree: Recommendation by the division calls for successful completion of work taken in the division, as designated in the confirmed plan.

## SOCIAL SCIENCE

The Social Science Division includes the disciplines of Anthropology, Economics, History, Linguistics, Philosophy, Politics and Psychology, and deals collectively with matters of budget, personnel and curriculum. Student programs in Anthropology and Psychology are supervised separately as outlined below.

Tentative Plan: Students planning to do their major work in the social sciences should work out a Tentative Plan for Advanced Work by the spring term of their sophomore year. In drafting the Tentative Plan a student should seek the advice of faculty members in the area of principal interest. One of these will sit on the student's review committee; the Division Secretary will appoint a second member to that committee, and (when appropriate) a third member from outside the division. This committee will report to the division, and will reconvene later to consider the student's confirmation request and to conduct a brief hearing on the thesis proposal before actual writing begins.

Confirmation of Plan: Each Social Science Division major is also expected to design and carry out a senior project or thesis. By the spring term of their junior year students will request a Confirmation of Plan for Advanced Work. The request should include a description of the project or thesis and be supported by the tutor or tutors with whom the student will work, and must be approved by the Division.

Requirements for Degree: Successful completion of thesis or senior project, and program outlined above.

Anthropology and Psychology: Students wishing to emphasize anthropology in their curriculum should establish their competence by satisfactory performance or work with those teaching anthropology. Subject to the degree requirements of the College, graduation with emphasis on anthropology will usually include satisfactory completion of the senior project under the supervision of an anthropologist and, in some instances, another member of the College faculty. The form this independent work takes will depend on the individual circumstances of the student.

Students wishing to concentrate in psychology should submit a program of study, compatible with the degree requirements of the College, which will permit their

becoming cognizant of the various modes of inquiry characterizing the field. The proposed plan should assure mastery of the data, methods, and concepts necessary for the execution of a pertinent senior project demonstrating the student's ability to do independent and sustained work in psychology.

### VISUAL ARTS

Before Tentative Plan: Normally the prospective major in art will take Introduction to Studio Art (consisting of 1 term in 3-D studios, 1 term in 2-D studios) during the first year, and four terms of work in art in the second year.

Tentative Plan: At the time the student submits this plan (which contains, in addition to the basic course lists and distribution requirements, a written account of the educational experiences of the past as well as those envisioned for the future) to the Division, he/she must have demonstrated ability in at least two media. The student will be asked to submit examples of work for review by the art faculty during student's fourth term. The plan should include at least a year's study of art history or criticism if the student has not taken such a course in the first two years, and continued work in two or more studios in the third year.

Confirmation of Plan: The Confirmation of Plan restates courses to be taken and outlines work projects in two or more areas; this work is viewed by the community in the June Senior Exhibition.

Requirements for Degree: Successful completion of project undertaken in advanced program.

### INTERDIVISIONAL MAJOR

The Interdivisional Major is designed to accommodate those student plans which cut across divisional lines and which cannot be accommodated within a single division. In formulating a Tentative Plan for an interdivisional major, the student is advised first to consult his/her counselor to make sure the plan cannot be accommodated within a single division, then to consult with faculty members in the proposed areas of concentration. If the plan is accepted by the Interdivisional Committee, the faculty members who sign the plan will become the student's supervisory committee, along with a representative from the Interdivisional Committee. Plans should be submitted to the Chairperson of the Committee.

Confirmation of Plan: All Interdivisional Majors are expected to do upper level work in all major areas of concentration, and to complete a senior thesis or senior project, or an approved equivalent. The thesis or project need not involve a synthesis of the areas of concentration.

## 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/her personal use and one for his/her 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 his/her 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 their 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/her 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/she 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 Non-Resident Term Director receives the evaluations of each student's work experience from the employer and a report written by the student. The NRT Director then writes her own evaluation based on these reports. Copies of the employer's and the NRT 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 Director. 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/she 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, his/her 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 time 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 on which a letter grade for the work of the term is entered. If a student requested at the time of registration to receive a Pass-Fail designation only (FEPC, 11 Nov. 1970; Faculty, 18 Nov. 1970), the card will be stamped "Pass-Fail only", and this grade will appear on the transcript. Grades, for those

who desire them, are accessible to the student through the Dean of Studies Office at the beginning of the junior year, but students will continue to have accessible their cumulative average at any time. 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/her 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.

## 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 Interdivisional 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/her 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.



### Confirmation of Plan

During the sixth term in college, a student will submit to the pertinent division and the ECC a request for Confirmation of the Plan for Advanced Work. This plan will take into account any changes made in the program outlined in the Tentative Plan, the schedule of courses taken and projected schedule, and where applicable a description of the nature of the senior project to be undertaken. Approval of the Confirmation of Plan must be secured in the student's sixth term, except in exceptional circumstances where the Dean of Studies Office may grant an extension to the first half of the seventh term.

Where a student's plan provides for an interdivisional major, he/she should consult with three faculty members most relevant to the program chosen and submit the plans to the Interdivisional Committee and the ECC.

Approval of a plan by a division, or the Interdivisional Committee, and the ECC guarantees that a satisfactory fulfillment of the program will lead to graduation.

### General Procedure

In case any of a student's work is threatened with failure during the final semester before graduation, each instructor involved should inform the Dean of Studies as soon as the danger becomes apparent. When practicable, each instructor will state what the student must do to pass the course. The Dean will then notify the student's counselor and the Divisional Secretary.

The division or supervising committee gives to the Dean's Office the name of each student it recommends for graduation.

The Dean and the entire ECC then consider the satisfactory completion of the Plan. If two-thirds vote affirmatively, the name of the student is forwarded to the faculty. The faculty, by a majority vote, may recommend the student to the Trustees.

If a student is considered but not recommended by the ECC for graduation, the name must be reported to the faculty and any faculty member may appeal the committee's decision. An appealed case will be referred to the Faculty Educational Policies Committee. If the EPC upholds the Educational Counseling Committee's decision not to recommend, the decision stands, the faculty minutes so record, and the student is informed of the action. If the EPC decides to recommend the student for the degree, the recommendation will go to the faculty at a special meeting before the Trustees act on the faculty's recommendation.

### Non-Resident Term Policy

The general expectation is four acceptable NRTs (transfers excepted). The evaluation of a student's NRT is a composite of the opinions of the employer (if the student had a job), the student and the NRT

Director. When there is a poor report from the employer or a difference of opinion, or when the term is noted unacceptable as an educational experience, the counselor's opinion is requested and will carry special weight in the decision. When an NRT is regarded as unacceptable the student, the counselor and the Dean of Studies are to be advised and the matter will go to the appropriate panel for consideration in time for the student to make amends, if such amends are called for, and each NRT is to be entered on the student's transcript with the notation "acceptable" or "unacceptable."

Flexibility is to be maintained in regard to the way in which second-, third- or fourth-year students (including transfers) spend the NRT, but students and counselors should be warned against the expectation that an NRT could routinely be spent on a senior project or thesis and should expect instead that the senior project would normally be done in two regular resident terms here. Proposals for exceptions to this general expectation require the support of the tutor and the division and are subject to ECC review.

#### Completing Work for the Degree in absentia

In exceptional circumstances, a present or former student who needs no more than two terms for graduation may be permitted to fulfill requirements for the Bennington degree in absentia.

Applications for such permission should be addressed to the Dean of Studies, should state why the student cannot continue at or return to Bennington, and should describe in detail whatever remains to be carried out under Bennington direction, such as the senior project, and the course of studies the student proposes to follow elsewhere.

Permission will be granted if the application is approved by the faculty of the student's major division and the Educational Counseling Committee. The applicant has to satisfy the division and the committee that he/she is capable of independent work on an advanced level, and that his/her program elsewhere will have educational value approximately equivalent to what the student is missing at Bennington.

When permission is granted, a counselor of record is appointed to represent the division and the College in further communications with the student, to provide guidance and to certify her satisfactory completion of the agreed program to the division and the Educational Counseling Committee. The fee for this service will be \$200 a term.

If any part of the work, such as a senior project, is being done under the supervision of the counselor, an additional \$100 a term will be charged. In case of enrollment in an approved

program of graduate studies in substitution for the fourth year at Bennington (such as the Yale master's degree in education), the counselor's fee will be waived.

### Special Programs

Study away from Bennington which fulfills part of the requirements for graduation is carried out by a few students every year in Europe or at other institutions in this country. Plans for study elsewhere should be incorporated in the Tentative Plan if possible and must be approved by the student's major division as well as by the ECC.

Approval of a student's plan shall constitute a commitment on the part of the College that if that plan is satisfactorily completed, the time spent elsewhere will be considered the equivalent of a specified period of residence at Bennington.

A student who has any intention of studying abroad is advised to begin preparing plans well in advance, in consultation with the appropriate language instructor and a faculty member of the division in which he/she plans to major, in order to plan a program of study that will meet divisional expectations.

In determining a student's fitness to study abroad, the ECC considers the following: (1) the student's present standing in the College, maturity and general capacity to carry out his/her plan; (2) proficiency in the language of the country in which he/she would reside; (3) the degree to which the work he/she plans to do abroad would satisfactorily replace the educational experience which would be available at Bennington.

### Special Students

Non-matriculated students auditing or taking one or two courses are considered "Special Students". They may not take more than two courses and are not entitled to counseling. Reports are written on their work and grades assigned as with regular students; work done in this capacity may be evaluated for credit towards the degree if a special student is later admitted to matriculated status. A counselor's fee is required if a degree student.

Acceptance as a Special Student requires the approval of the Dean of Studies and the instructor(s) of the course(s) in question. In 1974-75 they will be billed \$750 per course per term (or \$375 per term for auditing). Faculty spouses and full time employees of the College who are eligible to be special or matriculated students may attend classes without payment of fees.

Only permanent local residents who require college level courses for professional purposes and whose work and familial situation makes it impossible for them to obtain such training elsewhere are

### Time of Class Meetings

Most courses, including those principally for first- and second-year students, meet for two 80-minute periods. These are morning meetings on a M - Th or T - F sequence. Language classes meeting three times a week add a Wednesday morning hour.

Most laboratories and studios are scheduled for afternoon hours. Some advanced courses meet only once a week and these are scheduled for Wednesday mornings, or for afternoons other than Wednesday, when faculty members must be free for committee and faculty meetings.

There are no regularly scheduled evening classes. Occasionally a make-up or extra session may be held after dinner.

The schedule of class hours is drawn up in the spring prior to registration. Change is difficult once students have planned their programs to include these scheduled hours, but occasionally a shift in time seems wise. Such change should not be made without prior consultation with the Dean of Studies, who assigns classroom and hours.

A faculty member who has a preference for teaching on certain days or at certain hours should tell the Dean of Studies before spring registration; a reasonable effort will be made to meet these preferences if it is possible, but other factors such as conflicts may outweigh them.

### Instructional Equipment

All instructional equipment is, of course, the property of the College, assigned primarily for the use of a specific division or divisions. On occasion it may be needed for other use, with the agreement of the division to which it is assigned.

Should the College be asked to lend equipment to outside organizations, such request must be referred to the Vice President, who will consult with the proper division.

Faculty who allow students the use of any College studio or equipment in the faculty members' absence during the summer or or the NRT are responsible if unusual loss or damage occurs as a result of their use and liable for such damage if the student does not pay himself. An agreement stating these terms is required, signed by student and faculty member. A waiver of College responsibility for student injury during use is required. These forms may be obtained by the student from the Student Services Office. A rental fee is charged the student for art studios and Jennings Hall space.

## Faculty Offices

Faculty offices are assigned by the Secretary to the Dean of the Faculty. Any request for change should be made in writing before the end of NRT. Faculty are notified of office assignment in the summer. When a faculty member is on leave he is expected to relinquish his office to his replacement, but he is rarely asked to change his office (unless he has been temporarily assigned to the office of someone on leave). It is not, however, inconceivable that some College need may make such a request necessary.

Faculty members may allow students to use their offices for study at night, provided the courtesy is respected and offices are left in good order. No faculty member should feel obligated to permit such use, nor to continue it if he wishes to withdraw the privilege. If he does not wish his office used he should lock it.



## 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.

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 enlargements or replacements, are initiated through a process of recruitment in which the Dean of Faculty and the Divisions of the Faculty play leading roles. The Divisions hold primary responsibility for recruiting. Guidelines for recruitment are as follows:

Interviews of candidates are scheduled by the Dean of the Faculty in consultation with the teaching divisions. 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. The teaching division as a whole is responsible for making a recommendation on new appointments to the President. The President, who may engage in such other consultation as he may deem appropriate, then makes his 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 committee procedure.
- b. A subcommittee of the Division should be formed to carry out the search for appropriate candidates.
- c. Letters should be sent out 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 fund 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/her visit to the campus:

- a. At least three letters of recommendation supporting the application of a candidate. 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/her 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 as to the schedule followed upon his or her visit to the College.

- c. The nature of the opening in the Division.
- 4. The candidate should have the option of one of the following when visiting the College:
  - a. Teaching an introductory class, with students and faculty attending.
  - b. Delivering a seminar or scholarly paper.
  - c. Engaging in a scheduled gathering where the candidate has an opportunity to informally talk about his or her interests.
  - d. Give a workshop for the benefit of the Division.

#### Duration of Appointments and Standards of Reappointment

A faculty member is normally asked to join the faculty for an initial three year term. He is then considered for reappointment to a second three year term and then a series of five year terms with the presumption of tenure. Exceptions to this norm are made only with the approval of the FPC. In no case is an initial contract offered with a presumption of tenure.

Non-tenure contracts (3-3) are offered where there is sufficient reason to believe that the individual concerned will serve the College well during the time of his appointment. Five-year contracts are offered only where there is strong evidence that the individual concerned is likely to make a significant and substantial contribution to the College over the duration of his tenure.

#### The Reappointment Process and Review Procedure

All reappointments of non-tenured faculty members are made at the convenience of the College and it is recognized that cause need not be shown for the decision not to reappoint in these cases. In the interest of fairness and the right of the individual to be protected from capricious or biased standards of judgment, however, the following procedures are established.

Faculty reappointments are made by the Board of Trustees upon the recommendation of the President of the College. That recommendation is made only after extended review of the matter by the Faculty Personnel Committee. The committee aims to arrive at a consensus on all major decisions; however, a majority of its members constitute a deciding voice. In cases where the President feels it necessary to contravene a majority decision, he must announce this to the faculty as well as to the trustees.



Under normal conditions the Personnel Committee undertakes a rigorous review of a faculty member's contribution to the College during the year preceding the terminal year of a contract period in order to make a recommendation concerning a new contract. The decision of the Committee regarding reappointment shall be made known to the faculty member concerned no later than three weeks before the end of the spring term of the year preceding termination of his current contract period.

In reviewing faculty members for reappointment the Faculty Personnel Committee will consult the working colleagues of the faculty member concerned, including all members of his division. This consultation takes the form of private and confidential interviews or written communication in the following areas of concern: competence in one's field, professional activity, and teaching ability. Responsiveness to student needs and interests, contribution to working committees and other aspects of community life are also taken into consideration. The FPC interviewer will read back his notes of the conversation for approval. In the case of the review prior to the first five-year contract, the President may undertake to solicit the opinion of a faculty member's peers outside the College concerning his scholarly or artistic achievement.

At the earliest possible stage the faculty member being reviewed will also be interviewed by the Dean of the Faculty to inform him that the review process is under way and to give him an opportunity to offer any evidence he may think relevant in his own behalf.

The FPC will seek to gain the maximum amount of information from students regarding the performance of faculty members under review, and will institute procedures toward that end. ~~See also page 31~~

Individual students may also request the opportunity to present their views to a member of the FPC.

If, after the first round of consultations with working colleagues and students, the FPC feels there is sufficient doubt about a faculty member's reappointment, the Dean of the Faculty or the President, along with one faculty member of the FPC, will meet with the faculty member concerned to give him as much specific information as possible about the doubts concerning his performance. The purpose of this second interview is to offer an opportunity for the faculty member being reviewed to provide any new information he may think relevant to the Committee. In order to accomplish its purpose, this meeting should not take place later than two weeks after mid-term.

At this point the FPC, at its discretion, may also conduct a second round of interviews with the working colleagues of the faculty member being reviewed in the effort to elicit more information regarding the specific areas of performance in question.

After the full review process has been concluded, should the decision of the FPC be negative regarding reappointment, the faculty member concerned will be informed of the FPC decision by letter. He may then request a meeting with the President and/or the Dean of the Faculty with one faculty member of the FPC present. The faculty member concerned may elect to have a colleague of his choice present at this meeting as an academic advisor. At this meeting the President or the Dean will explain as clearly and specifically as possible, consistent with the confidentiality of the whole review process, the reasons for the negative decision.

After having discussed the matter at this meeting, the faculty member may elect to have the reasons for his non-reappointment stated in writing. It should be reiterated at this point that all 3-3 and first 5 year appointments are offered at the convenience of the College and that cause need not be shown when these appointments are not made.

#### Presumptive Tenure

When a faculty member is offered his first five-year contract, or any subsequent five-year contract, the College thereby commits itself to offer another five-year contract at the termination of the one then being served unless it can be demonstrated by the College that the contribution to College life of the faculty member concerned has markedly deteriorated or that he has substantially failed to perform the terms of his contract, or unless financial exigency or a change of educational policy requires the elimination of his teaching position. A second or subsequent five-year contract will only be denied after an appropriate hearing has been held before the Personnel Committee, at which hearing the faculty member concerned is given the opportunity to hear and challenge the arguments against his reappointment.

#### Personnel Review Committee

A Personnel Review Committee of three faculty members elected from the faculty at large will be established to deal with all appeals from faculty members who have not been reappointed and to deal with specific grievances individual faculty members may have regarding salary, assignment of teaching duties, assignment of space or other facilities, or propriety of conduct. The Committee will also deal with grievances relating to the terms of the Affirmative Action Program.

In the case of grievances the petitioner will set forth the nature of his grievance and the Committee will decide whether or not to investigate. If, upon investigation, the Committee feels that there is some substance to the allegation, it will seek to bring about a settlement satisfactory to the parties involved. If such a settlement does not seem satisfactory or appropriate, the Committee will report its findings and recommendations to the petitioner, to the appropriate





administrative officer and to the Faculty Personnel Committee which will decide the issue in a manner consistent with overall College policy. In the case of reviews which concern grievances relating to the terms of the Affirmative Action Program the recommendations of the Personnel Review Committee go directly to the President.

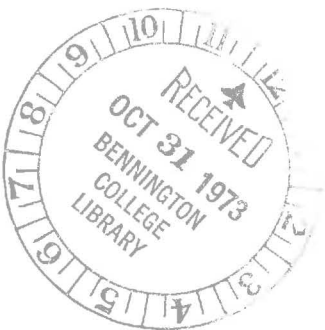
The grounds for appeal in the case of non-reappointment are two. One is that adequate consideration was not given in the review process or that due process was not followed. The other is that a violation of academic freedom was involved in the process leading to the decision not to reappoint. If a faculty member feels that due process was not followed he may make his allegations to the Personnel Review Committee and that Committee will decide whether an investigation is warranted. If, after carrying out an investigation, the Committee feels that the allegations have substance, they will make their recommendation to the Faculty Personnel Committee that it assess the case once again, this time correcting the inadequacies of its prior consideration. After such a review the decision of the Faculty Personnel Committee in the matter is final. In the case of alleged violations of academic freedom the function of the Personnel Review Committee should be the following:

- (a) To determine whether or not the notice of non-reappointment constitutes on its face a violation of academic freedom.
- (b) To seek to settle the matter by informal methods.
- (c) If the matter remains unresolved, to decide whether or not the evidence submitted in support of the petition warrants a recommendation that a formal proceeding be conducted in accordance with Sections 5 and 6 of the Recommended Institutional Regulations of the AAUP, with the burden of proof resting upon the complaining faculty member.

### Salary Policy

The annual faculty salary budget, including individual faculty salary increases, is determined by the Board of Trustees upon the recommendation of the President. The Faculty Personnel Committee advises the President and the Dean of Faculty on general salary levels, on salary guidelines and on matters of professional performance and merit. However, it plays no direct role in awarding salary increases and it does not have access to the salaries of individual faculty members. Whenever the President and Dean of Faculty feel that there is reason to offer a prospective salary grant which departs from the generally accepted norms, they will consult with the Faculty Personnel Committee before actually awarding that salary.

In determining individual salaries, the President and Dean of Faculty use the same criteria as are used for decisions on faculty reappointment, as set forth in paragraph on reappointments.



The Personnel Review Committee is responsible for seeing that the general requirements of salary policy are appropriately carried out.

### General Personnel Policy

In all other matters relating to faculty personnel policy, including among other things contract terms, work loads, leaves, professional responsibility and discipline, decisions are made by a process of mutual consultation between the President, the Faculty Personnel Committee, the faculty and the Board of Trustees. No change of policy of substantial importance is undertaken except upon the recommendation of the full faculty after a report from the President and the Personnel Committee. No substantive administrative decision affecting faculty is made except after consultation with the Faculty Personnel Committee.

### Sabbaticals

Sabbaticals are planned to allow faculty members who will continue to serve the College to renew their energies and capacities. After each ten terms of teaching at Bennington, a faculty member who will return to the College for at least two more years after a sabbatical, or before retirement at age 65, is entitled to a one-term sabbatical with pay. Leaves are not counted toward the ten terms of teaching.

Faculty members entitled to sabbaticals are notified by the Dean of the Faculty of their entitlement early in the fall term of the year before their absence is due. Their Division is also notified at the same time so that divisional plans can be made to accommodate the anticipated absence, and adjustments in schedules might be made to meet divisional needs. The matter is finally cleared through the Dean's office.

The sabbatical may be taken in the first or second term after entitlement. It may be taken later than the second term after entitlement only at the convenience of the College or by special arrangement. Terms taught after entitlement and before the sabbatical is taken are counted toward the next sabbatical. Sabbaticals may not be accumulated. When a faculty member is on a sabbatical the College's and the individual's contributions to all fringe benefit plans are continued as usual.

The obligations of faculty members on sabbatical will normally be absorbed by the other members of their divisions. Under extraordinary circumstances a division may petition the FEPC for a replacement.

Not more than six faculty members should be away from the College on sabbatical or leave during any single term. Where two or more people work in the same field it is generally undesirable for more than one of them to be away during the same term.

## Leaves Without Pay

The College is very often a direct beneficiary of experience gained by faculty members during leaves, and encourages, within limits, the seeking of grants and outside support for such leaves.

Leaves without pay will be authorized by the Faculty Personnel Committee when it seems clear that the needs and purposes of the College are met, and that the faculty member will return with a new and fruitful range of experience. 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.

Faculty members who wish to request a leave will inform the Dean of the Faculty and their division by late October of the year preceding the academic year during which the leave is desired, even when arrangements are indefinite, so that the feasibility of the request can be considered.

It is recognized that such leaves will often depend upon grants for their realization, and that the date of announcement of different grant awards varies considerably. In all cases where leaves are dependent on such awards it is important that communication between the individual faculty member, his Division and the Dean of the Faculty be kept open.

The Dean of Faculty will consult with the Divisional Secretary and other divisional members as appropriate concerning the impact of the projected leave on the division, and report to the FPC. If approved, the search for a replacement will be undertaken in the same manner as in ordinary recruitment.

The membership of faculty members on leave may be continued in the College's medical, disability and life insurance plans, with the College paying its regular share, and entitlement to tuition grants also continues.

Leaves will normally not be approved for more than one year, and as a matter of policy terminal leaves are not awarded.

Faculty members on leave should understand that their replacements put a strain on faculty housing; they may therefore be required to relinquish their College-owned living space during the leave.

## Fringe Benefit Plans

### TIAA-CREF Retirement Plan

A faculty member is normally eligible to participate after one year of service at Bennington, but may participate immediately if he/she has already established TIAA-CREF retirement annuity contracts elsewhere. Faculty are required to participate after two years of service and attainment of age 35 unless it can be shown other provisions for retirement at age 65 have already been made. Associate faculty members are eligible for the plan when they begin their first two-year appointment.

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 the 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.



Application forms and information about insurance are available in the Business Office.

### Salary Advance Policy

Salary advances may be granted to members of the faculty after written request to the Dean of the Faculty has been approved by the Dean or the President. Advances are subject to the following conditions:

1. No member of the faculty may have more than one salary advance in any six month period (January-June, and July-December).
2. The amount of the advance is not to be more than one month's net pay or less than \$100.
3. The advance must be repaid by payroll deduction at the end of the month in which it was made or in the next month if that advance comes after the 15th of the month.

### Housing Policy

About 50% of the teaching faculty live in College-owned housing. College-owned housing consists of housing, apartments, suites and single rooms. These are used to house as many as possible of those instructors who wish it, but housing is not a responsibility of the College and faculty members must recognize that occupancy of College-owned housing is not a perquisite. The only housing arrangements made by the College are those for College-owned accommodations.

College-owned housing may not be shared or sublet to any other person without prior approval of the College and may be sublet, even with approval, only to those affiliated with the College.

### Housing Assignments

Each December faculty members renting College-owned living quarters are asked by the office of the Dean of the Faculty whether they want to move and to what kind of housing. Assignments will be made on the basis of these responses, under current policies, and depending on the availability of space. If an unexpected vacancy occurs, notices will be sent and applications received: the vacancy may be assigned temporarily, for one-year occupancy.

Insofar as available housing makes it possible, size of family or other factors of need are taken into account. Anyone with extraordinary College responsibility may be assigned housing despite normal claims of seniority.

### 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 and has been in College-owned housing for a period of five years or more will pay an annual increment of 5% of his base rental, the rent paid to the College. 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 the President of the College.



## FEPC Recommendations Concerning Teaching Associates and Assistants

Persons without faculty appointments who perform regular instructional functions at the College are designated, depending upon the nature of their responsibilities, either teaching associates or teaching assistants. Their services are contracted on a year-to-year basis, depending on the varying needs of the College and/or the division with which they are affiliated, and there is no presumption of contract renewal. Positions for teaching associates and assistants are decided upon by May 1<sup>st</sup> of the preceding year, and are included in the College budget as instructional expenses. Divisions requiring the services of teaching assistants or associates will present their requests to the FEPC by December 1 of the preceding year, and it will be the responsibility of the FEPC to approve or disapprove such requests in the light of the overall needs and expenses of the College for the forthcoming year. In certain cases, the FEPC may itself undertake to have the College contract the services of associates and assistants in response to instructional needs not met by any of the divisions. In such cases, the assistant or associate will be affiliated with one of the College divisions, as determined by the FEPC on the basis of the relationship of the subject(s) or skill(s) taught by that person to the field(s) or discipline(s) represented by the division. The affiliation of an assistant or associate will not be construed as prejudicing one way or the other that division's claim to additional or replacement faculty personnel, should the need for such arise.

Salaries of teaching assistants and associates will be determined by the President and Dean of Faculty on the basis of (1) the nature and extent of their services and responsibilities, (2) their training and previous experience, and (3) the length of time they have been working at the College. It is understood that salaries will reflect a realistic appraisal of the assistant's/associate's value to the College and, in the case of those whose contracts are renewed, will be considered for yearly and/or "merit" increases. Teaching assistants and associates will, at the time they are hired, be clearly informed of (1) the exact nature and extent of their responsibilities and privileges, (2) the terms of their contract, including the fact that there is no presumption of renewal, and (3) their eligibility for medical and other benefits.

### Teaching Associates

Teaching associates have full instructional responsibility for at least one regular course (or, in the case of the Music Division, at least ten individual tutorials), and may also be asked to tutor and/or counsel up to ten additional students and to participate in division workshops and performances. They are responsible primarily to the division with which they are affiliated, and will be expected to attend, participate in, and, at the discretion of the division, vote at, its meetings. They will be invited to attend, participate and vote at faculty meetings but they will not be eligible to serve on standing faculty committees.

FPC reviews the teaching associate positions in the fall of the third academic year of their establishment, and every other year thereafter,



to determine (1) whether it remains to the College's advantage to have these responsibilities covered by a teaching associate on a year-to-year basis, or (2) whether these responsibilities would be more appropriately covered by a regular (full- or part-time) faculty position, in which case that position would be opened for the following year and filled on a competitive basis.

FPC reviews the teaching associate personnel in the spring of their third one-year appointment and, as the position may continue, in alternate years thereafter.

### Teaching Assistants

Teaching assistants are responsible to and supervised by a particular faculty member, teaching associate, or division. They do not have full instructional responsibility for courses or tutorials, and do not have counselees. They may be requested to participate in division workshops and performances, assist in laboratories, provide supplementary instruction to students, and occasionally teach classes. They are, at the discretion of the division, invited to attend, participate in, and vote at, its meetings. They are not eligible to attend or participate in faculty meetings or faculty committees.



## FACULTY GRANTS AND AWARDS

### The William C. Fels Faculty Facilities Fund

The purpose of the William C. Fels Faculty Facilities Fund is to provide modest support for the productive interchange of essentially non-marketable ideas and creative activities. Requests might be made for such things as secretarial assistance in the preparation of manuscripts; the reproduction of musical scores; travel or mailing costs, etc., incurred in communicating with professional colleagues, and generally for all the worthless activities we engage in.

Applications for facilities grants should be made to the Dean of the Faculty, explaining the nature and the amount of the applicant's need. An individual faculty member may apply more than once, but the total amount granted an individual during one fiscal year may not exceed \$200.00.

### Charles Dollard Grants

The funds for these grants have been given by Mr. Dollard to enable Bennington College teachers "to use their free time well," either on sabbatical leave or during the Non-Resident Term or summer. Grants may be used in residence or elsewhere, to cover writing, painting or other art work, composition, travel or "even just brooding--anything which will enlarge the perspective or brighten the spirit of the recipient."

All members of the faculty are eligible for grants.

The application shall consist of a short statement of use to which the grant will be put.

The maximum grant shall be \$1,000.

Selection of faculty to receive the grants will be made by the President and the Dean of the Faculty.

Applications for grants should be made to the Dean of the Faculty by May 1 each year and awards will be announced before the end of the spring term. They are for use during the following fiscal year.

### Humanities Grants

In 1972 the Ford Foundation concluded its five-year support program for grants in the humanities. Since that date the College has assumed its proper responsibility for funding the program. Grants based on these sums are available for:

- a. A long range scholarly or artistic project, in an amount not to exceed \$1,000.

- . b. Assistance for writing, research or other creative activity during the summer or NRT, in an amount not to exceed \$500.
- c. Assistance for writing, research or other creative activity during a sabbatical leave in an amount not to exceed \$1,000.

Applications can be made to the Dean of the Faculty between April 1 and May 1.

#### Outside Grants

Because Bennington College funds available for grants and assistance are limited, faculty members are encouraged to seek funds from outside private and government agencies.

## LIBRARIES

### Edward Clark Crossett Library

The collection of books and periodicals in the Bennington College Library is one likely to be needed by students and faculty in courses, seminars, and group tutorials. It is a working collection closely related to the needs of the students. In addition, an effort is made to acquire titles for students who are engaged in independent research, especially if such material may later be generally useful.

From the size of the collection, now 70,000 volumes of a possible 75,000, it can be seen that the collection should consist of a careful selection of appropriate titles. Therefore the library depends heavily on the members of the faculty to maintain an effective teaching collection not only by recommending suitable books and periodicals for purchase, but also by acquainting themselves with the present collection in their respective fields and by suggesting deletions as well as additions in order to make the material attractive, pertinent, and not dulled by outdated or obsolete material. A statement on book selection policy prepared by the library committee and the librarian is sent to each new faculty member and to older faculty requesting a copy.

Although the Library may not be able to provide all the material needed for students doing independent research, or for scholarly research by the faculty, the judicious use of inter-library loan privileges often makes it possible to obtain specialized material not in the Bennington College Library. It is hoped, however, that the faculty will consider carefully the resources of this library when planning student projects, particularly as the interlibrary loan service is subject to delays and restrictions beyond the College's control. Also, although Bennington students and faculty may now borrow books directly from the Williams College Library, it is hoped that the faculty will not rely so heavily on those resources that the use of our own collection is by-passed. If students are planning to use other libraries including Williams, they should be referred to the Librarian since many libraries have special regulations governing their use by visiting students.

Recommendations for books to be purchased for the library may be given directly to the Librarian, or to the faculty secretary who will forward them to the Librarian. The library provides special 3 x 5 request slips for the purpose. Ordinarily a month's time is necessary for the ordering and cataloging of American items in print, but it is difficult to estimate the time required; recommendations may be sent in at any time, except that it is expected that faculty will have placed all requests by May 1 of each year. It is assumed that the weekly list of new books is sufficient notification of books ordered by faculty. There is no formal allocation of funds among divisions or teaching fields; instead, faculty are expected to limit purchases to books related to their teaching. Special or unusual needs, especially the support of new programs, should be discussed with the Librarian.

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. The latest issues of selected periodicals, kept in plastic binders, do not circulate. Bound volumes of periodicals circulate for one week.

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 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 93 hours a week during the academic terms:

Monday - Thursday	8:30 a.m. to 11:00 p.m.
Friday - Saturday	8:30 a.m. to 10:00 p.m.
Sunday	12:00 noon 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 Student Services 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 AM to 6 PM weekdays) and from the Student Services Office if the space is needed after 6 PM. Space desired for use on weekends must be requested from and scheduled by the Student Services Office. The College Calendar is kept by the Student Services Office and all meetings or special events (including those scheduled from 8:30 AM to 6 PM) must be cleared and recorded by that office.

### Publicity

Announcements regarding the College and College events are routinely handled by the Publications Offices. 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 her/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.



## COLLEGE PUBLICATIONS

All publications are edited by the Assistant for Publications and Public Information. This includes, in addition to the student and faculty oriented publications, magazines and brochures aimed at prospective students, alumni, donors and prospective donors, prospective NRT employers and friends of the College.

The College Catalogue is published biennially and is made available to students, faculty, administration, friends of the College and alumni, schools, libraries and prospective students.

College Week is published every Tuesday during the resident terms and contains a calendar of events and information of interest to all members of the community. (Notices for insertion must be delivered to the Publications Office by noon on Friday of the week before the event.)

Quadrille is published four times regularly during the year. Two Quadrille newsletters, published at the end of each term, are designed to report news of the college. The two Quadrille magazines which appear at the beginning of each term are designed to reflect the views and activities of all members of the college community, past and present. It is distributed to all constituencies and has a circulation of about 10,000.

Silo, Bennington's student magazine, is issued once a year and sold at a nominal price. It is managed and edited by Bennington students, with the help of the Assistant for Publications and Public Information, but it seeks to represent the work of young artists everywhere. In its pages can be found prose, poetry, art and music. Students are urged to submit their work to Silo and to apply for membership on the Board at the start of each spring term. (Silo takes its name from Bennington's round cornerstone, the silo base at the main quadrangle entrance to the Barn.)

A Galley, in mimeographed form, is published when a member of the community wants to express an opinion in writing on some issue of current concern. It has neither an editor nor an editorial policy. All contributions must be signed by the initials of the author(s) or a nom de plume and left in the Galley mailbox at Switchboard.

A Community Notice is mimeographed announcement of events not included in College Week. This is an emergency measure and should be used only as a last resort. Every effort should be made to get these announcements to the Publications Office so that they can be included in College Week. The person responsible for the publicity of such event must type the stencil and distribute the finished Community Notice to all faculty and student mail boxes.



## GENERAL AND MISCELLANEOUS INFORMATION

### Bills

Monthly statements for college services (freight and express charges, etc.) are rendered to members of the Community on 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 11-12:30 a.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 \$60.00 per year, payable in monthly installments. Arrangements for renting garages should be made with the Director of Business and Finance's secretary.

### 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 charge for lost and extra keys.

### Labor Relations

The College has a contract with the Building Service Employees International Union of AFL. Employees in the buildings and grounds, 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 contact the Director of Business and Finance.

### Lounge

The Faculty Lounge is located in 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 Office of 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 Building. 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 Building.

### 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 Director of Business and Finance, 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 service 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 (temporarily in North Suites)
Literature and Languages	Barn
Science and Psychology	Dickinson
Social Science	Barn
Visual Arts	Arts Center (temporarily in Barn)

### Student Help

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

### Telephone Service

The switchboard is open daily from 7 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 "Operator" from 11 p.m. to 7 a.m. All personal long distance calls must be made through the pay phones.

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